

PERSONNEL POLICY MANUAL

	POLICY F-1 Page 1 of 2 Date: 10/01/2011
Section: Benefits	SUBJECT: PAID TIME OFF
Notes: Replaces Policy 6.1, Vacation, 6.2, Sick Leave, and 6.3, Bereavement Leave	

PURPOSE: To allow employees paid time away from work

POLICY The paid time off benefit is to be used for vacation, illness, personal time, family time or bereavement.

ELIGIBILITY

- All Regular, Full-Time employees are eligible for Paid Time Off.
- PTO hours will begin to accrue on the date Full-Time employment begins.
- Employees may utilize PTO as accrued; however NFHC will not "advance" PTO hours.
- All vacation hours accrued before the conversion to PTO will be changed to PTO.

SICK BANK

- All sick hours accrued before the conversion to PTO will be kept in a separate Sick Bank, and will no longer accrue.
- Sick Bank hours will be used for illness, injury, illness of a family member, pregnancy and childbirth (maternity and paternity), and medical, dental or counseling appointments.
- Within two years from the time of conversion, Sick Bank hours must be used or forfeited.
- Hours in the Sick Bank will not be paid out at termination or loss of benefits.

USE OF PTO

- Employees will submit PTO requests to their supervisor at least two weeks in advance.
- **Supervisors are responsible for scheduling PTO. The preferences of the individual will be considered; however, the operations of the program and the delivery of services by the agency are of paramount consideration in approving requests.**
- **Employees using scheduled PTO are required to consult with their supervisor in order to delegate or deal with their job responsibilities before leaving.**
- In the case of illness or emergency, employees must report to supervisors as per Policy C-4, Attendance and Punctuality.
- A pattern of excessive unscheduled absenteeism may lead to disciplinary action, up to and including termination.
- Accrued PTO hours must be used before taking leave without pay.
- The use of PTO during the last two weeks of employment is to be decided by the Executive Director, pursuant to the needs of the agency.

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Section: Benefits	SUBJECT: PAID TIME OFF

ACCRUAL

- At the time of conversion to PTO, all employees will begin to accrue PTO hours per the schedule below.
- Full-Time employees scheduled for less than 40 hours per week will accrue PTO, prorated accordingly.
- Employees will no longer accrue PTO when the Maximum Accrual amount is reached.
- PTO is accrued based on the number of hours scheduled to work per week and years of consecutive full-time service, on the following schedule, (based on 40 hours per week):

Years of Consecutive Full-Time Employment	Accrual Rate per Pay Period	Calculation x Weekly Hrs	Annual Hrs Accrued	Maximum Accrual
0 years through completion of 2 years	6.40 hours	0.160	166	249
3 years through completion of 4 years	8.00 hours	0.200	208	312
5 or more years	10.00 hours	0.250	260	390

TERMINATION

- Employees who terminate their employment or become ineligible for benefits will be paid a lump sum for accrued PTO at their current rate of pay.
- The maximum amount of PTO hours paid out at termination will be 160.

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	POLICY F-2 Page 1 of 2 Date: 09/01/2011
Section: Benefits	SUBJECT: GROUP INSURANCE
Notes: Replaces Policy 6.5, Group Insurance	

PURPOSE: To provide a valuable benefit to Northland Family Help Center employees.

POLICY

Health, Dental, Vision and Life insurance coverage is an annual benefit as determined by availability of funds.

ELIGIBILITY

- Employees who are Full-Time, Non-Temporary are eligible for group insurance benefits on the first day of the month following 90 days of full-time employment.
- Insurance benefits are effective the first day of the following month.

PREMIUM PAYMENT

- Eligible employees pay a percentage of group insurance premiums through payroll deduction with pre-tax dollars.
- Payroll deductions begin with the first pay period that covers the first of the month when coverage begins.
- Some dependent coverage is also offered; however it will be paid 100% by employees.

ENROLLMENT

- The Human Resources Director will supply eligible employees with enrollment forms to be completed three to four weeks in advance of the eligibility date.
- Late applications could result in the eligibility date being postponed by the insurance carrier until their annual open enrollment period.
- Eligible employees, who elected not to participate in group insurance, must sign a waiver of coverage.
- Employees who initially elected not to participate may be allowed to enroll later, during the insurance carriers' annual open enrollment period.

TERMINATION OF COVERAGE

- On loss of eligibility, insurance continues to cover employees and dependents until midnight of the last day of that month.
- Should employment end, NFHC will take all deductions for the last month of coverage out of the final paycheck.
- Employees who lose eligibility due to status changes will continue deductions for the last month of coverage as normal.
- The deduction will end the first pay period after the end of a cancellation month.

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<p>Section: Benefits</p>	<p>SUBJECT: GROUP INSURANCE</p>

.DISABILITY INSURANCE

NFHC offers disability insurance coverage which is paid 100% by employees who choose to enroll

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT, (COBRA)

- Employees who lose coverage through separation from employment, or reduction of work hours, will be provided an opportunity to continue some insurance coverage temporarily.
- COBRA coverage is a 100% liability of employees.

NFHC may amend or terminate any or all Group Insurance benefits at its discretion, subject to availability of funds.

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	<p>POLICY F-3 Page 1 of 2 Date: 09/01/2011</p>
<p>Section: Benefits</p>	<p>SUBJECT: WORKER'S COMPENSATION</p>
<p>Notes: Replaces Policy 6.7, Worker's Compensation</p>	

PURPOSE: To provide information on the use of Worker's Compensation.

POLICY

All employees of NFHC are insured and entitled to reasonable medical care, various degrees of salary compensation and other benefits for any job-related injury or illness to the full extent of the Arizona worker's compensation and occupational disease statutes.

INJURIES

- Call 9-1-1 in the case of a life-threatening injury or unconsciousness.
- An NFHC supervisor must be notified of an accident immediately
- If initial medical attention is necessary, or requested by the employee, the injured employee is to be transported by a supervisor, or the supervisor's designee first to:

CONCENTRA URGENT CARE
1110 E Route 66, Suite 100, Flagstaff
928-773-9695
Hours: Mon-Fri, 8:00 a.m. – 8:00 p.m.
Sat & Sun, 8:00 a.m. – 6:00 p.m.

- For medical attention after hours, employee is to be transported by a supervisor, or the supervisor's designee to:

FLAGSTAFF MEDICAL CENTER EMERGENCY DEPARTMENT
1200 N. Beaver St, Flagstaff
928-779-3366

- Northland Family Help Center reserves the right to request Drug/Alcohol Testing within 24 hours after receiving notice of an accident or injury. Refer to Policy D-4, Drug Free

CLAIMS

- NFHC's worker's compensation carrier is:

SCF of Arizona
Phone: 1-800-416-3683
Policy #: 151178-1

- The Human Resources Director must be notified within 24 hours of an accident.
- All claims information or questions are to be directed to NFHC's Human Resources Director.
- "Illness" is considered to mean a life threatening disease or illness contracted in the course of employment, and does not include colds, flu, measles, chicken pox, mumps, or generally communicable illnesses.

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	POLICY F-3 Page 2 of 2 Date: 09/01/2011
Section: Benefits	SUBJECT: WORKER'S COMPENSATION

WAIVER OF WORKER'S COMPENSATION

- Any employee who wishes to reject compensation coverage provided by NFHC may pick up the waiver form from the HR Director.
- Signing the waiver form means that the employee will not be entitled to worker's Compensation coverage provided by NFHC; however, the employee may seek to recover damages caused by industrial injury through a court of law.

WORK STATUS

- If the attending physician requests "modified duty", NFHC will make every effort to provide such duty. However, NFHC cannot guarantee that such duty can be provided.
- Employees may not return to "regular duty" until the Human Resources Director receives physician's written authorization to do so.
- Employees will not accrue vacation and/or sick leave during a "no work" status.

RETALIATION

- Retaliation against employees who report a workplace accident or injury, or utilize NFHC's Worker's Compensation insurance, will not be tolerated. (See Policy D-11, Harassment)

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	POLICY F-4 Page 1 of 1 Date: 09/01/2011
Section: Benefits	SUBJECT: LEAVE OF ABSENCE
Notes: Replaces Policy 7.1, Leave of Absence	

PURPOSE: To grant employees time to deal with personal issues.

POLICY

When a valid personal circumstance arises, Northland Family Help Center may grant Leave of Absence (LOA) without pay. The decision to grant unpaid LOA will be based on the needs of the agency.

ELIGIBILITY

- Regular full-time or part-time employees working for a continuous period of no less than one year may be eligible for an unpaid LOA.
- Relief, temporary and Introductory Period employees are not eligible

PROCEDURE

- Unpaid leave may be granted for a period not to exceed twelve (12) weeks, including the use of Paid Time Off.
- All leaves must be established with a definite return-to-work date.
- Employees must request a Leave of Absence in writing with 30 days prior notice, whenever possible.
- The employees' Supervisor and Executive Director must pre-approve all LOA's.
- Failure to return at the end of an approved LOA will be treated as a voluntary termination.
- Accrued Paid Time Off must be used in its entirety prior to beginning an unpaid LOA
- Employees who are off due to personal illness or injury will be required to present a physician's release to return to work.

EFFECT ON BENEFITS

- PTO will not accrue during an unpaid Leave of Absence.
- There will be no loss in seniority or years of service; however, the LOA time will not be counted toward seniority.
- Employees will be provided Consolidate Omnibus Budget Reconciliation Act, (COBRA), information for continuation of insurance coverage, as applicable.

PERSONNEL POLICY MANUAL

	POLICY F-5 Page 1 of 2 Date: 09/01/2011
Section: Benefits	SUBJECT: HOLIDAYS
Notes: Replaces Policy 6.4, Holidays	

PURPOSE: To provide guidelines for utilizing the paid Holidays benefit.

POLICY

The Board of Directors has designated ten Official Agency Holidays as follows:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day
Birthday Holiday	
Floating Holiday	

ELIGIBILITY

- All Full-Time employees, as defined in Policy B-11, Employment Categories, as well as Full-Time employees on approved paid leave are eligible for paid holiday time off.
- All Full-Time, Part-Time, Relief and Temporary non-exempt employees are eligible for holiday pay for time worked on holidays.

DESIGNATED HOLIDAYS

- Employees whose scheduled day off falls on a holiday may "switch" the holiday for a normally designated "work day" within thirty days prior to, or thirty days following, the official holiday. Such "Holiday Switch" requests must be made no less than two weeks in advance of the requested day off, or the official holiday, whichever occurs first, utilizing NFHC's Leave Request Form. All "Holiday Switch" Leave Request Forms are to be approved in advance by their supervisor.
- Holidays falling on Saturday or Sunday will be observed on that day. For Exempt and Non-Shelter employees, those holidays will be observed on either the preceding or following workday, or as directed by the Executive Director.
- Eligible employees may use one Floating Holiday any time within a calendar year. It must be requested two weeks in advance and approved by their supervisor as meets the needs of the program.
- Eligible employees may use a Birthday Holiday thirty days prior to or within thirty days after the employee's birthday. It must be requested two weeks in advance and approved by their supervisor as meets the needs of the program.
- Unless the Executive Director decides that circumstances prevented it, any holidays not used within the above time frames will be forfeited

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	POLICY F-5 Page 2 of 2 Date: 09/01/2011
Section: Benefits	SUBJECT: HOLIDAYS

PAYMENT

- Eligible non-exempt employees who are authorized by their supervisors to work on a holiday will receive holiday pay, which is one-and-one-half times their regular rate of pay for hours worked, or be granted a paid holiday off, but not both.
- Eligible non-exempt employees, who are authorized by their supervisors to work on a holiday and work less than their average daily hours, will be paid the amount of hours at their current rate of pay to make up the difference in hours.
- Unauthorized absences the day prior to or the day following a holiday may subject employee to disciplinary action.
- Upon termination, employees will not be paid for any “switched”, floating or birthday holidays that they have not received.
 - Should the last day of employment fall on the day before a holiday, employees will not be paid for that holiday.
 - Employees may not use a paid holiday off as their last day of employment.

ACCOMMODATION OF RELIGIOUS OBSERVANCES/PRACTICES

A supervisor is responsible to reasonably accommodate individual religious practices, pursuant to Policy D-8, Religious Accommodation.

PERSONNEL POLICY MANUAL

	<p>POLICY 6.1</p> <p>Page 1 of 2</p> <p>Date: 02/16/2006</p>
Section: Employee Benefit Programs	SUBJECT: VACATION
Reference: Vacation - Eligibility, Accrual, Use of	

PURPOSE: The purpose of a vacation benefit is to allow employees paid time away from work to relax, pursue personal interests, or to be with their families.

ELIGIBILITY

All Regular Full-Time employees are eligible for vacation time. Vacation hours will begin to accrue on the date of employment or eligibility, but may not be used during the first six months of employment.

RATE OF ACCRUAL

- Vacation Time is initially accrued at the rate of 3.69 hours per pay period for eligible employees working 40 hours per week. Full -Time employees working less than 40 hours per week shall also accrue vacation time, prorated accordingly. For every fixed hour worked in a week, the rate of accrual is .0924 for the first two years of eligible employment.
- Vacation time is accrued based on the number of hours scheduled to work per week and years of service, and is based on the following schedule:

<u>Years Employed</u>	<u>Accrual Rate/Pay Period</u>	<u>Calculation x Fixed Hours</u>
<u>Worked</u>		
0 – 2	3.69 Hrs	.0924
2 – 4	4.62 Hrs	.1155
4 +	6.00 Hrs	.1500

Example of Calculation of Accrual Rate for a Full-Time Employee employed one year:

<u>Calculation</u>	x	<u>Fixed Hours Worked</u>	<u>=Accrual Rate / Pay</u>
<u>Period</u>			
.0924		40	3.69

Example of Calculation of Accrual Rate for a Full-Time Employee, working less than 40 hours per week and employed one year:

<u>Calculation</u>	x	<u>Fixed Hours Worked</u>	<u>=Accrual Rate / Pay</u>
<u>Period</u>			
.0924		32	2.96

- An employee shall not accumulate more than four times his fixed hours per week worked. Example: A Full-Time employee who works 40 hours per week cannot accrue more than 160 hours (40 x 4 = 160).
- Vacation, Sick Leave, and Holiday time will be charged as follows:

<u>Work Schedule</u>	<u>Number of Hours Charged As Vacation, Sick Leave & Holiday Time</u>
40 hours per week	8 hours per day
32 hours per week	6.4 hours per day

PERSONNEL POLICY MANUAL

	POLICY 6.1 Page 2 of 2 Date: 2/16/2006
Section: Employee Benefit Programs	SUBJECT: VACATION
Reference: Vacation - Eligibility, Accrual, Use of	

RATE OF ACCRUAL (Continued)

- Under no circumstances shall an employee be paid more hours than their standard workweek by utilizing any combination of hours worked, vacation, sick, and/or holiday hours.

USE OF VACATION TIME

- Employees are required to request their vacations, in writing, utilizing NFHC's **Leave Request Form**, at least two weeks in advance. Supervisors shall approve/disapprove the requests depending on the employee's accrued hours and as meets the needs of the program.
- If an employee has accrued vacation hours, he must use them before taking leave without pay.
- Any sickness during already scheduled vacation time shall be considered vacation time. Any request to change vacation time to sick time will not be granted.
- Eligible employees may be paid for accrued vacation time upon separation from employment.
- The use of Vacation time during the last two weeks of employment is to be decided by the Executive Director, pursuant to the needs of the agency.

PERSONNEL POLICY MANUAL

	POLICY 6.2 Page 1 of 1 Date: 2/16/2006
Section: Employee Benefit Programs	SUBJECT: SICK LEAVE
Reference: Sick Leave - Eligibility, Accrual, Use of	

PURPOSE: In an effort to establish and maintain good employee health and a safe working environment free from communicable illness and disease, Northland Family Help Center provides sick leave to eligible employees.

ELIGIBILITY & RATE OF ACCRUAL

All Full-Time Regular Employees are eligible for sick leave. Sick leave is accrued at the rate of 3.69 hours per pay period for eligible employees scheduled to work 40 hours per week. Full-time employees working less than 40 hours per week shall also accrue sick time, prorated accordingly. For every hour worked in a week, the rate of accrual is .0924.

Accrual of sick leave will begin with the first day of employment. During the New Hire Introductory Period, sick leave can be utilized. Advance sick leave will not be given. If an employee exhausts his accrued sick leave, they will enter into a leave without pay status.

USE OF SICK LEAVE

Accrued sick time must be used before rather than taking time off without pay.

Sick leave may be used only for sickness; injury; death in family; illness of an immediate family member; pregnancy (maternity or paternity) and childbirth; and medical, dental, or counseling appointments that cannot be scheduled during non-working hours.

For purposes of Sick Leave, "Family" is defined as: grandparent, parent, brother, sister, child, spouse or domestic partner. "Family" is also defined as grandparent-in-law, parent-in-law, brother-in-law, sister-in-law, or stepchild. Family members of a domestic partner are not considered "family" for the purpose of Sick Leave.

Administrative personnel are required to call their supervisor and/or HR within one-half hour of the start of their shift to report his absence. Voice mail for employee's supervisor prior to, or within one-half hour of, employee's scheduled start time shall be an acceptable method of notification.

Direct Service personnel are required to call their On-Call and/or Shelter Manager prior to the start of the shift to report their absence.

Note: Shelter staff shall attempt to find coverage for a missed shift. If all avenues have been explored, it is the Shelter Manager's responsibility to ensure coverage.

If an employee is unable to call, that employee must have someone place the call for him.

NFHC requires a doctor's written statement after any three-day period of Sick Leave taken, or if there may be reasonable suspicion of abuse of Sick Leave. NFHC reserves the right to monitor an employee's attendance rate. Should NFHC observe a "pattern" and/or "excessive" absenteeism, employee may be subject to disciplinary action, up to and including termination.

The use of Sick Time during the last two weeks of employment is to be decided by the Executive Director, pursuant to the needs of the agency.

Upon resignation or termination, no compensation shall be given for accrued sick leave.