

Personnel Policy Revision Suggestions 11/09

Includes both draft version and revised version if approved:

1. Absenteeism and Tardiness – changes made to make policy less “wordy” and to allow for text messages to be left when absent or tardy. Current policy states “voice mail message” but most of our supervisors prefer text messages.
2. Educational Leave – change in wording that doesn’t require actual physical attendance at an education facility in order to utilize this leave.
3. Equity, Diversity and Inclusion Policy – This is a new policy and would replace the Affirmative Action Policy (A3) we currently use. Affirmative Action guidelines apply to federal/state contractors. Although we have and will continue to honor the premise of affirmative action, this new policy will encompass the guidelines of affirmative action and Equal Opportunity Employer mandates. It also provides a strong and clear base for staff behavior and interactions.

I have also attached a Code of Ethics statement that CAPLAW has released for agency use. I revised it to fit our agency. In our continuing quest to seek open-mindedness, accountability, and excellence, I think this statement makes a strong case for ethical behavior and should be provided to all staff (current and new) for their review and signature

COMMUNITY ACTION PARTNERSHIP
PERSONNEL POLICY MANUAL

POLICY: Absenteeism and Tardiness
EFFECTIVE DATE: 11/2019

Attendance and punctuality are very important parts of employee job performance. Absenteeism places a burden on other employees who must perform absent employees' duties. Absenteeism can cause scheduling problems for the department and can adversely affect CAP's ability to serve clients. For these reasons, excessive absenteeism will not be tolerated. All employees are expected to arrive on time and ready to work every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent, the employee must contact his/her supervisor before the start of the scheduled shift. Contact should be made by phone or text as directed by the supervisor. If the supervisor is not available, the employee must leave a message and then contact the next supervisor in the chain of command. The supervisor should be informed daily as to when the employee expects to return to work. In the event of a medical emergency, the supervisor should be contacted within 24 hours. If the employee is not able to contact his or her supervisor, an immediate family member should do so. In this type of emergency situation, the employee will need to provide the agency with a physician's statement within three business days. If the employee is absent for three or more days due to an illness, he or she may be required to present a doctor's release to return to work.

Failing to notify an employee's immediate supervisor when he or she will be absent or tardy is a violation of agency policy. Disciplinary action may result for employees who are repeatedly absent and/or late to work or fail to contact their supervisor.

Unauthorized Absences

An employee's absence from work without approval is cause for disciplinary action up to and including termination. An unauthorized absence occurs when an employee does not receive approval for the leave from his/her supervisor or chain of command if the supervisor is not available.

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~~Occasionally, it is necessary to be absent from work due to illness or circumstances beyond the employee's control. When the employee has an unscheduled absence from work, he or she must notify his or her supervisor before the start of the scheduled shift. If unable to arrive at work on time, or if an employee will be absent, the employee must contact his/her supervisor before the start of the scheduled shift. Contact should be made by phone or text as directed by the supervisor.~~ If the supervisor is not available, the employee must leave a voicemail message and then contact the next supervisor in the chain of command. ~~It is the employee's responsibility to speak to their supervisor or team leader personally.~~ The supervisor should be informed daily as to when the employee expects to return to work. In the event an employee is absent due to of a medical emergency, the supervisor should be contacted within 24 hours. If the employee is not able to contact his or her supervisor, an immediate family member should do so. In this type of emergency situation, the employee will need to provide the agency with a physician's statement within three business days. If the employee is absent for three or more days due to an illness, he or she may be required to present a doctor's release to return to work.

~~The same procedure should be followed when the employee will be late to work.~~

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COMMUNITY ACTION PARTNERSHIP
PERSONNEL POLICY MANUAL

POLICY: Educational Leave
EFFECTIVE DATE: 11/2019

With prior approval from the employee's supervisor and the Executive Director, leave with pay not to exceed five (5) hours per week, may be granted at the convenience of the agency to Regular Full-Time employees for the purpose of furthering their education at an approved educational institution when the additional education will have a benefit to the agency and supplement the employee's career development plan. Regular Part-Time, Part-Time and Temporary employees are not eligible.

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COMMUNITY ACTION PARTNERSHIP PERSONNEL POLICY MANUAL

POLICY: Equity, Diversity and Inclusion Policy
EFFECTIVE DATE: 11/2019

CAP is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and agency's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

CAP's equity, diversity and inclusion initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; layoffs; terminations; and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of CAP have a responsibility to treat others with dignity and respect at all times. This applies to all employees, clients, job candidates, contractors, vendors, partners, and visitors. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency-sponsored and participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the agency's equity, diversity and inclusion policy and initiatives should seek assistance from their supervisor and the Human Resources Director.

Community Action Partnership Code of Ethics

Community Action Partnership, (CAP) has earned the trust and confidence of the public through years of ethical, honest and responsible community service. We believe the continued success of CAP depends upon the conduct of its employees, board of directors and volunteers.

Further we believe that CAP should be a model for other nonprofit organizations by adhering to high standards of performance, professionalism, service to our communities, and ethical conduct.

This code of ethics is a governing policy for all our operations and represents the fundamental values of CAP.

Personal Integrity

- We value truthfulness and strive to avoid misrepresentation.
- We strive for equity and objectivity in our deliberations and decision-making.
- We seek to ensure that confidential or privileged information is used only as intended.
- We strive to be inclusive and embrace diversity in all our activities.
- We are committed to the concept of equal opportunity for all and rewarding meritorious behavior.
- We respect the dignity of every person with whom we have contact.

Organizational Excellence

- We honor and embrace the partnership of volunteer and staff as we work to advance the mission of CAP.
- We strive for operational excellence at CAP in recognition that to do less violates our public trust.
- We pledge as staff and volunteers to exercise good stewardship.
- We will not condone coercive or unscrupulous behavior in any of our business dealings with volunteers, staff, donors, clients or vendors.
- We pledge to deal with vendors without bias or preferential treatment.
- We pledge to provide a working environment where open communications and diversity of opinions are welcomed and encouraged.
- We strive to encourage growth and personal development for each of our employees.

Accountability

- We pledge to efficiently collect and maintain accurate information regarding all aspects of our operations.
- We pledge to fully disclose all information legally defined as public information and to provide fair and accurate reports on how funds are used to strengthen the programs we deliver.

Conflict of Interest

- As volunteers and staff of CAP we pledge to disclose our personal interests and when appropriate to refrain from participating in or influencing any decision that would provide a direct personal advantage to us or any member of our families.

Personal Gain

- As staff and volunteers, we pledge not to accept any gratuity for favor in return for duties performed on behalf of CAP from parties that may have benefited materially from our decisions.
- As staff and volunteers, we agree to refrain from accepting food, travel, or entertainment that is directly related to CAP business decisions.
- As staff and volunteers, we agree not to use CAP resources to advance material personal or business interests.

Employment Practices

- We expect that each employee will be treated with respect, free from verbal or physical harassment.
- We pledge to be an equal opportunity employer that hires on merit and without regard to age, creed, disability, gender, marital status, military status, national origin, race, religion, or sexual preference.

Nepotism

- CAP will not place a person in a staff position where their performance would be managed by a relative (by blood or marriage).
- We will avoid selecting a consultant or vendor who is a relative, close personal friend, an employee or someone associated with a relative or close personal friend, based primarily on that relationship.