



## **Southeast Como Improvement Association**

# **PERSONNEL POLICY GUIDELINES**

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## Introduction

The Southeast Como Improvement Association (hereafter referred to as SECIA) is committed to fair, clearly stated and supportive relationships between SECIA and its staff. The personnel policies of SECIA have been established in order to provide a guide to the personnel practices of SECIA and to ensure consistency of personnel decisions. It is the intention of SECIA 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 SECIA. It is not a part of any contract between SECIA 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 SECIA to a claim for breach of an employment contract.

The staffing of SECIA consists of one Neighborhood Coordinator, an Environmental Coordinator, a Resource Center Coordinator, a Community Garden Coordinator, and special project interns.

The SECIA Board of Directors (hereafter referred to as the Board) will revisit and update these policies as needed, not less than once per year coinciding with the first meeting after the Annual Meeting and election of new Board members. This edition of the personnel policies supersedes and replaces any previous versions.

After accepting an offer of employment with SECIA, each employee shall be given a copy of these policies, and shall indicate, in writing, that they have read and understand these policies, within ten days of their commencing employment with SECIA.

## Work Products & Files

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

## 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 and terminate for cause.

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

Full-time Salaried Employees are those employees working a minimum of 40 hours per week. Part-time Salaried Employees are those employees working at least 20 hours but less than 40 hours per week. All employees, save special project interns, are eligible for all fringe benefits and earn sick leave and vacation at a rate proportionate to the hours they work.

Full-time salaried employees are eligible for all fringe benefits, are expected to work the hours necessary to carry out their responsibilities, and are not eligible for overtime pay.

## Affirmative Action

The policy and intent of SECIA 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.

SECIA intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. SECIA seeks to do business with organizations that encourage equal employment opportunities.

# Work & Leave Schedule

SECIA entrusts each employee to establish whenever possible a weekly work schedule according to their full, part, or special employee status that is cognizant of each individual's personal commitments and the needs of SECIA.

SECIA recognizes the frequent need for early morning, evening and/or weekend work to carry out SECIA's mission. SECIA recognizes the need for flexibility in work schedules, and entrusts its employees with arranging a schedule that meets the needs of the staff and the organization.

## HOLIDAY SCHEDULE

Holidays are days that the SECIA office is closed. Employees working more than 50% time are compensated for these holidays as a paid day off. Employees working less than 50% are compensated for these holidays as 1/2 a paid day off. Interns and consultants are not compensated for holidays.

Official holidays are as follows:

- New Year's Day - January 1*
- Martin Luther King, Jr. Holiday - Third Monday in January*
- Presidents' Day Holiday - Third Monday in February*
- Memorial Day - Last Monday in May*
- Independence Day - July 4*
- Labor Day - First Monday in September*
- Columbus/Explorer's Day - Second Monday in October*
- Veterans' Day - November 11*
- Thanksgiving Day - Fourth Thursday in November*
- Friday after Thanksgiving Day*
- Christmas Day - December 25*

When these holidays fall 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. If a full-time employee works on an official holiday, the employee may take a paid day off later to compensate for the missed holiday.

If Christmas Day falls outside of an employee's faith practice, another holiday is granted as a paid holiday. If the paid holiday occurs during vacation, an extra day off will be granted in its place.

Each employee working over 50% time shall have 2 floating holidays to be used in each calendar year. Each employee, except interns, working under 50% time shall have 1 floating holiday to be used in each calendar year.

## PAID PERSONAL LEAVE

Employees may use their paid personal leave as earned if absence from assignment does not unduly impede the completion of an assigned task or prevent other staff from completion of their work assignments. Each employee shall coordinate the taking of their paid personal leave with their advisory committee if the consecutive number of days taken exceeds 5. Each staff person of SECIA should notify the office each day they will be absent from work due to illness, if at all possible. Each employee

FT%	Hrs/dys	Sick	Vacation	Accrual
100%	40h/5d	96h/12d	96h/12d	96h/12d
90%	36h/4.5d	86h/11d	86h/11d	86h/11d
80%	32 h/4d	77 h/9.5d	77 h/9.5d	77 h/9.5d
70%	28h/3.5d	67h/8d	67h/8d	67h/8d
60%	24h/3d	58 h/7d	58 h/7d	58 h/7d
50%	20 h/2.5d	48 h/6d	48 h/6d	48 h/6d
40%	16 h/2d	38 h/5d	38 h/5d	38h/5d
30%	12h/1.5d	29h/3.5d	29h/3.5d	29h/3.5d
20%	8 h/1d	19 h/2.5d	19 h/2.5d	19 h/2.5d
<b>Over 50% Time leave accrual:</b>				
0-3 yrs	12 d	8 yrs	17 d	
4 yrs	13 d	9 yrs	18 d	
5 yrs	14 d	10 yrs	19 d	
6 yrs	15 d	11+ yrs	20 d	

is allowed to accrue annual leave per the final column in the chart. All other unused leave will be forfeited January 1 of each year. Sick leave may be accumulated up to 90 days and may be carried over from one employment year to the next. Interns and consultants are not eligible for paid personal leave.

SECIA grants two types of Paid Personal Leave, sick time and vacation time. The enclosed chart will be used to determine an employee's paid personal leave based on their percentage of full-time hours worked.

## COMPENSATORY Leave

Salaried employees working over 50% time can take compensatory time for hours worked over their usual in a week. Employees shall take compensatory time before taking annual leave (vacation) time.

## Performance Reviews

Each performance review should be a positive and interactive process whereby both SECIA as a whole and the individual being reviewed can learn more about their strengths and weaknesses.

Each staff member shall have a performance review six months after commencing employment at SECIA and at least annually thereafter. Staff members shall be reviewed by his/her advisory committee.

Performance reviews shall generally be an assessment of the individual's performance as measured against the job description. Additionally, the performance review may be based upon mutually agreed upon job objectives.

An employee's advisory committee, in collaboration with staff, will develop performance expectations for each staff member. The employee's signature on their performance review will indicate that it was presented to and discussed with them. Each employee may make comments about their appraisal and such comments will be included in their personnel file.

## 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. SECIA finds that both the employee and SECIA 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. However, no employee shall report to work under the influence of alcohol, marijuana, controlled substances or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision making or safety.

## Travel & Employee Expenses

Travel and related expenses: The cost for transportation, lodging, meals, conference registration fees, and other reasonable expenses will be covered by SECIA for its employees when traveling in the course of SECIA related business. SECIA may be billed directly for certain items or the staff person incurring the expense may be reimbursed. Wherever possible, the request for reimbursement will be accompanied by an appropriate receipt indicating payment against which reimbursement is being requested.

All expenses incurred by staff in the course of doing business on behalf of SECIA will be submitted for reimbursement each month. When preparing the monthly submittal for expense reimbursement, staff is requested to prepare an employee expense report listing the expense and the relationship to the project for which it was incurred.

Meal reimbursements are as follows (and are based on the State of Minnesota guidelines):

Breakfast	\$7 or less
Lunch	\$9 or less
Dinner	\$15 or less

These rates will be reviewed and approved annually by the Board.

Means of Travel: When using their own automobile for business activities related to SECIA, staff will be paid the standard mileage rate as set by the Internal Revenue Service for business expenses taken on Schedule C of Form 1040. This rate will be reviewed and approved annually by the Board of Directors.

It is assumed that employees will exercise discretion when traveling and use accommodations which are economical.

# Benefits

## Medical Care

SECIA does not offer a group health insurance plan. Qualifying health expenses are those that would qualify as a deduction on Schedule A of the Federal Income Tax Form 1040. However, SECIA does provide full-time employees with a stipend not to exceed \$3,500 per year to apply toward health insurance premiums and health expenses not covered by insurance. Employees will arrange for and pay for their health insurance and submit receipts for reimbursement from SECIA. SECIA does not offer long term disability insurance, short term disability insurance, life insurance, or a retirement plan. Worker's compensation insurance premiums and unemployment compensation insurance premiums will be paid for each employee as required by law.

## Parenting Leave

SECIA will provide up to 10 working days of paid family leave and an additional 8 weeks of unpaid family leave to any employee for the birth or adoption of a child. The use of the ten weeks shall be at the discretion of the employee and shall be discussed with the Neighborhood Coordinator as to its impact on ongoing work responsibilities and other employees. An employee may utilize accumulated sick leave as well as annual leave (vacation time) and compensatory time to enable either partial payment for or extension of the basic ten week period. Special circumstances shall be reviewed by the Neighborhood Coordinator and/or Personnel Committee. Insurance benefits will continue to be in force during this leave period but all premiums and expenses for benefits will be paid by the employee. 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.

## 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 other paid leave may be used for this

absence.

## Special Leave

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

## Compassionate Leave

Employees of SECIA shall be granted up to three working days with pay due to a death in their immediate family (mother, father, sister, brother, spouse/partner, children, in-laws, grandparent, grandchildren). Special cases will be considered on an individual basis.

## Jury Duty

Employees who serve on jury duty receive the normal pay they would have earned if they were working during the period of time they are on jury duty, up to two weeks.

## Voting Leave

SECIA will grant to all employees one-hour during the working day to vote in governmental elections.

## 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:

- (1) The employee may take their vacation and retain their military pay.
- (2) The employee may surrender their military pay to SECIA, receive their regular salary and take their vacation at a later date.
- (3) 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 insurance during the leave.

## Recruitment Procedures

SECIA 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 Neighborhood Coordinator will work with the employee's advisory committee to prepare a job announcement clearly identifying the position's responsibilities and overall relationship to SECIA for posting or circulation within SECIA and for public notification. Posted positions will be open for a minimum application period of 15 days. An Advisory Committee that oversees the new position will have primary responsibility for interviewing and hiring employees who will work under the committee's supervision. The Neighborhood Coordinator will facilitate this process. The Executive Committee will have primary responsibility for interviewing and hiring the Neighborhood Coordinator and other positions with similar responsibilities.

## Fees, Honaria, 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 will be turned over to SECIA. All fees derived from SECIA reports, activities, events, or speaking engagements while employed by SECIA shall also be turned over to SECIA.

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 SECIA. To avoid actual or appearance of conflict of interest, any employee who engages in any remuneration activity in any field directly related to SECIA programs must have prior approval by the Neighborhood Coordinator. The Board of Directors will review these issues with the Neighborhood Coordinator. No employee may formally represent himself/herself as a spokesperson for SECIA without prior approval of his/her advisory committee.

## Sexual Harrassment Policy

It is SECIA's belief that the employees of SECIA are the primary means by which the goals and objectives of SECIA will be met. To that end, the rights of all employees must be respected. All employees of SECIA must understand its position on sexual harassment. By definition, sexual harassment is any unwanted attention or action of a sexual nature by someone in the work place that creates an intimidating, hostile, or offensive work environment. It will also be considered sexual harassment to harass an employee because of that employee's gender, even if the harassment is nonsexual. 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 Neighborhood Coordinator or, if appropriate, a member of the Executive Committee.

In all instances, a prompt, thorough, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. SECIA 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 sexual 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.

## Compensation

Persons employed by SECIA 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. Persons employed by SECIA at the time of hire 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 the time of recruitment. In setting compensation, SECIA may consider, among other things, external labor market rates, equitable relationship with other jobs within SECIA and SECIA's ability to pay. Each employee will be eligible for a salary review on the anniversary date of their hire. Recommendations by the Neighborhood Coordinator for pay adjustments are reviewed by the Executive Committee which makes the recommendation to the SECIA Board. The Executive Committee has the authority to approve or disapprove increases based on the budget's ability to sustain such raises. The Board of Directors, after consulting with the Executive Committee, will determine the Neighborhood Coordinator's salary annually.

Annual Cost of Living - based on the Consumer Price Index / Urban/Twin Cities increases will automatically take effect on employee's anniversary hire

Additional wage increases based on Experience - 2% (based on the previous year's salary) increase, subject to funding availability— will be handled in the employee's annual review with the personnel committee.

## Staff Training

SECIA recognizes that the effectiveness of its professional staff is largely dependent upon sound staff training. As part of this staff training, SECIA encourages staff to participate in classes, seminars, and training that will enhance the knowledge and performance of its staff. Staff will be reimbursed for such training when funds are available with prior approval by the Neighborhood Coordinator and in conjunction with an individual's work plan. Training that are required by SECIA will be paid by SECIA. Paid time off for training purposes must have prior approval by the employee's supervisor.

## Termination

Any employee of SECIA may resign by submitting a letter of resignation to the chair of the employee's advisory committee at least 10 working days prior to the effective date of the resignation. In the case of the Neighborhood Coordinator, s/he shall submit a letter of resignation at least 20 working days prior to the effective date of the resignation. At the time of the effective date of the resignation, the employee shall be paid for all unused paid personal 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. If the employee has accrued compensatory time, s/he shall be paid for no more than 80 hours of the accrued compensatory time, 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 SECIA. Termination for misconduct requires no prior notice.

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. Individuals who are terminated will be notified in writing.

At the discretion of the employee's advisory committee, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

### Layoffs

SECIA 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 our intent to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.

## Progressive Discipline

Wherever practical and appropriate, SECIA will employ a method of progressive discipline to improve marginal performance. Employees who are not meeting the performance expectations of SECIA will be advised of the performance problem by their advisory committee. If the performance problem is not resolved within a reasonable or agreed-upon period of time, the employee may be placed on probation, and if the terms of the probation are not met within the specified period of time, the employee may be dismissed for lack of performance.

### 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 SECIA may file a grievance under this section.

#### Definition of an Appeal

A grievance shall be determined as an alleged misapplication of SECIA employment policies. This procedure represents the intent to offer a dispute resolution mechanism to the employees of SECIA. Failure by SECIA to exactly follow this procedure shall not subject SECIA 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 advisory committee for discussion, which shall have five (5) regular working days in which to respond to the relief requested. Should the advisory committee 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 and referred to the Executive Committee. The appeal should be within five (5) regular working days from

the time the first step answer was due or was given. The Executive Committee's response in writing within five (5) days of receipt and if the Executive Committee fails to respond within this time, or if the employee finds the response unsatisfactory, the employee may proceed to Step Two.

#### Step Two:

The Executive 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 Executive Committee Chair. The Executive 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 Executive Committee shall have ten (10) regular working days in which to respond to the employee in writing concerning the relief requested. If the Executive Committee fails to respond within this time limit, the employee may petition the Board of Directors. Failure on the part of the employee to petition the Board of Directors within thirty (30) days of the result of Step Two shall result in the appeal being waived.

#### Step Three:

The Board shall convene a meeting with the aggrieved employee, the Executive Committee, and the chair of the employee's advisory committee, 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 grievance 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.