

# **Easton Community Center Inc. Personnel Policy and Procedures**

## **Mission Statement**

The Easton Community Center, Inc (ECC) is committed to providing cultural, educational, recreational, and social opportunities and to designing creative and high-quality programs which will enhance the mental and physical well-being of children, teens, and adults within the greater Easton community.

## **Introduction**

It is the role of the staff of the ECC to execute the ECC mission, goals, and objectives. This document is designed to acquaint the employee with the ECC and provides him/her with information about working conditions, employee benefits, and policies affecting his/her employment. Each employee is expected to read, understand, and comply with all the provisions of this manual. It describes many of the responsibilities of an employee and outlines the procedures developed by the ECC to benefit employees. Any questions an employee may have regarding this document can be directed to the Facility Director. Our objective is to provide a work environment for our employees that are conducive to professional and personal growth.

The following Personnel Policies and Procedures are not intended to create a contractual relationship, either implied or explicit, between the employee and the ECC. All employees of the ECC are employees "at-will". "At-will" means that there is no specific duration to the employment and that either the employee or the ECC can terminate the employment relationship at any time, with or without cause, and for any reason not prohibited by law. ECC policy prohibits this organization from entering into employment contracts unless they are in writing and approved by resolution of the Board of Directors. No individual director, supervisor, manager, nor Officer of the ECC, other than by written resolution of the Board of Directors, has any authority to alter any of the policies set forth in this document.

Individuals appointed by the Board to represent the ECC, including Board members, Advisory Committee members, contractors, consultants, etc., are not considered employees of the ECC and are not subject to the provisions contained within this document.

The ECC wishes to be certain that a person is aware of and understands the ECC's personnel policies and procedures- as well as its conditions of employment- at the time he or she is employed. Each employee is therefore asked to read this document at the time of employment, and to sign and date it after having done so. This signed statement shall be placed in the employee's personnel file. No such document can anticipate every circumstance or question about policy. This document may be amended from time to time upon approval of the ECC's Board of Directors. In this event, the amended policy shall become effective as to the employee signing this document upon, he/she signing the annual re-acknowledgment of this document. It does not preempt or replace applicable laws. This policy supersedes and replaces any

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and all previously existing ECC policies, manuals, and handbooks. Neither the policies contained in this document, nor any other written or oral communication by any directors, officer, or employee of the ECC, are intended to create a contract of employment or warranty of benefits.

### **Administration**

The Board of Directors employs the Facility Director to whom it delegates responsibility for the overall administration and interpretation of this policy. The direct administration of this policy and the supervision of staff are the direct responsibility of the Facility Director; however, these may be delegated to designated representative(s) where appropriate.

### **Interpretation**

All matters pertaining to interpretation of this policy are referred to the Facility Director or the designated representative(s).

### **Employment**

#### **1. Employment at Will**

- a. The Easton Community Center, Inc. employs all staff at its will and does not recognize tenure, contract periods nor specifications of length of employment.
- b. All staff members retain rights to terminate employment relationships at any time, with or without notice and, as an employer, the Easton Community Center, Inc. retains the same right. However, wherever possible, two weeks' notice will be given as a matter of courtesy.

#### **2. Hours of Work**

Each employee shall work the hours agreed to by the employee and the Facility Director. The Facility Director or person designated by him/her shall be responsible for the preparation and supervision of the working schedule for each employee.

Both the ECC and employee recognize that, due to the nature of the industry in which we serve, certain circumstances may arise where the employee is required to work outside his or her agreed schedule- for example, and without limitation, the late pick up of a child. It is agreed that, such unscheduled time worked by an employee will be applied to their required hours of work.

Overtime will only be paid if previously authorized by the Facility Director. Such overtime will be paid in accordance with State regulations.

#### **3. Employees**

##### **Full Time Salary/Hourly Employees**

Full time employees are those persons who are regularly scheduled to work 40 hours or more each week and who are continuously employed for ten (10) months or more during each calendar year. These employees

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may be salaried or hourly as outlined in the terms of their employment offer.

### **Part Time Employees**

Part time employees are those persons who are employed to work less than 40 hours per week and may not be regularly scheduled. These employees may be salaried or hourly as outlined in the terms of their employment offer.

### **Seasonal or Temporary Employees**

Seasonal or temporary employees are those persons who are employed for a short-term period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week. Seasonal or temporary employees are not eligible to participate in the ECC's employee benefit plans.

### **Grant/Government/Contract Funded Positions**

All grant, government, or contract funded employees are subject to and must follow all policies and procedures of the Easton Community Center, Inc. Those employees in positions at the Easton Community Center, Inc. which are grant, government, or contract funded will receive salary, increments, and benefits in accordance with the terms of the grant or contract. All grant, government, or contract positions are subject to continued grant, government, or contract source funding.

## **Employment Practices**

The ECC is committed to a work environment in which the relationships are characterized by dignity, courtesy, respect, and equitable treatment. The ECC is an equal opportunity employer. All personnel matters, including but not limited to hiring, promotion, salary review and termination shall be considered without regard to race, creed, color, national origin, religious belief, age, marital status, gender, sexual orientation, political affiliation, veteran status, or any other protected category.

### **1. Application**

All prospective employees of the ECC will be required to complete the "ECC Employment Application" form and submit a resume and cover letter. Three professional references will be required at the appropriate stage off the interview process.

### **2. Offer of Employment**

Offers of employment are contingent upon a number of factors. Successful demonstration off an applicant's ability to perform the duties of the job for which he/she has applied is of the utmost importance. In addition, all successful applicants, prior to offer of employment, are required to submit to and pass a

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criminal record check, which will be administered by a professional/agent approved by the ECC, as a condition of their employment. All applicants will sign any release required to have results made available to the ECC. All offers of employment will be in writing.

Upon acceptance of employment the employee is required to submit the following forms:

- A. State and Federal Withholding Tax Forms (CT W4, IRS W4/W9)
- B. INS Declaration (INS I-9)
- C. Appropriate payroll and benefit forms

### **3. Conflicts of Interest**

To promote consistency and equity in the treatment of employees, to prevent breaches in confidentiality, to prevent improper influences in employment and to prevent the perception of favoritism, the ECC discourages the hiring and the employment of immediate relatives of current employees and members of the Board of Directors, except as they may be approved by written resolution by the Board of Directors.

Additional outside employment must not impair performance at the ECC. Performance impairment includes conflict of interest, neglect of duty, absence from workstation, and performing duties associated with additional employment during working hours at the ECC. Also, employees may not receive any direct income or material gain for materials produced or service rendered while performing their jobs at the ECC.

### **4. Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identify and employment eligibility as a condition of employment. Also, it is the responsibility of each employee to ensure the accuracy of personal data maintained in personnel files.

### **5. Provisional Period**

All new employees are required to serve a six (6) month provisional period. The purpose of the provisional period is to provide the organization with an opportunity to determine the appropriateness of an employee for a particular position, as well as, to afford a new employee the opportunity to evaluate their satisfaction with the position and the organization. The provisional period may be extended at any time and for any reason.

### **6. Employee Evaluation**

All employees will receive a comprehensive review and written appraisal of performance upon completion of their six (6) month provisional period and then annually on the anniversary date of employment. Evaluations will be appropriate to the position descriptions and will assess the employee's performance. All annual

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evaluations are placed in the employee's file after presentation to the employee. Evaluations may be conducted more frequently or less frequently depending on the needs of the organization.

### **7. Employee Records**

Records of employees are kept onsite in the ECC main office. Keeping individual data current will help prevent delays in receiving paychecks and benefits. It is important that employees notify the Facility Director, in writing, in the event of the following changes: Change in direct deposit details for wages, legal change of name, home address and telephone, marital status, beneficiary, and emergency contact information.

### **8. Time Sheets**

Time sheets will be maintained to meet reporting requirements for payroll, applicable Federal and State regulations, and Insurance underwriters. The employee is responsible for the accuracy of time records which reflect the exact hours and days actually worked. Falsification of these records could result in termination of employment.

### **9. Payroll**

All employees will be paid on a twice per month basis. As such, direct deposits will be made on the 15<sup>th</sup> and last day off each month to the account and financial institution so nominated by the employee. The nominated financial institution must provide such service. If the employee wishes to change the designated financial institution, the employee must provide the Facility Director with written instructions to do so.

## **ECC Employee Van Driver Policy**

- 1. Employees who will be frequent drivers of the ECC van will agree to a DMV driver history request.**
- 2. A license history request will be done annually.**
- 3. Employees will take a safety driving course online for 15 passenger vans before driving the ECC van. Certification of completion of the course will be kept in the employee file.**
- 4. A copy of the employee's license will be kept in the employee records.**
- 5. Employee's driving the ECC van will have a valid driver's license.**
- 6. ECC drivers will be responsible for checking that the van registration and insurance card is in the van at all times.**

## **Employee Conduct and Work Rules / Supervision & Discipline of Staff**

To ensure orderly operations and provide the best possible work environment, the ECC expects its employees to follow rules of conduct that will protect the interests and safety of all employees, the organization, our members, and visitors. The direct supervisor of the employee will monitor staff behavior and performance. The direct supervisors will

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then correct behavior through verbal or written warnings and inform the facility director of such discipline. Repeat occurrences of unacceptable behavior or violations in the code of conduct can result in termination if deemed necessary by the facility director or human resources.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The determination of unacceptable conduct remains exclusively with Facility Director and nothing stated here shall serve to limit this discretion. Unacceptable conduct that may result in disciplinary action up to and including termination of employment includes, but is not limited to, the following:

1. Theft or inappropriate removal or possession of ECC property.
2. Falsification of work hours and/or payroll checks.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating an employer-owned or leased vehicle or equipment.
5. Fighting or threatening violence in the workplace.
6. Insubordination or disrespectful conduct to superiors, fellow employees, or ECC users.
7. Sexual or other unlawful or unwelcome harassment.
8. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or while on duty.
9. Excessive absenteeism or any absence without notice.
10. Violation of personnel policies.
11. Unsatisfactory performance.
12. Inappropriate attire.

Any written warnings given to employees for unacceptable behavior will be filed in their personal employee file for review.

### **Harassment:**

The ECC is committed to providing a work environment that is free from unlawful discrimination and harassment. The ECC expressly forbids employees from engaging in unlawful harassment, whether based on race, creed, color, national origin, religious belief, sex, sexual orientation, national origin, age, physical or mental disability, marital status, gender, or status in any group protected by state or local law.

In accordance with this commitment, sexual harassment is strictly prohibited. Sexual harassment is defined by the Connecticut Department of Labor as the unwelcome conduct of a sexual nature (either verbal or physical) when: 1) submission or rejection of this conduct by an individual is used as a factor in decisions affecting aspects or conditions of employment, or 2) conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

The harassment policy covers and protects all ECC employees. The ECC will not condone or tolerate any harassment, whether engaged in by Directors,

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management, staff, fellow employees, vendors, members, or other non-employees engaged in doing business with or using the ECC.

Any employee who wishes to report an incident of unlawful or sexual harassment should promptly report the matter to the Chairperson of the Human Resource Committee of the Board of Directors. Employees can raise concerns and make reports without the fear of reprisals. All harassment allegations will be promptly investigated in an appropriate and confidential manner.

Anyone found to have engaged in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

If either party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision by submitting written comments within two weeks to the Chairman of the Board of Directors.

### **Attendance & Punctuality:**

To maintain a productive work environment, the ECC expects all employees to be reliable and to be punctual in reporting to scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization. In the rare instances when an employee cannot avoid being late to work or are unable to work as scheduled, he/she should notify the Facility Director as soon as possible.

Frequent, habitual, or unexcused tardiness or failure to comply with stated work hours will subject the employee to disciplinary action, up to and including termination.

### **Personal Appearance:**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of the ECC. Employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions, projecting a professional image at all times. A staff shirt or name badge should be worn at all times to identify them as an employee.

### **Benefits Only Apply to Full-Time and year-round employees**

Benefits eligibility is dependent upon a variety of factors, including employee classification. A number of programs such as Social Security, worker's compensation, and unemployment insurance cover all employees in the manner prescribed by law. Benefits for eligible employees will commence after either (a) 90 days of continuous employment from the date of hire, or (b) such other waiting period specified below, whichever is longer.

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### Holidays:

All full-time salaried employees will receive the following days as paid holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Should any such employee be placed on roster to work any of the above stated holidays, they will be paid time and a half or a paid day off in lieu to be approved by the Facility Director.

It is understood that employees may be scheduled to work on other legal or religious holidays. By way of compensation, each employee will receive two (2) additional days leave as floating holidays to be taken within the calendar year and not to be accrued. These days must be applied for not less than one month in advance and approved by the Facility Director.

### Sick Leave:

All salaried employees will receive one sick day a month up to a maximum of 10 days per year, determined on a calendar year basis.

All full-time hourly employees will receive one sick day every 2 months up to a maximum of 5 days per year, determined on a calendar year basis.

All regular part time employees will be allowed one sick day with pay every 3 months. All temporary, grant, government, or contract employees are entitled to sick leave in accordance with their individual contracts. Any sick time over 3 consecutive scheduled workdays will require a note from a physician. Sick leave may only be used for an actual illness or injury. Sick leave does not accrue and may not be carried over from year to year. Unused sick leave will not be paid.

### Personal Days:

All salaried employees are entitled to one personal day every six months up to a maximum of two per year. All full-time hourly employees are entitled to one personal day per year. Any additional personal days must be approved by the Facility Director and will be unpaid. Personal days do not accrue and may not be carried over from year to year. Unused personal days will not be paid.

### Vacation Leave:

The following chart will outline the paid vacation time available to ECC employees unless otherwise stated in a separate letter of employment:

	<u>Vacation Time Available</u>	<u>Length of Employment</u>
<i>Salary Full Time</i>	5 days per year	Up to 2 yrs (eligible after 6 months)
	10 days per year	2 through 4 full years
	15 days per year	After 5 full years
	20 days per year	After 10 full years
<i>Hourly Full Time</i>	5 days per year	(eligible after 6 months)
<i>Regular Part Time</i>	20 hours per year	After one year of employment

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Vacation time may not be used until the employee has worked at least 6 months. It must be applied for, in writing, not less than one month in advance and be approved by the Facility Director/Human Resources. Vacation benefits will be prorated based on the start date of employment and shall accrue monthly. Unused vacation time may be carried over from year to year (maximum of one year accrual) only with advance written approval of the Human Resources. Unused vacation time will not be paid.

### **Medical/Dental:**

All full-time salaried employees will be eligible for individual coverage under the ECC's Medical/Dental Plan after 90 days of continuous employment from the date of hire unless otherwise specified in a separate letter of employment. Additional family coverage can be provided at the employee's expense unless previously approved by the ECC Board. The plan offered is at the sole discretion of the ECC and may be changed in accordance with the organization's needs.

Employees who maintain alternate medical/dental insurance may be entitled to an annual stipend of \$500 paid by the ECC on a calendar year.

### **Jury Duty:**

Any regular employee called for jury duty shall be excused from work for such jury duty. Regular full-time employees will be paid their regular salary (less stipend) for jury duty service up to the maximum number of days required under the applicable Connecticut law. Under current law, regular full-time employees will be paid their regular salary on a per diem basis for the first 5 days of jury service; any additional days of jury service will be deemed unpaid leave. The employee must submit the appropriate State form showing the dates and hours served. Any absences for jury duty service will not be charged against any other form of leave (e.g., vacation, personal days, or sick days). Payment for such leave does not apply to temporary, part time, grant, government, or contract employees.