

III. PERSONNEL

Effective Date: April 21, 2008

A. PERSONNEL POLICIES AND PROCEDURES

The governing board of a non-profit organization has responsibility to supervise and approve decisions which affect goals, policies, plans, and programs. The board should recommend, oversee, and approve compensation plans and fringe benefits as well as various personnel matters. Set forth below are several items which must be governed by board approved policies and procedures.

Equal Employment Opportunity

A policy should be approved which states that all employment decisions are to be made without consideration of race, sex, color, religion, national origin, age or handicap, except where sex, age, or absence of handicap is a bona fide occupational qualification.

Employees and applicants have a right to be considered equal in all personnel functions including, but not limited to: pay, training, promotion, demotion, lay-off, and termination.

Work Schedule

A standard workweek should be established which specifies the normal daily work schedule for employees. However, if the board so desires, it may allow alternative work schedules, often called "flex-time", in an effort to increase productivity or efficiency, solve work force problems, or to provide a choice for employees.

Pay

A policy should be developed regarding classification and compensation of employees. The policy should also specify at what regular intervals employees will receive compensation. Common pay periods are semi-monthly, bi-weekly, or monthly

In conjunction with this decision, the board should also decide whether the organization's payroll process can best be served by in-house staff, board members, a payroll service bureau, or a local public accounting firm. Compliance with the various payroll tax rules and regulations is a difficult task; therefore, it may be in the board's best interest to contract with an outside party for this function.

Holiday Schedule

State employees generally observe the following holidays:

New Year's Day
Martin Luther King's Birthday
Good Friday

Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving (2 days)
Christmas (2 or 3 days)

When a holiday falls on Saturday, the Friday before is identified as the holiday. If the holiday falls on Sunday, the following Monday is normally taken as a holiday.

The governing board may adopt the above State holiday schedule or modify it accordingly.

Leave Policy

A policy should be formulated to specify leave policies which include but are not limited to vacation leave, sick leave, civil leave, and military leave for full-time, and part-time employees of the non-profit organization.

Grievance Procedure

A good relationship between management and its employees is based, on mutual trust and respect. If an employee has a problem or grievance regarding his or her working conditions, there must be a process in place which ensures that the employee's concern is addressed in a straightforward and fair manner without acts reprisal.

Therefore, it is imperative that the governing board institute a grievance policy and related procedures which are responsive to the needs and concerns of its employees.

Secondary Employment

A policy should be developed which requires employees of the non-profit organization to secure board approval before accepting secondary employment.

The policy should state that such employment is allowed only if it does not conflict with the interests of the non-profit organization and does not interfere with the employee's ability to perform his or her normal job responsibilities. Furthermore, the secondary employment should not be performed for an individual or organization which has either a direct or indirect relationship with the non-profit organization in order to avoid the appearance of a conflict of interest on the part of any party. The policy should stipulate that employees who engage in secondary employment are not to use offices, materials, or equipment of the non-profit organization in the provision of services. In addition, secondary employment must be conducted outside the organization's normal work day unless the employee has prior approved leave status.