**CASA of \_\_\_\_\_\_\_\_\_\_ County**

**Employee Policies and Procedures**

# INTRODUCTION

The personnel policies of CASA of \_\_\_\_\_\_\_\_\_\_ County (CASA) are formulated and adopted by the Governing Board. These policies are to be the medium through which the employer and the employees have an understanding of their respective obligations to each other and to the clients they serve. The objective of this manual is to provide a working basis for consistency and equity in treatment among the staff of CASA.

The Trustees or a designated committee of the Board shall review these policies at least annually. Staff members of CASA shall be given appropriate opportunity to submit recommended changes to the Board or its designated committee for its consideration. Any such recommendations must be in writing and submitted to the Board via the Executive Director. Staff Members shall receive in writing any updates to the personnel policies.

**CASA of \_\_\_\_\_\_\_\_\_\_ County**

*PERSONNEL POLICIES MANUAL*

**Section A – Full Time Staff**

1. ***STATEMENT OF NON-DISCRIMINATION, ANTI-HARASSMENT AND POLITICAL ACTIVITY***
   1. It is the policy of \_\_\_\_\_\_CASA that every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. \_\_\_\_\_\_\_\_ CASA prohibits and will not tolerate discrimination or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.
   2. What is Discrimination?
      1. Discrimination includes,but is not limited to making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex (including pregnancy), disability, national origin, marital or veteran status, or any other status protected by applicable law.
   3. What is Harassment?
      1. The US Department of Labor identifies prohibited workplace harassment as taking either of two forms. It may entail "quid pro quo" harassment, which occurs in cases in which employment decisions or treatment are based on submission to or rejection of unwelcome conduct, typically conduct of a sexual nature. Workplace harassment may also consist of offensive conduct based on one or more of the protected groups (listed above):
         1. That is so severe or pervasive that it creates a hostile or offensive work environment.
         2. When it results in an adverse employment decision (such as being fired or demoted).
      2. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Anti-discrimination laws prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.
      3. To learn more: <https://www.dol.gov/oasam/programs/crc/2011-workplace-harassment.htm>
   4. Reporting
      1. employees are required to act responsibly in helping Ohio CASA maintain a workplace that is free of discrimination and harassment. If you believe a violation has occurred, you should bring it to the immediate attention of the Executive Director or the President of the Board of Directors.
      2. All allegations of discrimination and harassment will be investigated and action will be taken as appropriate to the outcome of the investigation. An investigation and its results will be treated as confidential.
      3. No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies.
      4. Report it immediately to the Executive Director or the President of the Board of Directors if you feel there has been retaliation.
   5. All employees shall refrain from supporting, contributing to, or assisting any political candidate or issue during working hours.
   6. Non-Discrimination and Diversity - CASA actively recruits, selects, and promotes qualified employees and volunteers broadly representative of the community served and administers it personnel practices without discrimination based upon age, gender, sexual orientation, race, ethnicity, nationality, handicap or religion.

This CASA Program is in compliance with the Equal Employment opportunity Act with regard to its personnel, both paid and volunteer.

* 1. Non Discrimination and Diversity Plan - As a commitment to diversity and non-discrimination, CASA will use communication that is acceptable to all people and shows diversity. We will advertise in venues that are directed at a cross section of the population. We will advertise and recruit fairly and throughout the entire community and work to reach all underrepresented populations. We will encourage staff and volunteer training in the area of understanding diversity.
     1. CASA, its staff, board and volunteers are committed to diversity and will keep an ongoing written plan to guide and measure progress in increasing inclusiveness and diversity with measurable actions that will demonstrate progress towards goals.
     2. The Executive Director, staff and board will keep this document current and up to date through annual reviews. A current document will be available for all involved on the website.

1. ***DEFINITION OF EXEMPT AND NON-EXEMPT EMPLOYEES***
   1. *EXEMPT*: Those employees who are full-time personnel and who meet the following conditions shall be considered exempt:
      1. The employee must customarily and regularly exercise discretionary power and independent judgment.
      2. The employee must have the power to hire or fire,or recommend hiring or firing.
      3. The employee must be engaged primarily in the management, administrative or instructional aspects of the organization.
      4. The employee, by virtue of the position, is not entitled to either overtime pay or compensatory time off.
   2. *NON-EXEMPT*: Those employees who do not meet all of the restrictive qualifications of the exempt employee category. The employee may be full-time or part-time, salaried or hourly paid.
2. ***AFFIRMATIVE ACTION***

At all times criteria as required by the EEOAA and CASA'S Affirmative Action Statement and Plan shall be followed as closely as possible.

1. ***SEXUAL HARASSMENT POLICY***

CASA strongly supports the U.S. Civil Rights program as covered in Title VII, sex discrimination and will not tolerate sexual harassment of any nature by any of its employees. It is the Agency's duty through the Executive Director to maintain a work force free of sexual harassment and intimidation. Strict disciplinary action will be taken, including but not limited to termination. Sexual harassment means any physical or verbal conduct of a sexual nature as well as repeated and unwanted sexual advances and requests.

* 1. *CRITERIA USED FOR SEXUAL HARASSMENT*

Specific behaviors are prohibited. These include but are not limited to:

* + 1. Repeated, offensive sexual flirtation, advances, propositions.
    2. Continued or repeated verbal abuse of a sexual nature.
    3. Graphic verbal commentaries about an individual's body.
    4. Sexually degrading words used to describe an individual.
    5. Display in the workplace of sexually suggestive objects or pictures.
    6. Leering, pinching, patting.
    7. Any reprisal taken against the complainant due to filing a charge and/or refusal of the unwanted advances such as: escalation of the harassment, poor work assignments, sabotaging of work, sarcasm, unsatisfactory job evaluations, threatened demotions and transfers, denials of raises, promotions, benefits and dismissal and a poor job reference.
  1. *COMPLAINT PROCEDURE*
     1. Any employee who is sexually harassed can contact the EEO officer, *which is the Executive Director* or in case of conflict, contact the \_\_\_\_\_\_\_\_\_\_ County Board of Trustees President.
     2. Any employee can make an informal or formal complaint to the EEO officer.
     3. Any employee who has knowledge of sexual harassment can report it to the EEO officer, who, for CASA *is the Executive Director*.
     4. The EEO officer (or President of Trustees) will investigate each complaint thoroughly and make recommendations for a swift and appropriate disciplinary action, if guilty.
     5. Victims are protected from reprisals and may remain anonymous except to the extent necessary to carry out the purpose of the law prohibiting sexual harassment.
  2. *DISCIPLINARY ACTION*
     1. Any employee found to have violated the foregoing sexual harassment policy will receive seven (7) day suspension without compensation for the first offense

and termination of the second offense. However, more severe disciplinary action is up to the discretion of the Executive Director.

* + 1. A more severe sexual harassment charge may lead to automatic termination. Example: attempted rape or rape.

1. ***WHISTLEBLOWER POLICY***

A whistleblower as defined by this policy is an employee, board member or volunteer of the CASA program who reports any activity that they consider to be illegal, dishonest, unethical or inappropriate to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

* 1. *ACTIVITIES* include but are not limited to:
     1. Examples of illegal, dishonest, unethical or inappropriate activities which are violations of federal, state or local laws; such as billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
  2. *COMPLAINT PROCEDURE*
     1. If an employee has knowledge of or a concern of such activities, the employee is to contact the Board of Trustees who are responsible for investigating and coordinating corrective action.
     2. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.
  3. *WHISTLEBLOWER PROTECTIONS* include:
     1. Confidentiality - Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense
     2. Preventing Retaliation - The CASA program will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of adverse employment actions such as: termination, compensation decrease, poor work assignments or threats of physical harm.

Any whistleblower who believes they are being retaliated against must contact the board of trustees immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

*Employees with any questions regarding this policy should contact the executive director or member of the board of trustees.*

1. ***QUALIFICATIONS FOR EMPLOYMENT***
   1. Opportunity for employment with CASA shall be open to any person who can present satisfactory evidence of qualifications for the position to be filled. No person may be employed by the organization if they will be supervising or will be supervised by another member of their immediate family.
   2. Board members and their immediate family members will be excluded from consideration for employment by the organization.
   3. Additionally, immediate family members of employees may not serve on the Board of Trustees.
      1. A member of an immediate family shall include: husband/wife, father/mother, children, sister/brother, grandmother/grandfather, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other relative residing with the employee.
   4. Applicants must successfully pass a formal security check conducted by:
      1. CASA with local and state law enforcement and child protective service agencies as appropriate and permissible by state law.
2. ***EMPLOYMENT PROCEDURE***
   1. *APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR*
      1. The executive committee of the board shall appoint within 5 business days a person to serve as interim Executive Director as the need exists.
   2. *PROMOTION FROM WITHIN*
      1. If an individual currently employed by CASA qualifies for another position in the organization and is acceptable to the designated employing person, the recruiting and hiring procedures may be waived and the employee may be appointed directly to that position. Promotions shall be based on evaluation of past performance and capacity for the vacant position.

When these factors are equal for two or more employees, the designated screening committee for that position shall, in accordance with employment procedures, assist the Executive Director or appropriate employing person in the hiring process.

* 1. *THE INTERVIEWING PROCEDURE (EXEMPT POSITIONS)*
     1. The screening committees
        1. Executive Search: The Executive committee of the Board of Trustees shall within 15 days appoint a Search Committee to include but not limited to the President of the Board, the Chairperson of the Personnel Committee, selected members of the Personnel and Executive Committees, one non-voting employee.
        2. Other Exempt Positions: A Screening Committee composed of but not limited to the Personnel Committee, and the Executive Director shall be convened to conduct the employee search. The Personnel Committee Chairperson shall chair this committee.
     2. Review of applicant
        1. Executive Search: The Executive Search Committee shall establish a process for reviewing all applicants and for reducing the number of applicants to the most qualified applicants.
        2. Other Exempt Positions: The Screening Committee will select the most qualified applicants to be interviewed.
     3. Applicant Screening
        1. All applicants will complete a written application and/or supply a resume containing information about educational background and training, employment history, and experience working with children.
        2. Program will verify accuracy of the application and employee information with references. All applicants will submit the names of three or more references that are unrelated to the applicant.
        3. All applicants will sign an authorization form allowing the CASA program and other appropriate agencies to secure fingerprints and national, state and local criminal checks, and child protective services history check, social security number verification, sex offender registry check and central child abuse registry as appropriate and permissible by state law. Record checks will also be done for any other state(s) the prospective employee has lived in within the past 7 years.
        4. The program’s selection process for all employees includes an assessment of the applicant’s awareness and sensitivity to the cultural and socioeconomic differences that are present among the children and families served by the program.
     4. Interviews
        1. All applicants who are to be interviewed shall be given a copy of the Personnel Policy. This copy should be given to the interviewee at least twenty-four hours prior to the interview time.
        2. Executive Search: The most qualified applicants shall be interviewed by the Search Committee. These same applicants shall also be interviewed by a representative group of volunteers. There shall be a third interview of each of these applicants by a staff team of full-time employees.
        3. Other Exempt Positions: The Screening Committee shall interview all qualified applicants selected by the Screening Committee.
     5. Recommendations for employment
        1. Executive Search: After receiving the views of the Staff Committee, the voting members of the Search Committee shall rank the applicants in order of the preference of the Search Committee.
           1. The Search Committee shall present the rankings to the Board of Trustees for Board action.
           2. The Board will pick the top three candidates to interview and rank.
           3. Following Board selection, the President shall employ the Executive Director on behalf of the Board of Trustees.
        2. Other Exempt Positions: In consultation with the Screening Committee, the Executive Director shall recommend an applicant and make this person's name and credentials known to the Board of Trustees. The Board may choose to reject the applicant nominated. It may ask the Executive Director to submit additional names for consideration, or it may approve the applicant. When approval of the recommended applicant occurs, that person is then notified of employment by the Executive Director.
  2. *THE INTERVIEWING PROCEDURE (NON-EXEMPT POSITIONS)* 
     1. All applicants shall be reviewed by the Executive Director in cooperation with such other paid staff as may be deemed appropriate by the Executive Director.
     2. The most qualified applicants shall be selected, and all selected applicants shall be interviewed by the Executive Director. All applicants who are to be interviewed shall be given a copy of the Personnel Policy. This copy should be given to the interviewee at least twenty-four hours prior to the interview time. If no applicant is suitable, the Executive Director may select additional applicants for interviewing.
     3. All applicants will sign an authorization form allowing the CASA program and other appropriate agencies to secure fingerprints and national, state and local criminal checks, social security number verification, and child protective services history check, sex offender registry check and central child abuse registry as appropriate and permissible by state law. Record checks will also be done for any other state(s) the prospective employee has lived in within the past 7 years.
     4. Program will verify accuracy of the application and employee information with references. All applicants will submit the names of three or more references that are unrelated to the applicant.
     5. When a suitable applicant is found, the Executive Director shall employ that person. An announcement shall be made to the Board of Trustees at their next regular board meeting.
  3. *NOTIFICATION OF EMPLOYMENT OR NONACCEPTANCE*
     1. All applicants who are not employed shall receive a notice that they are no longer under consideration and/or (as appropriate) that the position has been filled. Such notice shall be sent within seven days following the decision.
     2. Applicants must successfully pass a formal security check conducted by CASA with local and state law enforcement and child protective service agencies as appropriate and permissible by state law.
     3. When an applicant is employed they shall receive a letter of agreement regarding employment. The letter must include, but not necessarily be restricted to, dates of employment, probationary period, salary schedules, major benefits, a time limit in which the applicant has to accept or reject the offer, and any other special considerations which are to be a part of that position.
     4. Said letter of agreement must contain the signature of the Executive Director and the applicant. In the case of the Executive Director search, signatures should be those of the President of the Board of Trustees and the applicant.
     5. Formal processing of the letter should be completed within seven days of the final approval of the employing person. The signature of the applicant and return of the letter indicates agreement by the applicant of the conditions for employment. The applicant shall receive a copy of the letter of agreement with all appropriate signatures including their own. The original letter of agreement becomes part of the employee's permanent personnel file.
     6. Upon hire, all employees shall receive undergo an orientation with the Executive Director. In addition, all employees shall sign and acknowledge the following documents:
        1. Employee Policies and Procedures
        2. Conflict of Interest Policy
        3. Confidentiality Policy
        4. Social Media Policy
     7. Newly hired Executive Director or Volunteer Coordinator positions shall complete the CASA Volunteer pre service training within 6 months of hire, if not completed prior to employment

1. ***PERSONNEL RECORDS***
   1. *CONFIDENTIAL EMPLOYEE RECORD*
      1. A personnel record for each employee is considered confidential material and shall be kept in a protected location. This record shall include all documents which the individual may have been required to fill out, any letter of recommendation, evaluation, letters of commendation or discipline and any other items considered to be necessary for either the application and hiring process or the appraisal and hiring process or the appraisal and, when appropriate, the termination process.
      2. The Executive Director, the Chairperson of the Personnel committee and the President of the Board of Trustees shall be the only persons having direct access to the record.
      3. Information in the person's record may be made available to those persons authorized by the President of the Board of Trustees for the purpose of review and appraisal of the individual's performance. No other persons are permitted to have access to an employee's personnel record without the written consent of that individual whose record is being reviewed.
      4. In the case of the Executive Director, the President of CASA or the Chairperson of the Personnel Committee shall supervise his/her personnel record and maintain a duplicate copy of the record.
      5. The employee has the right of access to their detailed record, except those confidential statements, which the employee previously had waived the right to see or that which is legally protected from disclosure.
      6. The employee may review their files but only in the presence of either the Executive Director, the Personnel Committee Chairperson or the President of the Board of Trustees.
      7. If the employee wishes to challenge information contained in their employee record, the employee shall in writing notify the board of trustees president and Executive Director regarding the desired change. The Executive Director and Board will review any information and respond to the employee in writing.
      8. All staff files will be retained for seven (7) years from date of termination in a secure (locked) location either on-site or at an off-site file storage facility. At the seven year anniversary of termination, all files pertaining to the past employee(s) may be destroyed, except in the event of a high-conflict termination, which will be retained indefinitely.
   2. *THE EMPLOYEE WORKING FILE*
      1. A partial working file shall be maintained for each employee for the purpose of conducting regular organization functions such as keeping adequate information for payroll purposes, insurance and other fringe benefits including vacation hours, etc. This file shall be in the custody of the secretary and only authorized staff members, as deemed necessary, shall have access to it. This file shall include but not be limited to the following:
         1. The employee application, employee's family and medical background, authorized hiring notice, position filled by applicant, program funding applicant's wage, authorized wage, W-4 withholding statement, special withholding authorizations, authorized pay raises and dates, termination notices, and other such materials as are deemed necessary to maintain accurate records.
         2. The employee's confidential personnel record and working file are the property of CASA. No employee shall be allowed to take possession of their personnel records either while employed by or upon leaving CASA.

A copy of any material in the employee's record and file will be provided to that employee upon request by that employee, with the exception of that material which the employee previously had waived the right to see or that which is legally protected from disclosure.

1. **TENURE OF EMPLOYMENT**
   1. *PROBATIONARY PERIOD* - All employees shall serve a probationary period during which time the employee shall have the opportunity to determine their satisfaction with their employment and CASA will have the opportunity to review the work of the employee in order to determine their qualifications for permanent employment. The probationary period for exempt staff will be the first six months of employment. The probationary period for non-exempt staff will be the first ninety days after employment.
      1. A non-exempt employee shall receive a performance appraisal by their immediate supervisor on or before thirty (30) days into the probationary period. When a poor thirty-day evaluation has been given, the nonexempt employee shall receive a second performance appraisal no later than sixty (60) days into the probationary period.
      2. Exempt employees shall receive a performance appraisal by their immediate supervisor on or before the midpoint (90 days) into the probationary period. Exempt employees receiving a poor midpoint performance appraisal shall receive a second appraisal thirty (30) days prior to the termination of the probationary period.
      3. Extension of Probation
         1. A non-exempt employee who receives a second poor appraisal may be granted an additional thirty days probationary period.
         2. An exempt employee receiving a second poor appraisal may be granted up to six months of additional probationary time.
         3. Such additional probationary time is granted at the discretion of the Executive Director.
      4. During the probationary period, the employee is entitled to fringe benefits as established in the policy, except that no vacation may be taken until after six months of employment. Vacation days will accumulate, however, from the month of employment according to the vacation schedule (Section XII, A).
      5. An employee may be terminated by the Executive Director during the probationary period without benefit of recourse.
   2. *PROMOTIONS*
      1. If an individual currently employed by CASA qualifies for another position within the agency and is acceptable to the designated employing person, the recruiting and hiring procedures may be waived and the person may be appointed directly to that position.
      2. Promotion shall be based on evaluation of past performance and qualifications for the vacant position.
      3. When these factors are equal for two or more employees, the designated screening committee for that position shall, in accordance with employment procedures, assist the Executive Director, or appropriate employing person, in the hiring process.
   3. *TERMINATION*
      1. Voluntary Resignation: This is considered as termination of employment at the volition of the employee.
         1. An employer-requested resignation (involuntary resignation) shall be construed as dismissal insofar as employer/employee rights and responsibilities are concerned.
         2. In cases of voluntary resignation, non-exempt employees shall give at least two weeks advance notice, and exempt employees at least thirty days notice.
         3. Employees who voluntarily resign are entitled to accumulated vacation pay, and in the case of non-exempt employees, accumulated overtime or compensatory time off.
         4. Payment for accumulated compensatory time may not exceed 40 hours. All other accumulated compensatory time must be taken prior to the termination point or be considered lost.
         5. Accumulated sick days are not part of separation pay.
      2. Layoffs: This shall be construed as removal from the position due to the abolition of the position because of reorganization or fiscal cutbacks.
         1. Exempt and non-exempt employees shall both be given notice of such change in position at least thirty days in advance when possible. The organization may allow the employee to utilize, without penalty, reasonable time off for job searches to be agreed upon in advance between the employee and the Executive Director.
         2. The employee is entitled to accrued vacation time. Non-exempt employees are also entitled to accrued compensatory time. In addition, all employees may be given an additional two weeks of pay (normal work week for the particular employee position).
         3. Accrued sick days will not be part of separation pay.
         4. These terms are subject to the fund restriction exceptions, which follow this section.
      3. Demotions: This shall be construed as removal from one position with an offer of a position of lesser responsibility. Demotion may result from either the employee's inability to perform satisfactorily in the present position or from loss of or reduction of funds for the present position.
         1. Resignations received within five work days resulting from a demotion due to lack of satisfactory performance will be considered involuntary resignation, and so documented by formal written notice.
      4. Dismissal: This shall be construed as the discharge of an employee from the employment of the agency. The Executive Director will have authority to discharge employee staff members with consultation of the Board.
         1. Dismissal may result from unsatisfactory job performance, misappropriation of funds, violation of office rules and regulations, insubordination, or any behavior which reflects negatively on the image of the agency.
         2. In the event of dismissal, the Executive Director is authorized to pay up to thirty days of pay and any accrued vacation time. For non-exempt employees, accrued compensatory time (not to exceed 40 hours) will be granted.
         3. Accrued sick days are not part of separation pay.
      5. Fund Restriction Exception: Any financial restrictions imposed by the primary funding agency supporting the personnel in question shall supersede those conditions, which are outlined in this Personnel Policy insofar as they do not violate the Fair Labor Standards Act.
2. ***GRIEVANCES***

With the exception of loss or reduction of funding, lay-offs, or voluntary resignation, the employee is entitled to and may appeal decisions as outlined by the grievance procedure.

* 1. *GENERAL PROVISIONS*
     1. It is the duty of this agency to conduct fair and impartial grievance reviews. However, legal rules of conduct will not govern the procedure.
     2. Only an employee who is directly affected has standing to file a grievance, therefore, grievances may not be filed on behalf of another employee.
     3. All discussions regarding the grievance will take place in a private, confidential setting.
     4. If a decision by supervision or management is not rendered within the specified time limits, the grievance will automatically be moved up to the next step.
     5. If the results of a grievance are not appealed by the grievant within the specified time limits, the grievance will be considered withdrawn.
     6. The grievance procedure may be utilized by employees who are currently employed on an active basis only. Voluntary termination of employment during the grievance process will end the grievance.
     7. Work day is defined as: Monday through Friday with the exception of paid Holidays as listed in the Personnel Policies Manual.
  2. *GRIEVANCE PROCEDURE*

The consideration of misunderstandings or grievances is an important part of personnel management. Recognizing that grievances should be presented and settled promptly, the following procedure shall be used:

* + 1. Within five working days of the knowledge of the occurrence, the employee must in writing apprise their supervisor of the grievance. In filing a grievance the employee must realize that in the process of following the steps to resolve the grievance there is a definite possibility the individual(s) involved in the written grievance may see it.
    2. Within five working days following receipt of the grievance it is the supervisor's responsibility to meet and discuss the grievance with the employee grievant. If the grievance concerns only the supervisor and the employee, the supervisor shall render a written reply within five working days of the meeting between the supervisor and the grievant.
    3. If the grievance involves person(s) other than or in addition to the supervisor, the supervisor has the option of meeting with this individual(s). This meeting must take place within five working days following the meeting between the supervisor and the grievant. At this meeting the grievance must be shown to the individual(s) involved but a copy of the grievance will not be given to this individual(s). Within five working days following this meeting the supervisor shall render a written response to the grievant. The supervisor shall also provide written information to the additional person(s) involved within six working days following the meeting.
       1. In the event the Executive Director is involved in the dispute, or is the immediate supervisor, the Chairperson of the Personnel Committee will act in place of the Executive Director in step #3.
    4. If the grievant is not satisfied with the decision rendered in step 3, they may, within five working days, appeal in writing to the Chairperson of the Personnel Committee. The Chairperson immediately in writing must notify all individuals involved that an appeal has been filed and is under consideration by the Personnel Committee. A meeting to include only the grievant, immediate supervisor, Executive Director, individuals against whom the grievance was lodged and the Personnel Committee will be held within two weeks. At this meeting the grievance will be shown but a copy of the grievance will not be dispersed to the individual(s) involved. If it is impossible to have at least five members of the Personnel Committee attend and vote at this meeting, the Board President shall appoint additional Trustees to serve for this meeting. The Personnel Committee will render a decision in writing within five working days from the meeting; a copy of this decision will be mailed to all those attending the meeting.
    5. If the grievant is still not satisfied with the decision they may, within five working days, give written notice including content of the grievance to the President of the Board of Trustees.
    6. The President immediately in writing must notify all individuals involved that an appeal has been filed and is under consideration by the Executive Committee. Within two weeks of receiving the grievant's notice a meeting will be held including only the grievant, the supervisor, the Executive Director, the Personnel Committee Chairperson, individuals against whom the grievance was lodged, and the Executive Committee of the Board. All persons involved in the dispute may each have one representative with them acting on their behalf. The Executive Committee may have a representative acting on its behalf. Such representatives may not participate in the role of legal counsel. At this meeting the grievance and responses to the grievant will be shown but copies will not be dispersed. Within ten working days of the meeting the Executive Committee will mail a copy of its decision to all individuals attending the meeting. The Executive Committee's decision is final.

1. ***PERFORMANCE APPRAISAL***
   1. *PROBATIONARY PERIOD -* See section on Probation for the procedure to accomplish an appraisal during this period.
   2. *ANNUAL APPRAISAL*
      1. After satisfactory completion of the probationary period, all employees will be evaluated at least once a year using the employee appraisal system adopted by CASA. At the completion of the evaluation, the appraisal form must be signed by both the supervisor and the employee. Signatures of both parties simply indicate the written evaluation has been given to the employee by the supervisor and that there has been discussion. The employee signature does not indicate agreement with the appraisal itself.
      2. In the event there is disagreement with the supervisor and the employee over one or more parts of the evaluation, and the supervisor is not persuaded to revise those points, the employee may list those items which they are in disagreement with the supervisor and may attach written reasons for such disagreement. Such statements must be completed within seven working days of the evaluation. The entire appraisal will become part of the employee's permanent record.
   3. *EXECUTIVE DIRECTOR APPRAISAL*
      1. This shall be conducted by the Executive Committee of the Trustees. The Board President will act as the signer of the evaluation form for the Executive Director along with the Executive Director's signature.
2. *JOB DESCRIPTION AND COMPENSATION*
   1. *JOB DESCRIPTIONS AND SALARY SCHEDULE*
      1. A salary schedule and job description shall exist for each position in CASA. These salary schedules and job descriptions shall be approved by the Board of Trustees.
   2. *COMPENSATION*
      1. Pay dates shall be every other week and shall be established with the approval of the Executive Director and the Finance Committee.
   3. *DEDUCTIONS*
      1. All deductions as required by law shall be made from employees' pay. Additional voluntary payroll deductions may be made but are subject to the approval of the Executive Director.
   4. *OVERTIME*
      1. There shall be no compensatory time for exempt employees and no accumulation of such time. Exempt employees may take needed time off as long as this does not interfere with normal operations of the age agency, is cleared by the Executive Director, and is not an abuse of the privilege.
      2. Non-exempt employees may be required to work overtime. In such cases, compensatory time in lieu of payment for overtime will be granted for time worked in excess of 40 hours per week within the regular work week at one and a half hours for each hour worked. The regular work week is defined as Sunday, 12:00 A.M. through Saturday, 11:59 P.M. All such compensatory time must be approved in advance and arranged by the Executive Director. Compensatory time should not be accumulated beyond thirty days from the time such additional hours of overtime were earned.
3. **EMPLOYEE BENEFITS**

All full-time employees shall be eligible to receive the following benefits, subject to the specific conditions of the benefit:

* 1. *VACATIONS*
     1. The normal vacation period will be considered to be the twelve-month period corresponding to the anniversary date of the employment of the employee. Employees are not eligible to use any vacation time during the first six months of employment. However, vacation time shall be accumulated beginning with the date of employment.
     2. Staff is encouraged to utilize vacation time within the earned vacation year, rather than to carry-over vacation into the next year. The purpose of vacation is for rest and rehabilitation, and only unusual circumstances should become cause for carry-over time. Therefore, it is the responsibility of the Executive Director to plan staff duties in such a way that all staff are ensured of receiving their accumulated vacation days within the vacation year. Any carry-over time must have prior approval of the Executive Director and may be granted only in unusual circumstances.
     3. There will be no cash reimbursement in lieu of vacation except when an employee terminates their position. In cases of termination, all accrued vacation may either be taken prior to the termination date, or may be granted as unused vacation pay up to a maximum of thirty days. All such arrangements are subject to the Termination of Employment section of this personnel policy.
     4. The following table shows how much vacation may be earned in any given year:
        1. EXEMPT and NON-EXEMPT EMPLOYEES

5 working days first year

10 working days after first year

15 working days after fifth year

After eighth year. one additional day added each year thereafter up to a maximum of 30 working days.

* + 1. The Executive Committee shall have the right to approve exceptions to this vacation policy upon receiving recommendations from the Executive Director. The Executive Director has 20 working days. One additional day every year thereafter up to a maximum of 30 working days.
  1. *HOLIDAYS*

The following are paid holidays for all CASA staff. They are listed as they appear starting with the beginning of the fiscal year.

* + 1. Two Personal Days
    2. Independence Day (July 4)
    3. Labor Day (1st Monday of September)
    4. Thanksgiving (4th Thursday and Friday of November)
    5. Christmas (December 25)
    6. New Year's (January 1)
    7. Martin Luther King's Birthday (3rd Monday of Jan.)
    8. President's Day (3rd Monday of February)
    9. Memorial Day
    10. Columbus Day
    11. Veterans Day

Holidays occurring on Saturday will be observed on Friday while those occurring on Sunday will be observed on Monday. It is recognized that this policy may conflict slightly with certain established legal holidays. A holiday falling within a scheduled vacation period will not count as a vacation day.

* 1. *LEAVES OF ABSENCE*

NOTE: All leaves for the Executive Director must be approved by the Executive Committee.

* + 1. Sick Leave: In cases of illness, paid sick leave will be granted within reasonable limits. Sick leave is for the purpose of treatment and recuperation and not for the purpose of an extra day off. Such paid sick leave shall normally accumulate at the rate of one day of sick leave for each month of employment. No more than 30 working days of sick leave may be accumulated. When medical and dental appointments are kept during the working day, approval must be secured from the Executive Director so the agency business will proceed without hindrance. Accumulated sick days may not be earned as separation pay at the point of employee termination. Less than a half day of sick leave for routine medical problems may not be charged to full-time employees, at the discretion of the Executive Director.
    2. Maternity/Paternity Leave: Sick leave, personal leave and accumulated vacation time may all be used as part of a maternity leave. In addition, an individual may take up 90 consecutive calendar days as leave of absence, without pay, and CASA will continue to pay for non-government benefits other than salary. The individual's position will be held open during that time.
    3. Personal Leave: All staff members may have up to 2 days per year of personal leave with salary. Such days must be approved by the Executive Director and are to be granted in such a way as not to interfere with the normal smooth operation of the agency. One day of personal leave may be accumulated for each six months of employment and may not be carried over to the next employment year.
    4. Bereavement Leave: Any employee who experiences the death of a member of their immediate family may receive five days leave with pay. The immediate family means husband/wife, father/mother, children, sister/brother, grandmother/grandfather, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other relative residing with the employee. In the case of the death of relatives not previously stipulated, the employee may take off the day of the funeral with pay. It shall be within the discretion of the Executive Director to grant other bereavement leave under unusual circumstances. Any additional days beyond the five day period shall be without pay.
    5. Military Leave: Any employee who is a member of the Ohio National Guard or a military reserve unit will still be expected to meet normal obligations for their position with CASA, including any responsibilities such as weekend on-call duty.
       1. An individual may be granted leave to fulfill military obligations. A copy of military orders or other authorization document for such duty must be submitted to the Executive Director. Military leave to meet such obligations shall not exceed 22 working days in each employment year. Upon return from any military obligation, the employee will be paid the difference between their military pay and the regular salary for that time period. Any employee MAY elect to use accumulated vacation as part of the military leave, in which case regular pay will be given. In the event there should be an unusual circumstance requiring the employee to be absent more than 22 working days to meet military obligations (except for an involuntary draft), additional leave will be granted without any portion of regular pay but without loss of fringe benefits.
       2. Individuals with at least 90 days of CASA employment who are INVOLUNTARILY called to extended active duty (beyond 44 working days) in the military service shall be granted military leave without pay and without benefits for the duration of such service. Upon re-application (within 90 days of the date of discharge from such extended active duty), the employee shall be rehired to a similar position, and at the pay level as when the position was vacated. Exceptions to this paragraph may be made by the Board of Trustees if they so desire.
    6. Leave of Absence: The Personnel Committee, on the recommendation of the Executive Director, may grant an employee a leave of absence without pay. Such leave should be for the purpose of self-improvement for the employee and have some benefit to the agency. During such leaves of absence, the employee will be retained on the inactive rolls and will be reinstated upon return to work on or before the date specified at the time the leave was granted. After such date, return to the position cannot be guaranteed. Medical insurance coverage may continue for the employee if the employee desires such protection and reimburses the agency for any coverage desired by the employee, including themselves.
  1. JURY DUTY
     1. Staff members serving jury duty will be excused from work and compensated according to state law.
  2. INSURANCE BENEFITS
     1. FICA Social Security: CASA participates in the Federal Social Security program by paying the employer's share of such tax and deducting the employee's portion from their pay.
     2. Medical: CASA *at the time does NOT* *provide* a hospital/medical protection plan for full-time employees.
     3. Retirement: CASA *at the time does NOT* *provide* a retirement plan.
     4. Workers’ Compensation: Employees are covered by the State of Ohio's Workers’ Compensation Law if the employee is injured or disabled as a result of a job-related injury or disease. There is no cost to the employee for such protection.
     5. Unemployment Compensation: CASA participates, without cost to the employee, with Unemployment Compensation except where not required or prohibited by law.
     6. Group Term Life Insurance: CASA *at the time does NOT* *provide* life insurance to employees.
     7. General Liability Insurance: All Employees are covered, at no cost to the employee, by a general liability insurance policy as a protection against civil suits resulting from personal injuries or property damage claimed to have been caused by negligence of the employee while on duty or acting in the name of the agency.
     8. Professional Liability: All employees are covered, without expense to the employee, by malpractice insurance and are protected from any claims made against the employee while on duty or acting in the name of the organization.
  3. TRAVEL BENEFITS

The following items shall be considered legitimate expenses: travel costs, food and lodging, local travel including taxis, buses, etc., and conference fees. All benefits must be authorized by the Executive Director. All authorized travel must be recorded on the approved travel forms.

* + 1. Mileage: Mileage for travel on agency business shall be reimbursed to the employee at a rate to be established by the Board of Trustees. Each employee who is reimbursed for driving their own vehicle must be in compliance with the financial responsibility laws of the State of Ohio. No reimbursement will be authorized for persons not in compliance.
    2. Local Travel: Local travel shall be construed as mileage accumulated for travel within a radius of fifty miles of CASA.
    3. Non-local Travel: All non-local travel must be authorized in advance by the Executive Director. Actual costs for such travel will be reimbursed by the agency within the limits of the budget. Prior to non-local travel, the employee shall complete the proper form and their estimate of expenses. Upon their return, an actual expense form shall be completed with receipts attached.
    4. Meal Expenses: An employee's meal expense will be reimbursed when the employee is required to attend a meeting at a normal meal time at the request of the Executive Director or because of the employee's job description. As a rule, reimbursable meal costs should be the moderate menu pricings and such guidelines should be established in advance by the Executive Director.
  1. *EMPLOYEE TRAINING AND DEVELOPMENT PROGRAM:*
     1. This program is to improve the knowledge, skills and abilities of all employees. This is carried out by an allotment of funds for training fees, conferences, and seminars. Work time is approved by the Executive Director for employees to attend programs for the development and enhancement of their skills.
     2. Funds may be approved to cover partial or full payment for seminar fees, travel, hotel, transportation, food and other related expenses. The educational programs can be brought to the attention of the agency by the executive director or the staff. Employees will be allowed to attend training based on the needs of the agency, the relevance to the employee’s job responsibilities and the agency’s budgetary restrictions.
     3. Expenses may be reimbursed to the employees with proof of receipts or paid ahead with agency funds with the proper documentation. The training and development program will be reviewed annually.
  2. *OTHER EXPENSES:*
     1. Reimbursement shall be made for authorized supplies, which an employee buys and which are not properly in the category of petty cash. Receipts must be provided. The person making such purchases should, wherever practical and possible, arrive at an estimated amount of expense and clear that amount with the Executive Director before the purchase.
     2. Use of Petty Cash as a purchase method does not normally need to be cleared with the Executive Director since the amounts may not exceed $15.00. Receipts are required for Petty Cash reimbursement.
     3. Whenever possible, purchases should be charged.
     4. The tax-exempt number shall always be used.
  3. *EXCEPTIONS*
     1. Any other exception to employee benefits may only be granted by the Executive Committee upon the recommendation of the Executive Director.

1. ***WORK SCHEDULE***
   1. Work schedules shall be arranged by the Executive Director to ensure the effective operation of the agency's programs. It is expected that a work week shall consist of 40 hours of actual working time in addition to lunch periods. Normal office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The Executive Director will work with each employee to plan which hours will be traditional office hours and which can be done remotely.
   2. Exempt staff should plan their work week in such a manner as to meet the minimum work week hours. It is recognized that their schedules may fluctuate in terms of daily start and finish times. When possible, exempt staff should plan their work within the normal office hours. It is recognized that responsibilities will also cause extended work weeks. (See Section XI, D for time off.)
   3. Non-exempt staff needs to arrange their work schedules to complete their work in the normal 40-hour week. Overtime for non-exempt employees, when authorized by the Executive Director, shall be taken as compensatory time and this procedure is governed by an earlier part of this policy. (See Section XI, D.)
2. ***USE OF ALCOHOL AND OTHER DRUGS***
   1. CASA of \_\_\_\_\_\_\_\_\_\_ County is a drug free worksite. Alcohol and other drugs shall not be brought to CASA. Any exception must be cleared in advance with the Executive Director.
   2. Information on community services available for drug and/or alcohol counseling, rehabilitation, and employee assistance programs can be obtained at the CASA office.
   3. Employees will notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace within 5 days.
   4. CASA will contact any Federal grantor agency concerning any notification.
   5. Review of employee drug convictions will take place within 30 days and disciplinary action will be taken that can include termination, probation and/or employee participation in a drug abuse treatment program.
   6. Off premise usage of alcohol or drugs after working hours while representing CASA shall not impair expected job related performances or reflect unfavorably upon CASA.
3. *CONFIDENTIALITY POLICY*

CASA of \_\_\_\_\_\_\_\_\_\_ County and \_\_\_\_\_\_\_\_\_\_ County Board of Trustee Members, employees and CASA volunteers are committed to respecting the child’s right to privacy by maintaining confidentiality.

* 1. *Volunteers* 
     1. Volunteers - CASA/GAL volunteers are responsible for maintaining confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a party to their case, another program case, another volunteer, or staff. Volunteers are not authorized to solicit other persons outside the CASA program to aid them with specific duties outlined in the CASA position description.
     2. A CASA /GAL volunteer becomes an officer of the court upon assignment to a case. Any information pertaining to the individual families or children that the CASA/GAL volunteer receives in the discharge of his or her duties is confidential. It may not be discussed with anyone except the following:
* \_\_\_\_\_\_\_\_\_\_ County Juvenile Court
* Program staff
* Children Services’, its employees and agents and service providers assigned to the case
* Other parties to the case and their counsel
* Relatives and family friends for the purpose of screening a placement for a child, with the prior approval of the CASA Volunteer Coordinator
* Others with the permission of the Court and prior approval of the CASA Volunteer Coordinator
  + 1. Volunteers must ensure care with their case file. Volunteers should maintain their files in a way and place that does not allow for any breach of confidentiality. Access to the volunteer’s file is limited to the court, authorized agency personnel and others outside the agency whose request for access to confidential information is permitted by statute or the court. The volunteer should confer with their volunteer supervisor before releasing their case file to any involved party. Volunteers must also return their entire case files to the program within designated time after case closure.
    2. Violation of confidentiality can result in the discrediting of the CASA program and may be cause for immediate dismissal of the CASA volunteer.
  1. *Employees*
     1. All information provided by clients or potential clients is confidential and may not be disclosed outside the agency without written permission from the client unless required by law. If the client is incompetent, written permission must be obtained from the client’s legal guardian or representative. If there is any question about whether a disclosure is appropriate or necessary, the Volunteer Coordinator or other staff must consult with the Executive Director.
     2. Program staff should take measures to ensure that all electronic and hard copy correspondence, files and records are safely and securely maintained. Case files must remain in a locked cabinet, to which all staff have a key in order to ensure staff can access records at any time.
  2. *Board* 
     1. All information regarding clients or potential clients is confidential and may not be disclosed outside the agency without written permission from the client unless required by law. If the client is incompetent, written permission must be obtained from the client’s legal guardian or representative. If there is any question about whether a disclosure is appropriate or necessary, Board Members must consult with the Executive Director.
  3. Confidential Files
     1. Any confidential materials received from another individual or agency, including all information kept on file for governing board, advisory committee members, staff, volunteers and donor, may not be disclosed to anyone outside the CASA/GAL program’s professional staff, except by court order or written consent of the party involved.

1. ***CONFLICT OF INTEREST***
   1. To uphold Ohio CASA’s commitment to integrity and to preserve the association’s tax exempt status, it is imperative that each employee and board member vigorously avoid any situation which might raise a perception of conflict of interest.
   2. This would occur when there is a situation or relationship that may cause an observer to question whether there is an impediment to the employee’s impartiality in decision-making.
   3. A potential financial conflict would exist if an employee/board member or family member, either directly or indirectly, has a potential or actual financial relationship, arrangement or investment with any entity with whom Ohio CASA has transactions. An employee or board member’s services also might be compromised because of personal history, a third party or prior occurrence.
   4. The presence of any of these factors does not necessarily mean that a conflict exists but the employee or board member is required to disclose the existence of any potential conflict of interest and all material facts to the Executive Director for appropriate action. Failure to do so will result in disciplinary action up to and including termination.
2. ***RISK MANAGEMENT PLAN***

This policy is intended to reduce the risk of the organization by ensuring that all reasonable efforts are taken to minimize risk exposure.

* 1. *General Safety Principles*
     1. CASA of \_\_\_\_\_\_\_\_\_\_ County strives at all times to operate in compliance with local, state, and federal laws and regulations.
     2. CASA of \_\_\_\_\_\_\_\_\_\_ County adheres to the protocols, policies and standards of Ohio CASA and the National CASA Association.
     3. Safety and risk management activities are multi-faceted and include:

• Thorough screening, selection, training and supervision of volunteers, staff and board.

• Creating and enforcing policies, standards, guidelines, and procedures

• Maintaining safe and secure facilities.

• Establishing procedures to be followed in the event of an emergency.

• Maintaining clear and ongoing communication.

* 1. *Responsibility*
     1. It is the joint responsibility of the Executive Director of CASA and the \_\_\_\_\_County CASA Board of Directors to monitor all potential risks to the organization and to take reasonable efforts to minimize that risk.
     2. Annual reviews of the status of Risk Management will be provided to the Board by the Executive Director.
  2. *Risk Management Areas*

1. Personnel
   * + 1. All applicants will be fully screened including verification of credentials, checking of references, and background checks.
       2. All employees will comply with the code of conduct and confidentiality policy.
       3. All employees will complete a thorough records check as required by current employment standards every 4 years.
       4. Staff is notified of changes in policy.
       5. All new employees, volunteers and board members will participate in an orientation. Each new employee is given a copy of their job description and a written copy of the personnel policies during the orientation. All new volunteers and board members will be given a copy of their responsibilities and a written copy of the volunteer policies.
     1. *Insurance*
        1. The adequacy of insurance coverage will be reviewed annually by the Executive Director and the Board of Directors. Insurance coverage should include D&O.
     2. *Transportation of children*
        1. Staff, board members and volunteers shall not provide transportation for the children in their cases unless otherwise approved by the Executive Director (see volunteer manual).
   1. *Finances*
2. The board will carefully monitor financial reports presented to them.
3. Any recommendations from the auditor will be carefully considered.
4. The board will carefully review proposed budgets to ensure that revenues and expenses are in balance, and that fundraising goals are realistic.
   1. *Building and Personal Safety*
5. Staff will ensure that all required building and fire codes are in compliance.
6. Staff will monitor for possible safety risks, and take reasonable precautions to minimize them
7. Staff will develop procedures for emergencies such as tornado/fire.
   1. *Technology*
8. Staff will ensure that computers have adequate firewalls and virus protection.
9. Staff will ensure that computer data is backed up on a regular basis.
10. Regardless of type of use, employees must not have any expectation of privacy to data, information, or files that are created, stored, or used on CASA of \_\_\_\_\_\_\_\_\_\_ County’s systems. The Executive Director reserves the right to access the employee’s computer or files at any time.
11. Examples of inappropriate uses of technology/social media include:

* Any violation of the law or government regulation
* Any unauthorized access to computer systems or networks
* Any use promoting disrespect for an individual, discrimination, or any use constituting a personal attack, including ethnic jokes or slurs.
* Viewing, copying, or transmitting material with sexual or profane content
* Transmitting harassing or soliciting messages
* Any use of network systems for recreational games or other recreational purposes
* Any use that involves corruption or destruction of data, including knowingly launching a virus, worm, or other malicious software
* Defamatory, inflammatory, or derogatory statements about individuals, companies, or their products
* Inappropriate postings to any electronic media include, but not limited to intranet and internet forums, blogs, web logs, photo blogs, online web communities, list serves, text messaging or other public sites.
* Postings which directly or indirectly make references to CASA of \_\_\_\_\_\_\_\_\_\_ County include, but are not limited to, postings which name CASA, the Court Appointed Special Advocate program or any name meant to refer to the organization.
* Persons with the CASA of \_\_\_\_\_\_\_\_\_\_ County program should avoid creating the impression that the views expressed through any electronic or social media outlet are anything other than personal opinions.
  + Staff, board members and volunteers shall be made aware of the social media policy and shall sign it upon hire.

The failure to use good judgment or the abuse of the organization's policies may result in suspension of privileges or disciplinary action. If any employee discovers they have unintentionally violated this policy, that employee should notify their supervisor immediately.

* 1. *Legal Support*

Staff and board will seek legal consultation whenever necessary in order to minimize risk to the organization.

1. ***ANCILLARY ACTIVITIES AND EMPLOYMENT***

Employees shall disclose other paid employment, volunteer or contract work to the Executive Director. Employees are permitted to accept honoraria for teaching in institutions, workshops and clinics, or to be consultants to other organizations upon prior approval of the Executive Director.

* 1. If teaching as a representative of CASA, the honoraria goes to CASA. Employees may not use CASA’s time, space, telephone services, or supplies for personal and/or commercial use during regular working hours.
  2. An employee who may have a commercial or business venture, must clear all such usage of space and equipment with the Executive Director, and must reimburse any directly related costs which may be charged to the agency.
  3. An employee may be working on a personal project, and, at the discretion of the Executive Director, they may utilize office equipment and supplies after regular office hours and only as it does not interfere with the operation of the agency.
     1. The employee may be asked to pay the direct costs related to the use of such supplies and office equipment.

1. **RECORD RETENTION**

CASA staff will ensure that all agency records are handled with the utmost care:

* 1. Child Case Files – It is mandatory for all volunteers, upon closing a case, to return any and all case related material to the CASA office. These files will be retained indefinitely. Volunteers are provided instructions regarding case closing procedures in the CASA/GAL Policies and Procedures Manual Part 4. Volunteers and Case Related Policies, Sections 4.3: Record Keeping and 4.13: Closing a Case.
  2. VOLUNTEER - All volunteer files will be retained for seven (7) years from date of termination or last case assigned. At the seven year anniversary of termination or last case assigned, all files pertaining to the past volunteer(s) may be destroyed by shredding, except in the event of a high-conflict termination, which will be retained indefinitely.
  3. FINANCIAL - All financial files will be retained according to IRS regulations, grant specifications or for seven (7) years from the date of receiving funds. At the seven year anniversary of termination or according to IRS regulations or grant specifications, all files pertaining to the past grant/ fiscal year may be destroyed by shredding, except in the event of a permanent financial records, which will be retained indefinitely.

**SECTION B - PART-TIME STAFF**

***DEFINITION OF PART-TIME STAFF***

Part-time staff shall be defined as those employees working regularly less than 35 hours per week by contract.

1. ***STATEMENT OF NON-DISCRIMINATION AND POLITICAL ACTIVITY***

Refer to Section A – I, Full Time Staff.

1. ***DEFINITION OF EXEMPT AND NON-EXEMPT EMPLOYEES***

Refer to Section A – II, Full Time Staff.

1. ***AFFIRMATIVE ACTION***

Refer to Section A – III, Full Time Staff.

1. **SEXUAL HARASSMENT POLICY**

Refer to Section A – Full Time Staff IV.

1. **WHISTLE BLOWER POLICY**

Refer to Section A – Full Time Staff V.

1. **QUALIFICATIONS FOR EMPLOYMENT**

Refer to Section A – Full Time Staff VI.

1. **EMPLOYMENT PROCEDURE**

Refer to Section A – Full Time Staff VII.

1. **PERSONNEL RECORDS**

Refer to Section A – Full Time Staff VIII.

1. **TENURE OF EMPLOYMENT**

Refer to Section A – Full Time Staff IX.

1. **GRIEVANCES**

Refer to Section A – Full Time Staff X.

1. **PERFORMANCE APPRAISAL**

Refer to Section A – Full Time Staff XI.

1. **JOB DESCRIPTION AND COMPENSATION**

* 1. *JOB DESCRIPTIONS AND SALARY SCHEDULE*
     1. A salary schedule and job description shall exist for each position in CASA. These salary schedules and job descriptions shall be approved by the Board of Trustees.
  2. COMPENSATION
     1. Pay dates shall be every other week and shall be established with the approval of the Executive Director and the Finance Committee.
  3. *DEDUCTIONS*
     1. All deductions as required by law shall be made from employees' pay. Additional voluntary payroll deductions may be made but are subject to the approval of the Executive Director.
  4. *OVERTIME*
     1. There shall be no compensatory time for exempt employees and no accumulation of such time. Exempt employees may take needed time off as long as this does not interfere with normal operations of the age agency, is cleared by the Executive Director, and is not an abuse of the privilege.
     2. Non-exempt employees may be required to work over their scheduled time. In such cases, compensatory time in lieu of payment will be granted for time worked above their agreed upon hours. All such compensatory time must be approved in advance and arranged by the Executive Director. Compensatory time should not be accumulated beyond thirty days from the time such additional hours of overtime were earned.

1. *EMPLOYEE BENEFITS*

All part-time employees shall not be eligible to receive benefits, subject to the specific conditions of the benefit. *Only benefits that differ for part-time employees will be addressed in this section. For a complete list of Employee Benefits – Refer to Section A - XIII, Full Time Staff.*

1. VACATIONS
   * 1. Employees, at the discretion of the Executive Director, may be granted a pro-rated vacation schedule based on the existing policy for non-exempt employees.

Refer to Section A – Full Time Staff

1. HOLIDAYS
   * 1. Employees, at the discretion of the Executive Director, may receive paid holidays as outlined.
     2. Compensation for paid holidays will be determined by averaging the number of hours worked per day and applying those hours to the paid holiday reimbursement.

Refer to Section A – Full Time Staff

1. INSURANCE BENEFITS

Medical: The agency does not provide any medical insurance for part-time employees.

1. **WORK SCHEDULE** 
   1. Work schedules shall be arranged by the Executive Director to ensure the effective operation of the agency's programs. It is expected that a work week shall consist of the agreed upon hours. Normal office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.
   2. Exempt staff should plan their work week in such a manner as to meet the minimum work week hours. It is recognized that their schedules may fluctuate in terms of daily start and finish times. When possible, exempt staff should plan their work within the normal office hours. It is recognized that responsibilities will also cause extended work weeks. (See Section XI, D for time off.)
2. **USE OF ALCOHOL AND OTHER DRUGS**

Refer to Section A – XV, Full Time Staff.

1. **CONFIDENTIALITY POLICY**

Refer to Section A – XVI, Full Time Staff.

1. **RISK MANAGEMENT PLAN**

Refer to Section A – XVII, Full Time Staff.

1. **ANCILLARY ACTIVITIES AND EMPLOYMENT**

Refer to Section A – XVIII, Full Time Staff.

1. **RECORD RETENTION**

Refer to Section A – XIX, Full Time Staff.

###### DISCLAIMER FOR EMPLOYEE ACKNOWLEDGEMENT

***Notification***

This employee handbook is presented for information purposes only. Notice of changes affecting personnel policies will be communicated to the employee. The Board of Trustees is the sole arbiter of the provisions herein.

The policies expressed in this manual do not constitute an employment contract, expressed or implied. Employment with CASA is **“AT WILL”.** CASA retains the right to end the relationship at any time with or without notice

No representative of CASA other than the Board President has the authority to enter into an agreement that is contrary to the foregoing and such agreement must be in writing to be valid.

**Personnel** **Acknowledgement**

I have read and understand the foregoing and no representative of CASA has made any agreements or promises to me that are contrary to the “At Will” employment relationship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness

**Disclaimer of scheduling review of this document**

This one page document is to be included in the Policies and Procedures handbook. The policies as they are so outlined should be reviewed by the Executive Director and the Friends of CASA Board annually or as changes need to be made. Below is the scheduling of the next review.

**Last Revised:**

**Next Review Scheduled:**

**First Adopted:**

**Revision History:**