

# Table of Contents

|                                                           |           |
|-----------------------------------------------------------|-----------|
| <b><u>Section 1: Introduction</u></b>                     | <b>3</b>  |
| Policy 101: Welcome/Purpose                               | 4         |
| Policy 102: Organization Description                      | 5         |
| Policy 103: Personnel Administration                      | 6         |
| Policy 104: Employee Acknowledgement                      | 7         |
| Policy 105: Employee Confidentiality Statement            | 8         |
| <b><u>Section 2: Employment Policies</u></b>              | <b>9</b>  |
| Policy 201: Equal Employment Opportunity                  | 10        |
| Policy 202: Cash Compensation                             | 11        |
| Policy 203: Reasonable Accommodation                      | 12        |
| Policy 204: Criminal Record                               | 14        |
| Policy 205: Code of Ethical Conduct                       | 15        |
| Policy 206: Nepotism Policy                               | 18        |
| Policy 207: Minority and Women Owned Business Enterprises | 19        |
| Policy 208: Captive Audience Meetings                     | 20        |
| <b><u>Section 3: Employment Status and Records</u></b>    | <b>21</b> |
| Policy 301: Employment Applications                       | 22        |
| Policy 302: Employment Reference Checks                   | 23        |
| Policy 303: Benefit Status                                | 24        |
| Policy 304: Personnel Data Changes                        | 25        |
| Policy 305: Access to Personnel Files                     | 26        |
| <b><u>Section 4: Performance Evaluation</u></b>           | <b>28</b> |
| Policy 401: Introductory Period                           | 29        |
| Policy 402: Formal and Informal Evaluation                | 30        |
| <b><u>Section 5: Timekeeping and Payroll</u></b>          | <b>31</b> |
| Policy 501: Timekeeping                                   | 32        |
| Policy 502: Payroll                                       | 35        |
| <b><u>Section 6: Employee Benefit Programs</u></b>        | <b>37</b> |
| Policy 601: Employee Benefits                             | 38        |
| Policy 602: Paid Leave Benefits                           | 39        |
| Policy 603: Bereavement Leave                             | 42        |
| Policy 604: Civic Leaves                                  | 43        |
| Policy 605: Medical Insurance                             | 45        |
| Policy 606: Distribution of Donated Leave Time            | 47        |
| <b><u>Section 7: Work-Related Expenses</u></b>            | <b>48</b> |
| Policy 701: Reimbursement of Work-Related Expenses        | 49        |
| Policy 702: Travel, Training and Entertainment            | 50        |
| Policy 703: Work-Related Employee Education               | 52        |

## Policy 202: Cash Compensation

The Consortium provides compensation to its employees in the form of cash items, such as salary/wages and discretionary cash awards, or bonuses, and non-cash items, such as benefits to those who are eligible. This policy speaks to cash compensation.

### **202.1 Compliance with Wage Statutes**

All wages paid by the Consortium will be in compliance with Federal and State minimum wage requirements.

### **202.2 Salary/wage determinations**

At the Consortium we value our employees and their contributions to our continued success.

As an employer we believe that it is in the best interest of both the organization and our employees to fairly compensate our workforce for the value of the work provided. It is our intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required.

The system used will be objective and non-discriminatory in theory, application and practice. The Consortium aims to maintain a compensation system flexible enough to ensure that the company is able to recruit and retain a highly qualified workforce, while working within the confines of budgetary restrictions.

The Executive Director is responsible and accountable to the Board of Directors. In that capacity he/she is charged with ensuring that the Consortium is staffed with highly qualified, fully competent employees and that all programs are administered within appropriate guidelines and within the approved budget.

The determination of salary or wages for a particular position is informed by a number of factors including, but not limited to, the duties and responsibilities associated with the role; the prevailing rates for similarly structured position in the not-for-profit sector; the prevailing rates for similarly structured positions in the geographic area; and, other elements of the total compensation package; and, the availability of funds.

On an annual basis, the Executive Director will evaluate the salary or wages for each employee to determine if there are any factors that would warrant an increase. Those factors may include, but are not limited to, year-over-year increases in the costs-of-living, substantive changes to the duties and responsibilities of the role, the prevailing wages for similar positions in the sector and area, other elements of the total compensation package, and the compensation of other employees in similar job titles.

### **202.3 Bonuses**

Discretionary cash awards, or bonuses, may occasionally be made to recognize and reward a time-limited increase in duties (e.g. managing additional duties during a colleague's absence), exceptional job performance, and/or as a retention incentive. The amount of a discretionary cash award will consider the employee's regular wages, the duration of the added duties and/or exceptional job performance, and other factors that are evaluated on a case-by-case basis. Bonuses can only be provided if they are consistent with this policy, the funds are available, and it is approved by the Executive Director.