

**United Way of Henry County & Martinsville**  
**Human Resources Policies and Procedures**

**Revised: June 21, 2017**

**Revised: December 14, 2016**

**Revised: August 1, 2013**

**Adopted: July 21, 1999**

**Employment Policy:** It is the United Way of Henry County & Martinsville’s policy to provide all individuals with equal employment opportunities, without regard to individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity or any other legally protected characteristic, in accordance with all applicable laws. This policy applies to hiring, promotions, transfers, training, wage and salary administration and all other aspects of employment. The Board of Directors is committed to enforcing this policy and maintaining a professional work environment free of intimidation, discrimination or harassment.

It is the intent of United Way to fill all positions with the best qualified candidates who find personal satisfaction while performing the duties essential to the organization. When accommodation will not exert undue hardship or create a financial burden, United Way will provide reasonable accommodation to enable a qualified individual to perform the essential functions of the job he or she is seeking or of a job currently held.

The position of Executive Director is filled by the Board of Directors through a review and interview process conducted by an ad hoc Search Committee appointed by the United Way President.

The Executive Director has the responsibility for hiring support staff personnel required to conduct the business of the United Way for positions approved by the Board of Directors. All applicants must complete an application in writing, and no employee will be hired without receipt of satisfactory references, satisfactory completion of employment interviews, skills verification and meeting all government requirements. Additionally, applicants may be asked to submit their credit report.

**Employment at Will:** United Way has prepared these policies and procedures as a guide for employee relations, benefits and general information. Neither these policies nor any other United Way communication or practice creates an employment agreement, either expressed or implied. Employment is not guaranteed for any definite period and is considered an “at-will” arrangement. These policies and procedures may from time to time be changed or amended and as an employee of United Way, any changes will be applicable to all employees.

**Employee Personnel File:** An individual personnel record will be kept on each employee. Each file will contain a complete history of employment with the United Way including the original application, references, correspondence and all subsequent materials. Attendance records, performance reviews and other pertinent information will be maintained in this file. Personnel records are confidential. The Executive Director maintains the personnel records of all employees. Employees may gain access to their file through obtaining proper authorization from the Executive Director or his/her designee. To keep an accurate and up-to-date record, it is

important that employees notify the Executive Director of any changes to address, telephone number or marital/dependent status.

### **Employee Classifications:**

- A. Exempt employees are those who are classified as not subject to the hours-of-work and overtime pay provisions of the Fair Labor Standards Act. These employees are full time and earn \$913 per week (or \$47,476 per year). As the annual salary of exempt employees is payment for total responsibilities of their jobs, they will not receive compensation (either in salary or equivalent paid time off) for hours worked in excess of their workweek. However, the Executive Director may approve compensatory time off for exempt employees at his/her discretion.
  
- B. Nonexempt employees are those who are not exempt from the hours-of-work and overtime pay provisions of the Fair Labor Standards Act. In general, employees who are paid less than \$23,600 per year or less than \$455 per week are nonexempt. These employees are full time and earn less than \$47,476 per year. All employees who do not meet the qualifications for exemption are included in this category.

In order to meet the business needs of the United Way, nonexempt employees may be required to work beyond the daily or weekly work schedule, or to return to work after leaving the work site for the day. The policy of the United Way is that all nonexempt employees receive compensation at the rate of one and one-half times the regular hourly rate for hours worked in excess of 40 hours per workweek. The Executive Director will arrange and control the work schedules of employees, to the extent possible that required work will be accomplished without overtime. No overtime is to be worked except as authorized by the Executive Director or designee. The Executive Director, with the exception of emergency situations, must approve all overtime in advance.

**Initial Evaluation Period:** The first 90 days of employment (three months) are considered an initial evaluation period. This gives the Executive Director time to evaluate performance, as well as the new employee time to determine if the work provides the challenge and opportunity expected. If the employee satisfactorily completes this initial evaluation period, he/she will be established as a regular employee. Otherwise, employment can be terminated by either United Way or the employee during this period with or without notice. Regular employees may be put on probation at any time that their work performance or attendance record falls below expectations of the Executive Director. Even as a regular employee, you or United Way may terminate your employment at any time. After the initial evaluation period, all employees will be expected to give appropriate notice of their termination.

**Conduct:** Employees are expected to maintain a high standard of conduct at all times. An employee's actions can reflect either favorably or unfavorably on the United Way and his/her self. Employees are reminded that while on duty all activities not directly related to their work are discouraged.

**Confidential Information:** Due to the nature of United Way, employees are routinely subject to information that is private and confidential regarding the various United Way agencies and donors. In order to protect the rights of our agencies, donors and United Way, there is need to exercise extreme discretion with regard to handling this confidential information. When an agency is supported by United Way or when a donor contributes to United Way, an obligation is assumed to keep in confidence all information pertaining to this agency or donor. It is strictly required that all employees refrain from discussing any personal or financial status with anyone unless the discussion of such information is pertinent to the employee's job duties. Failure to adhere to this policy both within the United Way office and in the community may lead to disciplinary action up to and including immediate termination.

**Employee Appearance:** Each employee is expected to dress properly in keeping with the standards of good taste. If any employee is not sure about the proper attire, that employee should discuss it with the Executive Director. The personal appearance of everyone is an important asset to the image of any organization.

**Sexual and Other Unlawful Harassment:** United Way is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity or any other legally protected characteristic will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Employees are required to report they believe are incidences of sexual and/or other unlawful harassment promptly. Employees who have complaints or are aware of possibly harassing behavior should report such conduct to the Executive Director. If it is inappropriate to report harassment to the Executive Director,

employees should report to any member of the Executive Committee. Retaliation against a person who make such complaints is illegal and United Way will not tolerate such retaliation. All complaints or accusations will be investigated promptly and in a professional, confidential manner. If an investigation confirms the allegations, prompt corrective action will be taken up, including termination.

**Employee Grievances:** To provide employees with a means of being recognized and heard and to resolve employee complaints in a fair and sound manner, United Way has established the following grievance procedure:

If an employee feels that they have a grievance, the first step is to discuss the problem with the Executive Director. The Executive Director will meet with the employee as soon as practicable. If the grievance is not resolved to the employee's satisfaction, he or she may request a meeting with the Human Resources Committee of the United Way's Board of Directors by submitting a written statement. The written statement needs to include the employee's stated grievance, what action has taken place and what remedial action is desired. The Human Resources Committee would submit their findings with recommendations to the Executive Committee for final decision. All employees can be assured that their grievance will be handled in a timely and professional manner.

**Salary Information and Work Periods:**

- A. Office hours are from 9 a.m. to 5 p.m., Monday through Friday. There may be times when the office will have to be closed during these hours due to special circumstances requiring all staff to be out of the office, however, every effort will be made to have someone to staff the office at all times. The efficient operation of the United Way requires that each employee be at work when scheduled and on time. Excessive or habitual lateness or absenteeism is unacceptable. All employees are required to promptly contact the Executive Director if they are going to be tardy or absent for any reason.
- B. Pay periods are on a semi-monthly basis, the 15<sup>th</sup> and last day of each month. When either falls on a holiday or weekend, payday will be the last working day before either of these events. All applicable state and federal deductions will be withheld from the employee's earnings. There is no policy of automatic pay increases. Staff employee salaries and performance are reviewed by the Executive Director on an annual basis. The Executive Director's performance and salary will be reviewed by the Executive Committee also on an annual basis. All salaries are paid by check. Each staff member is to complete a time sheet and turn it in to the Executive Director before receiving his/her paycheck. Each employee is responsible for maintaining accurate time sheets of all time worked. Falsifying one's time sheets may lead to disciplinary actions up to and including termination. These time sheets will be approved by the Executive Director on a bi-weekly basis. Employees desiring specific days off should notify the Executive Director as soon as practicable for approval consideration.
- C. Garnishment/Tax Levy/Child Support will be deducted from employee's earnings upon a court order. Consequently, all employees are encouraged to be good citizens and maintain sound credit ratings.

**Employee Benefits:**

- A. Paid Vacation is provided to full time employees according to the following schedule:
  - 6 months to 9 years: 10 days paid vacation

- 10 to 14 years: 15 days
- 15 years and up: 20 days

An employee must complete six months of continuous employment before he or she becomes eligible for any vacation. An employee is eligible for 15 days upon his or her 10<sup>th</sup> anniversary year and 20 days upon the 15<sup>th</sup> anniversary year. Vacation scheduling must be approved in advance. Vacations may be taken in any manner mutually agreeable to the employee and the Executive Director and/or Executive Committee. Scheduled activities of United Way should be considered when planning vacation.

The vacation period will be based on a calendar year. No unused vacation days shall be carried forward into the next calendar year unless unusual circumstances caused an employee to be unable to take vacation (such as increased workload). In such cases, the carryover of any unused vacation days into the next calendar year will have to be considered for approval by the Executive Director and/or Executive Committee.

Vacation may not be taken in lieu of termination notice. However, employees with greater than six months service can be paid for all earned vacation provided proper notice of termination is given and worked.

B. The following Holidays are observed:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday **or** Easter Monday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and day after
- Christmas Eve and Christmas Day

The date of the closing for each of these holidays will be announced in advance. When a holiday falls on a Saturday or Sunday, the office will close on either the preceding Friday or the following Monday at the discretion of the Executive Director.

The Executive Director may determine that a holiday will not be observed if work demands require the office to be open. In the event that a non-exempt employee is required to work on a holiday, they will be compensated at the rate of time and one-half per hour worked. Exempt employees required to work an observed holiday may take a compensatory day off later in the year at the Executive Director's discretion.

- C. Paid Sick Leave is offered to full time employees, up to 10 days per year as approved by the Executive Director. The Executive Director may require an employee to obtain a physician's statement verifying illness prior to the employee being paid for sick leave. All employees returning to work from sick leave for any duration should notify the Executive Director prior to starting work. At that time, the Director will determine if a "physician's release to work" is required.
- D. Short-Term Disability is a temporary absence from an employee's position, which must be verified with a physician's notification. It is available to all full time employees. Under short-term disability, the employee agrees to a one-week waiting period (one week without pay) or the use of vacation time and/or sick days. After this one week, United Way will pay 80 percent of the salary up to a maximum of six months; and thereafter, long-term disability payments will be paid.
- E. Long-Term Disability Insurance is available to all full time employees upon the first day of the month after date of hire. Long-term disability payments will be paid by the insurance carrier as follows:
- Amount of Monthly Benefit – One-Twelfth of the sum of: a) 60 percent of the first \$50,000 of regular compensation plus b) 40 percent of any regular compensation in excess of \$50,000 not to exceed a maximum monthly benefit of \$20,000.
  - Amount of Monthly Rehabilitative Employment Benefit – The amount of monthly disability income benefit less 66 2/3 percent of the total monthly income paid due to rehabilitative employment, subject to a minimum benefit of \$50 per month.
  - Benefits begin after six months (180 days) of total disability and coverage ceases at age 65.
  - Employees should refer to their Summary Plan Description for complete details.

Employees on long-term disability are ineligible to continue with United Way's group health coverage with current provider, Anthem Blue Cross Blue Shield. Employees may be able to continue group coverage for a period of 12 months beginning immediately following the date of the termination of employees' eligibility. Employees should work with the Executive Director during this process.

- F. Funeral Leave is granted to full time employees in the event of the death of a father, mother, grandparent, sibling, child or spouse, an employee will be granted up to three days off with pay to arrange and attend the funeral. Funeral leave with pay is granted only to those employee scheduled to work; unless the employee is on vacation time. Then the employee may convert their vacation days to paid funeral leave when appropriate. When an employee wishes to attend the funeral of a relative other than a member of the immediate family, he or she may request the day off without pay or take vacation time if it is available.
- G. Military Leave of absence is granted upon presentation of your military orders to the Executive Director and/or Executive Committee. Employees will be entitled to all the rights of reemployment as prescribed by law.

- H. Jury Duty is expected and regarded as one's duty to serve. Short periods of service will not effect salary. In the event of a long period of service, the Executive Committee will determine the policy of salary continuance. In the event an employee is called for jury duty, but not selected, he or she is expected to return to work immediately.
- I. Health Insurance is provided for full time employees. Employees become eligible for this benefit on the first of the month following the completion of at least 30 days of employment. The coverage is for the employee only. Additional family members may be added at the expense of the employee. Employees should refer to their Summary Plan Description for complete details.
- J. Life Insurance is offered to full time employees. These employees will become eligible for life insurance on the first day of the month after date of hire. The value of the policy is equal to one times regular annual compensation. Employees should refer to their Summary Plan Description for complete details.
- K. Worker's Compensation is covered by a "Standard Worker's Compensation and Employer's Liability Policy." For details on this coverage, the policy is available for examination.
- L. Retirement is offered through IRS's Simplified Employee Pension Plan. United Way contributes toward this plan six percent of the employee's annual compensation paid in 12 monthly installments. In accordance with this plan, eligible employees are individuals who meet all of the following requirements:
- Has reached age 21
  - Has worked for the employer in a least one year
  - Received at least \$600 in compensation from the employers during the calendar year.

**Disciplinary and Termination Procedures:** Occasionally, it becomes necessary to discipline an employee because of poor work, attitude, appearance, attendance, behavior or other reasons. The amount and type of disciplinary action used in any particular situation will depend on the facts and circumstances, such as the severity of the offense, the employee's work history and other relevant factors. Disciplinary procedures may vary from oral reprimands, written warnings, suspension or discharge. (Under the wage and hour laws, exempt employees are not subject to suspension without pay except for violations of safety rules of major significance. They are, however, subject to all other forms of discipline, including discharge.)

**Drug and Alcohol Abuse:** Employees are expected to report to work and remain in condition to perform their duties unimpaired by substance abuse at all times. Circumstances may arise which lead to suspicion that an employee may be working under the influence of drugs and/or alcohol, and United Way may require the employee to take a drug test. If an employee is tested and tests positive, the initial screen will be subject to confirmation testing before any disciplinary action is taken. Refusal to submit to a test requested by United Way may lead to disciplinary action, up to and including termination.

**Termination:** Employment is for an indefinite term, terminable at the will of either the employee or employer. United Way considers all resignations, dismissals, staff reductions and retirements in a just and fair manner.

Terminations on United Way’s initiative will be determined by United Way in its sole discretion. All employees are required to give a two-week notice of termination. Resignations should be in writing and a reason stated. These notifications are waived in cases of “for cause discharge” when separation shall be immediate and uncompensated.

**Additional Policies:**

- A. Use of Office Telephone/Fax Lines:** Personal calls are to be kept to a minimum and must be brief. Any long-distance calls or faxes are to be reimbursed to the United Way on a monthly basis.
  
- B. Inclement Weather:** Snow and ice can be particularly hazardous and employees are not expected to endanger themselves or others by unnecessarily driving in those conditions. The office will be considered open for those employees who can get to work safely. If conditions are severe, the Executive Director may declare the office closed and will notify those involved by 8:00 a.m. Part-time employees will be paid only for hours worked.
  
- C. Travel/Seminars/Continuing Education:** United Way realizes that travel is necessary, especially during campaign time. Employees will be reimbursed for mileage at the current IRS approved rate. All seminars and continuing education opportunities of staff members must be pre-approved by the Executive Director. Any such seminar expense for the Executive Director should be approved by the Executive Committee. Employees will be required to fill out a travel reimbursement form and attach all receipts in order to be reimbursed for travel expenses.
  
- D. Service Awards:** In order to build employee morale, to give recognition and show appreciation for long-term faithful service, and to strengthen employees’ feelings and commitment of being a part of the organization, United Way has adopted an awards program for full-time employees. Service awards shall be presented in recognition of employment in five-year increments. Monetary awards will be based on \$10 per year of service as follows:

<b>Years of Service</b>	<b>Monetary Award</b>
5	\$ 50
10	100
15	150
20	200
25	250
30	300

The Chair of the Human Resources committee will identify employees eligible for service awards in December and authorize monetary awards. Service recognition will be given at the United Way’s Annual Awards and Recognition Luncheon, typically held in February.



**Other Relevant Policies:** All employees must review all other relevant policies, such as, but not limited to: Code of Ethics and Diversity Policy Statement.

**Acknowledgement of Receipt of United Way of Henry County & Martinsville's Human Resources Policies and Procedures:** All employees must acknowledge receipt of this document by signing two copies of this acknowledgement, retaining a copy and returning a copy to the Executive Director. Signature pages immediately follow.

**Acknowledgement of Receipt of United Way of Henry County & Martinsville’s Human Resources Policies and Procedures:**

The Human Resources Policies and Procedures document contains important information about United Way of Henry County & Martinsville; and I understand that I should consult the Executive Director regarding clarifications and/or any questions not answered in this document. Since the information described herein are subject to change at any time, I acknowledge that revisions to these policies and procedures may occur. All such changes will generally be communicated by the Executive Director. I understand that revised information may supersede, modify or eliminate existing policies and procedures. Furthermore, I understand that it is my responsibility to comply with the policies and procedures herein and any revisions made.

I have received this Human Resources Policies and Procedures document on the date listed below and understand that I am expected to read. Additionally, I will sign the two copies of this Acknowledgement of Receipt, retain a copy for myself and return a copy to the Executive Director.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Executive Director’s Signature or United Way designee

\_\_\_\_\_  
Date

**Acknowledgement of Receipt of United Way of Henry County & Martinsville’s Human Resources Policies and Procedures:**

The Human Resources Policies and Procedures document contains important information about United Way of Henry County & Martinsville; and I understand that I should consult the Executive Director regarding clarifications and/or any questions not answered in this document. Since the information described herein are subject to change at any time, I acknowledge that revisions to these policies and procedures may occur. All such changes will generally be communicated by the Executive Director. I understand that revised information may supersede, modify or eliminating existing policies and procedures. Furthermore, I understand that it is my responsibility to comply with the policies and procedures herein and any revisions made.

I have received this Human Resources Policies and Procedures document on the date listed below and understand that I am expected to read. Additionally, I will sign the two copies of this Acknowledgement of Receipt, retain a copy for myself and return a copy to the Executive Director.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Executive Director’s Signature or United Way designee

\_\_\_\_\_  
Date