**Staff Employment Manual (Basic)**

**[Program Name]**

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1. **Hiring**
* Applicants shall make written application for employment with the agency in a form prescribed by the Executive Director. Application procedures may vary to take into account the different requirement of position vacancies. Except where infeasible or impractical, a job announcement and job description will be sent to the Employment Division of the State, churches and other community organizations and selected service agencies and community newspapers.

* Full use will be made of references and other possible means of confirming and evaluating the applicant’s qualifications and experience. At least two references must be provided.
* Staff persons in employment at [Program Name] shall have full opportunity to apply for other positions. [Program Name] is fully committed to ensuring equal opportunity and consideration to all applicants in conformity with the equal opportunity statement set forth herein.
* The Executive Director shall make final appointments to all established positions. An open process shall be used for appointment when a position exists. The Executive Director may maintain a file of applications from which appointments may be considered.
1. **Discipline and Termination**

**Definitions**:

* Full time employees: One who is regularly scheduled to work more than 40 hours per week.
* Part time employees: One who is scheduled to work less than 30 hours per week?
* Any employee may be discharged at any time without prior notice or recourse to appeal procedures, and for any reason.

**Classifications and Compensation:**

* The Executive Director shall maintain up to date written position descriptions, specifying the duties and qualifications required.

* Position descriptions shall be updated annually and copies forwarded to the Personnel Committee for approval. A salary (or salary range) shall be specified for each position. The Personnel Committee shall review the specified salary/salary range for each position at least annually, and no changes in the salary specified may be made without the approval of the Personnel Committee and the Board.
* Where the Board has approved a salary range for a position the Executive Director shall have the authority to set the salary level within the approved range for a new employee.

**Performance Appraisals:**

* The performance evaluation shall be in writing and shall include both quantitative and qualitative assessments of the employee’s work. Each employee shall be evaluated during the first two months of employment; at the end of 90 days of employment; and quarterly thereafter. Performance appraisals shall be considered in connection with requests for pay increases. Increases are not automatically granted but are considered based on merit and the budgetary constraints of [Program Name].
* Responsibility for the evaluation rests with the immediate supervisor, with input from other individuals who have knowledge of the employee’s performance. The employee is expected to participate in the evaluation process. A copy of the evaluation is given to the employee and one is placed in the employee’s file.
* Responsibility for developing procedures, forms, etc., related to the evaluation rests with the Executive Director.
1. **Leaves**

All questions regarding leaves should be referred to the Administrative Office.

1. **Grievance Procedure**

**A. Discipline**

* Disciplinary action may range for oral or written reprimands to suspension without pay, demotion or dismissal from employment. The action taken depends on the severity of the offense as determined by the Executive Director

**B. Grievance Procedure**

* When an employee feels that discipline is either unwarranted or too severe, the employee may use the grievance procedure to appeal the disciplinary action. The following steps must be taken in order for the employee to appeal discipline.

**Step 1:** Within five days of the disciplinary action, the employee must meet and discuss with the Executive Director any reasons why the employee believes that the discipline should be withdrawn.

**Step 2:** In the event a grievance involving suspension, demotion, or discharge is not settled in the above, the employee may submit to the Personnel Committee a written statement within five days after the discussion with the Executive Director. The written statement must contain:

 a. Nature of complaint

 b. Result of previous discussion of problem with the Director

 c. Reason employee is dissatisfied with the Director’s decision

 d. The remedy sought

The Personnel Committee or designee shall have the exclusive and final right to determine the facts and to decide whether the discipline was appropriate. If it determines that the discipline was appropriate, the discipline shall be sustained. If the Personnel committee is not satisfied that the discipline was appropriate, it shall meet with the Executive Director to determine what action would be appropriate under the circumstances.

The final decision in any case shall be within the exclusive province of the Personnel Committee and will involve the exercise by the Personnel Committee of its unfettered discretion. The ruling of the Personnel Committee shall be final and binding on all parties.

The Personnel Committee will generally not overturn a disciplinary action when it is satisfied that the decision made by the Executive Director was in good faith and for the purpose of improving program services.

**Other Grievances:** Any grievance other than discipline must be presented to the Executive Director within five days, if the grievance is not resolved, it must be presented, in writing to the Personnel Committee within five days after presentation to the Executive Director. The ruling by the Personnel Committee shall be binding upon all parties to the same extent as grievances concerning disciplinary actions.

**Disputes between employees:** Any dispute with may arise between employees must be reported to the supervisor for resolution, or if the employee’s supervisor is directly involved, to the Executive Director.

1. **Reports**

All Staff is involved in regular reporting of daily activities, monthly mileage reports, time records, and monthly reports. The monthly reports need to be submitted to the immediate supervisor at the end of each month, these reports are than provided to the Executive Director with the complete monthly figures for each program