

# PERSONNEL POLICY

## I. EMPLOYMENT REQUIREMENTS AND PROCEDURES

### A. Eligibility -

\_\_\_\_\_ (Facility name) does not discriminate in employment of any persons regardless of race, religion, color, national origin, sex, disability or age.

## II. SALARIES AND WORKING HOURS

### A. Salaries -

- 1.) The Federal minimum wage is observed for all employers.
- 2.) All part-time and full-time employees are paid for hours worked in a work pay period.
- 3.) One week pay period will be held back. Pay days are on \_\_\_\_\_ (dates/day of week). Paychecks may be picked up after \_\_\_\_\_ (time/date).

### B. Working Hours -

This facility operates on a regular work week of not more than (40) forty hours. A regular work week for any employee of more than forty hours must be authorized by the Director/Owner. Personnel will differ as to operation schedules to meet the service needs of the clients; it is the responsibility of the Director to schedule each employee's work week according to the facilities needs.

### C. Overtime -

Time above the regularly scheduled work week must be authorized in advance by a designated authorized supervisor or the Director. Authorized overtime is paid at time and one half for time over forty hours worked during the week, except for those employees in executive, professional (administrative) technical positions who are exempt from overtime provisions of the Fair Labor Standards Act.

## III. BENEFIT PROGRAMS AND POLICIES

### A. Social Security -

As required by the Federal Government, all employees shall have Social Security withheld from their salary. This applies to all employees, whether permanent or temporary, full-time or part-time.

### B. Workers' Compensation Insurance -

This facility is a subscriber to Workers' Compensation. The monthly premiums paid by the employer provide for temporary total disability benefits and for permanent partial disability benefits as well as survivors benefits in cases of injuries received in the course of and resulting from employment. An injury must be reported immediately to Workers' Compensation and to the Director in order to be eligible for benefits. Medical care and hospitalization are also provided for, limited however to applicable rules and regulations.

C. Hospital and Medical Care Insurance -

Non-applicable

D. Retirement Benefit Plan -

Non-applicable

E. Holidays -

No Paid Holidays

F. Vacations -

1.) Part-time employees do not accrue paid vacation time.

2.) Requests for vacation leave must be submitted, in writing, a minimum of two weeks in advance and must be approved by the Director.

G. Harassment -

Employees shall have a work environment free from intimidation and harassment because of their race, age sex, religion, handicap, or ethnic origin. This facility prohibits any physical, verbal, or visual harassment by any employee toward any employee. An employee is to report any complaints of this nature to their immediate supervisor or Director. These complaints will be thoroughly investigated and should they be found to have any basis in fact the person, or persons, involved will be appropriately disciplined, which may include immediate discharge.

#### IV. TERMINATION OF EMPLOYMENT

A. Resignation of Employee.

An employee planning to resign should give at least two weeks written notice of such intention.

B. Termination by Employer-

1.) If the services of an employer are terminated by the facility the employee will receive two weeks written notice of termination of services. However, if an employee is dismissed for 'just cause' they may be terminated immediately without benefit of a two week written notice.

2.) Reasons for Employee Termination:

(a) Staff Reorganization - For a variety of reasons the facility may at some time be faced with the need to reduce or revise staffing requirements, reduction in work force, elimination of positions, reorganization of office and work load, etc.

(b) Termination for Just Cause - The director and supervisor of the employees are responsible for the supervision of the employees work. Except where immediate dismissal occurs, the following process will be followed:

[1] The immediate supervisor will inform the employee in writing of unsatisfactory performance.

- [2] The employee will be given an opportunity to improve his or her overall unsatisfactory performance within a specified time period.
- [3] If a second notice of unsatisfactory performance is given, a specified time period to correct performance given and a one to five day suspension may also be involved.
- [4] If unsatisfactory performance continues, the employee is given a written notice of termination.

The following are considered detrimental to the welfare of the facility and its clients and may constitute cause for immediate dismissal. When immediate dismissal occurs, the steps outlined above in the Termination Process will NOT be followed.

1. Failure of any employee to accept policies and regulations of the facility.
2. Releasing information about the clients of the facility without approval of the Director.
3. Physically or verbally abusing or neglecting clients of the facility; physically or verbally abusing staff members of the facility.
4. Hindrance in the performance of duty caused by the use of alcohol or the use of illegal drugs.
5. Falsification of logged hours worked.
6. Failure to be at your assigned place of employment when on duty without permission of supervisory personnel or the Director.
7. Failure to appear for work without previous permission or phone in explanation. (Failure to report off work 3 consecutive days will constitute immediate dismissal.)
8. Failure to respond to written or verbal warnings from the supervisor or Director regarding violations of the centers policies and practices.
9. Any form of stealing from the facilities property.
10. Taking home equipment, etc. off grounds without permission of the supervisor or Director.
11. Making purchases in the name of the facility without the authority of the Director.
12. Speaking to the News Media or to the public in the name of the facility without express written permission of the Director.
13. Any sexual harassment made by a staff member on duty or on the grounds of the facility, or in any job related way toward another person.
14. Failure to report to the Director or supervisor any accidents that occur in the performance of scheduled responsibilities or duties.
15. Failure to follow proper prescribed fire regulations in the facility.
16. Possession of firearms, explosives, fireworks, chemical weapons, or other similar devices anywhere on the grounds of the facility.

V. GRIEVANCE PROCEDURE

1. It is the policy of the facility that employees have a right to a timely resolution of work-related problems.

a.) Definition of Grievance -

1. An alleged breach or violation of personnel policies and procedures or a dispute arising from interpretation or application of the same.

2. Procedure -

a.) The employee must present the problem to his/her supervisor who shall give the matter prompt attention and respond within (5) five working days.

Most matters should be settled satisfactorily at this level.

b.) If any employee is not satisfied with the determination of his/her supervisor, he/she should present the grievance in writing and request an appointment with the Director, who will meet with the employee and other involved parties within (15) fifteen days and submit a written decision to the employee. A written decision of the problem will be given to the parties involved within (30) thirty days. This decision is considered final.