

DUTIES OF COMMUNITY CENTER STAFF

CO-ORDINATOR: Job is almost totally center orientated

1. Responsible for agency and resource contact
(may delegate some investigation or contact responsibility to aide)
2. Responsible for scheduling activities and arranging facilities
3. Responsible for Data collection and transmission
Co-ordinator responsible for process and compilation of information
(Secretary may be delegated responsibility for much of routine)
4. Responsible for paperwork as required
(Secretary should be delegated as much routine as possible
Community Aide must be relieved of as much paperwork and red tape as possible
(Responsibility of Co-ordinator to spend time and effort necessary to insure work completion)
5. Responsible to neighborhood Board for area operations and staff functioning
(Is expected to attend all Area Board meetings and serve as staff for that group - also relates area needs and feelings to Program Director)
6. Responsible for co-ordination of volunteer activity

AIDE: Job is almost totally Community oriented

1. Contact people in homes or public places
2. Inform people of services available both in the Center and the community
3. Motivate the people to take advantage of available services through the Center and agencies.
4. Minor clerical work
5. Find volunteers and teachers, etc., for the Center
6. Work with groups
7. Contact agency people ONLY through the Co-ordinator

Both Coordinator and Aide must keep a daily diary of their activities, contacts, etc. While this should not be too much of a burden, an effort should be made to make the report informative.

Team work, with free communication between Coordinator and Aide, is essential. This will require some give and take

on both sides as well as respect for the ability, and ideas of each other. No one of us have all the answers and therefore we should be amiable to the ideas of others.

Copies of all Center records, diaries and statistics will be made by the Roving Secretary for the Hillstoro office.

It is the responsibility of the Coordinator to see that this data is readily available to the secretary on her work day at each center.

It is the responsibility of the secretary to set up the filing system and to keep it up to date. The Center staff in using the file, should, as a matter of courtesy, keep the file in good shape.

WASHINGTON COUNTY

COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL

PRACTICES AND PROCEDURES

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.
PERSONNEL PRACTICES AND PROCEDURES

II. INTRODUCTION:

We take this opportunity to welcome you to the staff of Washington County Community Action Organization, Inc. We are certain you will find community development work both challenging and satisfying.

Washington County Community Action Organization, Inc. is the body through which local and state organizations and the Office of Economic Opportunity shall work to assure constructive implementation of the "War on Poverty" in this county.

The goal of this organization is to help the people of Washington County to affect a permanent increase in the capacity of individuals and groups within our community who are afflicted by poverty to deal effectively with their own problems so that they need no further assistance.

This may be done through expansion and more effective coordination and use of existing community resources, through application and implementation of "War on Poverty" programs, or as is most likely, by a combination of both methods.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

II. EMPLOYMENT:

A. Hiring:

All positions will be open to competitive application by all interested persons. All open positions will be listed with the State Employment Service and otherwise made available to persons and organizations in a position to contact and refer interested and eligible employment candidates. Preference in hiring shall be given to recipient group members. Job descriptions and hiring policies shall be designed so as to make all jobs as available as possible to recipient group members. However, qualifications necessary to accomplish the job assignment will be the basic determination for hiring.

B. Terms of Employment:

Because of the nature of the "War on Poverty" and Grant terms given by the Office of Economic Opportunity, all employment is subject to Grant status and no contract or promise of employment beyond program termination dates shall be made. All reasonable efforts will be made to shift personnel between projects in order to maintain employment.

C. Work Evaluation:

Although no formal evaluation procedure will be used, supervisory personnel shall carry on a continual evaluation of job performance and discuss performance with each employee from time to time. All employees will be expected to work toward improving their employability outside this Organization while employed by Washington County Community Action Organization, Inc. Supervisory personnel will work closely with each employee to achieve this goal.

D. Hours of Work:

The work schedule for each job shall be described in the Job Description.

E. Overtime and Compensatory Time:

At present, Washington County Community Action Organization, Inc. O.E.O. Grant does not provide funds to permit overtime payment for work in excess of 40 hours per week. Any employee on hourly or monthly salaries who must

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC,
PERSONNEL PRACTICES AND PROCEDURES

II. EMPLOYMENT (Cont'd):

E. Overtime and Compensatory Time (Cont'd):

From time to time work more than 40 hours per week shall notify his supervisor of the necessity to work excess hours and the amount of extra time worked. Necessary extra time will be noted on the Time and Attendance records as compensatory time. Compensatory time will be taken within a reasonable time and no later than the end of the month following the month in which accumulated.

F. Leave:

Attendance is an important part of adequate job performance. Authorization for any planned leave must be secured in advance. Any unexpected need for leave, such as illness, must be reported immediately to the supervisor.

1. Vacation: Full time employees are eligible to take two (2) weeks of vacation leave each year. Employees may take one week vacation leave after having worked for six (6) consecutive months and will be eligible for a second week after having worked for twelve (12) consecutive months. Vacation leave may be accumulated only to a total of four (4) weeks. Employees are encouraged to take a full one or two weeks at a time in order to gain the most from vacation. Any accumulated compensatory time must be used before using vacation credits. An employee may be reimbursed for any accumulated vacation not taken at time of separation after having worked at least 15 days per month for six consecutive months or more.

2. Holidays: The following and in addition, any other days designated by the Executive Director or Board of Directors or fixed by Statute, such as primary or general election days, are legal holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day

Veterans Day
Thanksgiving Day
Christmas Day

Whenever a holiday falls on Sunday, the following Monday is considered a holiday. No alternate day off is allowed when a holiday falls on Saturday. Holidays which occur during vacation or sick leave are not charged against vacation or sick leave credit.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

II. EMPLOYMENT (Cont'd):

F. Leave (Cont'd):

3. Sick Leave: Sick leave is credited at the rate of two (2) days each month of service and can be accumulated up to a total of 90 days. No compensation is allowed for accrued sick leave upon separation from Organization service.

If an employee is absent due to illness, he is required to notify his supervisor as soon as possible on the day of absence.

Sick leave may be utilized in the event of one's own illness, to receive medical or dental care, or an illness or death in the immediate family requiring his attendance.

Upon request, sick leave without pay may be granted when sick leave is not sufficient to cover the absence.

4. Jury Duty or Subpoena: If an employee is called for Jury Duty or subpoenaed to attend court, he will be paid the difference between his salary and the amount paid for attending court or serving on the jury. The employee must report the time spent in court and any money received to his supervisor.

5. Military Leave: An employee who has served with the Organization six months or more immediately preceding an application for military service is entitled to official leave for a period not exceeding 10 work days in any calendar year, such employee shall be paid the difference between his military pay and his regular pay. This is granted upon orders to active or training duty for a temporary period. Military leave without pay is granted if a regular employee enlists or is inducted into military service. He retains employment rights to a position in the same class as his last held position, and seniority, but must make application for reinstatement within 90 days of honorable discharge from the service.

6. Education Leave: An employee who is granted Education leave retains employment rights and seniority upon his return to employment. He does not accumulate vacation or sick leave while gone.

7. Other Leave Without Pay: An employee may be granted leave without pay not otherwise described.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

II. EMPLOYMENT (Cont'd):

8. Absences Without Leave: Any unauthorized absence from the job is considered absence without leave and may be cause for disciplinary action. An employee may be considered to be resigned from employment if he is absent for five (5) consecutive days without authorized leave.

III. COMPENSATION:

A. Payroll:

1. Salary Range: Salaries are dependent upon ranges established by the Office of Economic Opportunity and dictated in Grant contracts.

2. Salary Increases: It is the policy of this Organization to secure a minimum of 5% per year salary increases. Such increases will be operative if the Organization is successful in their negotiations with the Office of Economic Opportunity when writing Grant contracts. Salary increases may be granted by the Board upon the recommendation of the Executive Director and Program Director.

3. Pay Checks: Paydays will be established by Washington County Community Action Organization and will be included in Job Descriptions. Checks will be paid during the last working hours of the established paydays or during the last working day preceding in case the pay date falls on a weekend or holiday.

4. Deductions: Monthly payroll deductions are made from pay checks for: State Industrial Accident Insurance, State Income Tax, Federal Income Tax, and Federal Social Security.

B. Reimbursement:

1. Use of Own Car: Employees will be reimbursed for on-the-job use of private cars at the rate allowed in Program Grants.

2. Per Diem: Employees may be paid per diem at the rate established by Grant contracts. At present per diem is paid at \$16.00 per day for travel, training, and conference time. Expense accounts must be submitted according to official policy.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

III. COMPENSATION:

C. Insurance:

1. Federal Social Security: Federal Social Security Insurance is made up of equal contributions from the employee and employer based upon the employees earnings.

2. Workman's Compensation Act: Employees are protected by Workman's Compensation Act (State Industrial Accident Commission) which provides for medical, hospital care, and monetary compensation for loss of time from employment due to injury or occupational disease received or arising out of and in the course of employment. An injury must be reported to S.I.A.C. within 48 hours.

3. Unemployment Compensation Benefits: Washington County Community Action Organization employees are covered by the provision of the Unemployment Compensation Law and are eligible, upon qualification, for unemployment benefits.

IV. PERSONNEL RECORDS:

Washington County Community Action Organization will maintain a personnel record for each employee. This contains the employment application, reference replies, evaluations, reports of personnel actions and payroll records. These files are retained on a permanent and confidential basis and are only available to authorized supervisory staff.

V. TERMINATION OF EMPLOYMENT:

A. Resignation:

An employee must, in order to remain in good standing, give Washington County Community Action Organization at least 14 calendar days notice in writing, preferably one month. There may be extenuating circumstances under which the Board on the Executive Director's recommendation will permit a shorter period of notice.

B. Lay-Off:

When curtailment of funds or lack of funds makes it necessary to abolish positions, the Organization may find it necessary to lay off employees. Length of service and job performance are the two considerations in determining who is terminated first.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

V. TERMINATION OF EMPLOYMENT (Cont'd):

B. Lay-Off (Cont'd):

It is the intention of the Organization to give a minimum of 14 days notice. Special situations, such as the suspension of the program by the Federal Government may force modification of this policy.

C. Disciplinary Action:

Any action which reflects discredit upon the Organization or is a direct hinderance to the effective performance of Washington County Community Action Organization shall be considered good cause for disciplinary action. Such cause may include misconduct, inefficiency, incompetence, insubordination, dishonesty, disloyalty, or wilful violation of supervisory orders and work rules.

Disciplinary action may be taken through suspension, demotion, salary reduction, or dismissal. Any disciplinary action taken must be reported to the Executive Committee at the next Executive Committee meeting.

1. Dismissal: The employee must be notified in writing at least 10 days prior to the effective date, stating the reasons for such action. If the reason for discharge are so severe that it is necessary to effect an immediate separation, the employee may be suspended without pay, with dismissal effective at the end of a ten day suspension.

2. Suspension: An employee may be suspended without pay for a period of not more than thirty days. The employee must be notified in writing not more than one day after the date of suspension stating reasons and duration. No leave credit is accrued during suspension.

D. Appeal:

Employees have the right to appeal a personnel or disciplinary action first to the Program Director and the Executive Director. If after this action an additional appeal is desired, a written request including reasons for appeal must be submitted to the Washington County Community Action Organization's Executive Committee.

VI. GRIEVANCES:

Any employee has the right to file a grievance with Washington County Community Action Organization if he believes an injustice has been done because of: 1. Lack of policy; 2. A policy that is unfair; 3. Deviation from or misinterpretation of a policy.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

VI. GRIEVANCES (Cont'd):

Grievances should first be discussed with the immediate supervisor. If this does not result in grievance satisfaction, the grievance must be submitted in writing to the Program Director within 2 working days stating basis and nature of the grievance and desired solutions. The Program Director will be responsible for reporting the grievance and action taken to the Executive Director within 2 working days. If a grievance still exists, the employee and Program Director must submit written grievance and reports of action to the Executive Director within 3 days for consideration by the Executive Committee whose decision is subject to review by the full Board of Directors.

VII. PROHIBITED CONDUCT:

It is hoped that no employee will become involved in prohibited conduct, however, employees must be aware of Washington County Community Action Organization's policy in this regard. This section is designed to prevent confusion in these areas.

A. Solicitors:

Solicitors or collectors of any nature are not to call during office hours. Any violation should be immediately reported to supervisory staff. Through office collections are expected and will be tolerated, they must be kept to a minimum or further regulations will be initiated.

B. Acceptance of Gifts:

No Washington County Community Action Organization employee shall directly or indirectly charge, take, demand, accept, or receive any fee, commissions, compensation, gift, reward, or other consideration from any person contracting or dealing with Washington County Community Action Organization.

C. Garnishments, Non-Payment of Bills and Bankruptcy:

In case of garnishments or non-payment of bills, the supervisor will be requested to investigate and report on the circumstances involved in the situation. The supervisor will spend whatever time necessary to help the employee work out his financial problems. Employees will be expected to constructively accept such help and do whatever reasonably necessary to deal with the problem. The supervisor will keep the Program Director and Executive Director informed of such actions.

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION, INC.

PERSONNEL PRACTICES AND PROCEDURES

VII. PROHIBITED CONDUCT (Cont'd):

D. Use of Position for Personal Gain:

Staff are subject to disciplinary action when they take advantage of knowledge gained through their position for personal gain at others expense.

E. Inappropriate Conduct:

No employee shall at any time conduct himself in a manner which will reflect discredit on Washington County Community Action Organization. Violation of any of the following will result in disciplinary action depending on the circumstances in each case:

1. Inappropriate Behavior in Public: Even outside of office hours, Washington County Community Action Organization employees still represent Washington County Community Action Organization and the "War on Poverty" to people with whom they come into contact. They must therefore conduct themselves accordingly.

2. Drinking: Drinking of alcoholic beverages of any kind during working hours will result in disciplinary action. Drinking at any time, the effects of which are apparent or detectable during working hours is also cause for disciplinary action.

F. Political Activities:

Because Washington County Community Action Organization receives Federal funds, employees must observe the limitations of the Hatch Act as stated in the Act and interpreted in Office of Economic Opportunity Memos.