

Procedure 7.1 **Staff Policies**

1. Current benefits – full time

- Health and dental benefits are through a provider of Organization's choice, and at a plan level chosen by the organization. The employee may choose between the following options:
 - Individual coverage – Organization pays 100% of monthly premium
 - Family coverage – Organization pays 65% of the total monthly premium for individual plus partner

The employee may also choose plans which cost more than the coverage provided by the organization, but will pay 100% of the additional cost.

- A pension in the form of a SIMPLE-IRA up to the amount of 3% of annual salary. Organization shall match employee annual contribution to fund in an amount up to but not to exceed 3% of the then annual current salary. (Employee must be employed on May 31 of each current year in order to receive that year's contribution to the fund – review plan regulations)

2. Grievance procedure

Staff report to the Executive Director, who has responsibility for all day-to-day employment issues.

The following procedure is available if a member of staff feels concerned that their concerns are not been heard or addressed by the Executive Director, or if the Executive Director feels that some assistance is needed with the relationship.

- The Executive Director will agree with the employee to seek some help with the issue
- The Executive Director will ask the Board Chair to appoint someone to facilitate a dialogue. The dialogue may be by phone or in person.
- The purpose of the dialogue will be:
 - Ensure that the employees concerns have been heard
 - Ensure that the employee has heard any concerns from the Executive Director
- After the dialogue, any decision remains the sole responsibility of the Executive Director, who may seek advice from the Board if appropriate.

Employees are encouraged to follow this procedure, rather than approaching the Board directly. However if they do feel concerned that the Executive Director is unreasonably denying their request for a facilitated dialogue, they may submit this request for dialogue directly to the Board Chair.

3. Core Values and Integrity of the Imago mission

Staff should be familiar with the ByLaws of Imago Relationships International, Article III, and the Core Values which are the addendum to the ByLaws.

We ask that all staff make every attempt to reflect the spirit of these core values both in their interaction with other staff, the Board, members, and all external contacts on behalf of Imago Relationships International.

Imago Relationships International will not tolerate abusive behavior in the workplace, or with suppliers, or any external provider.

3. Personnel Handbook

1. INTRODUCTION

Imago Relationships International (IRI) is committed to fair, clearly stated and supportive relationships between the organization and its staff. The personnel policies of IRI have been established in order to provide a guide to the personnel practices of IRI and to ensure consistency of personnel decisions. It is the intention IRI 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 IRI. It is not a part of any contract between IRI 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 IRI to a claim for breach of an employment contract.

A. 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 37 hours per week and are 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 not eligible for all fringe benefits (medical insurance etc) but do 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 Letter of Agreement for a specified period of time. Temporary employees are not eligible for benefits. IRI also hires external contractors, who are not classified as employees.

2. AFFIRMATIVE ACTION

The policy and intent of IRI 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.

IRI 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. IRI seeks to do business with organizations that encourage equal employment opportunity.

3. RECRUITMENT PROCEDURES

IRI 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 IRI for posting or circulation within IRI and for public notification. Posted positions will be open for a minimum application period of 15 days.

4. COMPENSATION

Persons employed IRI 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, IRI 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

IRI will establish a 37 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.

B. Floating Holiday

Each employee of IRI also shall have two floating holidays to be used in each calendar year.

For regular part-time employees, holiday time will be compensated in proportion to the usual hours worked. Temporary employees are not compensated for holidays.

7. PARENTING LEAVE

IRI desires to assist new parents in balancing the demands of working and caring for children. IRI will provide up to (under review – 4 weeks of paid leave and) 4 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. 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 (Vacation Time)

IRI will provide to each full-time staff employee 120 hours or 15 working days paid annual leave based upon one year's full time employment with IRI for each calendar year.

Accrual of annual leave will commence upon the date of employment for each employee and will be awarded prorata for the remainder of that calendar 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 IRI to encourage each employee to utilize allotted annual leave during each calendar year. A maximum of ten days, or 80 hours, will be allowed to be carried over from one year to the next. (There is no limit for carry over of vacation days from 2007 into 2008). All other accrued annual leave will be forfeited on the December 31st of each year)The interchange or exchange of annual leave and sick leave is not allowed.

C. 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.

D. 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.

E. 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. SICK LEAVE

IRI will provide up to ten working days each employment year to each staff person to be utilized for purposes of addressing health needs. Compensation will be based upon the employee's salary rate at the time sick leave is taken. Sick leave may be utilized at the discretion of the employee and is granted for sickness of the individual employee, his or her spouse/partner, children, or other immediate family members. Sick leave can also be used for health needs, e.g. dental or medical appointments.

Each staff person of IRI should notify the office each day they will be absent from work due to illness, if at all possible.

Sick leave may be accumulated up to a maximum of 90 days and may be carried over from one employment year to the next. At no time will compensation for any unused sick leave be made to an employee who is leaving employment.

Sick leave will be pro-rated for regular part-time employees. If requested by the Executive Director, the employee will provide documentation from their treating physician explaining their absence.

10. COMPASSIONATE LEAVE

Employees of IRI 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, and grandchildren). The Executive Director will consider special cases on an individual basis.

11. JURY DUTY

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

12. VOTING LEAVE

IRI will grant to all employees one-hour during the working day to vote in governmental elections when it is not possible to vote outside the regularly scheduled work time.

13. 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 IRI 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.

14. HARASSMENT POLICY

It is IRI's belief that the employees of IRI are the primary means by which the goals and objectives of IRI will be met. To that end, the rights of all employees must be respected. All employees of IRI 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. IRI 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.

15. 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. IRI finds that both the employee and IRI 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.

16. BENEFITS

IRI is committed to providing a flexible and cost-effective medical care,(**disability income, life insurance** under review) and retirement program for all its employees. IRI 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, IRI may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

17. PERFORMANCE REVIEWS

Each performance review should be a positive and interactive process whereby both IRI and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and IRI can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of IRI 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.

18. EMPLOYMENT REFERENCES

When IRI 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 IRI's policy to provide only the following:

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

In general, IRI 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 IRI which authorizes it to do so. If an employee does not authorize IRI to furnish any additional information, it will advise the requesting person or entity that, absent a release, IRI's policy is to provide only the information set out in a-b above.

19. TERMINATION

F. Resignation

Any employee of IRI 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 annual leave 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. No employee shall be compensated for any unused sick leave at the time of resignation.

G. 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 IRI.

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."

H. Layoffs

IRI 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 IRI to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.

20. WORK PRODUCTS AND FILES

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

21. 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 will be turned over to the IRI. All fees derived from IRI reports, activities, events, or speaking engagements while employed by IRI shall also be turned over to IRI.

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 IRI. To avoid actual or appearance of conflict of interest, any employee who engages in any remuneration activity in any field directly related to IRI 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 IRI without prior approval of his/her supervisor.

I. Employee Acknowledgement

I acknowledge that I have read and understood the policies outlined in this copy of IRI's Personnel Policy Guidelines. I understand that these policies provide only a general reference and are not a full statement of IRI'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 IRI upon termination of my employment.

Employee signature _____ Date _____