

# Personnel Policies and Procedures



Revised April 2009

## **PERSONNEL POLICIES OVERVIEW**

### **I. BACKGROUND AND PURPOSE**

The following personnel policies and procedures are intended to govern the working relations of the Arizona Students' Association employees. These policies shall be applicable to all paid employees of the Association, including the Executive Director. Each employee shall be given a copy of this manual and will be required to follow all policies and procedures.

### **II. EXECUTION AND ADMINISTRATION**

The Executive Director shall be the sole and chief executive officer of the Association. The Executive Director shall have the authority and responsibility to execute and administer these policies and practices to all Arizona Students' Association employees. These policies and procedures shall apply to all phases of the employment relationship, which includes but is not limited to: the recruiting, hiring, promoting, and terminating of personnel.

### **III. RATIFICATION AND AMENDMENT**

This document shall be effective upon approval of the Association Board of Directors by two-thirds of directors present and voting in each district. These Personnel Policies and Procedures may be amended by the Board of Directors during any regular or special meeting by a vote of two-thirds of directors present and voting in each district.

### **IV. EMPLOYEE COMPLIANCE WITH POLICIES AND PROCEDURES**

Each employee will receive a copy of the Personnel Policies and Procedures and the Financial Policies and Procedures upon his/her hiring. He/she will be required to sign a form indicating that he/she has read and understands the policies and procedures. No employee will be eligible for financial reimbursements until he/she has signed the form.

## **HIRING POLICIES**

### **I. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Arizona Students' Association shall not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or sexual orientation as well as any classes otherwise protected by federal, state, and municipal equal employment opportunity law. This policy shall apply to all subsequent sections of this document, as well as all phases of the employment relationship.

### **II. ANTI-NEPOTISM POLICY**

- A. The Arizona Students' Association prohibits any person holding any position to directly supervise, be in the line of supervision of, or be directly supervised by their father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- B. Volunteers providing services to the Arizona Students' Association are excluded from this provision.

### **III. NEW EMPLOYEE ORIENTATION**

Upon beginning employment, each employee shall receive the following: an explanation of the Association governing documents, structure, goals and objectives and an explanation of expectations which should include work hours, dress code, and employee attendance.

### **IV. PROBATIONARY PERIOD**

Each new employee will be placed on a 90-day probationary period to assess if his/her performance in the position is progressing satisfactorily. The employee's performance will be evaluated during the probationary period.

## **EMPLOYMENT POLICY**

### **I. CREATION OF STAFF POSITIONS**

Authority to establish necessary staff positions relevant to the execution of the goals of the Arizona Students' Association shall reside with the Board of Directors.

### **II. JOB DESCRIPTIONS**

- A. Each staff position shall have a job description which should include a statement of purpose for the position, the supervising relationship, and a list of general responsibilities that are to be performed.
- B. The Internal Affairs Committee will be responsible for drafting the job description for the Executive Director. The Executive Director will be responsible for drafting the job descriptions for all other staff positions. All job descriptions must be approved by the Internal Affairs Committee. The Board of Directors shall review all job descriptions. Copies of the approved job descriptions shall be maintained on file by the Executive Director. Each employee shall be given a copy of the job description relating to his or her position.
- C. Job descriptions shall be reviewed at least once a year by the Executive Director. Any revisions to the job descriptions must be submitted to the Internal Affairs Committee for approval. As job functions change and/or supervisory relationships change, a new job description may be required.

### **III. AT WILL EMPLOYMENT**

All employees of the Arizona Students' Association are terminable at will.

### **IV. SALARIES**

- A. The Board of Directors shall have the authority to establish salary ranges for each staff position.
- B. The Board of Directors shall have the authority to set the salary of the Executive Director. The Executive Director shall have the authority to

set the salary for every other employee, so long as it is within the approved salary range. Any salary outside of the pre-approved range must be authorized first by the Board of Directors.

- C. Employees will be given an offer letter detailing the pay agreement and the employee is to sign this letter if he/she agrees to the terms. The original letter shall be kept in the employee's personnel files and a copy of the letter shall be given to the employee.
- D. The Executive Director shall have the authority to give raises to all employees so long as the raises are within the approved salary ranges. All raises must be reported promptly to the Board of Directors. Only the Board of Directors shall have the authority to give the Executive Director a raise in salary.

**V. PAYROLL**

- A. Employees shall be paid twice a month on the 15<sup>th</sup> and last day of each month. If a payroll day falls on a weekend or holiday, payroll day shall be moved to the work day immediately preceding the usual payroll day.
- B. Part-time employees shall keep track of their hours by completing time cards. Each part-time employee shall submit his/her hours to the Executive Director at the end of each work week.
- C. The Arizona Students' Association shall be responsible for paying payroll taxes.
- D. Pay advancements are not allowed under any circumstances.

**VI. WORK HOURS**

- A. Full-time staff members are expected to work a minimum of 40 hours per week. The hours of support staff will be determined by the Executive Director.
- B. The central office of the Association, located in Phoenix, will maintain operating hours of 9:00 a.m. to 5:00 p.m. Monday through Friday. The office will be closed on Association holidays, which are detailed in the Vacation and Leave Policy.

- C. All full-time staff members are expected to attend Board of Directors meetings. A staff member should miss these meetings only in the event of emergency or extreme circumstance, in which instance written notice must be given to the Executive Director.
- D. Mandatory work hours and attendance at events outside of the usual operating hours will be required on a regular basis. These hours and events shall be determined by the Executive Director, who shall give employees ample notice of such mandatory work hours and events.

## **VII. TARDINESS AND ABSENTEEISM**

- A. An employee must ask for approval from the Executive Director to serve scheduled office hours outside of their usual work space.
- B. Any staff member tardy for appointed office hours and functions three different times, extreme situations excepted, will receive a written warning. If the staff member is tardy two more times, it is cause for dismissal. Any staff member absent without notice one time will receive a written warning. If the staff member is absent one more time without notice, it is cause for dismissal.

## **VIII. EVALUATIONS**

- A. Each employee shall have a performance evaluation annually from the start of his or her employment with the Arizona Students' Association. The employee's direct supervisor will give the employee his/her evaluation. The Board of Directors shall evaluate the Executive Director.
- B. Evaluation criteria shall include; but is not limited to:
  - 1. Work performance as outlined in the job description, work plans, and instructions by the immediate supervisor;
  - 2. Ability to carry out the directives of the Board of Directors;
  - 3. Ability and willingness to work cooperatively with others;
  - 4. Ability and willingness to follow directions from their immediate supervisor;
  - 5. General attitude toward the Association and its activities; and
  - 6. Attendance.
- C. The supervisor shall discuss the performance evaluation with the employee. The employee shall sign the evaluation to indicate that he

or she has read it. An unsatisfactory evaluation may be considered grounds for termination.

#### **IX. PERSONNEL FILES**

- A. A personnel file for each employee shall be maintained by the Arizona Students' Association. The file shall include the following materials at a minimum: initial employment application, record of the job description and any changes to the description, the hiring letter, and evaluations.
- B. The personnel file is confidential. Access to the file shall be limited.
- C. The Executive Director shall be responsible for the maintenance of the personnel file. The Executive Director is responsible for its completeness and accuracy.
- D. A personnel review may be made upon termination of employment, at which time the employee may indicate what information, if any, may be divulged to prospective employers or others. The exceptions to privileged information are employment dates, salary information, position description, and termination information.

#### **X. RESIGNATIONS**

- A. An employee shall inform the Executive Director of his or her intent to resign in writing thirty days prior to leaving his or her position. Under extreme or unusual circumstances, the Executive Director may allow an employee to leave without the required thirty-day notice.
- B. The Executive Director will provide the Board of Directors with his or her intent to resign at least forty-five days prior to leaving his or her position.
- C. A form outlining an employee's last day of employment shall be completed and kept in the employee's personnel file.

#### **XI. HIRING AND FIRING AUTHORITY**

- A. The Board of Directors is solely responsible for hiring and firing the Executive Director.

- B. The Executive Director is solely responsible for hiring and firing all other employees of the Arizona Students' Association.

**XII. EMPLOYEE LIABILITY**

An employee who becomes aware of any occurrence which may give rise to a lawsuit, which receives a notice of claim, or is sued because of an incident related to his employment, shall give immediate notice to the Executive Director. In most cases, under provisions of Arizona Students' Association, employees shall receive defense and indemnification unless the case involves fraud, malice, or the use of alcohol or drugs by the employee. If a lawsuit results against an employee, the Arizona Students' Association's attorney must be notified immediately.

**XIII. REPORT TO THE BOARD OF DIRECTORS**

The Executive Director will make a report to the Board of Directors twice a year regarding the staffing situation of the Association. If there are any major problems or concerns, the Executive Director shall report to the Board of Directors in a timely manner and shall not wait for the semi-annual staffing report.

## **DISCRIMINATION AND HARASSMENT POLICY**

### **I. ANTI-DISCRIMINATION POLICY**

The Arizona Students' Association will not tolerate acts of discrimination based on race, color, religion, sex, age, disability, national origin, or sexual orientation as well as any classes otherwise protected by federal, state, and municipal equal employment opportunity law. Discrimination can be defined as verbal, emotional, physical, sexual, and/or psychological abuse.

### **II. ANTI-HARASSMENT POLICY**

Harassment includes verbal, physical, or visual behavior that is meant to demean another person based upon the attributes listed above. Any form of harassment, including the following forms of sexual harassment, will not be tolerated:

- A. Quid pro quo: Employment, advancement, or benefits are dependent upon the employee's submission to unwelcome sexual advances or behavior including demands for sexual favors, unwanted touching, leering, and sexually suggestive gestures.
- B. Hostile Work Environment: Any actions or things displayed in the work environment that have sex, gender, or sexual orientation as its content and unreasonably interferes with job performance or creates an intimidating, hostile or offensive work environment.

### **III. DISCIPLINE FOR VIOLATION OF POLICY**

Any employee who violates the anti-discrimination and/or anti-harassment policy will be disciplined according to the disciplinary procedure.

## **SUBSTANCE ABUSE POLICY**

### **I. GENERAL PHILOSOPHY**

The Arizona Students' Association believes that illegal substances in the work place are unhealthy and dangerous not only to the employee involved, but to other employees as well. The unlawful manufacturing, distribution, dispensing, possession, or use of illegal substances is prohibited on the premises of the Arizona Students' Association premises or any time while the employee is representing the Arizona Students' Association on business. At no time shall an employee allow their work or judgment to be impaired by the use of alcohol or illegal substances during official business hours.

### **II. ILLEGAL SUBSTANCE TESTING**

- A. The decision to test for illegal substance use by an employee will be based on specific contemporaneous, physical, behavioral, and/or performance indicators as determined by the Executive Director, or in the instance of the Executive Director, as determined by the Board of Directors.
- B. If an employee chooses to refuse illegal substance testing for any reason, the individual's employment will be terminated.
- C. If an employee's illegal substance testing results are positive, the individual's employment will be terminated.

### **III. CONFIDENTIALITY**

All information received by the Arizona Students' Association through this substance abuse policy are confidential communications and are not to be used or released, except to those having a demonstrated need to know, in a proceeding related to an action taken by the Association, or in defense of any action brought against the Association, or as required by law. Test results can be released to the person who has been tested upon his/her written request.

## **VACATION AND LEAVE POLICY**

### **I. GENERAL PHILOSOPHY**

It is the belief of the Arizona Students' Association that an employee should be provided with vacation time and also should not be penalized for illness, injury, religious observances, or other circumstances. In order to complete the goals of the Association, the employees are expected to work long hours and weekends as needed. To this end, the Association has adopted a flexible vacation and leave policy to provide staff with adequate paid time-off while still meeting the needs of the organization.

### **II. HOLIDAYS**

A. Full-time employees will be compensated for the following holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Labor Day
5. Veterans' Day
6. Thanksgiving
7. The day after Thanksgiving
8. Christmas Eve
9. Christmas Day
10. New Year's Eve

B. In the event that a holiday falls on a weekend, the holiday will be observed by the Association on another work day as close as possible to the actual holiday. At the beginning of each calendar year, the Executive Director will announce the dates on which the Association will observe each holiday.

C. Part-time employees will not work on holidays. Hourly part-time employees will not be paid for the holiday. Salaried part-time employees must make up the hours at another time.

### **III. VACATION DAYS**

A. Full-time employees begin accumulating annual vacation days upon their first day of employment. Each employee earns 21 vacation days annually (4 weeks and one day). Vacation days are accumulated at

the rate of 0.875 days per pay period. Employees may not accrue more than the maximum earning of 21 vacation days at any time.

- B. Employees must request time off from the Executive Director. Vacation days must be approved by the Executive Director prior to the use of any vacation days.
- C. If the Executive Director wishes to take a vacation that lasts longer than 5 consecutive work days, he or she must obtain approval from the Board of Directors at least two weeks in advance.
- D. Part-time employees are not eligible for vacation leave.

#### **IV. SICK LEAVE**

Full-time employees are eligible for up to five days of paid sick leave per year; part time employees are eligible for up to three days of paid sick leave per year. Sick leave is accrued annually, beginning on the employee's start date. Paid sick leave must be approved by the Executive Director.

#### **V. EXTENDED LEAVE**

The Executive Director may approve extended unpaid leave or bereavement leave in special cases.

#### **VI. WINTER BREAK**

- A. The Arizona Students' Association will be closed for winter break from December 23<sup>rd</sup> through January 2<sup>nd</sup> each year. Employees will have vacation days deducted for the dates during this period for days that would be considered to be normal work days, with the exception of the paid holidays during this period. Employees who do not wish to use vacation days for this period will be allowed to work from the office or from another location, so long as they complete a usual 8-hour work day.
- B. The Executive Director shall inform the Board of Directors of the schedule of winter break hours at the last board meeting of the calendar year.

**VII. CONFERENCE ATTENDANCE**

Attendance at conferences or meetings not hosted by the Arizona Students' Association, but approved by the Board of Directors or Executive Director, or which relate to the goals and objectives of the Association shall be considered work hours. Staff members shall be paid for that time.

**VIII. FUNERAL LEAVE**

The Executive Director may grant up to three 8-hour days funeral leave to an employee for making arrangements for and attendance at funeral services upon the death of an immediate member of the employee's family. For purposes of this section, immediate members will include father, stepfather, father-in-law, mother, stepmother, mother-in-law, brother, stepbrother, half-brother, brother-in-law, sister, step-sister, half-sister, sister-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, grandparents, step-grandparents, grandchildren, step-grandchildren, and spouse. The days will be with pay and will not be charged to either earned sick leave or paid vacation. Funeral leave will not accrue to the employee's benefit if not used for the intended purpose.

**IX. JURY AND WITNESS DUTY**

Employees will be granted leave for jury or witness duty. The employee shall receive their regular pay when performing jury and witness duty. Verification of jury and witness duty will be required. If the jury or witness service is completed during regular work hours, an employee is expected to return to work upon completion of the service.

## **BENEFITS POLICIES**

### **I. GENERAL PHILOSOPHY**

It is the philosophy of The Arizona Students' Association that full-time employees should receive full health care benefits in addition to an annual salary.

### **II. HEALTH CARE BENEFITS**

The Arizona Students' Association will pay health insurance in full for each employee. If financially feasible, the Association will also provide dental insurance and life insurance. Spouses and dependents, if eligible, can receive insurance coverage through the Association plan, but must pay in full for the cost of the coverage.

### **III. CHOICE OF HEALTH CARE PLANS**

The authority to choose a health care provider for the Arizona Students' Association staff lies with the Executive Director, so long as it is within the budget approved by the of the Board of Directors. Contracts should be renewed annually, and at that time competing plans should be examined so the best and most cost-efficient coverage can be provided.

### **IV. COVERAGE**

Medical insurance coverage begins on the first day of the month following the 90 day probationary period. Coverage ends on the last day of the month when the person's employment at the Association ends.

### **V. LEAVE OF ABSENCE**

If an employee is granted a leave of absence without pay for medical or health reasons, the Executive Director may allow him/her to pay the full medical insurance premium and receive the benefit of health insurance.

## **STAFF TRAINING AND DEVELOPMENT**

### **I. GENERAL PHILOSOPHY**

It is the policy of the Arizona Students' Association to provide for the initial and ongoing training of staff, as resources permit.

### **II. PROCEDURE FOR REQUESTING TRAINING**

- A. Employees desiring to attend some type of program to enhance their skills, benefit their job performance, or benefit the Association should make a request to the Executive Director.
- B. The Executive Director may approve such a request, so long as there is funding for staff training and development pre-approved by the Board of Directors in the Association's annual budget.
- C. Any employee attending a training program utilizing Arizona Students' Association funds must submit invoices, receipts, and/or any other financial paperwork from the program.
- D. Any employee attending a training program through the use of Arizona Students' Association time and funds shall submit a written report and evaluation of the program to the Executive Director, who will forward it to the Board of Directors.

## **DISCIPLINARY POLICY**

### **I. GENERAL PHILOSOPHY**

All disciplinary actions except termination are intended to be corrective and obtain compliance with policies, procedures, and/or expected performance standards. For discipline to be effective, the discipline must be presented to the employee soon after the improper action has occurred.

### **II. DISCIPLINARY PROCEDURES**

An employee should be advised in writing of discipline to be taken against him/her within five (5) working days of the Executive Director becoming aware of the improper action. Discussions regarding the discipline should be on a need-to-know basis. Interviews should be conducted in a quiet area separate from co-workers. Documentation of written discipline should be provided to the employee and the Executive Director and added to their personnel file.

### **III. SUSPENSION WITHOUT PAY**

- A. Since an indefinite suspension might be tantamount to termination, it shall be the policy of the Arizona Students' Association to limit the maximum time of suspension to ten working days. Since the objective of discipline is to improve performance, suspension without pay should be used with caution as few situations call for a loss of pay.
- B. Vacation, holiday, or other paid time-off shall not be used as a replacement for suspension without pay.
- C. Written documentation must be made by the Executive Director, reviewed and signed by the employee, and placed in the personnel file.