



# The Family Center of Happy Valley

Serving the families of Happy Valley since 1985

## **CONFLICT OF INTEREST**

### **POLICY:**

Employees of The Family Center have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Family Center wishes the agency to operate.

### **PRACTICES:**

1. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your supervisor for more information or questions about conflict of interest.



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## **EQUAL EMPLOYMENT OPPORTUNITY**

### **POLICY:**

The Family Center provides equal employment opportunities to employees and applicants for employment. The Family Center complies with Title VI and VII of the Civil Rights Act of 1964, as amended. Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. No person will be discriminated against because of race, religion, creed, color, sex, sexual orientation, age, national origin, veteran status or disability, or any other protected characteristics in accordance with applicable federal, state or local laws. Each person is judged by his/her own merit in determining employment and advancement opportunities.

### **PRACTICE:**

1. This commitment to provide equal opportunity encompasses all phases of employment including recruitment, selection, classification, promotion, demotion, and selection for training. All salaries, wages, other compensation, insurance programs: retirement programs, and all other benefits or privileges of employment will be administered in conformity with this policy.
2. It is the objective of The Family Center to hire individuals who are qualified for positions of employment by virtue of job-related standards of education, training, and experience, and who adhere to the Six Core Competencies of The Family Center.
3. The Family Center's policy of non-discrimination applies also to persons served by the center, to membership on the governing board, and to all committees and other volunteers.
4. The Family Center expressly prohibits harassment of its employees, in any form, based on race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or status in any group protected by state or local law. Improper interference with the ability of The Family Centers employees to perform their expected job duties is not tolerated.
5. The Family Center prohibits offensive comments, jokes, innuendoes, other sexually oriented statements, unwelcome sexual advances, requests for sexual favors, and all other verbal or
6. physical conduct of a sexual or otherwise offensive nature, especially where
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment;
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
  - Such conduct involves any client of The Family Center.



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## GRIEVANCE PROCEDURES

### POLICY:

The Family Center strives to maintain a positive, respectful work environment for its staff. Employees are encouraged to bring to the attention of management their grievances about work-related issues. Employees will be provided an opportunity to present their complaints and appeal management decisions through a formal grievance procedure. No matter how the employee approaches the problem, complaint or suggestion, he/she will find supervisors at all levels of the organization willing to listen and to help bring about a solution or a clarification.

### PRACTICE:

1. A grievance is defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management or other employees. Examples of actions that may be causes of grievances include, but not limited to:
  - Application of Family Center policies, practices, rules, regulations, and procedures believed to be to the unfair detriment of an employee;
  - Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
  - Perceived conduct inconsistent with The Family Center Equal Employment and Opportunity policy; and
  - Perceived improper or unfair administration of employee benefits or conditions of employment such as benefits, promotions, retirement, performance reviews, or salary.
2. Employees are encouraged to use this Grievance Procedure and will not be penalized for doing so in good faith. Grievances should be submitted in writing to his/her supervisor. Supervisors are responsible for processing the grievance until it is resolved or until the employee's right of appeal is exhausted. Employees are expected to adhere to this sequence of procedures.
3. The following steps outline the Grievance Procedure:
  - The employee brings a work-related problem to the attention of his/her supervisor. The supervisor is responsible for investigating the grievance, attempting to resolve the grievance, and communicating a decision to the employee within a reasonable time. If the employee's problem is with the immediate supervisor, the employee is strongly advised to address the concern with that supervisor, but the employee may feel free to talk with another supervisor or Human Resources, whomever the employee feels most comfortable. The employee's grievance and the decision shall be documented and placed in the employee's personnel file and the CEO shall be advised.

## **GRIEVANCE PROCEDURES (continued)**

- If the aggrieved employee is not satisfied with the resolution, he/she may bring it to the attention of the CEO who will discuss the matter with the employee and the supervisor and will make a decision concerning the grievance within a reasonable time. The CEO's decision and explanation of the decision will be documented and placed in the employee's personnel file.
  - If an employee has a grievance with the CEO or if the appeal to the CEO is not resolved, the employee is strongly encouraged to address the matter directly with his or her supervisor and the CEO. If the matter is not resolved or if the employee is uncomfortable addressing the CEO directly, the employee may notify the board president of his or her concerns. The board president will convey the grievance to the board Audit Committee which is responsible for investigating documenting the grievance, attempting to resolve the grievance, and communicating a decision in writing to the employee within a reasonable time.
4. Information concerning an employee grievance will be handled in confidence to the extent practicable.



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## TERMINATION

### POLICY:

Termination is the discharge of an employee initiated by The Family Center or by employee resignation. Guidelines for termination of employment are established to ensure that The Family Center is in compliance with legal requirements; Employees whose employment is terminated will be provided with prompt and accurate information concerning benefit plan rights and options.

### PRACTICE:

1. All employees are requested to give written notice of their intent to resign with at least two (2) weeks' notice. Such notice generally allows sufficient time to calculate all accrued benefits, if applicable, transfer any clients, and to bring the job to a satisfactory conclusion.
2. The Family Center retains the right to determine if the employee who resigned will be allowed to work the full notice period. If an employee is released prior to the last day of the notice, salary will be paid until the end of the notice.
3. PTO cannot be taken during the notice period; however, the cash value of any, unused PTO as of the last day of work will be included in the employee's final paycheck if the employee resigns in good standing or is terminated through no fault of their own. Employees terminated for cause (e.g. neglect of duties, misconduct or policy violation) will not receive a PTO payout. If the employee has a negative PTO balance, the cash value will be deducted from his/her final paycheck.
4. Any employee who is absent from work without approval from his/her supervisor will be considered as having resigned after the third consecutive day of absence.
5. Termination may be initiated immediately, without notice, in cases including but not limited to extraordinary misconduct such as violence to another person, violation of professional ethics, theft; willful destruction of the organization's property or any other significant violations of The Family Center's policy.
6. The major reasons for termination initiated by The Family Center may include , but are not limited to unsatisfactory work performance, misconduct, insubordination, and layoff due to lack of work, which may be permanent or indefinite. (Refer to Section: Employee Discipline)
7. The CEO or Human Resources will typically conduct an exit interview prior to the employee's last day of work to identify areas where policies and practices may be strengthened resulting in reduced turnover, and increased efficiency and higher morale in the organization.

## TERMINATION (continued)

8. Human Resources will set up an appointment to conduct an exit interview to explain any conversion or continuation benefits under The Family Center's group insurance plans, any other vested benefits available to the employee, and to obtain the employee's correct address for mailing of follow-up information, e.g., W-2 Form.
9. Failure to provide the minimum notice may affect the employee's eligibility for rehire by The Family Center. Employees who leave The Family Center in good standing may be eligible for rehire. However, an employee's last period of employment will not be included when determining benefits. It may be used, however, to meet eligibility requirements for retirement benefits, if available.
10. Upon termination of employment, the employee must turn over all of The Family Center property before the last day of employment, including cell phones, laptop computers, keys, files, etc. Final payroll will be held until all agency property is received by Human Resources.
11. Upon termination, the employee may continue his/her health plan coverage for up to three months' extension, provided all premiums are paid by the employee and the employee leaves in good standing. Information regarding an employee's right to continue his/her insurance will be provided by the date of termination. Life insurance may be converted to an individual plan by making a request within thirty-one (31) days of the employee's last day of work.