

November 19, 2013

# PERSONNEL GUIDELINES

United Way of Northeast Mississippi

United  
Way





United Way of Northeast Mississippi supports a strong base of health and human service organizations that are essential to keeping our region strong, such as after-school activities, domestic violence prevention, senior services, disaster preparation and job training programs.

### **Mission**

To create opportunities to improve lives in the communities we serve.

### **Equal Employment Opportunity**

The United Way of Northeast Mississippi offers equal employment, training, and promotion opportunity to all employees, without regard to race, color, creed, sex, age (40 and over), religion, disabilities, veteran status, or national origin.

The United Way will not tolerate discrimination or harassment of any kind, including sexual harassment, of any employee by supervisor or other employee due to race, color, creed, sex, age (40 and over), religion, disability, veteran status, or national origin. Any employee who feels that he or she has been discriminated against or harassed is to use the grievance procedure described in this booklet.

### **Personal Responsibility**

The United way staff is required, by the nature of their work assignments, to deal with individuals and groups throughout the community. It is an understood condition of employment that a staff member carries out duties in strict accordance with United Way policies and goals and displays such qualities of integrity, responsibility, professional attitude and proper regard for confidentiality of information as will reflect positively on the employee and the organization. This includes dress and image.

### **Employment**

The Board of Directors shall employ an Executive Director who shall be the Administrative Officer of the organization and report to the board.

The Executive Director shall recruit and employ staff members for positions authorized by the Board of Directors. All staff members shall be ultimately responsible to the Executive Director.

### **Introductory Period**

The first six months of employment is considered an Introductory Period. This is a time of continuing instruction and monthly review with the employee. A review will be conducted at the end of 90 days. Separation may be initiated by either the employer or the employee at any time for any reason with or without notice.

### **Employee Status**

Regular, full-time employment - Employees who are classified as such, and who are scheduled to work at least 37.5 hours per week. These positions are eligible for full benefits.

Regular, part-time employment - Employees who are classified as such, and who are scheduled to work 20 hours but less than 40 hours per week. These positions are eligible for designated benefits.

Temporary or on call employment - Employees who are classified as such, and who are not scheduled to work less than 20 hours per week. These positions are not eligible for benefits.

### **Office Hours**

Monday-Friday 7:30 a.m. - 5:00 p.m.

Employees may choose to work from either 7:30 a.m. until 4:00 p.m. or 8:30 a.m. until 5:00 p.m. The Executive Director must approve work schedule. Variation in the office hours schedule by individual staff members may be necessary to accommodate work assignments.

Each employee shall have one hour for lunch. Lunch shall be rotated so that the office remains open. Variation in the office hours schedule by individual staff members may be necessary to accommodate work assignments.

### **Compensation**

Salaries and wages are based on the value of the position to the United Way and on the proficiency with which the employee performs his/her position. Annual increases are based on performance and position in range. Ranges are reviewed annually.

### **Pay Day**

All staff members will be paid on the 15th and the last day of each month. Should the pay day fall on a weekend or holiday, staff members will be paid on the last working day of the normal pay period. There will be no advances in pay.

### **Salaried Employees**

Salaried employees are paid a fixed salary per week. Excess hours will not be compensated or accrued.

### **Hourly Employees**

Hourly employees will be paid overtime after 40 hours are worked in a week.

### **Job Description**

The United Way will maintain a job description and salary range for each position. Positions will be designated as hourly or salaried.

### **Performance Appraisal**

Each employee will receive bi-annual written reviews. The President of the United Way will review the performance of the Executive Director. The Executive Director will review all other employees.

### **Agency/Board/Donor/Feedback**

Employees will receive feedback periodically. Formal confidential feedback forms will be sent to at least nine (9) selected individuals. These forms will be trended and used as part of the bi-annual reviews along with the supervisor appraisal.

### **Levels of Performance**

Five levels of performance are recognized by the United Way in the Performance Appraisal:

5. Exceptional - Consistently exceeds expectations of position.
4. Very Good - Consistently meets or exceeds expectations.
3. Good – Consistently meets expectations.
2. Satisfactory – Sometimes does not meet expectations.
1. Unsatisfactory – Consistently fails to meet expectations.

### **Resignation**

Employees who provide the United Way with at least two (2) weeks notice of intent to leave employment will be paid any unused vacation for which they may be eligible after working out their notice. Vacation may not be used in lieu of notice.

### **Discipline**

The United Way hopes each employee has a rewarding and successful work experience. When unacceptable performance or behavior occurs, the appropriate management will review the known facts and circumstances of each particular case and take the appropriate corrective action. Action taken may include verbal or written counseling or discharge from employment.

### **Reliability**

Due to the nature of the work, it is necessary that employees be at work and on time. If you find it necessary to be late or absent, you must notify the Executive Director in a timely manner. A pattern of unreliability for whatever reason will result in counseling and may lead to termination.

### **Tobacco Use**

The United Way is a tobacco-free environment. Employees who do smoke must do so outside the building in a designated area. Employees may smoke during their designated break or at meal periods. Other “smoke” breaks are not permitted at any time.

### **Employee Appeal Procedure**

Harmony and understanding among personnel is essential to maintain an effective organization and a desirable work climate.

When differences cannot be resolved, the following procedures should be followed. Staff members will have the situation reviewed by the Executive Director. If following this discussion, a satisfactory solution is not achieved, the staff member may refer the problem in writing to the Executive Committee. The decision of the Executive Committee is final.

### **Holiday Pay**

The United way will be closed and all regular full-time staff members will receive eight (8) hours pay for the following holidays:

*New Year's Day*

*Thanksgiving Day*

*Memorial Day*

*Friday after Thanksgiving Day*

*Good Friday*

*Christmas Eve*

*Independence Day*

*Christmas Day*

*Labor Day*

*Martin Luther King's Birthday*

Should a holiday fall on a Saturday, Friday is taken as the holiday. Should a holiday fall on a Sunday, Monday is taken as the holiday.

## **Vacation Policy**

Regular full-time employees shall be eligible for accrued vacation as follows:

10 days after one (1) year of service

15 days after five (5) years of service

20 days after fifteen (15) years of service

Vacation shall be scheduled with the approval of the Executive Director. Any vacation of five (5) days or more is to be requested at least six (6) weeks in advance. Other days should have one week notice.

Vacations are not to be scheduled during peak work time. At least one week must be taken as a whole.

All vacations accrue on the employee's anniversary date. Vacations cannot be carried forward to the next year and no payment is authorized in lieu of vacation days not taken.

## **Sick Time**

Sick time will accrue for all regular full-time staff members for personal illness at the rate of one day per month from the date of full time employment. Sick time may be accumulated up to a maximum of 60 days. Sick time may be used **for personal illness only** in one hour increments and is never paid at separation.

## **Family Death Leave**

Paid leave up to five (5) days is granted for the death of spouse, children, parents, grandparents, sister or brother for full-time employees.

## **Personal Days**

Regular full time staff , after 6 months of employment, will receive paid leave for personal business and/or family illness. Leave for personal business and/or family illness is limited to a maximum of 3 days (24 hours) per year. Time may be taken in one-hour increments. There will be no pay in lieu of time not taken.

### **Jury Duty**

All regular staff members called for Jury Duty are expected to perform his/her civic responsibility. The Jurors' Fee, if any, will be retained by the staff member. Staff members are expected to report to work if the jury does not require his/her full-time services.

### **Military Duty**

Employees taking a leave of absence for military or National Guard duty will be treated in accordance with all applicable Federal and State Laws.

### **Continuing Education**

Continuing education is encouraged. Staff expenses will be considered annually for at least one state and one regional or national meeting.

### **Retirement Plan**

**Eligibility:** All employees are eligible to participate in the Plan.

You must meet the following criteria to be eligible to make contributions to the Plan:

You must attain age 21

You must complete three (3) Months of service

You must meet the following criteria to be eligible to receive Matching Contributions under the Plan:

You must attain age 21

You must complete three (3) Months of service

**Enrollment Periods:** On the first day of the calendar month coincident with or next following the time you meet the eligibility criteria specified above.

If you do not turn in enrollment forms, you will be automatically enrolled in the Plan starting with your first paycheck.

**Contributions:** You may elect to defer up to one hundred percent (100%) of your Compensation on a pre-tax basis. You may elect to change your elections to contribute to the Plan quarterly as of the first day of the Plan Year and the first day of the fourth, seventh and tenth month of the Plan Year. Federal law also limits the amount you may elect to defer under the Plan.

**Matching Contributions** The Company will make a Matching Contribution on your behalf in an amount equal to 300% of your contributions that are not in excess of 2.5% of your Compensation. The Company may, in its sole discretion, make Matching Contributions in addition to those described above.

**Rollovers:** The Plan may accept a rollover contribution made on behalf of any employee who is eligible to participate in the plan.

**Vesting:** When you terminate employment you will generally be entitled to the vested portion of each of your accounts.

You will be 100% vested in the amounts you contribute to the plan, including any rollover contributions.

Your Matching Contribution Account is subject to a 3 year cliff vesting schedule (100% after three years of vesting service).

**Investing Plan Contributions:** You may direct the investment of all of your Accounts in one or more of the available Investment Funds. Your elections will be subject to such rules and limitations as the Plan Administrator may prescribe. The Plan Administrator may restrict investment transfers to the extent required to comply with applicable law.

You may change the investment direction of your Account(s) as of each business day, subject to applicable laws regarding market timing and/or requirements of the funding source.

The Plan is intended to constitute a plan described in section 404(c) of ERISA. This means that Plan fiduciaries may be relieved of liability for any of your losses that are the result of your investment elections.

**Distributions:** You may receive a distribution from your account under the following circumstances:

- Termination of employment
- Retirement Age (even if you are still working)
- Hardship (limited accounts)
- After age 65 (limited accounts)
- Death
- Disability

**Contact Information:**

Plan Administrator:  
United Way of Northeast Mississippi  
213 West Main Street, Suite 110  
Tupelo, MS 38802  
662-841-9133

*Note: These plan highlights are intended to be a very concise overview of plan features. For a detailed description of plan features, please review the Summary Plan Description or contact the Plan Administrator for more information. The plan features described in these plan highlights are subject to change and in the event of a discrepancy between the legal plan document and these highlights (or any other summary of plan features), the plan document shall control.*

**Health, Dental and Prescription Card**

United Way will pay the employee portion of the health insurance and prescription card and offer a dental insurance plan. Employees may purchase insurance for his/her family. Consult the Summary Plan for details.

**Disability Insurance**

The United Way provides a plan for all full time employees. The plan covers 60% of an employee's salary after a three (3) month waiting period. Please consult the Summary Plan Description for details.

**Life Insurance**

The United Way provides life insurance to all full time employees. Benefits are in the amount of two times the employee's annual salary. Please consult the Summary Plan Description for details.

### **Medical Leave**

Full-time regular employees with one (1) year of service or more will be granted medical leave (including maternity) based on a medical doctor's order. Accrued sick and vacation may be used for the employee's personal illness. Employees will be granted up to ninety (90) days within a continuous twelve (12) month period.

### **Personal Leave**

Full-time regular employees with one (1) year of service may be granted up to ninety (90) days of unpaid leave. This will be determined on a case by case basis and approved by the Executive Director and Executive Committee.

### **Membership Fees**

Personal membership fees or dues for an individual shall be paid by the United Way when such memberships benefit the organization. All such payments must be authorized by the Executive Director and/or the Executive Committee.

### **Reimbursement of Expense**

United Way staff members incurring legitimate business expenses will be reimbursed by the United Way following the submission and approval of an expense report. The Executive Director will approve all expenses for staff members. The Treasurer or President will approve the expenses of the Executive Director. Mileage is paid at a level approved by the Executive Committee.

### **Corporate Compliance**

The United Way of Northeast MS will strive to conduct our business in accordance with all applicable laws and regulations. If you have any concerns about improper actions of other employees, agencies, vendors, volunteers, or those that we do business with, you should contact the Executive Director, President or any Executive Committee member. Persons reporting such activity will not be retaliated against for doing so.

## STATEMENT OF PURPOSE

THIS PERSONNEL GUIDELINES BOOKLET SUPERSEDES AND VOIDS ALL PRIOR GUIDELINES. THIS BOOKLET IS NOT A CONTRACT AND IS NOT INTENDED TO ALTER THE INDEFINITE DURATION OF THE AT-WILL RELATIONSHIP WHICH GIVES YOU AND THE UNITED WAY THE RIGHT TO DISCONTINUE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON. ALSO, NO OFFICER OR EMPLOYEE IS AUTHORIZED TO MAKE ANY ORAL AGREEMENT CONTRARY TO THE ABOVE.

I acknowledge that I have received a copy of the Personnel Guidelines and have read and understand the purpose stated above. I also understand that the guidelines and its contents are subject to change as it is deemed necessary and appropriate by the United Way of Northeast Mississippi.

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Date

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Employee Signature







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## UNITED WAY OF NORTHEAST MISSISSIPPI

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