

PERSONNEL POLICIES OF THE VOLUNTEER CENTER OF CEDAR VALLEY

1. INTRODUCTION

The VOLUNTEER CENTER OF CEDAR VALLEY is committed to fair, clearly stated and supportive relationships between the organization and its staff. The personnel policies of the ORGANIZATION have been established in order to provide a guide to the personnel practices of the ORGANIZATION and to ensure consistency of personnel decisions. It is the intention of the ORGANIZATION to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff at the ORGANIZATION. It is not a part of any contract between the ORGANIZATION and its employees. It is only a set of informal guidelines for personnel practices. Notwithstanding the provisions of the personnel policies, all employees are "at will employees" which means that they may be terminated at any time with or without cause without subjecting the ORGANIZATION to a claim for breach of an employment contract.

Employee Classification

All employees are classified as either regular or temporary. Regular employees are employees hired without a specific termination date. Temporary employees are employees whose position at the time of hire is for a short-term period. Terms of employment will depend on agency needs, and in no case will a temporary position be construed as being a contract for a definite time.

Employees also are classified as either exempt or non-exempt according to provisions of the Fair Labor Standards Act.

Regular Full-time Employees are those employees who work 40 hours per week so that makes them eligible for all fringe benefits.

Regular Part-time Employees are those employees working at least 20 hours but less than 40 hours per week. Part-time salaried employees are eligible for all fringe benefits and earn sick leave and vacation at a rate proportionate to the hours they work. Regular part-time employees that work less than 20 hours per week are not eligible for fringe benefits.

Temporary Employees are those employees who are paid hourly under Letters of Agreement for a specified period of time. Temporary employees are not eligible for benefits.

2. AFFIRMATIVE ACTION

The policy and intent of the ORGANIZATION is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age.

3. RECRUITMENT PROCEDURES

The ORGANIZATION intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to the ORGANIZATION for posting or circulation within the ORGANIZATION and for public notification. Posted positions will be open for a minimum application period of 15 days.

4. COMPENSATION

Persons employed by the ORGANIZATION in a part-time or full-time capacity except those persons in non-exempt positions will receive a salary negotiated at the time of recruitment that will not be based upon an hourly wage. At the time of hire, new employees will receive a letter of hire, a job description, salary and benefits detail and a copy of the personnel policies. The magnitude of the work assignments and the full scope of responsibility for the position will be fully discussed at time of hire. In setting compensation, the ORGANIZATION may consider, among other things, external labor market rates, equitable relationship with other jobs within the organization and the organization's ability to pay. Each employee may be eligible for a salary review at the beginning of each fiscal year. The Board of Directors will determine the Executive Director's salary.

5. WORK SCHEDULE

The ORGANIZATION will establish a 40 hour weekly work schedule, and whenever possible will accommodate each individual's personal commitments and the needs of the organization.

6. HOLIDAY SCHEDULE

Official holidays are as follows:

New Year's Day - January 1

Memorial Day - May

Independence Day - July 4

Labor Day - First Monday in September

Thanksgiving Day - Fourth Thursday in November

Day after Thanksgiving Day - Fourth Friday in November

Christmas Eve - December 24

Christmas Day - December 25

When New Year's Day, Independence Day, or Christmas Day falls on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

7. PARENTING LEAVE

The ORGANIZATION desires to assist parents in balancing the demands of working and caring for children. The ORGANIZATION will provide up to 8 weeks of unpaid family leave to any employee for the birth or adoption of a child. Leave must be initiated within six weeks of the birth or adoption of the child, unless otherwise approved by the Executive Director. The use of the 8 weeks shall be at the discretion of the employee and shall be discussed with the Executive Director as to its impact on ongoing work responsibilities and other employees. Although a maximum of 8 weeks is available, an employee may utilize accumulated sick leave as well as annual leave to enable either partial payment for or extension of the basic 8 week period. Special circumstances shall be reviewed by the Executive Director. Insurance benefits will continue to be in force during this leave period provided the full cost of all premiums and expenses for benefits are paid by the employee as the same come due.. Accrual of leave benefits and seniority cease during an approved leave. Upon completion of leave, the employee will be allowed to return to the same or a substantially similar position at the same salary as the employee earned prior to the leave.

8. ANNUAL LEAVE (Paid Time Off)

The ORGANIZATION will provide Paid Time Off (PTO) to each full-time staff employee. Accrual of PTO will commence upon the date of employment for each employee and will be based, on the calendar year. Annual leave will increase with the number of years employed by the ORGANIZATION as follows:

PTO equal to 12 days for the remainder of calendar year 2009. In addition one PTO day will accrue with each month of employment for the 2009 calendar year. (A total of 24 PTO days for the calendar year 2009).

Each additional year of employment will accrue and additional two days of PTO on January 1 as follows:

2010: 14 days PTO plus one day accrued each month of employment.

2011: 16 days PTO plus one day accrued each month of employment.

2012: 18 days PTO plus one day accrued each month of employment.

PTO will cap at 36 days per year.

Employees may use their annual leave as earned if absence from assignment does not unduly provide an impediment for completion of an assigned task or prevent other staff from completion of their work assignments. The Executive Director must approve scheduled absences and the employee should request such leave as soon as possible, with a minimum of two weeks in advance.

It is the policy of the ORGANIZATION to encourage each employee to utilize allotted annual leave during each individual's employment year. A maximum of five days, or 40 hours, will be allowed to be carried over from one year to the next. All other accrued annual leave will be forfeited on December 31. The interchange or exchange of annual leave and sick leave is not allowed.

Special Leave

Special leaves of absence without pay may be granted an employee at the discretion of the Executive Director or in the case of the Executive Director, the Board of Directors.

School Conference and Activities Leave

An employee is entitled up to sixteen hours non-paid leave during the school year to attend a child's school conferences or classroom activities, if these activities cannot be scheduled during non-working hours. This time should be scheduled in advance with the employee's supervisor. The employee must provide "reasonable" notice when possible to the supervisor to minimize any disruption resulting from the employee's absence. Vacation or floating holidays may be used for this absence.

Bone Marrow Donor Leave

An employee will be granted paid leave of up to 40 hours per year to undergo a medical procedure to donate bone marrow. All sick leave must be used first. This time will be charged to accrued sick leave except in cases where the employee has no accrued sick leave, in that case, it would simply be paid time off.

9. JURY DUTY

The ORGANIZATION will pay an employee his or her normal pay for up to two weeks of jury duty.

10. MILITARY LEAVE

Employees absent on their annual two-week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- The employee may take their vacation and retain their military pay.
- The employee may surrender their military pay to the ORGANIZATION, receive their regular salary and take their vacation at a later date.

- The employee may take unpaid leave and retain their military pay.

An employee called up to active duty is allowed an unpaid leave of absence to meet her/his military responsibilities.

Upon honorable discharge from active duty, the employee will be allowed ninety days to apply for reinstatement to her/his former job. The employee will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and seniority had s/he not been on active military duty. Employee benefits will not accumulate during the leave. The employee will be given a Consolidated Omnibus Budget Reconciliation Act notice for election to continue insurances during the leave.

11. HARASSMENT POLICY

It is the ORGANIZATION's belief that the employees of the ORGANIZATION are the primary means by which the goals and objectives of the ORGANIZATION will be met. To that end, the rights of all employees must be respected. All employees of the ORGANIZATION must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment. The procedure for reporting and dealing with this very sensitive issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Executive Director or, if appropriate, the Board Chair or a member of the Personnel Committee.

In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. The ORGANIZATION will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

No retaliation or any kind will occur because an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

12. SUBSTANCE ABUSE

Employees needing help with a substance abuse problem are encouraged to contact their supervisor or a treatment facility.

Early recognition and treatment are critical to any program to curb abuse and to enhance the employee's ability to perform satisfactorily. The ORGANIZATION finds that both the employee and the ORGANIZATION will benefit greatly from early substance abuse recognition and treatment.

No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem.

13. BENEFITS

The ORGANIZATION is committed to providing monthly health insurance up to \$400 with a carrier of the employee's choice. The ORGANIZATION reserves the right, in its discretion, however, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, ORGANIZATION may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

14. PERFORMANCE REVIEWS

Each performance review should be a positive and interactive process whereby both the ORGANIZATION and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and the ORGANIZATION can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of the ORGANIZATION is to conduct a performance review of each new employee during the sixth month of employment, after the first year of service and annually thereafter.

15. EMPLOYMENT REFERENCES

When the ORGANIZATION receives a request for information from another person or entity about an employee, either during employment or after the employee's employment has ended, it is the ORGANIZATION' policy to provide only the following:

- a. dates of employment
- b. last job title

In general, ORGANIZATION policy is not to furnish any other information about work performance or employment, unless the employee specifically directs it to do so and signs a release prepared by the ORGANIZATION which authorizes it to do so. If an employee does not authorize the ORGANIZATION to furnish any additional information, it will advise the requesting person or entity that, absent a release, ORGANIZATION's policy is to provide only the information set out in a-b above.

16. TERMINATION

Resignation

Any employee of the ORGANIZATION may resign by submitting a letter of resignation to the Executive Director or in the case of the Executive Director, the Board of Directors at least ten working days prior to the effective date of the resignation.

At the time of the effective date of the resignation, the employee shall be able to use any accrued PTO or the employee shall be paid for all unused accrued annual leave. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee's final paycheck at the rate of salary paid at the time of resignation.

Other Discharges

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, violation of any policies or practices of the ORGANIZATION.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Executive Director, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

Layoffs

The ORGANIZATION attempts to hire highly qualified staff with broad capabilities. There may be occasions, however (due to program changes, loss of contract support, etc), when it may be necessary to initiate lay-offs. In such cases, it is the intent of the ORGANIZATION to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.

17. EMPLOYEE APPEALS (Grievance Procedures)

The purpose of the employee appeal procedure is to provide a means for employees to resolve their work place concerns with management. All regular and temporary employees of the ORGANIZATION may file a grievance under this section.

Definition of an Appeal

A grievance shall be determined as an alleged misapplication of ORGANIZATION personnel policies. This procedure represents an intent to offer a dispute resolution mechanism to the employees of the ORGANIZATION. Failure by the ORGANIZATION to exactly follow this procedure shall not subject the ORGANIZATION to a breach of contract claim.

Timing for Appeals

In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Step One:

Any employee who is eligible may present an appeal to his/her immediate supervisor for discussion. The supervisor shall have five (5) regular working days in which to respond to the relief requested. Should the supervisor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested. The appeal should be submitted to the Executive Director within five (5) regular working days from the time the first step answer was due or was given. The Executive Director should respond in writing within five (5) days of receipt and if the Executive Director fails to respond within this time, or if the employee finds the response unsatisfactory, or in cases where the Executive Director is the immediate supervisor, the employee may proceed to Step Two.

Step Two:

The employee may submit an appeal to the Personnel Committee if Step One has not resolved the issue. Upon receipt of a written appeal, the Personnel Committee will inform the Executive Committee and the Board Chair of the appeal. The Personnel Committee shall also convene a meeting wherein statements shall be taken from the appealing employee and the employee's immediate supervisor, as applicable, either separately or jointly at the discretion of the Personnel Committee Chair. The Personnel Committee may also request statements from other employees. The Committee may refuse to grant the employee's request for appeal when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious or vindictive. The Personnel Committee shall have twenty (20) regular working days in which to respond to the employee in writing concerning the relief requested. If the Personnel Committee fails to respond within this time limit or if the employee disagrees with the finding of the Personnel Committee, the employee may petition the Chair of the Board of Directors. Failure on the part of the employee to petition the Chair of the Board of Directors within thirty (30) days of the result of Step Two shall result in the appeal being waived.

Step Three:

The Chair of the Board shall convene a meeting with the aggrieved employee, the Personnel Committee Chair, the Executive Director and the Immediate Supervisor, as applicable, either separately or jointly at the discretion of the Chair. The Chair may convene an executive committee meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. In all instances, a thorough and fair investigation will take place, giving careful

consideration to the rights and dignity of the people involved. The Chair will report the grievance and the result at the next regularly scheduled Board meeting.

18. WORK PRODUCTS AND FILES

All supplies, materials, and work products of an employee if purchased by ORGANIZATION shall remain the property of the ORGANIZATION after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files and other papers shall remain with the ORGANIZATION.

19. CONSULTANT FEES, HONORARIA, GIFTS

All employees are encouraged to participate in a variety of community and professional activities. In those instances where an employee's activities are part of their regular duties and responsibilities, any payment received by the employee will be turned over to the ORGANIZATION. All fees derived from ORGANIZATION reports, activities, events, or speaking engagements while employed by the ORGANIZATION shall also be turned over to the ORGANIZATION.

In some instances, an individual may do work that is based on activities or experiences prior to or separate from their regular duties and responsibilities at the ORGANIZATION. To avoid actual or appearance of conflict of interest, any employee who engages in any remuneration activity in any field directly related to ORGANIZATION, participation in such programs must have prior approval by the Executive Director. The Board of Directors will review these issues for the Executive Director. No employee may formally represent himself/herself as a spokesperson for ORGANIZATION without prior approval of his/her supervisor. Gifts in excess of \$100 must be reported to the ORGANIZATION.

Employee Acknowledgement

I acknowledge that I have read and understood the policies outlined in this copy of ORGANIZATION'S Personnel Policy Guidelines. I understand that these policies provide only a general reference and are not a full statement of ORGANIZATION's procedure nor are they a contract. I will update these policies as I am provided with new materials, and I will return my copy of the Personnel Policies to ORGANIZATION upon termination of my employment.

Employee signature _____ Date _____