

# Personnel Policy Guidelines



ISLAND  
TRAILS  
NETWORK

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## ***1) Introduction***

Island Trails Network (ITN) is committed to fair, clearly stated and supportive relationships between the organization and its staff. The personnel policies of ITN have been established in order to provide a guide to the personnel practices of ITN and to ensure consistency of personnel decisions. It is the intention of ITN to administer the personnel program in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff at ITN. It is not a part of any contract between ITN and its employees. It is only a set of informal guidelines for personnel practices. Notwithstanding the provisions of the personnel policies, all employees are "at will employees" which means that they may be terminated at any time with or without cause without subjecting ITN to a claim for breach of an employment contract.

## ***2) Employee Classification***

All ITN employees are classified as either regular, temporary or as an intern. Employees are also classified as either exempt or non-exempt according to provisions of the federal Fair Labor Standards Act.

### **Regular Employees**

Regular employees are either full-time or part-time employees hired without a specific termination date. Regular full-time employees work 40 hours per week and are eligible for employee benefits such as paid leave, insurance, or other benefits. Part-time employees working more than 20 hours, but less than 40 hours per week are not eligible for insurance, but are eligible for prorated leave accrual equal to the full-time equivalent. Part-time employees working less than 20 hours per week are not eligible for benefits such as leave or insurance.

### **Temporary Employees**

Temporary employees are employees whose position at the time of hire is for a short-term period. Terms of employment will depend on organizational needs, and in no case will a temporary position be construed as being a contract for a definite time. Temporary employees are not eligible for employee benefits. If a temporary employee is later hired as a regular employee, the date of employment as a regular employee will become the date of hire for the purpose of eligibility for employee benefits.

### **Interns**

Interns are students who work at ITN as part of their learning process. Interns may be paid or unpaid. If they are paid directly by ITN, they are defined as temporary employees (see above).

### ***3) Nondiscrimination and Anti –Harassment Policy***

Island Trails Network is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of ITN to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, ITN is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, ITN will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our place of business by anyone, including any supervisor, co-worker, vendor, or client of ITN.

#### **Unlawful Discrimination and Harassment:**

Unlawful discrimination includes treating someone less well in opportunities for work, promotions, shifts, overtime or other conditions of employment because of his or her race, national origin, sex, age, religion, disability or other protected attribute. Harassment consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute.

Sexual harassment deserves special mention. Sexual harassment consists of:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to the following conduct by any employee, whether male or female:

Unwanted sexual advances or propositions, offering employment benefits in exchange for sexual favors, making or threatening reprisals after a negative response to sexual advances, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," jokes about gender-specific traits, making sexual gestures or comments, displaying sexually suggestive objects, pictures, cartoons or postures, impeding or blocking another's movement, physical contact, such as patting, pinching, or brushing against another's body, and continued requests for a date after a rejection.

#### ***4) Hiring Procedures***

Island Trails Network intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to ITN for posting or circulation for public notification.

#### ***5) Compensation***

Persons employed by Island Trails Network in a part-time or full-time capacity except those persons in non-exempt positions will receive a salary negotiated at the time of recruitment that will not be based upon an hourly wage. At the time of hire, new employees will receive a letter of hire, a job description, salary and benefits detail and a copy of the personnel policies. The magnitude of the work assignments and the full scope of responsibility for the position will be fully discussed at the time of hire. In setting compensation, ITN may consider, among other things, external labor market rates, equitable relationship with other jobs within the organization and the organization's ability to pay. Each employee may be eligible for a salary review at the beginning of each fiscal year. The Board of Directors will determine the Executive Director's salary.

#### ***6) Work Schedule***

Island Trails Network will establish a 40 hour weekly work schedule unless otherwise specified in the job description, and whenever possible will accommodate each individual's personal commitments and the needs of the organization.

Employees will routinely be required to organize and attend volunteer activities during evenings and weekends to maximize volunteer participation.

When possible, full-time permanent employees are afforded flexible schedules, allowing them to schedule their 40-hour work week as needed to best fit their personal needs and the needs of the organization.

#### ***7) Outside Employment***

Employees must fully disclose temporary, part-time or full-time employment outside of their employment with Island Trails Network to ensure that a conflict of interest does not exist.

## ***8) Holiday Schedule***

Official holidays are as follows:

New Year's Day - January 1  
Martin Luther King Holiday – January  
Memorial Day - May  
Independence Day - July 4  
Labor Day - First Monday in September  
Thanksgiving Day - Fourth  
Thursday in November  
Day after Thanksgiving Day - Fourth Friday in November  
Christmas Eve - December 24  
Christmas Day - December 25

When New Year's Day or Christmas Day falls on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday. Occasionally during the field season employees will be required to work on official holidays, particularly Memorial Day, Independence Day and Labor Day. If an official holiday is not observed, an employee will be granted one additional day of regular leave.

## ***9) Paid Time Off***

Island Trails Network will provide to each regular full-time staff employee 160 hours or 20 working days paid time off based upon one year's full time employment with ITN. Compensation will be based upon the employee's salary rate at the time paid time off is taken. Accrual of paid time off will commence upon the date of employment for each employee and will be based, on an annual basis, upon each individual's anniversary date with ITN. Paid time off will increase with the number of years employed by ITN as follows:

0-3 years = 20 days  
4 years = 21 days  
5 years = 22 days  
6 years = 23 days  
7 years = 24 days  
8 years = 25 days

Paid time off may be used for personal leave if absence from assignment does not unduly provide an impediment for completion of an assigned task or prevent other staff from completion of their work assignments. The Executive Director must approve such scheduled absences and the employee should request the absence as soon as possible, with a minimum of two weeks in advance.

Paid time off may also be used for addressing health needs such as sickness or medical appointments of the individual employee, his or her spouse/partner, children, or other immediate family members. For the use of paid time off for medical purposes each staff person of ITN should notify the office each day they will be absent from work due to illness, if at all possible.

The amount of regular leave which may accrue under this provision is limited to 45 days.

### **Special Leave**

Special leaves of absence without pay may be granted to an employee at the discretion of the Executive Director or in the case of the Executive Director, the Board of Directors.

### **Prorated Benefits**

Part time employees working more than 20 hours but less than 40 hours per week are offered a prorated benefit package.

### ***10) Bereavement Leave***

Employees of the ITN shall be granted up to three working days with pay due to a death in their immediate family (mother, father, sister, brother, spouse/partner, children, in-laws, grandparent, and grandchildren).

### ***11) Alcohol and Drug-Free Workplace***

Island Trails Network prohibits the possession, sale, consumption, or being under the influence of alcoholic beverages or illegal drugs by employees, interns or volunteers at any time in the field, while in the office, during working hours outside the office, at an ITN-sponsored meal, or while on ITN business, or in an ITN vehicle. Any employee found possessing, selling, consuming, or being under the influence of alcoholic beverages while on duty will be subject to discipline, up to and including termination.

Occasional exceptions to this policy against the consumption of alcoholic beverages may be made at the Executive Director's sole discretion for small quantities of such beverages reasonable under the circumstances. At such times, all personnel are expected to exercise good judgment and moderation. In no event may any underage individual consume alcohol at any ITN event, and all personnel are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol), and to take safety precautions including arranging for a designated sober driver. The Executive Director and/or crew leader may at any time forbid the presence of alcohol while in the field, especially if there is a risk to safety.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work while under the influence of such prescription or over-the-counter drugs.

Employees needing help with a substance abuse problem are encouraged to contact their supervisor or a treatment facility.

Early recognition and treatment are critical to any program to curb abuse and to enhance the employee's ability to perform satisfactorily. ITN finds that both the employee and the organization will benefit greatly from early substance abuse recognition and treatment.

No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem.

## ***12) Benefits***

Island Trails Network is committed to providing a flexible and cost-effective medical insurance for all its eligible employees. ITN reserves the right, in its discretion, however, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, ITN may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

## ***13) Performance Reviews***

Each performance review should be a positive and interactive process whereby both ITN and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and ITN can learn about its strengths and weaknesses as an employer of that employee. In general, the goal is to conduct a performance review of each new employee during the sixth month of employment, after the first year of service and annually thereafter. Seasonal employees will receive a performance review from the Executive Director at the conclusion of their season with ITN. The Executive Director will receive a performance review from the Executive Committee of the President, Vice President, Secretary and Treasurer.

## ***14) Termination***

## **Resignation**

Any employee of Island Trails Network may resign by submitting a letter of resignation to the Executive Director or in the case of the Executive Director, the Board of Directors at least thirty days prior to the effective date of the resignation.

At the time of the effective date of the resignation, the employee shall be able to use any accrued annual leave or the employee shall be paid for all unused accrued annual leave. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee's final paycheck at the rate of salary paid at the time of resignation. No employee shall be compensated for any unused sick leave at the time of resignation.

## **Other Discharges**

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, violation of any policies or practices of Island Trails Network.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Executive Director, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

## **Layoffs**

Island Trails Network attempts to hire highly qualified staff with broad capabilities. There may be occasions, however (due to program changes, loss of contract support, etc), when it may be necessary to initiate lay-offs. In such cases, it is the intent of ITN to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.

## ***15) Grievance Procedures***

The purpose of the employee grievance procedure is to provide a means for employees to resolve their work place concerns with management. All regular



and temporary employees of Island Trails Network may file a grievance under this section.

A grievance shall be determined as an alleged misapplication of ITN personnel policies. This procedure represents an intent to offer a dispute resolution mechanism to the employees of ITN. Failure by ITN to exactly follow this procedure shall not subject ITN to a breach of contract claim.

Employees of ITN may use the grievance procedure by submitting complaints to their supervisor in written form within 10 working days of the incident or situation that the grievance pertains to. (In the case where the grievance directly concerns the employee's direct supervisor, the complaint may be submitted to the Executive Director.) The supervisor or Executive Director will respond to the complaint within 7 working days of its receipt. If the employee is not satisfied with the response of the supervisor, he or she may request a review by the Executive Director. The Executive Director has 10 working days to respond in writing to the grievance.

If the employee is still not satisfied, he or she can ask for a review of the responses of the supervisor and Executive Director by a committee of the board of directors. This request must be submitted in writing to the board chairperson within 5 working days of receiving the Executive Director's response. If a grievance cannot be resolved through the Executive Director, staff can bring grievances to the Board President, who will consult with the Executive Committee to discuss possible resolution actions. The board chairperson will appoint a task force or committee to review the complaint, and it will respond within 10 working days of having received the complaint. The ruling of the board is final. An employee will not be retaliated against for using the grievance procedure.

## ***16) Work Products, Files, and Equipment***

All equipment, supplies, materials, and work products of an employee if purchased by Island Trails Network shall remain the property of ITN after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files and other papers shall remain with ITN.

All ITN employees shall exercise proper use, care and stewardship of ITN equipment, supplies and materials.

### **Employee Acknowledgement**

I acknowledge that I have read and understood the policies outlined in this copy of Island Trails Network's Personnel Policy Guidelines. I understand that these policies provide only a general reference and are not a full statement of Island Trails Network's procedure nor are they a contract. I will update these policies as I am provided with new materials.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_