



**Northern Marianas
Humanities Council**

Navigating the Human Experience

Personnel Policy Manual

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1. INTRODUCTION

1.1 Welcome

Welcome to the Northern Marianas Humanities Council (Council). This Personnel Policy Manual has been prepared to address some questions that you might have regarding the Council and its policies. Updates of individual sections of this manual, or of the entire document, may be forwarded to you from time to time should the Council's Board of Directors decide that some or all policies need changing.

The Council's Board of Directors is responsible for setting policies for its staff members. Pursuant to the Council's Bylaws, the Executive Committee employs the Executive Director, to whom it delegates responsibility for the day-to-day administration of the Council. The Executive Director manages the staff according to the policies approved by the Board. This manual is not an employment contract nor is it a guarantee of any such employment with the Council. It is a reference source and guide to be utilized by employees in accordance with contractual employment agreements with the Council. All employees should familiarize themselves with the Personnel Policy Manual and any updates or changes. Should you have questions about any of the policies, please feel free to discuss them with the Executive Director.

1.2 Overview of the Council

Established in 1991 as a 501(c) (3) nonprofit corporation, the Northern Marianas Humanities Council exists to develop, promote, and support programs in the public humanities. Much of its funding comes from the National Endowment for the Humanities (NEH), which is charged with supporting scholarship, teaching, and public understanding of the humanities. In the legislation creating the NEH, congress defined the humanities as:

“language, both modern and classical; linguistics, literature, history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; and those aspects of the social sciences which have humanistic content and employ humanistic methods.”

The Council's activities are overseen by a 13-member board comprised of individuals with academic, professional, or general interest in the humanities. Three of these members are appointed by the Governor; the Council elects all others by itself. Working together, these 13 individuals develop policies for the Council's operations (including the granting of funds) and for the operations of the organization as a whole.

2. DEFINITIONS

2.1 The Council and Its Members

2.1.1 Elected Members are those ten (10) individuals who are elected to the positions on the Council at the annual meeting. Each person is limited to

Two consecutive three-year terms, but may be re-elected after an absence of one full year. All are volunteers who receive no compensation for their services as Council members. They may, however, receive meals or reimbursement for expenses incurred while engaged in authorized Council business.

- 2.1.2 Appointed Members are those three (3) appointed to the Council by the Governor of the CNMI. These members serve only as long as their appointing Governor remains in office. They have the same rights and restrictions as elected members.
- 2.1.3 By-laws are the guidelines to which the Board members adhere regarding their manner of conduct. The Council may, from time to time, adopt other policies relating to this particular matter.

2.2 **Fulltime and Non-Fulltime Employees**

- 2.2.1 Fulltime employees are those individuals hired to work a scheduled 40-hour workweek on a regular basis. These employees may be “exempt” or “non-exempt” as defined in subsequent sections.
- 2.2.2 Non-fulltime employees are those hired to work fewer than 40 hours a week on a regular basis. These employees may be “exempt” or “non-exempt” as defined below. They are entitled to full or prorated participation in the Council’s benefits, as defined in subsequent sections.
- 2.2.3 Temporary employees are those individuals who are placed on the Council’s payroll with the understanding that their employment ceases when a particular assignment has been completed or a particular deadline has been reached. These employees may be “exempt” or “non-exempt” as defined below. They are entitled to participate only in the mandated benefits as defined in Section 8.

Individuals hired from a temporary agency remain employees of said agency and not of the Council. These individuals are, therefore, not entitled to participate in any of the Council’s benefit programs.

2.3 **Exempt and Non-Exempt Employees**

- 2.3.1 Exempt employees are those whose work is at least 80 percent executive, administrative or professional. In accordance with the Fair Labor Standards Act of 1938, as amended (FLSA), such individuals are not required to be paid overtime for working beyond 40 hours in a given week.
- 2.3.2 Non-exempt employees are those who are covered by the FLSA. They must be paid overtime at the rate of 1.5 times their regular rate for all worked performed beyond 40 hours in a given week. To qualify for such pay, the overtime work must be authorized in advance by the Executive Director or the appropriate supervisor. Compensatory leave for non-exempt employees

is not an acceptable substitute for overtime pay.

2.4 **Consultants and Scholars**

2.4.1 Consultants are those individuals or groups hired on a contractual or fee-for-service basis. They are not entitled to participate in any of the Council's benefit programs. Their performance is reviewed in accordance with the provisions of their contracts.

2.4.2 Scholars are those individuals recruited to participate in Council programs because of their acknowledged expertise in one or more of the humanities. They are essentially consultants.

3. **GENERAL MANAGEMENT POLICIES**

3.1 **Authority Over Personnel Matters**

3.1.1 The Council's Board of Directors is responsible for the Council including both its personnel policies and their implementation. Personnel policies are established by a vote of the Board of Directors which may then delegate the implementation of these policies. The Council has the authority to establish pay ranges for positions as well as to establish benefits policies.

3.1.2 The Executive Director is the chief administrator of Council grants, programs, and staff. The Executive Director is responsible to the Board of Directors for the implementation of the policies and procedures contained in this handbook, as well as all other policies and procedures approved by the Board of Directors. As provided herein, the Executive Director, in consultation with the Executive Committee, has the responsibility to hire, supervise, evaluate, and terminate all other employees, consultants, or contractors.

3.1.3 Program or project officers may, from time to time, be given responsibility by the Executive Director to identify prospective scholars and work with those who have been hired.

3.2 **Personnel Files**

3.2.1 The Council retains a personnel file for each employee. This file will contain documents regarding such aspects of the individual's employment as job descriptions, performance appraisals, beneficiary designation forms, letters of commendation, disciplinary notices and other pertinent information.

In accordance with FLSA requirements, all time sheets, work schedules, and wage rate tables will be kept for at least two years. Payroll records and employment contracts will be kept for at least three years. For all non-exempt employees, the Council will also retain records showing name, Social Security number, address, birthdate (if an employee is under 19).

- 3.2.2 An employee who wishes to review his/her personnel file should first schedule an appointment with the Executive director.
- 3.2.3 The Council must maintain updated personnel records. Employees should notify the Executive Director or other appropriate staff member/supervisor of any changes in name, telephone number, home address, marital status, dependents, beneficiary designations, educational attainments, and any other relevant information.

3.3 **Equal Employment Opportunity**

- 3.3.1 The Council provides equal employment opportunity to all applicants and employees without regard to age, race, color, religion, ethnicity, sex, sexual preference, national origin, physical disability, or veteran's status, in accordance with applicable federal and CNMI laws.
- 3.3.2 The Council prohibits sexual harassment of its employees by Council members, employees, contractors, and grantees. All employees should expect to work in an atmosphere free of unwanted sexual overtures or any unwelcome behavior that is personally offensive, which debilitates morale, or which otherwise interferes with working effectiveness.

The Council will not tolerate situations wherein an employee is made to feel that submission to such advances is a term or condition of employment or where reaction to such treatment is used as a basis for decisions affecting an individual's employment. Offensive comments, innuendoes, and sexually oriented jokes and kidding may be regarded as forms of sexual harassment.

- 3.3.3 If you feel that you have suffered unlawful discrimination or sexual harassment, contact the Executive Director. If the Executive Director is the one you feel is discriminating and/or harassing, contact the Council Chair.

3.4 **Drug-Free Workplace**

- 3.4.1 The Council adheres to the requirement of the Drug-Free Workplace Act of 1988. Use of controlled substances is inappropriate behavior that subjects co-workers, grantees, visitors, and others to unacceptable safety risks and undermines the Council's operating effectiveness.
- 3.4.2 Reporting to work (or working) under the influence of a controlled substance (except with a physician's prescription, when used appropriately and following the physician's instructions) is prohibited. This prohibition extends to Council premises and to all other sites where an employee is engaged in Council business.
- 3.4.3 Employees wanting information on locally available sources of substance abuse counseling should contact the Executive Director. The Executive Director, in turn, shall keep the request confidential.

3.4.4 Individuals who violate any aspect of this policy will be subject to disciplinary action, up to and including termination. The Council may also require that the employee successfully complete a substance abuse or rehabilitation program as a condition of further employment.

3.5 **Health and Safety**

3.5.1 The Council tries to provide a safe and healthful environment for employees, grantees, visitors, and others while they are on Council premises or attending Council-sponsored programs.

3.5.2 All employees are required to follow Council safety procedures. Potentially unsafe or hazardous conditions and any injuries must be reported to the Executive Director immediately.

3.5.3 The Council maintains Workers' Compensation Insurance as required by law. Any employee who is injured while performing his/her prescribed Council duties and responsibilities must report such injury to the Executive Director as soon as possible. The Council must, in turn, seek appropriate treatment as well as comply with its reporting obligations.

3.5.4 All employees share a responsibility for personal safety and for the security of Council property. Precautionary and preventive measures should be taken in the presence of unusual behavior exhibited by any visitor or suspicious person in the vicinity of the Council's premises or at the location of any Council-sponsored programs(s).

3.6 **Conflict of Interest**

3.6.1 To avoid any action that could be interpreted as the manipulation of position or authority at the Council, all employees should refrain from serving on the board of any organization or institution known to be an applicant for Council funds.

3.6.2 Employees shall not accept any fees or other remuneration from any organization or institution in conjunction with a project or program for which Council funds are being sought or have been granted.

3.6.3 If an employee's spouse or other immediate relative has any financial or managerial connection to a project or organization for which Council funds are being sought or have been granted, that relationship must be disclosed before any proposal concerning that project or organization is reviewed. The employee then may not participate in or remain in the room during any discussion of the project or organization in question.

3.6.4 All employees should strive to avoid conflicts of interest as well as the appearance of any such conflict.

3.7 **Employment of Relatives**

- 3.7.1 Given the small size of the Council, employees and Council members would almost inevitably find themselves in situations wherein Council and private interests might be in conflict. It is, therefore, the policy of the Council that no immediate relative of an employee or Council member shall be employed by the Council as long as the original employee or Council member remains with the organization.
- 3.7.2 Immediate relatives include parents, siblings, children, and people in categories with a “step” or “in-law” relationship.
- 3.7.3 Should employees marry each other while working for the Council, they may both remain employed so long as the Council does not perceive any conflict or the appearance of a conflict of interest. If such a conflict or the appearance thereof arises, the employees will be given an opportunity to decide which will leave the Council. If the employees do not make this decision, the Council reserves the right to select and terminate one of them with thirty (30) days’ notice. The same policy applies should a Council member and an employee marry.

4. **EMPLOYMENT POLICIES**

4.1 **Job Creation and Description**

- 4.1.1 The Council shall develop and maintain a written description of the responsibilities, qualifications and salary range for each of its positions. Responsibility for developing these shall rest with the Executive Director. The Council’s Executive Committee shall be responsible for the position description, qualifications, and salary range for the Executive Director.
- 4.1.2 The applicable position description shall be discussed with each individual upon hiring and during each annual performance review, as both a guide for performance and a means of identifying any needed changes.
- 4.1.3 Each position description shall be formally reviewed at least once every three years to determine any need for revision. If an employee feels that his/her position description requires revisions at any other time, he/she should discuss the matter with the Executive Director.
- 4.1.4 A copy of each employee’s position description shall be kept in his/her personnel file.
- 4.1.5 When the Executive Director decides that a position needs to be created, that one needs to be changed in a significant manner, or that one needs to be abolished, the Executive Director will create or revise the affected position descriptions. The Executive Director shall notify the Executive Committee of such creations and/or revisions. The Executive Committee shall, in turn, act

accordingly and as required by the Council's By-laws.

4.2 Recruitment and Selection

- 4.2.1 The Council's recruitment and selection activities are conducted to ensure the employment of the best-qualified candidates. Therefore, they will be implemented in a manner consistent with providing equal employment opportunities as discussed in Section 3.3.
- 4.2.2 Newly created and/or vacant positions will be announced accordingly. Qualified internal candidates are allowed an opportunity to apply as will other qualified individuals through external recruitment.
- 4.2.3 For all positions other than that of the Executive Director, the Executive Director will conduct appropriate activities to recruit and evaluate candidates. The Executive Director will submit a recommendation to the Executive Committee, which in consultation with the Executive Director, authorizes the offer of employment.
- 4.2.4 Hiring and evaluating the Board's Executive Committee. The full board has the authority to terminate the Executive Director.
- 4.2.5 The Executive director provides new employees with an orientation to the organization, the work involved, and the staff members.

4.3 Performance Reviews

- 4.3.1 New employees will receive a written evaluation of their performance prior to the end of their ninety-day (90) trial/probationary period. Written performance evaluations will then be made once a year, normally by the employee's anniversary of his/her date of employment with the Council.

5. SCHEDULING POLICIES

5.1 Work Hours

- 5.1.1 The regular workweek for fulltime employees is forty (40) hours per week. These are divided into five eight-hour workdays, Monday through Friday.
- 5.1.2 Regular work hours for fulltime employees are from 8:00 am to 5:00 pm, with a one hour unpaid lunch break.
- 5.1.3 Work schedules for part-time employees or those that deviate from the regular workweek will be arranged by the Executive Director.

5.2 Overtime

- 5.2.1 Non-exempt employees (as defined under Section 2.3) are eligible for overtime

Pay for authorized work beyond forty hours in a given regular workweek. This pay is to be calculated at the rate of 1.5 times each individual's normal hourly rate. It also is calculated weekly, meaning that working an "average" of forty (40) hours a week over several weeks does not obviate the need for overtime pay if in any one of these weeks, the non-exempt employee works more than forty authorized hours.

- 5.2.2 Exempt employees are not eligible for overtime pay, but in some cases may accrue compensatory time, as described in Section 9.9. For exempt employees, the standard workweek represents the minimum number of hours they are expected to work.
- 5.2.3 No payment for overtime work shall be made unless the work was authorized in advance, in writing, by the appropriate supervisor or the Executive Director.
- 5.2.4 All employees are required to keep accurate records of the time they work on forms provided. These forms are to be submitted to the Administrative Assistant/Fiscal Officer on the day of the pay period.

5.3 Attendance at Meetings and Conferences

- 5.3.1 The nature of the Council's business will, from time to time, require that staff members attend meetings and conferences outside of the office. When such sessions occur during normal working hours, no special provisions are made, except that individuals are reimbursed for expenses as outlined in Section 7.
- 5.3.2 In compliance with the U.S. Department of Labor regulations, when a non-exempt employee is required to make a one-day trip, he/she is compensated for the time spent traveling to and from the assigned location (but not the time spent travelling between home and the airport/ferry station) and the time involved in actually working on the assignment. The time normally spent on meal breaks is not compensable.
- 5.3.3 When a non-exempt employee's travel extends overnight, the only travel time that is compensable is that which overlaps the normal working schedule (even if the travel occurs on a weekend or holiday). When conference or meeting attendance involves work at other sites that goes beyond the normal working hours, those hours are compensable in accordance with Section 5.2.

6. COMPENSATION POLICIES

6.1 Overtime

- 6.1.1 To attract and retain high-quality employees, the Council endeavors to pay competitive salaries. This process involves setting a compensation range for each position. Each salary range is reviewed at least once every three years for possible adjustment.

- 6.1.2 Employees are advised that changes in the Council's funding base and/or the cost of various applicable benefits may affect the amount available for direct compensation in the form of base salary or hourly wages. To clarify such situations, the Council will advise employees each year of changes in total compensation.
- 6.1.3 An employee's compensation will be reviewed at least once a year. Factors to be considered include job performance, the Council's budget for the coming year, duties and responsibilities, and the Executive Director's recommendations. Any changes in an employee's salary will normally become effective at the beginning of the fiscal year.

6.2 Payroll Policies

- 6.2.1 Council employees are normally paid by check on a biweekly basis. All required and voluntary deductions will be withheld automatically from your paycheck. Payroll checks will be issued on the Monday following the end of the pay period.
- 6.2.2 Should the scheduled payday fall on a weekend, or a Council observed holiday, checks will usually be issued on the day before the weekend or holiday.
- 6.2.3 All employees are advised to submit accurate timesheets to the Administrative Assistant/Fiscal Officer by the deadline. Employees who do not comply with this requirement will not receive a paycheck.
- 6.2.4 All employees should review their respective paychecks for accuracy. Errors should be reported immediately to the Administrative Assistant or the Executive Director.
- 6.2.5 Notification of lost or stolen paychecks should be given to the Administrative Assistant/Fiscal Officer so that a stop-payment order can be issued. If a check is cashed before such a stop-payment order can be issued, the employee alone will be responsible for the loss.
- 6.2.6 The Council does not allow payroll advances.

7. EXPENSE REIMBURSEMENT

7.1 Travel Expenses

- 7.1.1 If an employee is required to utilize his/her private vehicle for official Council business, said employee will be reimbursed at a mileage rate that is determined annually and one that is equal to the federal rate. Reimbursement will not be provided for travel between the employee's home and the Council office or project site.

- 7.1.2 Authorized airfares will be reimbursed at coach rates. Costs for alternative ground and/or ocean transportation will be reimbursed at rates not more than the coach fare. If an employee makes travel arrangements in addition to those procured for Council purposes (this includes traveling by an indirect route or stopping over certain points before arriving at the official Council destination), the employee will be responsible for any and all extra charges.
- 7.1.3 If Council business requires that an employee stays overnight away from home, the Council will reimburse the employee for the cost of reasonably priced accommodations.
- 7.1.4 When an employee incurs meal costs while conducting Council business, the employee will be reimbursed according to the Council's schedule.
- 7.1.5 Reimbursements will only be made upon the submission of completed travel expense forms. Any and all receipts that reflect expenses that have been incurred during a particular instance of travel must be attached to the travel expense form before it is submitted to the Executive Director and Fiscal Officer.

7.2 Other Expenses

- 7.2.1 Membership fees for an employee's participation in professional and social organizations will be the employee's responsibility.
- 7.2.2 The Council will reimburse an employee for any authorized fees involved with conferences which the employee is required to attend.
- 7.2.3 Authorized telephone, office supplies, postage, copying, and related expenses incurred while conducting official Council business will be reimbursed. An expense form, including a reference to said authorization, must be completed and submitted to the Executive Director and the Fiscal Officer. Receipts for all incurred expenses must accompany this form.

8. EMPLOYEE BENEFITS OTHER THAN LEAVE

8.1 Overtime

- 8.1.1 The Council reserves the right, at its discretion, to change or terminate any of the non-mandatory programs or to require employee contributions toward any benefits. This right may be exercised regardless of financial necessity.

8.2 Mandatory Benefits

- 8.2.1 All Council employees are covered by Social Security and by Unemployment insurance, in accordance with federal law.
- 8.2.2 The Council provides Workers' Compensation Insurance for its employees as required by law. Only work-related injuries and/or losses are covered by this

policy. Notification of such injury(ies) should immediately be made to the Executive Director. Notification, in turn, will be made to the Council's Insurance carrier/agent.

8.3 Health Insurance

- 8.3.1 Council employees may elect to obtain health insurance coverages through an insurance company or through a health maintenance organization. Council pays eighty (80) percent of the cost of individual coverage for fulltime employees and fifty (50) percent of the cost for part-time employees. An employee who opts for either approach to the procurement of health insurance coverages will have the applicable amounts deducted from his/her paycheck.
- 8.3.2 Health insurance coverages for an employee's dependents are the responsibility of the employee. Additional premium requirements will be deducted from the employee's paycheck.
- 8.3.3 All employees are eligible for coverage upon joining the payroll. If an employee chooses to not participate, he/she must wait until the next open enrollment period to add coverage.
- 8.3.4 An employee who leaves the Council is able (along with eligible dependents) to continue health insurance coverage for up to eighteen (18) months after vacating his or her position. However, all applicable premium requirements remain the sole responsibility of the employee.

9. EMPLOYEE BENEFITS AND SERVICES

9.1 Holidays

- 9.1.1 The Council office is open Monday through Friday, except for the following Fourteen (14) holidays:
 - a. New Year's Day
 - b. Commonwealth Day
 - c. President's Day
 - d. Covenant Day
 - e. Good Friday
 - f. Memorial Day
 - g. Independence Day
 - h. Labor Day
 - i. Columbus Day
 - j. Citizenship Day
 - k. Veterans Day
 - l. Thanksgiving Day
 - m. Constitution Day
 - n. Christmas Day

- 9.1.2 Holidays falling on a Saturday are normally observed on the preceding Friday, while those falling on a Sunday are normally observed on the following Monday. The Executive Director will post a schedule of the specific dates at the beginning of each calendar year.
- 9.1.3 Fulltime employees will be compensated for each holiday, provided that they worked the regularly scheduled workdays immediately preceding and following the holiday. Approved vacation or sick leave is regarded as a day worked for the purposes of holiday pay.
- 9.1.4 Part-time employees who are normally scheduled to work on a day that is a holiday will be compensated at their regular rate for the hours on that holiday during which they would normally have worked. Part-time employees will not receive holiday pay if they were not normally scheduled to work on a holiday.
- 9.1.5 Non-exempt employees who are required to work on an observed holiday will be paid their regular rate plus time and a half for the hours actually worked on the holiday.
- 9.1.6 Exempt employees who are required to work on observed holidays are eligible To accrue compensatory time for each holiday worked.

9.2 **Annual Leave**

- 9.2.1 The Council believes that vacation time (annual leave) provides important opportunities for rest, recreation, and personal activities. Therefore, the Council grants annual paid vacations to all fulltime employees.
- 9.2.2 Fulltime employees who have worked for the Council for less than five years earn 15 vacation days per calendar year which are accrued at the rate of 4.615 hours per pay period. After five years of employment with the Council, fulltime employees earn 26 vacation days per calendar year which are accrued at the rate of 8 hours per pay period.
- 9.2.3 Part-time employees do not accrue annual leave.
- 9.2.4 Newly hired employees have a probationary period of ninety (90) days during which annual leave time may not be taken. Use of accrued annual leave time is allowed after this probationary period.
- 9.2.5 Should a Council-observed holiday fall during an employee's scheduled vacation/leave, he or she will be granted an alternate vacation/leave day at a later point in time.
- 9.2.6 Vacation/leave days may be taken individually or in sequential intervals. However, requests for vacation/leave should be submitted to the Executive

Director at least two weeks prior to the scheduled vacation/leave for approval.

- 9.2.7 An employee who becomes ill during his/her scheduled vacation/leave may not apply for nor insist upon the use of sick leave days for the period in question.
- 9.2.8 Only ten (10) days of all accrued annual leave time may be carried over into the subsequent calendar/fiscal year. An employee may opt for a monetary conversion of these ten days should he/she not wish to carry them over to the following calendar/fiscal year.

9.3 **Sick Leave**

- 9.3.1 The Council provides paid sick leave to encourage employees to take care of their health and to help alleviate the financial hardships that might occur in its absence. Sick leave is not synonymous with vacation/annual leave.
- 9.3.2 Fulltime employees who have worked for the Council less than five years accrue up to thirteen (13) days of sick leave per calendar year. This equates to a rate of four (4 hours) per pay period. Employees who have worked for the Council for five years accrue up to nineteen and a half days of sick leave per calendar year. This equates to a rate of six (6) hours per pay period.
- 9.3.3 Unused sick leave may be carried over into a subsequent calendar year and can be accumulated without limitation. A monetary conversion of accrued but unused sick leave time is not allowable.
- 9.3.4 If an employee becomes ill and cannot report to work, he/she must notify the Council office immediately or as soon as it is possible for him/her to provide the Office with notification. Failure to notify the office will result in the day (or days) being treated as unpaid leave.
- 9.3.5 An employee who is away from work for more than three (3) days because he/she is ill must submit a note/statement from his/her physician upon his/her return to work. The Council reserves the right to inquire after an employee's illness, its expected duration, and his/her ability to return to work.
- 9.3.6 Sick leave can be used after an employee's ninety (90) day probationary period and not any time prior to this period. Any leave time utilized during the probationary period will be considered as leave without pay.
- 9.3.7 If an employee has exhausted his/her sick leave, but still unable to return to work, he/she may request that his/her accrued vacation/annual leave be discharged as sick leave. Once the accrued vacation/annual leave is exhausted,

An employee may request for an unpaid leave of absence. Absence from work because of a work-related injury or illness is addressed by the Council's Workers' Compensation Insurance.

9.3.8 An employee's regular pay and benefits continue while he/she is on approved sick leave.

9.3.9 Time off for medical or dental appointments shall be charged to sick leave. Sick leave may not be taken in units smaller than two (2) hours.

9.4 **Personal Leave**

9.4.1 The Council provides fulltime employees with three (3) days of personal leave each fiscal/calendar year to deal with matters of personal importance.

9.4.2 Written notice must be given to the Executive Director at least one week in advance should a fulltime employee elect to utilize any personal leave time. Emergency situations will be considered and dealt with accordingly. The Executive Director will consider Council needs before granting any such requests.

9.4.3 Personal leave time may not be utilized during the ninety-day (90) probationary period.

9.5 **Parental Leave**

9.5.1 Employees are allowed no more than three (3) weeks of unpaid leave time following the birth or adoption of a child.

9.5.2 During this leave, the employee will continue health benefit coverages.

9.6 **Jury and Witness Duty Leave**

9.6.1 All employees are allowed unpaid leave for answering a summons to appear as a witness in court.

9.6.2 Fulltime employees summoned to jury duty are allowed paid leave up to fifteen (15) working days per calendar year.

9.6.3 To qualify for jury or witness leave, an employee must provide the Executive Director with a copy of his/her summons and/or jury discharge notice.

9.7 **Leaves of Absence**

9.7.1 Any fulltime or part-time employee who has worked for the Council at least one year may request an unpaid personal leave for a period of up to thirty (30) calendar days. This leave must be requested in writing at least two weeks prior to the planned beginning of the leave. If the leave is precipitated by an

emergency, the employee or an immediate relative must make the request within three (3) days of the beginning of the leave.

9.7.2 Unpaid personal leave may be granted provided that it does not unduly disrupt Council operations. Such leave is not encouraged, however, because the small size of the organization makes it difficult to shift responsibilities for very long. Such leave shall not commence until all accrued vacation and personal days have been discharged.

9.7.3 If an unpaid leave is granted, the Council will continue paying for health insurance, but paid leave will not continue to accrue.

9.8 **Compensatory Time**

9.8.1 Because non-exempt employees receive overtime pay, they are not allowed any accrual of compensatory time.

9.8.2 Exempt employees may accrue compensatory time for required work on holidays (per Section 9.1.6), at conferences, and on significant projects with impending deadlines. Each employee is required to maintain accurate records of all such time accrued.

9.8.3 Compensatory time must be taken within thirty (30) days of its accrual. No such time can be carried forward. Any and all unused compensatory time will be zeroed out.

9.8.4 An employee who wishes to discharge his/her accrued compensatory time must submit a request to the Executive Director. If there is a conflict, the Executive Director may extend the period during which the compensatory time can be taken.

9.9 **Emergency Closing**

9.9.1 This section creates an authorized paid absence when the Council work schedule must be curtailed because of emergency conditions such as typhoon or earthquake.

9.9.2 When the Executive Director, in consultation with the Chair, determines that the Council must close, employees will be notified in accordance with established procedures. Employees will be paid regular work hours during such closures.

10. **TERMINATION OF EMPLOYMENT**

10.1 **Termination for Reasons Other than Retirement**

10.1.1 The employee relationship between the employee and the Council is on an at-will basis during the employee's trial or probationary period. It can be

terminated by either party, at any time, for any or no reason, with or without cause.

- 10.1.2 Regular employees who have successfully completed their trial period may be terminated for cause. The termination of a regular employee is normally the final stage in a series of progressive discipline. However, the council reserves the right to proceed immediately to termination should continued employment seriously jeopardize the Council's employees, operation, property, and/or reputation.
- 10.1.3 If an employee decides to leave the Council, he/she is urged to provide notice at least fifteen (15) days before the termination date so that staffing patterns can be adjusted and the employee's final pay can be calculated.
- 10.1.4 Each departing employee is normally scheduled for an exit interview. This session is intended to review eligibility for continuation of benefits and for the completion of any required forms. It is also at this time that all Council property in the employee's possession are collected and a discussion of the employees job-related experiences undertaken.