

# **Columbia Park Neighborhood Association (CPNA)**

## **Personnel Policy (enacted 11-21-2016)**

### **1. Equal Opportunity Employer**

CPNA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, disability, affectional preference, gender identity or marital status.

### **2. Sexual Harassment and Other Offensive Behavior**

CPNA is committed to creating and maintaining a work place free of sexual harassment. Improper conduct, either in the workplace or between employees after hours, is inappropriate and will not be tolerated. This conduct includes:

- Expressed or implied requests for sexual favors as a condition of job retention, promotion, or other benefit of employment.
- Unwelcome physical contact.
- Harassment or other behavior (such as the telling of sexually explicit jokes, improper suggestions, graphic or descriptive comments or discussions about an individual's body or physical appearance, degrading verbal comments, offensive sexual flirtations, and intimidation).

Offensive behavior directed at a person's race, color, religion, sex, age, national or ethnic origin, disability, affectional preference, gender identity, or marital status is also prohibited.

CPNA's policy on sexual harassment and other offensive behavior applies to staff, its Board of Directors, donors, and volunteers.

Any complaints of harassment should be referred immediately to a Co-Chair. All investigations will be conducted on a confidential basis, and at no time will the complainant be retaliated against. Appropriate disciplinary action will be taken when warranted. False complaints will not be tolerated and may lead to disciplinary action against the false accuser.

### **3. Drug- and Alcohol-Free Workplace**

The unlawful use, possession, or distribution of a controlled substance (drugs and alcohol) is prohibited in CPNA's workplace. Any abuse of this policy should be reported to a Co-Chair immediately. An exception will be alcohol consumed in moderation on the premises for special occasions with a Co-Chair's prior approval.

#### **4. Evaluation Period**

For up to the first six months of employment, new employees will be in an evaluation period. This is a time when the employee and CPNA can test their ability to work together and CPNA can evaluate the employee's interest, qualifications, and job performance under actual working conditions.

Employees whose work is satisfactory during this period may become regular full-time or part-time employees, subject to the same conditions as all employees. During this period, as throughout employment, the employee may be terminated with or without cause or advance notice. CPNA will acknowledge to the employee when the evaluation period is over.

The employee's performance will be evaluated during the evaluation period, generally at the end of three months and at the end of six months. This review focuses on assessing strengths, weaknesses, and areas that need improvement; it is not a review related to compensation. Successful completion of the evaluation period does not convert the employment into "permanent" status or guarantee continued employment. Regular employees will be eligible for relevant benefits from the beginning of employment. An employee who is promoted or assigned to another job also is subject to the evaluation period.

#### **5. Temporary Employees**

Temporary employees" are individuals who are hired on a short-term basis for a maximum of six consecutive months. Temporary employees are not eligible for employee benefits such as paid leave, insurance, or other benefits. If a temporary employee is later hired as a regular employee, the date of employment as a regular employee will become the date of hire for the purpose of eligibility for benefits.

"Interns" are students who work at CPNA as part of their learning process.

Interns may be paid or unpaid. If they are paid, they are defined as temporary employees (see above) except that they may work for up to a maximum of 12 months rather than six.

#### **6. Conflicts of Interest**

All employees are asked to review the *Conflict of Interest Policy* at the beginning of their employment with CPNA.

#### **7. Pay Periods**

Employees are paid on a semi-monthly basis on the 15th and on the last work day of each month. If one of those days falls on a weekend or holiday, employees will receive their paychecks on the previous work day.

## **8. Overtime and Definition of the Work Week**

Non-exempt staff will be paid 1.5 times their normal pay rate for overtime above 40 hours in one regular work week if this overtime receives prior approval by the supervisor and by the Co-chair. Employees should confirm with their supervisor whether they are exempt or non-exempt staff based on the Fair Labor Standards Act and any other applicable laws and rules.

The defined work week for CPNA employees begins each Monday and ends each Friday.

## **9. Annual Leave**

When hired, full-time employees who are not temporary employees earn one day of annual leave per month. After three full years of employment at CPNA, regular employees will begin to earn three weeks of annual leave per year. After five years, this will increase to three and a half weeks; after seven years to four weeks; and after ten years to five weeks. Regular employees who work less than 40 hours per week will earn annual leave on a prorated basis. The maximum amount of accrued annual leave that an employee can carry forward into a new fiscal year cannot exceed the total amount earned by the employee in the prior fiscal year.

## **10. Personal Leave**

After the six-month evaluation period, regular (non-temporary) employees will earn 16 hours of personal leave per year. This may be used for meetings with children's teachers, volunteer service, personal development, or other activities determined by the employee. However, employees must check with their supervisor before using personal leave to be sure other staff can accommodate the time. Once an employee is eligible for personal leave, the hours will accrue on a monthly basis at the rate of 1.33 hours per month. Accrued personal leave is not carried over into the new fiscal year. Employees are not compensated for accrued personal leave when they leave CPNA.

## **11. Sick Leave**

Full-time, regular employees earn one day of sick leave per month. Regular employees who work less than 40 hours per week earn sick leave on a prorated basis for the proportion of a 40-hour week worked. In addition to employee illness, sick leave may be used for doctor's appointments or for caring for a sick member of the immediate family. Sick leave may be accrued and carried forward past the fiscal year, but the value of accumulated sick leave is not paid out to the employee upon leaving the CPNA. Employees may accrue up to a maximum of 30 days of sick leave.

## **12. Holidays**

Regular employees receive nine paid holidays per calendar year, to be determined by the Co-chair at the beginning of each year. CPNA recognizes and honors diverse cultures and traditions, and the Co-chair may substitute different holidays upon his/her discretion at an employee's request.

### **13. Parental and Family Leave**

Regular employees may use up to three months' leave for maternity, paternity, and/or adoption absences, or to care for an ill member of one's immediate family (spouse, parent, sibling, child, or step relative at the same level). While CPNA does not pay salary during this leave, an employee can use any accrued annual leave or sick leave in order to be paid during some or all of the leave period. Additional annual and sick leave does not accrue during the leave period. Normal insurance benefits, if any, will continue during the leave.

Parental leave must be approved by the Co-chair with a minimum of 90 days advance notice except in special circumstances as determined by the Co-Chair.

### **14. Bereavement Leave**

Regular employees are allowed up to three consecutive, paid days for bereavement leave in the event of a death in the immediate family. The immediate family is defined as a father, mother, sibling, child, grandparent, grandchild, spouse, spouse's parent, or sibling, and step- and half-relatives at the same level. (In unusual circumstances, if a special relationship has existed between an employee and a family member not included above, the supervisor Co-chair will be charged first to Sick Leave and then to Annual Leave.

### **15. Leave Without Pay**

In special circumstances and at the discretion of the Co-chair, employees may be able to take leave without pay for a specified period of time. The Co-chair will decide eligibility, maximum length of leave, payment of benefits, and reporting requirements. A leave of absence is at the discretion and approval of the Board.

### **16. Employee Benefits**

CPNA offers regular employees benefits totaling **up to 24%** of total gross salaries. These benefits include FICA and Medicare and **may** include health, dental, vision, life, and disability income insurance and a retirement contribution of up to 8% of salary to begin one year after employment. Employees hired after December 1, 1998 become 20% vested in any CPNA retirement plan after 2 years employment, 40% after 3 years, 60% after 4 years, 80% after 5 years, and 100% after 6 years. (Those hired before this date were 100% vested upon eligibility for participation.)

The benefits to be offered are determined by the Co-chair within this percentage limitation and other limitations set by the Board of Directors and within current state and federal law. Any benefits not required by law are subject to cancellation at any time.

### **17. Staff Development**

As part of the CPNA's regular budget, CPNA encourages employees' professional development through reading and participation in workshops and conferences related to the responsibilities of each staff member. The professional development plan for each employee will be discussed at the time of the annual review of performance or at other times throughout the year.

## **18. Performance Evaluation**

A performance review will be conducted for each employee by her/his supervisor after six months of employment and at least annually thereafter. The supervisor's written record of strengths, areas that need improvement, and any revision needed in priorities or responsibilities then becomes part of the employee's personnel file. The employee will review and sign the written version before placement into the personnel file. A self evaluation by the employee is also included as part of this evaluation process, and a written version is kept in the personnel file. An employee may have supervised access to her/his personnel file upon request to the Co-chair/Executive Director. The employee's performance is reviewed at least annually by the Board of Directors. See the Board minutes for the current schedule and procedure. The Chair of the Board is responsible for meeting one-on-one with the employee shortly thereafter to communicate the results of this review and then to prepare the written record for the personnel file.

## **19. Jury Duty**

Necessary time off without loss of pay shall be granted to employees called for jury duty. CPNA requests that as much advance notice as possible be given to the employee's supervisor so that appropriate measures can be taken to cover that employee's responsibilities during her/his absence. No refund to CPNA of per diem fees and other allowances will be required.

## **20. Consulting and CPNA Employment by Employees**

Before accepting any paid consulting or speaking engagements or other temporary or permanent -. In the case of speaking or consulting opportunities that are acquired through a connection related to the employment at CPNA, all honoraria, consulting fees, or other payments will belong to the CPNA unless specifically pre-approved otherwise by a Co-chair. The employee should ask that the payment be made directly to CPNA if possible. If payment is made directly to the employee, the employee should remit the fees to CPNA within ten days of receipt.

## **21. Travel and Business Expenses**

CPNA will pay *reasonable* expenses incurred by staff who travel on approved CPNA business. Mileage reimbursement for the use of a personal automobile will be at the rate currently in effect for the U.S. government. Staff members are expected to exercise care and judgment in selecting reasonably priced hotels/motels, meals, and transportation. Employees are reimbursed for these expenses upon completion of a signed travel voucher form with receipts attached and a check request form. Expenses incurred as part of personal time taken in conjunction with out-of-town travel, as well as personal incidental expenses such as laundry and personal phone calls, should be charged to the individual employee and not to CPNA.

## **22. Use of Frequent Flier Miles**

CPNA expenses are usually paid upon receipt of an invoice for goods or services received. When staff or board members travel on CPNA business, they often pay for their hotel rooms, meals, and related expenses with their personal credit cards and are then reimbursed upon presentation of valid, original receipts. This practice is a convenience to CPNA, and the in-state nature of most CPNA travel means that CPNA representatives do not accrue many frequent-flyer miles. If they do earn any such miles, the Board approves their keeping the miles as a small benefit in exchange for the inconvenience of the long hours and time away from family that such travel requires.

## **23. Use of Personal Credit Cards**

Employees are discouraged from using personal credit cards in circumstances where a check could be issued by CPNA for the exact amount of the expense, and never for large CPNA purchases. CPNA's independent auditor will be asked to review all reimbursements to staff and board members as another level of oversight to ensure that any credit card payments were handled appropriately. When pre-approved by the Co-chairs, an employee may use a personal credit card for Internet purchases for equipment, materials, supplies, or other office items when such a purchase is advantageous to CPNA because of a lower price or faster delivery than payment by check would allow. The total of such charges must be less than \$500 per incident.

## **24. Immigration and Naturalization**

New employees will need to complete within the first three days of employment the necessary tax withholding and Immigration and Naturalization Service forms.

## **25. Death in Service**

In the event of the death of a staff member, her/his earned salary through the next full pay period, and accrued annual leave will be paid to the deceased employee's spouse, named beneficiary(ies), or estate. A Co-chair will inform the named beneficiary of all insurance and other benefits to which the beneficiary is entitled.

## **26. Notice of resignation**

To remain in good standing, an employee resigning from CPNA's small staff is expected to provide enough notice (as specified below) to allow for adequate planning and a smooth transition without undue strain on other staff. For exempt employees, two months' notice is expected as a basic professional courtesy; the minimum acceptable notice for exempt employees is one month. For non-exempt employees (those who are paid overtime for hours beyond 40 in a work week), six weeks' notice is expected; the minimum acceptable for non-exempt employees' notice is three weeks.

## **27. Departing Employees**

Departing employees are expected to leave clear, written instructions for all procedures and current projects included in the job and to leave the work area and files clean, clearly marked, and organized. A departing employee is expected to train his/her replacement if requested by the supervisor or a Co-chair. An exit interview and exit checklist is required for all departing employees.

## **28. Confidentiality**

Because CPNA considers certain information to be confidential and/or proprietary, it will provide each new employee with instructions on the confidentiality of information and records, and each employee must sign a confidentiality agreement.

Employees may not communicate this information without authorization from their supervisor. Confidential information can include the following information about CPNA or about the organizations it serves: certain business information such as financial and marketing data or strategies, budget information, bid proposals, contract negotiations; information on internal organizational issues or problems, research and development ideas, current or proposed policies, meeting minutes, passwords, access codes, fundraising information, and donors' or prospective donors' names or affiliations; personnel actions such as promotions, demotions, terminations, personnel controversies, compensation, payroll data, and performance appraisals; information that is of a personal or confidential nature; certain legal advice, opinions, and documents; and any other information designated as confidential. If employees are not sure if the information they are handling is confidential, they should consult their supervisor.

When discussing or transmitting confidential information, staff should follow these guidelines:

- Do not reveal any confidential information unless your supervisor approves it;
- Be sure that confidential information is properly marked and secured before transmittal;
- Ensure that the recipient has a legitimate need to know the confidential information
- Avoid displaying confidential information where it can be easily observed;
- Immediately inform your supervisor of the loss of any confidential information;
- Limit reproduction and distribution of such information;
- Secure confidential documents in locked cabinets or containers when not in use; and
- Make sure that you properly dispose of all confidential information.

Employees may not remove any confidential information from CPNA's offices without specific authorization to do so. Employees who are leaving CPNA must return all confidential and sensitive information to their supervisor before departing.

## **29. Grievances or Complaints**

*To address grievances or complaints from program participants:* To reflect its mission and commitment to excellence, CPNA addresses any grievances from program participants as quickly and fully as possible. To ensure that Member organizations are aware of this commitment, this statement is given to each Member at the time of initial enrollment and at each renewal: "CPNA is committed to addressing problems when they occur.

Staff is expected to bring the problem to the attention of his or her supervisor or (if the supervisor is unavailable) of another senior staff member. If the problem or concern is not resolved, we encourage you to bring it to the immediate attention of (in this priority order) the Co-chairs, Secretary, or Treasurer."

*To address employees' grievances or complaints:* CPNA gives all employees the opportunity to seek internal resolution of work-related concerns. Whenever people work together, differences will occasionally arise. When this happens, employees should talk frankly and early with the individual who is the source of the concern. If the problem cannot be resolved after a good faith effort, employees should attempt to resolve the problem informally with their supervisor as soon as possible.

In exceptional cases where a solution cannot be reached, the employee may file a formal, written grievance with a Co-chair. The employee should do this within a reasonable time after the concern arises and should outline clearly the nature of the grievance. The employee must give a copy of the written grievance to the person who caused the grievance and to that person's supervisor. A co-chair (or authorized designee) will set up a meeting to discuss the complaint. As necessary, he or she may also meet with others who are named in the complaint or who may have knowledge of the facts set forth in the complaint. He or she will give the employee a written response to the complaint. If it is resolved to the employee's satisfaction, the terms of the resolution will be recorded and signed by the employee and a Co-chair (or designee).

If the grievance involves an officer of The Board, the employee may file a written grievance with the NCR department at the City of Minneapolis. The Board or, at the Board's request, the Personnel Committee will then determine the method it will use to resolve the grievance, and its decision will be final. No employee who has filed a complaint in good faith will be unlawfully disciplined or otherwise retaliated against.

## **30. Financial Impropriety or Misuse of Resources by Other Staff, Board Members, or Volunteers**

Any employee, board member, or volunteer who suspects that any employee, board member, or volunteer has conducted a financial impropriety or misused the CPNA's resources - including funds, materials, or staff time -- is encouraged to communicate this to his or her supervisor or to a Co-chair.

If the suspected impropriety is by a board member, the report should be made to a Co-chair (if the reporter is an employee or volunteer) or to a Co-chair or another member of the Executive Committee (if the reporter is a board member). If a board member suspects an impropriety by a Co-chair, the report should be made to the other Co-chair. The report can be made verbally or in writing. Information about who reported the potential abuse will be kept confidential.

### **31. Adverse Weather Policy**

If the appropriate local government offices (not the schools) as provided by the President or the Office Manager in the county where a staff member lives are closed for all or part of a day because of bad weather, that staff member can stay home for that time up to a total of 3 days in a fiscal year. If a staff member misses more than 3 days in a fiscal year (Jan-Dec), he or she will need to make up those hours within the same fiscal year *or* use accrued personal or annual leave.

Whenever possible for non-exempt employees, these make-up hours should be completed in the same workweek that the time off was taken (to avoid overtime hours). If this is not possible, the hours should be made up in a week when the employee was planning to take paid leave. If the hours are not made up by the end of the fiscal year (or if the staff member leaves CPNA), the employee's accrued annual or personal leave hours will be used to offset these hours. If the employee does not have enough accrued annual or personal leave, their pay will be reduced on a prorated basis.

All staff are asked to plan ahead when adverse weather is predicted in order to make every effort to complete their work on schedule. CPNA does not want any staff member to take unnecessary risks because of weather. If on a particular day, an employee does not feel safe to come to work even though their county government offices are open that day, he or she should contact their supervisor and the President that morning at work or at home.