



# Personnel Policy Handbook

## Communities In Schools Madison County

Approved **August 13, 2012** by  
The Executive Committee of the Board of Directors

### **INTRODUCTION**

As you begin or continue your employment with Communities In Schools, we invite you to read and become familiar with the contents of this employee manual. We hope that you find it full of helpful and valuable information about the policies, benefits, procedures and opportunities available to guide and assist you in performing to the best of your abilities and developing and realizing your potential as one of our valued employees.

The policies, procedures and programs outlined in this manual are designed to serve as guidelines to keep you informed of relevant facts about your employment. They are not intended to create any kind of contractual relationship and are subject to change at the sole discretion of the Board of Directors of Communities In Schools, with or without notice. While the policies and procedures outlined in this manual should give you answers to most of the general questions you might have about your job or the company's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with your supervisor or the Executive Director. We also welcome your suggestions for improvements either to policies or procedures covered in this manual or in other job-related areas or subjects. Your ideas on ways to improve our operations and procedures are important to us, and, along with your effort and performance, are an ideal way to contribute to the mission of Communities In Schools and your own development.

### **Mission Statement**

The mission of Communities In Schools of Madison County (CISMC) is to surround students with a community of support empowering them to stay in school and achieve in life.

### **Administration**

The Board of Directors of CISMC employs an Executive Director to whom it delegates responsibility for the administration of personnel matters according to this adopted policy.

## **I. Employment**

### **A. At-will Employment**

No policy or provision in this manual is intended to create a contract, express or implied, binding the employee or CISMIC to an agreement of employment for a specific period of time. Either the employee or CISMIC may terminate an individual's employment at any time, for any reason, with or without notice. No representative or agent of CISMIC, other than the Board of Directors and the Executive Director, can authorize or sign an employment agreement contrary to these terms or otherwise make any binding offer of employment for a specific term.

### **B. Equal Employment Opportunity**

CISMIC provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, gender, national origin, age or handicap in accordance with applicable federal, state and local laws.

CISMIC expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin or veteran status, age or handicap, and improper interference with the ability of our employees to perform their expected job duties will not be tolerated.

Any incidents of discrimination or harassment by any employee will result in immediate and severe disciplinary action, including possible termination. It shall further be the responsibility of every employee, and particularly every supervisory employee, to bring to the attention of the Executive Director any evidence of discrimination or harassment so that the matter can be investigated and appropriate action taken.

### **C. Employment Categories**

The Executive Director reports directly to the Board Chairman, who will oversee his/her work by setting a work plan with performance goals and objectives. The Executive Director has the authority to hire, assign, evaluate or terminate each employee.

*Full-Time Employees* – Full-time employees are individuals who regularly work a minimum of 30 hours per week and are entitled to benefits.

*Part-Time Employees* – Part-time employees are individuals who regularly work less than 30 hours per week. These employees will not be entitled to any benefits offered by CISMIC.

*Temporary Employees* – Temporary employees can be engaged on an “as needed basis” to cover special projects or extra workload. These employees will not be entitled to any benefits offered by CISMIC.

*Repositioned Staff* – Employees of the school system or other agency that work under the supervision of Communities In Schools of Madison County. These employees will work as employees of the agency they are employed with, but will report to the executive Director of CISMIC or a supervisor serving under the Executive Director. The employing agency will maintain employment records used for payroll, etc. These employees will have separate personnel files maintained by CISMIC that will, as a minimum, include: CISMIC Employee Application, Criminal Background Check, Annual Performance Appraisal, and Record of Training. Salary and benefit entitlements will be offered under the personnel requirements of the employing agency.

*Grant Funded Positions* – Grant funded employees are individuals who are hired to carry out activities as defined by awarded grants. Salary and benefit entitlements, if any, will be offered as defined by the grant.

*Contract or Consulting Services* - Contract or consulting services may be retained by the organization on an “as needed” basis. These individuals are not entitled to any benefits offered.

#### **D. New Employees**

Each item in the following list shall be completed prior to a person being placed on the CISMCM payroll:

1. A written resume or application submitted by the applicant.
2. At least three satisfactory references, preferably from previous employers, shall be secured whenever possible.
3. All final applicants will be interviewed by the Executive Director.
4. US Treasury Withholding Tax Form W-4 and the NC Department of Revenue Form NC-4 completely filled out and signed by applicant.
5. I-9 Form
6. An official appointment letter to the new employee from the Board of Directors and/or the Executive Director. The letter shall include a statement of the position’s title and job description, the rate of pay, benefit eligibility, commencement date of employment, “at will” employment clause, and other information pertinent to employment. A copy of the letter shall be placed in the personnel file with the written acceptance of the employee.
7. A copy of the signed and dated CISMCM Code of Conduct and CISMCM Policy on Reporting Allegations of Suspected Improper Activities.

A confidential employee personnel file is maintained in the office of the Executive Director. All performance communications regarding the Executive Director will be in the possession of the Board Chairman. Employees are welcome to review their file by giving a written request to the Executive Director. The file review appointment with the Executive Director will then be made available within 1 day of receipt of that request. Materials in each file include: application and acceptance letter, performance evaluations, correspondence related to employees with exception to previous employer’s reference documentation, training and certifications, and other personnel related materials. The personnel file will be maintained in the CISMCM office.

Employees who disagree with materials contained in their personnel file are encouraged to provide their written view of the situation, addressed to the Executive Director. This statement will be added to the file.

#### **E. Employee Conduct**

All employees must adhere to all standards set forth in the CISMCM Code of Conduct. This document must be signed prior to employee’s first day of employment.

#### **F. Travel Expenses**

- (1) Travel Authorization – All out-of-area travel requests must be approved in advance by the Executive Director.
- (2) Travel Advance – CISMCM will issue travel advances, if requested in the check writing cycle prior to the need. Travel advances will not exceed the estimated costs of meals and related expenses for the trip. Receipts for all expenses must be returned to the Executive Director along with any unused travel advanced monies.
- (3) Work-Related Travel –CISMCM will reimburse employees for work-related travel in their personal vehicles at a rate established by the State. Commuting mileage will not be

reimbursed. Employees are encouraged to minimize travel costs by making arrangements in advance and by car-pooling. Employees are expected to maintain their own vehicle insurance. Employees shall promptly report any accident to the Executive Director that occurs while on the job.

CISMC does not authorize volunteers to drive clients to and/or from its programs or offices.

A monthly Travel/Expense Voucher must be completed by the employee and approved by the Executive Director in order for reimbursement to occur. Travel more than two months old will not be reimbursed.

- (4) Travel Expenses—Employees are expected to use the most cost effective means of travel. Lodging and transportation must be approved by the Executive Director in advance. Meals will be reimbursed at the rate established by the State. Alcoholic beverages will not be reimbursed. Taxi fares, parking fees, tolls, and reasonable tips will be reimbursed. Keep receipts and records of expenses.

### **G. Reference Inquiries**

All requests for employment verification and references shall be directed to the Executive Director. The Executive Director will answer telephone requests for verification of employment status, job titles, positions and dates of employment. No salary will be verified by telephone unless previously agreed to by the employee. Employees leaving employment with CISMC will be asked to sign a waiver allowing information to be released to prospective employers.

## **II. Compensation**

A yearly salary adjustment, if applicable, will be based on the employee's performance and availability of funds.

### **A. Overtime** Positions are classified as exempt or non-exempt:

1. Exempt – Positions classified as executive, administrative or professional are not subject to the hours of work and overtime pay provisions of the Fair Labor Standard Act.
2. Non-Exempt – Positions subject to the hours of work and overtime pay provisions of the Fair Labor Standards Act. Any hours worked beyond 40 shall be compensated at time and one-half through the use of paid overtime. All overtime shall be approved in advance by the Executive Director or appropriate supervisor.

### **B. Performance Appraisals**

Each employee will have a yearly evaluation that will be based on progress toward performance goals and objectives as outlined in an employee's work plan. Formal evaluations are to be held annually. The employee and their supervisor will review and discuss the evaluation results. The Executive Committee will evaluate the Executive Director.

### **C. Job Description**

Each employee will have a job description, which will be reviewed with him/her upon hiring and during the annual evaluation by a supervisor or the Executive Director. An annual work plan with performance goals and objectives will be developed for each employee.

### **D. Office Hours**

The Executive Director will be responsible for establishing appropriate work hours for each CISMC program, including main office hours. The Executive Director will also approve variations and flextime options as needed.

## F. Pay Periods

Employees are paid twice per month. If the payday falls on a holiday observed by CISM, paychecks will be distributed on the nearest preceding workday.

## G. Payroll Deductions

Deductions to comply with federal and state regulations will automatically be deducted from the employee's paycheck. This includes federal and state withholding taxes and Social Security taxes (FICA). These deductions will be deducted each pay period.

## H. Training

Employees may attend selected training and conferences related to their position within CISM, upon approval of the Executive Director. Training expenses will also need to be approved by the Executive Director.

## III. Benefits

### A. Vacation Leave

The rate of earning vacation leave is based on the length of total CISM service as follows:

<b>Purpose</b>	The primary purpose of paid vacation is to allow employees to renew their physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.	
<b>Covered Employees and Vacation Leave Credits</b>	<b>Type of Appointment</b>	<b>Amount Granted</b>
	<i>Full-time</i> Working a min. of 30 hours/week	Based on length of total CISM service as shown in table I.
	<i>Part-time</i> Working less than 30 hours/week	Based on total CISM –and– prorated – percentage of full-time
	<i>Temporary, grant-funded</i>	None
<b>Uses of Vacation Leave</b>	Vacation leave may be used for: <ul style="list-style-type: none"> <li>• vacation,</li> <li>• other periods of absence for personal reasons,</li> <li>• absences due to adverse weather conditions,</li> <li>• personal illness (in lieu of sick leave),</li> <li>• illness in the immediate family, and</li> <li>• donations to an employee who is an approved voluntary shared leave recipient</li> </ul>	

**Table I - Leave Credits**

<b>Years of Total CISM Service</b>	<b>Monthly Full-Time Leave Accrual</b>	<b>Days Granted Each Year</b>
Less than 5 years	1.17 days (9.33 hours)	14 days (112 hours)
5 but less than 10 years	1.42 days (11.33 hours)	17 days (136 hours)
10 but less than 15 years	1.67 days (13.33 hours)	20 days (160 hours)
15 but less than 20 years	1.92 days (15.33 hours)	23 days (184 hours)
20 years or more	2.17 days (17.33 hours)	26 days (208 hours)

\* Earning rates effective July 1, 2012

A full month of credit is given for total CISMCM service if:

<b>the appointment is:</b>	<b>AND the appointment is:</b>	<b>AND the employee is:</b>
Full-time, or Part-time	Permanent, probationary, Trainee, or Time limited	in pay status for one-half or more of the regularly scheduled workdays and holidays in the pay period, or is on authorized military leave.

**Scheduling Leave** Vacation leave requests must be coordinated and approved by the Executive Director. The Executive Committee of the Board will approve the ED's leave.

**Accumulation** Vacation leave may be accumulated up to 240 hours. Employees shall not carry over unused vacation time into the next calendar year without Board approval. Accumulation for part-time employees shall be prorated.

**Advancement** An employee may be advanced the amount of leave needed on an individual basis and which can be credited during the remainder of the calendar year. If more leave is taken than can be credited during the calendar year, the balance above the amount that can be advanced shall be deducted in the next paycheck.

**Benefits Continue** When exhausting leave, the employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays.

**Separation – Pay for Leave** Upon separation from employment, an employee will not be paid for accumulated vacation leave.

**Leave Records** It is the responsibility of each employee to maintain his or her leave records. Leave records shall be balanced at least at the end of each calendar year.

**Provisions for Part-time and LWOP** Full-time employees who work less than 12 months shall receive a pro rata amount.  
Permanent part-time employees (half-time or more) shall receive a pro rata amount.

**B. Holidays**

Employees would not earn holidays scheduled before their date of employment or after their date of separation or when the employee is on leave without pay for more than half of the workdays and holidays in the month.

Temporary employees are not entitled to paid holidays.

With the exception of Veteran's Day, the local board of education determines when holidays are scheduled in the school calendar and CISMCM abides by the days they select. The following holidays are designated by CISMCM

**New Year's Day, Martin Luther King, Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day** (Note: Veteran's Day must be observed as a holiday for students and staff.)  
**Thanksgiving Day – Two days, Christmas – Two days.** Exception: When Christmas falls on Tuesday, Wednesday, or Thursday it is three days.

**C. Sick Leave**

**Covered Employees  
and  
Sick Leave Credits**

<b>Type of Appointment</b>	<b>Amount Granted</b>
<i>Full-time</i> Working a min. of 30 hours/week	8 hours/month, (96 hour/year)
<i>Part-time</i> Working less than 30 hours/week	Prorated – percentage of full-time
<i>Temporary, grant-funded</i>	None

**Accumulation** Sick leave is cumulative indefinitely. Upon separation from employment, an employee will not be paid for accumulated sick leave.

**Uses of Sick Leave** Sick leave may be used for:

- illness or injury,
- medical appointments,
- temporary disability due to childbirth,
- to care for member of immediate family (including care for mother during temporary disability),
- death in immediate family

**Verification** To avoid abuse of sick leave privileges, a statement from a medical doctor or other acceptable proof may be required. Evidence to support leave for adoption-related purposes may be required.

**D. Bereavement Leave**

Employees are allowed up to three workdays administrative leave in the event of death in the immediate family. The immediate family refers to spouse/significant other, mother, father, children, brothers, sisters, mother-in-law, father-in-law, grandmother, grandfather, grandson or granddaughter, stepmother, stepfather, brother or sister-in-law. The Executive Director must approve leave of this nature

**E. Jury Duty**

Employees are permitted to take time off for jury duty without loss of pay, vacation time, or other leave credits. Employees on jury duty are expected to perform their normal duties as fully as service on the jury permits. If the duty is for a portion of the day, the employee is expected to return to the office. The employee will give jury compensation to CISMIC.

**F. Insurance Coverage**

The Executive Director is eligible for the State of NC health care plan in alignment with the eligibility requirements of a Fulltime Permanent Employee of Madison County Schools. No other health insurance coverage is offered at this time.

**G. Retirement Benefits**

The Executive Director is eligible for the State of NC Retirement plan in alignment with the eligibility requirements of a Fulltime Permanent Employee of Madison County Schools. No other retirement benefits are offered at this time.

**H. Workers' Compensation**

CISMIC is covered under workers' compensation. Any injury in the line of duty must be reported within that 8 hour workday in writing to your supervisor.

**I. Grievance Process**

Employees are encouraged to actively engage in problem-solving and conflict resolution. Employees are asked to openly discuss with their supervisor any work related or personal problem that is adversely affecting their work. If the problem continues, the Executive Director

will review the situation and develop alternative solutions. If an employee is dissatisfied with decisions made by the Executive Director, the employee may submit a written statement of the problem, and progress toward reaching resolution to the Personnel Committee for consideration. The findings and decisions of the Personnel Committee shall be considered final.

**J. Termination of Employment**

Employment with CISMCM is “at will”, and may be terminated for any reason and at any time at the discretion of the Board of Directors. No employee or agent of CISMCM is authorized to make any modification in this policy, or to extend an offer of employment for a definite period of time, unless approved by the Executive Director. Reasons for involuntary termination may include but is not limited to: reorganization, reduction of staff, the inability or unwillingness of an employee to perform assigned work, or evidence of misconduct. The Executive Director will notify the employee verbally and in writing of the termination.

**K. Resignation**

All employees holding exempt positions shall be required to give written notice of resignation. This notice should be given at least one month in advance, unless there are extreme circumstances. Non-exempt positions shall be required to give at least two weeks notice in advance, unless there are extreme circumstances.

**L. Limitation of Employment of Relatives**

No two family members shall be employed in a single program of CISMCM or be otherwise in a position where one member supervises the other.

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The Personnel Policy Handbook does not constitute an implied or expressed contract or guarantee of employment, and any replication to the contrary is expressly disclaimed. I further understand that this Handbook is the property of CISMCM and whenever I leave the employment of CISMCM, I will return the Handbook to the Executive Director.

**FOR EMPLOYEE’S RECORDS**

I hereby acknowledge receipt of the CISMCM Handbook and understand it is my responsibility to become familiar with its contents.

Date: \_\_\_\_\_

Employee Signature : \_\_\_\_\_

Put into Employee’s file on \_\_\_\_\_  
Date