

Personnel Policies

For

Chatham Trades, Inc.

August 2020

Personnel Policies Record of Changes

Description of Changes	Date	Review/Revision by
Revised	1/2006	Board
Revised	4/2012	Shawn Poe
Revised	6/2020	Jessica Godfrey
Revised	8/2020	Jessica Godfrey

I. General

- A. Chatham Trades, Inc. is a private non-profit organization governed by a Board of Directors. The Board shall be responsible for setting the personnel policy. The Executive Director is responsible for administering the policy. All staff members of Chatham Trades will receive a copy of the personnel policy and are responsible for complying with personnel regulations, as they apply to personal conduct and performance of service.
- B. It is the policy of Chatham Trades to provide equal opportunity for all applicants for employment without regard to race, color, age, religion, national origin, familial status, sex, sexual orientation, disability, veteran status, or any other characteristic protected by law. Physical or mental disabilities will be considered only as they may relate to bona fide job requirements.
- C. Responsibility for recruiting, interviewing and hiring the Executive Director lies with the Board of Directors. The Executive Director has responsibility for recruiting, interviewing and hiring other employees.
- D. It is the policy of the corporation to make present employees aware of openings prior to recruiting outside the organization.
- E. Each staff member shall have a personnel folder on file containing all documents referred to herein and other pertinent information (resumes and application, tax forms, etc.)

II. Verification of Credentials

The Executive Director and/or designee shall be responsible for verifying credentials of all staff, volunteers and consultants who work in a professional capacity.

Dependent upon the position in question, this may be accomplished by one of the following primary methods:

1. Verification of previous employment.
2. Driver's License record check.
3. Required educational and/or training transcripts.
4. Test for proficiency.

Specific Requirements

- ❖ *Healthcare Registry Check – The Executive Director or designee shall check the North Carolina Nurse Aide I and Health Care Personnel Registry prior to employing any staff member or volunteer.*
- ❖ *Exclusion List—The Executive Director or designee shall check the Office of Inspector General Exclusion List prior to employing any staff member or volunteer.*
- ❖ *Applicants will be responsible for providing a copy of the Driving License Record prior to employment operating Chatham Trades' vehicles or transporting any consumer. Any applicants*

that have resided in North Carolina for less than 5 years will have an inquiry conducted in their previous state(s) of residency.

- ❖ *Applicants are required to disclose any criminal conviction. The impact of this information on a decision regarding employment shall be based upon the offense in relationship to the job for which the applicant is applying.*
- ❖ *The Executive Director shall perform a North Carolina criminal history record information check with the North Carolina Department of Justice, State Bureau of Investigation, Division of Criminal Information, on all new hires who will provide direct care or supervision to consumers. Applicants shall consent to this criminal record check prior to employment and the Executive Director shall submit the request for this criminal record check not later than five days after the individual begins conditional employment. Any new hires that have resided in North Carolina for less than 5 years will have a Federal Background Check, including fingerprints, conducted.*

Updating Record Checks

Specific Requirements

- ❖ *Health Registry Checks – The Executive Director or designee shall update all healthcare registry checks annually.*
- ❖ *Exclusion List—The Executive Director or designee shall update the Office of Inspector General Exclusion List check annually.*
- ❖ *All drivers who operate Chatham Trades’ vehicles or transport consumers shall annually provide a copy of their Driving License Record.*
- ❖ *The Executive Director or designee shall annually conduct new criminal history checks on all employees who provide direct care or supervision to consumers.*

III. Employee Status and Benefits Eligibility

A. Probationary Period

All staff members in new positions undergo a six-month probationary period to determine whether or not they fully satisfy the requirements of the job. Supervisors shall monitor job performance and give verbal feedback to the new staff member on a regular basis. If requirements are not met satisfactorily, the new staff member will receive written notice of deficiencies and will be given a reasonable time to correct the areas of deficiency. If satisfactory improvement does not occur, the Executive Director may terminate an employee during or at the end of six-month probationary period. During the probationary period, the staff member is entitled to the same benefits as regular staff members, with the exception of merit and cost of living salary increases. The Director should notify the staff member of successful completion of the probationary period.

B. Exempt and Non-Exempt Employees

Exempt employees are not covered by the Fair Labor Standards Act and do not receive overtime pay. To be exempt, at least 80% of a person’s work must be executive, administrative, sales, or professional in nature requiring regular exercise of discretion and independent judgment.

Nonexempt employees perform work other than executive, administrative, sales, or professional work as defined by the Fair Labor Standards Act and must receive extra pay for overtime work as legally required.

C. Full and Part-Time Staff Members

Regular, full-time staff members who work a schedule of 40 hours per week are entitled to full staff member benefits. Regular, part-time staff members are entitled to benefits on a pro-rated basis.

III. Compensation

A. Work Schedule

The standard workweek will be forty hours for full-time employees. The normal workday shall be from 8:00 a.m. to 4:30 p.m., with a thirty-minute lunch break. Alternations in this schedule must be approved by the Director.

B. Reporting for Work

Each employee is responsible for notifying his or her supervisor at the earliest possible time if he or she is to be late or absent. Notification should be given no later than the beginning of the workday.

C. Overtime Compensation

Supervisors shall arrange the work schedule of their employees so as to accomplish the required work within the standard workweek. Employees will work overtime only in unusual or emergency situations and with prior approval of their supervisor. Overtime will be paid to non-exempt employees for all hours worked in excess of 40 hours per week. Regular hourly rate will be paid for work through 40 hours; time-and-a-half will be paid for work beyond that.

D. Pay Plan

There are no automatic increases in pay grade. Salary increases will be considered after the probationary period (the first six months) and then on a semi-annual basis. Salary increases are made within the salary range increments adopted by the Board of Directors. These merit increases will be awarded only for superior or improved performance and are made at the recommendation of the supervisor and approval of the Executive Director. Increases of more than one-step and promotions require Board of Director's approval.

E. Pay Schedules

The workweek is from Monday through Sunday. The staff is paid every other Thursday in accordance with the pay schedule that is distributed annually. There are twenty-six pay periods per year.

F. Reimbursement Policy

Staff members shall be reimbursed for authorized travel expenses incurred on behalf of Chatham Trades. The Board of Directors shall determine the mileage and meal reimbursement rate. This rate shall be reviewed on an annual basis.

G. Jury Duty

Upon proof of service, staff members shall be paid their regular wages for actual time served on jury duty (as a juror or on call). Individuals serving jury duty should request a note (or other form of verification) from the Clerk of Court upon the completion of each day served.

IV. Staff Member Benefits

A. Hospitalization/Medical Coverage

Each full-time staff member working thirty hours per week shall be offered hospitalization and medical insurance coverage. Staff members shall pay a portion of the premium, with the amount to be determined by the Board of Directors.

B. Workmen's Compensation Insurance

Each employee (full or part-time) shall be covered by Workmen's Compensation Insurance for injuries occurring during the course of performing their duties.

C. Unemployment Insurance Statement

Unemployment insurance is offered to all staff members who meet the eligibility requirements established by the Employment Security Commission.

D. Holidays

There are eleven holidays scheduled per year. An annual holiday calendar will be provided. Staff will be paid for these holidays. In addition, all staff members receive a holiday for their birthday. This additional holiday may be used on their birthday or afterwards when approved by their supervisor.

E. Leave

For the purpose of earning and accruing leave benefits, the year is considered to begin on the day that the individual began employment.

1. Annual or Vacation Leave

The amount of annual leave is based on staff member's length of employment.

Annual Leave Granted		
<u>Time Worked</u>	<u>Hours per Month</u>	<u>Days per Year</u>
Less than 2 years	6 2/3	10
2 but less than 5 years	8	12
5 but less than 10 years	10	15
More than 10 years	14	21

Annual leave is earned on a monthly basis and may be taken only at times approved by the individual's supervisor. It may be taken for any personal reason requiring absence from work. It may be substituted for other types of leave.

The minimum amount of annual leave that can be taken is one hour. It is the policy of this corporation that no more than **21** days of annual leave can be carried over to the next year. When employment terminates, the staff member shall be paid for the unused amount of accumulated leave, not to exceed **21** days or **168** hours.

2. Sick Leave

Sick leave is earned at the rate of twelve days per year (8 hours per month). There is no limit to the amount of sick leave that can be accumulated. Sick leave may be taken for personal illness or injury, which necessitates absence from work, medical or dental appointments, and actual period of temporary disability connected with child bearing or in the case of death or illness in the employee's immediate family. (Immediate family is defined as wife, husband, partner, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter. The step, half and in-law relationships are included as appropriate based on this listing.)

Upon termination of employment, an individual will not be compensated either by cash reimbursement or by additional time off for unused sick leave.

Chatham Trades, Inc. may require a statement from a medical doctor or other acceptable proof to assure that there is no abuse of sick leave privileges.

If a staff member begins employment on or before the 15th of a month, they will earn sick and annual leave for that calendar month. If a staff member begins employment after the 15th of a month, they will not earn leave until the next calendar month.

3. Leave Without Pay

Subject to the individual's supervisor, leave without pay may be granted. The following conditions must be met before leave without pay will be granted:

- a. All accumulated annual leave must be used
- b. In case of sickness, all sick leave must be used

Requests for leave without pay should be made in writing, two weeks prior to the time of leave is desired.

4. Temporary Medical Disability

In cases of temporary medical disability, accumulated sick leave may be used and leave without pay may be granted. A request for temporary medical disability should be in writing and approved by the Executive Director. It should state the individual's intent to return to work within a reasonable amount of time, not to exceed six months. On return, every effort will be made to place the individual in the same position or one of like status and pay. If such is not available, the staff member will be eligible for normal termination benefits. Maternity leave will be considered as any other temporary disability.

5. Voluntary Shared Leave

The purpose of voluntary shared leave is to provide economic relief for staff members who, by reason of prolonged absence or frequent short-term absences, caused by serious medical conditions, are likely to suffer financial hardship.

Only permanent full-time and part-time staff members are eligible to receive shared leave. (The limitation and leave balance for part-time staff members is prorated.) A staff member approved for receipt of shared leave may receive annual leave from any staff member. Annual leave and/or sick leave may be received from an immediate family member employed by Chatham Trades.

The Executive Director shall approve or disapprove all requests for receipt of shared leave.

A staff member, who, due to a serious medical condition of self or immediate family, faces a prolonged or frequent absence from work, may apply to the Executive Director for shared leave. Application may also be made by third person acting on the individual's behalf. The term "immediate family" as used herein means only the individual's spouse, partner, children (including step relationships), parents or any other dependents residing in the employee's household. A prospective recipient may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the staff member's available accumulated leave. A doctor's statement is required.

All leave donations must be to a designated individual approved by the Executive Director for receipt of shared leave and may not be made to a pool, or bank. All donations shall be in writing and signed by the donating individual. The individual to receive the donation of leave shall be named and the amount and type of leave donated shall be specified. The minimum amount to be donated is one-half of a day or its equivalent number of hours. A donating individual may not donate annual leave in an amount in excess of the amount that could be earned in one year. Additionally, the amount donated must not reduce the donor's annual leave balance below one-half of what that person can earn in the year. A family member donor may not reduce his or her sick leave below one-half of what that person can earn in a year (6 days).

An individual may normally use no more than 130 of the individual's workdays of shared leave, either continuously or for the same condition on a recurring basis. After 130 workdays have been used, the Executive Director may extend this limit on a month-to-month basis until the maximum number of working days occurring between the first day of use of shared leave and twelve months have been used. An individual must exhaust all of his/her available leave before using shared leave.

Holidays falling during the period of use of shared leave will be paid. Annual and sick leave will continue to be earned by the staff member while using shared leave.

At the expiration of the medical condition, as determined by the Executive Director, any donated leave in excess of 40 hours will be returned on a pro rata basis to the donors.

6. Records

Attendance and leave records will be maintained for all employees.

V. Employee Professional Development

A. Staff Training Policy

It is the corporation's policy to encourage staff participation in training opportunities related to the organization's activities. Participation in training programs must be approved by the Executive Director. Consideration must be given to budgetary limitations.

B. Performance Appraisal

All staff members will have a written job description, which will be used as an acknowledgement to the duties expected to be performed, and the basis for the performance evaluation. Annual performance evaluations are to be held between the staff member and their supervisor.

VI. Grievance Policy

An employee is expected to consult their direct supervisor regarding any dissatisfaction with policies, procedures or occurrences affecting their employment. If a satisfactory resolution cannot be reached, an appeal should be made to the Executive Director. If the employee finds the Executive Director's decision unacceptable, then the employee may present their grievance to the Board of Directors in writing. The Board or a designated subcommittee thereof will hear and review the grievance.

VII. Termination of Employment

A. Resignation

Employees shall provide a notice of intent to resign their position in writing to the Director at least two weeks prior to leaving their position.

B. Disciplinary Action and Dismissal

A staff member may be dismissed for unsatisfactory performance of duties or misconduct.

1. Unsatisfactory performance of duties includes failure to meet performance standards, complete tasks in a timely and competent manner, or to maintain an adequate attendance record. Prior to issuing a written warning of possible termination of an individual, the immediate supervisor must make a reasonable effort to resolve the problem with the individual. The supervisor should keep a written record of the discussions.

If, after discussions with the staff member the problem is not resolved, the supervisor must give the individual written notification that their continued

employment is in jeopardy, including the specific problem areas and ways to correct them and a time period (usually not less than one month) within which corrections are to be made. The individual will have an opportunity to state their position in a conference with their supervisor and the Executive Director, before the letter becomes a part of their personnel folder. If improvements are made within the time period outlined, the staff member is notified in writing with a copy of the letter going into their personnel folder. If, at the end of the period outlined, adequate improvements have not been made, the individual may be terminated. Appeals may be made to the Board of Directors. Decisions by the Board of Directors are final.

Unsatisfactory performance of the Executive Director will be dealt with in a similar manner, but handled by the Board of Directors.

2. Misconduct involves insubordination, gross employee misbehavior on the job, wrongful use or taking of the Chatham Trades' property, or conviction of a felony. Termination for misconduct requires no notice.
- C. In the event that a reduction of force becomes necessary, due to financial considerations or curtailment of work, consideration will be given to organizational needs and past individual performance in determining personnel to be retained. Recommendations will be made by the Executive Director, with final approval by the Board of Directors. Individuals laid off due to reduction of force will be given at least two weeks notice prior to termination.
 - D. There is no mandatory age for retirement, although the normal retirement age is sixty-five. Continuation beyond age sixty-five is subject to meeting usual performance standards.

Employees shall provide a notice of intent to retire to the Executive Director two weeks prior to leaving their position for retirement.
 - E. Whatever the circumstance of termination, all unused accumulated annual leave, not to exceed **168** hours, will be paid to the departing staff member.

VIII. Amendments to Personnel Policies

Situations not covered herein or policies requiring interpretation shall be brought to the attention of the Board of Directors. Changes or amendments to these policies may be made at any time. A complete review of the personnel policies will be made every two years.

**RECEIPT OF
CHATHAM TRADES PERSONNEL POLICY AND PROCEDURE MANUAL**

Please sign below acknowledging that you have received the Chatham Trades Personnel Policy and Procedure Manual and that you have reviewed and understand the policy.

Keep the Chatham Trades Personnel Policy and Procedure Manual for your records.

The provisions contained in the Chatham Trades Personnel Policy and Procedure Manual will apply whether or not this receipt is returned.

I _____ (print full name)
hereby acknowledge the receipt of the **Chatham Trades, Inc. Personnel Policy and Procedure Manual** and realize that it is my responsibility to read it in detail so that I clearly understand the material.

Employee Signature

Date