

OCD

CWSS PERSONNEL POLICY

CENTER FOR WOMEN'S STUDIES AND SERVICES
PERSONNEL POLICIES
UPDATED 12/85 and 5/90

I. PURPOSE:

The specific and primary purpose of CWSS is to meet the many unmet needs of women through the provision of service and educational programs and events. Our areas of emphasis are victims of violence, women on welfare, older women, and women in high school.

II. POLICY:

The primary responsibility of the CWSS Executive Director and his/her staff is to the Board, in fulfillment of their functions to the individuals which they serve. Staff must recognize that this means both continuous quality of service and flexibility within the accepted work schedule. Staff are obligated to make the fullest use of their skills and knowledge in the performance of their jobs to aid their agency in the fulfillment of its stated purpose and objectives.

A staff member has a responsibility for establishing and maintaining good working relationships with the interdependent parts of his/her own agency: Board, administration, memberships, volunteers and his/her other staff, as well as with other groups in the community.

A staff member is responsible for exercising judgment in expressing his/her convictions in the formulation of agency policy. The staff member has the obligation to abide by Board decisions, and if in disagreement, to work in affect change in policy within the agency framework.

CWSS is committed to an affirmative action program to recruit staff who are representative of varied ethnic backgrounds, ex-offenders, women on welfare, older women, younger women and does not discriminate in employment with regard to race, creed, religion, age, political union or affiliation, physical ability, sex, or marital status.

The agency and the staff members are mutually responsible for the growth of the workers on the job. The agency helps through regularly scheduled supervisory conferences, staff meetings, and also makes provisions for classes, and a reasonable amount of time for community meetings, committees and conferences.

III. The Personnel Committee shall be made up of the following: 1 person appointed by the President of the Board, the CWSS Executive Director, 1 staff member elected by the staff, and 2 Board members elected by the Board. All members of the Personnel Committee shall serve for one year, except the CWSS Executive Director who is a permanent member.

IV. PERSONNEL PRACTICES.

A. Employment Procedures:

1. Hiring: The CWSS Executive Director hires staff but may delegate this function to Program Directors.
2. Job Descriptions: There shall be a written job description for every position in the agency which is subject to approval and review by the Personnel Committee. All workers shall be given a working agreement in writing at the time of initial employment, describing the duties and responsibilities of their job classification and conditions of employment, such as starting salary, and probationary period. This agreement shall be examined and rewritten at any time of major change in the job content.
3. Personal Interview: Whenever possible, appointment to position shall always be on the basis of a personal interview between the applicant and the person responsible for employing.
4. Personnel Policy: Each new employee shall be given a copy of the CWSS Personnel Policy.
5. Probationary Period: All new staff are subject to a probationary period of six months. During this period a week's notice of termination either by the employee or CWSS shall not constitute a breach of contract, and is not subject to Grievance. The CWSS Executive Director after consultation with the appropriate Component Coordinator, may extend the time of probation to 30 days for a full-time employee and 60 days for half-time or less. The purpose of this period is to permit new staff to demonstrate capacity for performance and the agency to provide orientation to the job. There shall be at least one written evaluation and one informal evaluation prior to the end of the probationary period.
6. Evaluation: Every twelve (12) months there shall be a written evaluation of the employee's work based on supervisory conferences. This written evaluation shall be the result of participation by supervisor and worker and at its conclusion shall be signed by the worker. It shall be concerned both with the quality of service and the growing competence of the worker. The evaluation shall be given in writing by the CWSS Executive Director, or, if by the supervisor, after consultation with the CWSS Executive Director. The worker shall be able to file written disagreement with any points in the evaluation, which shall become a part of the worker's personnel record. A copy of the evaluation shall be given to the employee.
7. Personnel Records: The agency shall maintain under the custody and supervision of the CWSS Executive Director a confidential personnel file containing an individual folder

for each staff member. The file shall contain: (a) personnel history; (b) educational background; (c) experience background; (d) letters of recommendation; (e) statement of employment conditions, recommendations, etc.; (f) evaluations and records of any other personnel actions.

B. Hours of Work and Working Conditions:

1. Hours of Work: Normally there shall be a basic work week of 40 hours. There should be no more than two work periods per day. There shall be a lunch period of one (1) hour and 15-minute break in the morning and a 15-minute break in the afternoon. The CWSS Executive Director or supervisor may alter this schedule to meet specific program requirements. Attendance at designated meetings may be authorized by requirements. Attendance at designated meetings may be authorized by the CWSS Executive Director, and may be included in the work week.
2. Remuneration: This agency follows the pay classification plan of the City/County/United Way to the extent that funds are available.
3. Overtime: Overtime should be a temporary expedient with period approval by the supervisory and is not a regular policy. When overtime is required, employees shall be compensated by compensatory time off. No more than 16-hours of compensatory time may be accrued and normally should be taken within the pay period. Special consideration shall be given for holiday work and unusual demands. Arrangements for time off should be made as far in advance as possible, consistent with the needs of the program.
4. Job Expenses: Staff Members shall be reimbursed for expenses incurred in performance of their work and travel for the agency, but not to and from work. These include authorized expenses for transportation, parking, meals and other related job expenses and mileage at the existing approved rate, and on any other expenses required or authorized as part of the job. Each staff person is to submit an expense voucher to the CWSS Executive Director by the last working day of each month for certification and reimbursement. Included in job expenses are actual expenses, as approved by the CWSS Executive Director, for attending local, regional and national conferences related to the work of the agency.
5. Physical Working Conditions: The agency shall maintain an office which includes privacy for interviews, adequate lighting, heating, ventilation and sanity and rest facilities
6. Insurance and Retirement Benefits: The agency shall be covered by an accident, health and life insurance plans. Employees are encouraged to participate in an adequate ground

medical and hospitalization plan. All employees shall be included under the Social Security Action when funds permit.

The agency shall provide other fringe benefits as provided by law.

C. Vacations:

Vacations must follow at least 6 months of continuous employment. No vacation shall be granted during the period of probation, nor during the first 6 months of employment, nor accrue to any employee who terminated within this period. Thereafter, vacation shall be granted as having accrued from date of employment.

1. Full-time employees shall earn vacation at the rate of 1 work day per month for the first two years of employment. For the third through fifth years of employment, staff shall earn an additional one day per year; and two additional days per year employed thereafter up to a total maximum of thirty working days per year.
2. Part-time employees shall earn vacation at the rate of one work day per month at their usual rate of pay, unless other arrangements have been made ahead of time with the Executive Director.
3. When a holiday falls within a vacation period, it is not charged as vacation time.
4. If employee illness occurs while on vacation, medical leave may be charged instead but verification of illness by a physician is required.
5. Annual vacations are not cumulative for more than one year. If vacation is not taken within this period the employee will lose the time. Arrangements can be made with the Executive Director to carry over vacation time in special cases.
6. The scheduling of vacations are subject to the convenience of the agency and are approved by the CWSS Executive Director.
7. Upon leaving the agency, after giving due and proper notice, employees shall be compensated for unused vacation leave.

D. Holidays:

The staff is entitled to the following holidays on the dates observed in this community: Martin Luther King Jr.'s Birthday, Independence Day, Labor Day, Memorial Day, Washington's Birthday, New Year's Day, Christmas (or other official religious holiday chosen by the employee), Thanksgiving, Veteran's Day, and August 26, and one other day that is convenient for the agency and as designated by the CWSS Executive Director. In addition, 1 day will

*not
Columbus Day*

be allowed on December 24th and 31st. Personal business and religious observance time may be granted after consultation with the CWSS Executive Director.

E. Leaves:

1. Medical:

After the first six months of employment, "sick leave" will accumulated at a rate of 8 hours per month for full-time staff and at a pro-rated rate for part-time employees. Sick leave may be accumulated from month to month and will accumulate for a total of 24 months. The CWSS Executive Director may require a statement from a physician after three days consecutive absence.

2. Special:

Special leaves may be granted by the CWSS Executive Director, the time charged to medical leave, vacation, or covered by salary deduction:

- a. after consultation with physician, to preserve the emotional and physical health of staff,
- b. for personal business,
- c. bereavement leave of absence for 3 days for death in the immediate family and other personal bereavement.

3. Study:

Leaves of absence for study, less than one month, related to professional growth on the job may be granted by the CWSS Executive Director. The plan for study and the action taken shall be transmitted to the Personnel Committee. Absence of more than one month but less than six months, for study purposed may be granted by the CWSS Executive Director after consultation with the Personnel Committee. It shall be understood that the worker shall return to the agency for at least 6 months, or such other period as determined by the Board of Directors immediately upon completion of study, otherwise the worker shall be required to reimburse the agency if financial assistance is received.

After five years of CWSS employment, Component Coordinators may be allowed study time without loss of pay as follows:

- a. Up to 1/4 of the total study time required (counting not more than one hour of homework for each hour in the classroom or under an instructor's supervision), and up to 1/4 of the required travel time - the total not to exceed 7 hours per week.

i. For studying leading to a degree, a certificate, or a diploma under the auspices of an educational institution.

or

ii. For study which, in the opinion of the other coordinators, is directly related to the given Coordinator's area of work and to the needs of the organization.

b. If both a.i. and a.ii apply, the above time may be doubled:

In each case, specific arrangements, priorities, and the determination concerning the organizations' ability at a given time to afford a study time allowance, shall be decided by all the coordinators as a group. It shall be understood that the worker shall return to the agency for at least one year, or other such period as determined by the Board, immediately upon completion of study, otherwise the worker shall be required to reimburse the agency for financial assistance received.

4. Maternity/Paternity:

The pregnant individual may continue on the job so long as health is not endangered and as long as she is able to meet the requirements of the job as determined by the CWSS Executive Director.

Paid maternity leave will be provided after six months of continuous employment.

Maternity Leave will follow the following sequence:

- a. All female employees are eligible for ten working days of paid maternity leave at their current level of pay.
- b. After the above ten day period, the employee may then take up to 1/2 of her accumulated vacation time.
- c. After the above, the employee may then take up to 1/2 of her accumulated sick leave.
- d. An additional ten working days of maternity leave can be taken at 1/2 pay.
- e. An additional ten working days of maternity leave can be taken at 1/4 pay.

f. After the above, any further leave, paid or unpaid, must be negotiated and approved by the CWSS Executive Director, or in the case of the Executive Director, approved by the CWSS Board of Directors.

Options 4 and 5 are not available to those who have chosen to return to work at any level after exhausting 1/2 of their sick leave.

Options 4 and 5 are contingent on organizational finances at the time the leave is requested.

Partners or male employees may be allowed up to three days leave at the time of the birth of the child(ren).

CWSS will provide up to four months unpaid maternity leave.

The CWSS Maternity Leave Policy will apply to the adoption of a child up to the age of 26 months.

F. Civic Duties:

Staff members called to jury service shall not be penalized as far as salary is concerned.

G. Other Community Activities of the staff:

Full-time employment calls for a full measure of dedication to the work and activities of the agency.

H. Temporary or Special Project Staff:

Temporary workers shall be employed for specific periods of time to substitute for permanent staff on leave, or for work on special projects. At the time of employment, temporary employees and special project staff will receive in writing a statement as to the specific working conditions (in hours, expenses, vacation, sick leave, retirement and other benefits) to which they will be entitled during employment with CWSS. Due to the special nature of the project for which an employee may be hired such a statement of working conditions may differ from those outlined in these Personnel Policies.

I. Separation of Staff:

1. Resignation:

In the event of resignation 30 days written notice with a minimum of 2 weeks, shall be given. If the required notice is not given, terminated will be automatic and no accrued benefits will be paid for the entire period of employment. Any exceptions to the above will be considered by the CWSS Executive Director.

2. Dismissal:

The CWSS Executive Director is dismissed by the Board upon the recommendation of the Personnel Committee. Other employees are dismissed by the CWSS Executive Director. It will be the responsibility of the CWSS Executive Director to notify the Board of resignations and terminations.

Dismissal may occur for any of the reasons listed below but ordinarily would occur when such techniques as a written warning, a reprimand or suspension without pay or other techniques had not improved performance. i.e., insubordination, dishonesty, embarrassment of the agency, willful disobedience, inappropriate treatment of a client or of other employees.

- a. Lack of adequacy by the employee for sound relationships with the membership, volunteers, staff, supervisors and Board of Directors.
- b. Lack of growth and progress on the job.
- c. Lack of skill in the performance of duties.
- d. Lack of understanding and acceptance of the philosophy of the agency.
- e. Lack of positive community relationship.
- f. Deception or fraud in application of employment.
- g. Unauthorized absence.

J. Grievance Procedure When Termination is Challenged:

Purpose: The purpose of the grievance procedure is to clarify the causes of termination and to arrive at an acceptable resolution of the dispute.

Eligibility: All paid employees not currently on probationary status shall be entitled to the following steps of the Grievance procedure in the event of termination of the employee.

Step One.

Meeting between the employee who has been terminated and any supervisory(s) who did the terminating to be facilitated by the Executive Director. This step shall be initiated by the employee in writing within one(1) work week of termination. The meeting shall be held and the decision rendered in writing within 10 working days of receipt of the letter. It is the supervisor's responsibility to schedule the meeting within this time.

Step Two:

Employees may request in writing a hearing before the Personnel Committee of the Board. This committee shall render the final decision and notify the person by letter within 24 hours.

Step Three:

If the decision is not agreeable to either party, either party may appeal to the Board by written request within one week of receipt of the decision by the Personnel Committee to request a hearing before the Board at its next regular Board meeting. If no Board meeting is forthcoming, a special meeting may be called to hear the appeal.

Note 1: at any of the meetings the employee with a grievance will be entitled to the presence of an advocate of his/her choice.

Note 2: An employee who fails to invoke the grievance process within a week of his/her termination or who request to follow the steps described above would be considered to have accepted the termination and will have not other recourse.

Note 3: Neither the employee or the supervisor may contact any member of the decision making bodies to try to influence the case.

K Other Instances of Grievance:

In cases not involving her termination, a CWSS employee who wishes to file a grievance against another employee or the organization itself must file it in writing with their most immediate supervisor not directly involved in the grievance. It will be this supervisor's responsibility to attempt to resolve the conflict within two weeks of the date on which she received the grievance. If successful resolution has been thus achieved, this fact shall be acknowledged within one week by a letter signed by the person who filed the grievance as well as by the Executive Director, thus closing the matter.

If the conflict has not been resolved, and the supervisor who handled the case thus far was not the Executive Director herself, the employee may refile the case with the Executive Director within a week after the end of the the end of the original three(3) weeks. The Executive Director shall then have another three weeks during which to achieve resolution.

If the conflict has not been resolved, and the supervisory who handled the case thus far was the CWSS Executive Director, the employee may refile the case with the Supervisory Staff within a week after the end of the end of the original three weeks. The

Supervisory staff shall then have another three weeks during which to achieve resolution.

If the grievance is not refiled with the Executive Director/Supervisory Staff as required in the preceding paragraphs, the matter shall be automatically closed. If the grievance is properly refiled and the Executive Director/Supervisory Staff fails to achieve resolution within the prescribed three week period, she/they shall forward a copy of the grievance, along with her/their recommendation concerning it to the Personnel Committee which shall hold a hearing on the matter within a month of the date on which it receives the grievance. The Personnel Committee shall determine which ground rules and process for each hearing and shall submit its recommendation to the Board of Directors for final disposition. The final disposition by the Board should be made in executive session.



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