

PARTNERS FOR AFFORDABLE HOUSING
Mankato, MN 56001
PERSONNEL POLICIES AND PRACTICES
(revised February 2007)

Introduction

This handbook is not an employment contract and should not be interpreted as creating an employment contract. As a Partner for Affordable Housing employee, you are an employee-at-will. Employment-at-will means that either you or Partners for Affordable Housing may terminate the employment relationship at any time, without prior notice and for any reason. Any representations to the contrary are not binding upon Partners for Affordable Housing unless signed in writing by the Executive Director/Board President.

This handbook and the policies and procedures contained in this handbook supersede any and all prior past practices, oral or written representations, or statements regarding the terms and conditions of your employment with Partners for Affordable Housing. Partners for Affordable Housing reserves the right to change any or all of its policies and procedures at any time and without prior notice.

Human Resources Philosophy

In providing housing services, staff is employed to provide full-time managerial and specialist expertise, research capability and continuity to support the delivery of programs to homeless and disadvantaged people. Some of this work may involve working with volunteers.

The Board of Directors of Partners for Affordable Housing employs an Executive Director who carries the accountability to the president of the Board for management of the organization. The Executive Director is responsible for the hiring, supervision, and release of all operational staff members and for directing their work, although the interviewing and hiring of Welcome Inn staff (night staff) may be delegated to the Program Director.

Partners for Affordable Housing appreciates the substantial contribution from staff to its well being and in turn seeks to make employment with PAH rewarding both professionally and personally. PAH has the expectation that its employees will seek to create a work environment in which relationships are characterized by dignity, courtesy, respect and equitable treatment.

The Equal Opportunity/ Affirmation Action program adopted by Partners for Affordable Housing is a Board policy that sets guidelines to eliminate the effects of discrimination by providing equal employment opportunities to all people regardless of race, color, religion, sex, age, or national origin. PAH makes a conscious effort to recruit, hire, train, and promote minorities.

The Equal Opportunity/ Affirmative Action policy of Partners for Affordable Housing shall be to select all employees in compliance with the fair employment procedures which provide equal employment and employee enhancement and advancement opportunities to all persons and to make diligent and good faith efforts to recruit, hire, train and promote nondiscriminatory equal employment opportunities for minorities, females and veterans.

Article I. FUNCTIONAL STATEMENTS

Section A. General Purpose

The purpose of these policies is to insure that each employee has a written guide concerning those rules and regulations governing his/her employment with Partners for Affordable Housing. The aim is to further the principle that qualified personnel will pursue high standards of conduct under these procedures, insuring fairness and impartiality, resulting in the best public service.

Section B. Administration

It is recognized that Partners for Affordable Housing shall retain whatever rights and authority are necessary and available pursuant to the law to operate and direct the affairs of all its properties. This includes, but is not limited to, the right to plan and direct employees; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign overtime; to assign/ transfer employees; to schedule working hours; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons; and to make and enforce reasonable rules or regulations, to change or eliminate methods, equipment or facilities.

Article II. RECRUITMENT

Section A. Notification of Vacancies

1. Internal

a. Positions will be announced at staff meetings, executive committee meetings, and Board meetings.

b. A written notice will be posted on staff bulletin board in the Welcome Inn/PAH Office.

2. External

a. Classified advertisements may be sent to the Mankato Free Press, to Job Service, and to the Minnesota Council of Non Profits as mandated by state funding.

b. The Executive Committee, or designee, will advertise for, screen, conduct initial interviews, and recommend an Executive Director for hire. The Board will conduct final interviews and hire the Executive Director.

c. The Executive Director or Program Director will advertise for, screen, interview, and hire other staff providing the Board of Directors has approved the position.

Section B. Promotion

When an opening exists in the Partners for Affordable Housing organization, current qualified personnel will be considered for promotions. Screening and interviewing will determine the best candidate.

Section C. Transfers

The transferring of present employees shall be given the highest consideration whenever any of the following criteria applies:

1. The position opening is the result of a department or multi-departmental reorganization.
2. The new position replaces an existing position.
3. The interested staff person has either the necessary training and skills or had demonstrated necessary training and skills or had demonstrated through their previous position, the capabilities necessary for the new position.
4. The new employee would be laid off or forced to take a position of lesser responsibility if the transfer were not made.

Section D. Hiring of Board Members for Staff Positions

1. Board members may apply for staff positions.
2. If a board member accepts a paid position with PAH, he/she will be required to resign his/her position on the Board.
3. No person shall hold a job with Partners for Affordable Housing while either he/she or a member of their immediate family serves on a Board or committee, which either by rule or practice, regularly nominates, recommends, or screens candidates for PAH. Emergency exceptions must be approved by the Executive Committee.

Article III. CLASSIFICATION AND QUALIFICATION STANDARDS

Section A. Definitions of Classifications:

1. Full-time Staff: employees who regularly work 40 hours per week.
2. Part-time Staff: employees who regularly work less than 40 hours per week.

Section B. Terms of Probation:

1. All new personnel hired will be on probation for six months. During this time, employees will understand and assume full responsibility for all duties listed on their job description.
2. All employees on probation will be reviewed prior to completion of the probationary period to determine if the probationary status is to be lifted and the employee retained or if the employee's performance is unsatisfactory and he/she should be terminated. A probationary employee may be terminated without notice.

Article IV. SALARY SCHEDULES

Section A.

Employees shall be paid at a rate no lower than the federal minimum wage. The salary for each position shall accord as closely as possible with prevailing local practices for comparable positions in public and/or private nonprofit agencies.

Section B.

Performance and salary reviews will be conducted annually, prior to the end of the fiscal year by

the employee's immediate superior.

Section C.

A pay period is 14 calendar days in length.

Article V. BENEFIT PACKAGE

Section A.

1. No health benefits are provided by Partners for Affordable Housing.
2. Funds may be provided for a Roth IRA for full time employees, the amount to be determined annually.

Article VI. LEAVE POLICIES

Section A. Vacation

1. Employees may take vacation at such time as approved by the Executive Director.
2. Vacation may not be used during the probationary period, unless negotiated with the Board. It will, however, be accrued during this period.
3. Vacation will be accrued as follows:
 - a. Full-time staff:
 - 1 - 4 years - 2 weeks
 - 5 - 9 years - 3 weeks
 - 10 years + - 4 weeks
 - b. Vacation must be used in the year earned.
 - c. Vacation periods will begin with the fiscal year, July 1.
4. Vacation hours will cease with the last day of active employment.
5. Upon termination of employment, employees will receive reimbursement for all accrued vacation hours within the current fiscal year, unless the probationary period has not been completed.
6. Employees hired prior to the date of this revised policy will have their vacation benefits capped at their current rates.

Section B. Sick Leave

1. Paid sick leave may be granted to an employee by management when the employee is ill, has a doctor or dentist appointment, or is caring for an ill family member.
2. Sick leave may be taken only when employee is regularly scheduled to work.

3. The management may require a physician's certificate for sick leave absences of 3 days or more.
4. All sick leave will terminate on the date of employment separation.
5. No reimbursement will be made for accrued sick leave upon employment separation.
6. Sick leave will be accrued as follows:
 - a. Full-time staff: 4 hours per pay period.
 - b. Maximum accrued sick leave is 320 hours.
 - c. Employees hired prior to the date of this revised policy will retain their current rate of accrued sick leave.

Section C: Funeral Leave

1. After the probationary period, an employee is allowed three (3) unpaid days (not to exceed 24 hours), for funerals within the immediate family (spouse, significant other, child, parent, parent-in-law, sibling, sibling-in-law, grandparents.)
2. Funeral leave will not exceed two days after the funeral.
3. Funeral leave is a separate category and will not be charged to personal leave.

Section D: Parental leave

Employees may be granted a parental leave of absence, without pay, upon approval of the Board. Sick leave and vacation leave may be used if requested by the employee during the three month leave of absence.

Section E. Compensatory Time

"Comp time" (compensatory time off) generally means time off in lieu of time and a half pay for hours over 40 worked in a work week by a nonexempt employee. In Minnesota, executives, administrators, and professionals who are paid on a salary basis are exempt from the minimum wage and overtime provisions of the federal FLSA (Fair Labor Standards Act.)

Section F. Jury Duty

1. When an employee receives a jury duty notice, he/she is expected to notify the executive director or board as soon as possible, so that arrangements may be made to carry on with their duties in their absence.
2. If jury duty occurs during an employee's scheduled work time the employee will not draw double compensation. Jury duty leave will be granted without loss of pay and without loss of other benefits with the following considerations:
 - a. If the employee's regular salary would normally be more than the jury pay, then the employee is requested to provide:
 - (1.) copy of summons to jury duty.
 - (2.) copy of check for jury duty.
 - (3.) personal check equal to the amount paid by the county/state federal court to employee for

said jury duty.

b. If the employee's regular salary is less than the jury duty pay, the employee is requested to provide:

(1.) copy of summons to jury duty.

(2.) copy of check for jury duty.

Section G. Military Leave

1. Fifteen days leave without pay will be granted annually for military duty to members of the Armed Forces

Article VII. HOLIDAYS

Section A.

The following are paid holidays and given each year to full-time employees:

* New Year's Day

* Martin Luther King, Jr. Day

* Good Friday

* Memorial Day

* Independence Day

* Labor Day

* Thanksgiving Day

* day after Thanksgiving

* Christmas Eve day

* Christmas Day

* day after Christmas

Section B.

When it is necessary for full-time employees to work on a holiday, the employee will receive comp time for hours worked at the rate of one and one-half times.

Section C.

Night staff will be paid one and one half times their regular rate of pay for holidays worked.

Article VIII. PERSONAL DAY

Section A.

Full-time staff will receive 8 hours per year.

Section B.

The personal day must be requested in advance and approved by the executive director/ board.

Section C.

The personal day must be taken in the fiscal year earned.

Article IX. TRAVEL AND MEAL REIMBURSEMENT

Section A.

If employee's personal car is used in the transaction of PAH business, mileage will be reimbursed at the current federally-approved rate per traveled mile to and from destination, beginning in

Mankato. All arrangements must be made with the prior approval of executive committee/ board.

Section B.

Allowance of meals will be granted, not to exceed the following limitations: Breakfast \$7.00; Lunch \$10.00; Dinner \$15.00. Meals will not be reimbursed except with prior approval of the executive committee/board.

Section C.

When overnight accommodations are required, executive committee/board shall approve hotel or motel accommodations.

Section D.

Reimbursements for the above expenses will be made when the proper voucher and all receipts are submitted to the executive director/board.

Section E.

Staff must have prior approval of the Executive Committee for mileage, meal and accommodations reimbursement.

Article X. NONDISCRIMINATION POLICY

All PAH policies shall be carried out with regard to race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, status with regard to public assistance, or affectional preference.

Article XI. ON-CALL SCHEDULE

Section A.

There will be a listing maintained by the program director of available people to work on an on-call basis. These people may be called to replace regularly scheduled staff.

Section B.

Staff will be available for emergency situations on an on-call basis.

Article XII. STANDARDS GOVERNING CONDUCT OF EMPLOYEES

Section A.

Employees are expected to be responsible, dependable, and accountable. Conduct which will not be tolerated and may be considered ground for dismissal include, but is not limited to:

1. Attempt to defraud PAH by drawing pay for time not worked, falsification of expense or travel voucher, sale of PAH property, the receipt of kickbacks, failure to report errors in payment, drawing pay from another source for work paid for by PAH or any other such act which results in a personal monetary gain.
2. Repeated refusal to follow management directives when such directives do not require the employee to violate a law, regulation, or PAH policy.
3. Conviction of a misdemeanor or felony act which impairs the employee's ability to perform

his/her job.

4. Drinking alcoholic beverages or gambling during working hours or the use of or possession of illegal drugs while at work.
5. Breaking of confidentiality.
6. Abuse of a guest or staff member.
7. Unprofessional relationship with guests.
8. Personal business transactions with guests.

Section B.

Conduct which is unacceptable and subject to disciplinary action includes but is not limited to:

1. Failure to perform job duties as outlines in the job description or failure to meet those expectations.
2. Tardiness or absence without proper notice, absence without appropriate circumstances.
3. Misuse or abuse of PAH property or equipment.
4. Failure to follow instructions, procedures, or established policy.
5. Failure to carry on a compatible working relationship with PAH guests.
6. Making public appearances or statements on behalf of PAH which may be damaging to PAH.
7. Discrimination in the provision of service based on race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, status with regard to public assistance, or affectional preference.
8. Working in the facility while under the influence of alcohol or illicit drugs.

Section C.

Disciplinary actions may include any of the following based on the severity of the cause:

1. Oral corrections
2. Written recommended correction
3. Suspension without pay
4. Discharge

Employees dismissed for a violation of the Standards of Conduct will not receive a two week notice. The dismissal will be effective immediately and all property belonging to PAH must be returned before a final check will be issued.

Section D.

Employees who are subject to discharge may grieve such actions provided the appeal is made within ten calendar days. An employee's discharge during the initial probationary period shall not be grievable.

Section E. Staff Reduction

Each employee affected by a staff reduction will receive notice at least one week in advance.

Article XIII. GRIEVANCE PROCEDURE

Section A.

The grievance procedure is established to allow employees to appeal decisions in which they feel they have been treated unfairly with regard to application of the Personnel Policies and Procedures and/or employment.

Section B. Grievances of employees shall be handled as follows:

1. Employees will explain and discuss the grievance with staff/executive committee.
2. If the grievance cannot be satisfactorily resolved, employee may request a special meeting with the Executive Committee. Such a request shall be submitted in a written form, with statements by both employee and staff. The decision of the Executive Committee is final.

Article XIV. EVALUATION

Section A.

A written evaluation of each employee will be made at the end of the probationary period and annually thereafter, according to established procedures.

Section B.

Evaluation of Executive Director will be made by the Executive Committee.

Section C.

All other staff will be evaluated by the Executive Director.

Section D.

The Board President or the Executive Director, or designee, and the employee must sign and date the performance appraisal before incorporation into the personnel file.

Section E.

Employees will be given a copy of each performance evaluation.

Section F.

A performance evaluation and salary review will be held annually prior to the end of the fiscal year.

Article XV. CONFLICT OF INTEREST AND NEPOTISM

Section A. For purpose of this section, a member of immediate family shall include: husband, wife, significant other, father, father in-law, mother, mother in-law, brother, brother in-law, sister,

sister in-law, son, son in-law, daughter, daughter in-law, stepchildren, stepparents, stepbrother, or sister, step-in laws, grandparents, and legal guardians.

Section B. If a person holds a position while a member of his/her immediate family serves on PAH board and that board or committee has authority to order personnel actions affecting his/her job, the board or committee member shall disqualify himself/herself from the participation in the action affecting the employee.

Section C. No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.

Article XVI. INJURIES ON THE JOB

Section A.

When an injury has been sustained while on the job, the employee must contact the Executive Director or Board immediately.

Section B.

The Executive Director/Board President, or designee, is responsible for submitting the completed First Injury Report to the insurance company.

Article XVII. DATA PRIVACY (CONFIDENTIALITY)

Section A. All PAH staff are responsible for respecting the data privacy rights of staff and guests.

Section B. The guest intake form must be accompanied by a Tennessee Warning.

Section C. Access to records/files will be limited to staff members needing the information to fulfill their job responsibilities.

Section D. A release of information must be obtained for the resident prior to sharing private or confidential information with an individual or agency other than those specified in the Tennessee Warning.

Section E. PAH will provide more complete information for staff explaining the Tennessee Warning.

Article XVIII. PERSONAL APPEARANCE GUIDELINES

As employees who deal regularly with the public, it is important that the image you portray is a positive one. Clothes should be clean and in good repair. Personal hygiene normally expected of people dealing with the public is required.

Approved by the PAH Board on _____.

_____ President of the PAH Board of Directors

_____ Executive Director

_____ Secretary

_____ Personnel Committee Chair