

WORLD SERVICE OFFICE  
OF NARCOTICS ANONYMOUS  
PERSONNEL POLICIES  
  
GENERAL EMPLOYMENT PHILOSOPHY

The World Service Office serves as the publishing and general services arm of the Fellowship of Narcotics Anonymous. Our experience has shown that the purposes for which the Office was created can best be served by a Board of Directors supervising a staff of special workers. The provision for having special workers is contained in Tradition Eight.

The Board of Directors selects an Executive Director in whom they vest certain duties, responsibilities and authorities. This personnel policy outlines some of those duties, responsibilities and authorities as they pertain to the management of special workers. Final authority in all Personnel matters resides in the Board of Directors when taking actions as a Board. When the Board is not meeting, generally the overall duties, responsibilities and authorities in the area of personnel management is entrusted to the Executive Director. Where exceptions are made in the duties, responsibilities and authorities for the management of personnel, they are indicated here or in other actions taken by the Board.

There are important attitudes and values that special workers are expected to understand pertaining to the philosophy of the Board on matters of personnel policy. Some of these pertain to the relationship of the staff to the Fellowship. Special workers are selected because of their abilities, capabilities, skills, knowledge and ability to work in a spiritual fellowship. It is the express desire of the Board that all employees have a working knowledge of the Twelve Steps and Twelve Traditions. This is important because the Board believes these Steps and Traditions will have a positive impact on an employee in their personal life and in their ability to relate to and serve the spiritual Fellowship of Narcotics Anonymous.

Because the Office may from time to time select for employment non-addicts, the Board does not expect such knowledge as a pre-condition for employment for non-addicts, but the Board does expect non-addict employees to become familiar with them.

The Board understands that there must be a separation of work related activities and participation in the Fellowship by an employee who is also a member of the Fellowship. The personal relationships that develop within



the Fellowship, particularly when one member sponsors another person, can provide the circumstance for unusual employer-employee problems if they are not carefully monitored and managed. In order to maintain the objectivity necessary for proper management of the staff, the Board feels that the WSO should avoid whenever possible selecting for employment members if they are sponsored by a member of the WSO Board, the Board of Trustees or Officers and Committee Chairpersons of the Conference.

The actions by an employee in the discharge of their work duties, tasks and responsibilities must be separated entirely from that members participation in the Fellowship. Conversely the activities, tasks and responsibilities a person takes on as a member of the Fellowship should not interfere with the work assigned as part of their employment. Member employees must keep separate their employment and participation in the Fellowship in such a way as they avoid using one avenue to influence the other.

The Board expects that each employee will exert their full energies during working hours to accomplish the duties assigned to them. Being a special worker is an honor and a very special privilege. The rest of our Fellowship will always keep a close watch on the actions, attitudes and performance of the staff. They expect employees to exemplify the strengths and characteristics that result from a successful application of the Steps and Traditions to the life of a recovering addict. The Board has a responsibility to promote accomplishment by the staff of that expectation.

The Board expects all employees to exhibit the highest degree of honesty, diligence, compassion and devotion to the purposes of the Office. There will be occasions when an employee may possess information or be involved in projects that if improperly related to the Fellowship may be the source of confusion and conflict. The Board expects that each employee will judiciously exhibit honesty and an application of the separation of their employment from their participation in the Fellowship in order to avoid such situations.

Honesty, diligence and devotion to the purposes of the Office requires every employee to be frugal in the use of time, funds, supplies and equipment. It requires that each employee be constantly diligent and seek ways to satisfactorily accomplish their duties with a minimum investment of time and resources. The Board expects the employees to be exemplary in their interpersonal relationships with other workers, the general public and especially members of the Fellowship with whom they come in contact. However, application of the Steps, understanding the personal circumstance of persons with whom they come in contact with and knowing what the employees duties are will go a long way in avoiding conflicts and controversy.

The Office operates on income resulting from the sale of literature or other items authorized for sale by the Fellowship and/or the Board of Directors. The funds that



the Office receives are generated in large part from the voluntary contributions by members at the Group level to the basket at meetings who then use these funds to buy literature from the Office. Some funds may also be generated by activities of groups, areas and regions from which purchases are then made. The funds generated from these sources hold a special meaning in the eyes of the members of the Fellowship. We have a responsibility to those addicts to use the funds generated by them in ways that ultimately best serve current members and the millions of addicts yet to hear of N.A. Some funds are also generated by sales to individuals or companies outside the Fellowship. These funds too are to be thought of as having a special relationship to the purpose of servicing the needs of addicts.

It is the general policy of the Board to provide a reasonable work environment, adequate equipment, supplies and tools in order that the duties assigned to Office employees can be successfully accomplished. The Board desires to have a capable staff and is prepared to offer reasonable wage and fringe benefits commensurate with comparable employment in the general area. The duty of the Board is to balance the expenditure of all funds so as to accomplish the purposes of the Office in the light of the economic viewpoint of the average member. The Board may not be able to effectively compete with other employers for the services of persons with high income expectations.

Every employee is responsible ultimately to the Board of Directors for their actions. The Board expects employees to understand their individual relationship to the Office as a whole and utilize the table of organization in matters where an employee feels some information should be known or action taken by the Executive Director or the Board of Directors.

The Board desires to encourage employees to improve their skills and abilities while working for the Office. To accomplish this the Executive Director is authorized to provide some flexibility in working hours to permit continuing education. Further, the Executive Director shall use prudent judgment in the assignment of duties to staff members in such a way that employees may be offered opportunity to improve their skills and abilities in work that the Office does by rotating some work among employees. The Board intends that an Office self-renewal process evolve from the selection, retention and separation of a cross section of all employees. There are advantages to the functioning of the Office if there is a reasonable balance between new employees and old employees. The Board finds that by creating a foundation for the periodic turn-over of employees that the opportunity to have the privilege of working at the World Service Office will not unnecessarily be denied to the Fellowship at large.



## I GENERAL POLICIES

**ADOPTION AND IMPLEMENTATION:** These policies shall become effective upon adoption by the Board of Directors of WSO, herein referred to as the Board. The Board shall be responsible for the administration and implementation of these policies. All authority designated in these policies as duties that the Executive Director is authorized to have, are automatically assigned unless action is taken by the Board to modify such assignment. The Executive Director may assign some authority and/or responsibility to accomplish these policies to subordinate employees in the course of the daily management of the office and employees. The Board may review any action taken by the Executive Director and may modify such action as the Board may desire.

## II ADMINISTRATIVE PRACTICES

**A. Conditions of Employment:** The WSO shall not employ persons related by marriage or birth to members of the Board. Further, persons related by birth or marriage to persons who are current employees of the WSO may not themselves become employees. Additionally individuals will not be selected for employment if they reside with a member of the WSO Board, the Board of Trustees, or Conference Officers or Committee Chairpersons. WSO shall not employ any persons related by marriage or birth to the owner, principal, manager or sales representatives from whom WSO purchases supplies or equipment.

Due to the sensitivity and nature of the World Service Office, with respect to the Fellowship of N.A., all employee's are required to submit to drug screening upon request of the Executive Director should he/she deem it appropriate or have reasonable suspicion that an employee is under the influence or has been under the influence of any drug. Should an employee refuse drug screening it shall be viewed as a positive test and employment will be terminated at that time. Non addict employees are required to remain free of the influence of any drug during working hours. Employee's required to take any prescribed medication that is mind altering are to notify the Executive Director or Assistant Director of such medication and its duration. Any employee who while working for WSO uses a drug in the manner normally referred to as, "using" shall be immediately terminated from employment.

**B. Applications:** Prospective employees must complete an application form prior to being interviewed for employment. Proof of degree and/or experience should be substantiated by proper documentation. A check will be made for references of prior employment. Applicants for positions that require



operation of office equipment: typewriters, computers, word processors, etc., shall perform satisfactorily on a proficiency test prior to being interviewed. This test should be attached to the application form.

C. Classification of Employees: All employees will be hired for a specific job for which a job description has been created. The job description shall indicate that the job is within one of the following classifications. Throughout this policy the terms management or supervisor may be found. When these terms are used, they may apply to Executive Management and/or Supervisors and Coordinators as the circumstance may dictate.

1. Executive Management: This shall apply to the Executive Director, Assistant Directors and Auditor/Comptrollers. These employees are selected by the Board of Directors and are employed under separate contracts.

2. Supervisors and Coordinators: These are salaried employees who receive set annual wage for services to be provided and work a minimum of forty hour per week. These employees are selected jointly by the Executive Director and the Board Personnel Committee.

3. Hourly wage employees: hourly wage employees are employees that receive hourly wage for services provided and work a minimum of forty (40) hours per week. These employees are selected at the discretion of the Executive Director.

4. Part time employees: Part time employees are employees that receive an hourly wage that work less than 40 hours per week. These employees are selected at the discretion of the Executive Director.

5. Temporary employees: Temporary employees are employees who at the discretion of the Executive Director are hired to aide in the functioning of the WSO. These employees are selected at the discretion of the Executive Director.

D. Hiring Procedures: For Executive Director, Assistant Directors and Auditor/Comptrollers, the Personnel Committee of the Board shall review all applications and on the basis of such evaluations interview the top one or two qualified applicants. The Personnel Committee will recommend one applicant for approval by the full Board.

For Supervisor and Coordinator positions, the Executive Director shall evaluate all applicants and recommend for joint interview with the Board Personnel Committee, the top one or two candidates. Recovering addicts applying for positions as management and salaried employees must have completed a minimum of five (5) years of clean time immediately prior to date of hire.

All other positions shall be filled by the Executive Director after the application and testing procedure is followed. Recovering addicts applying for positions for



hourly wage positions must have completed a minimum of one year of clean time immediately prior to date of hire.

E. Date of Hire: The date of hire shall be established in writing by the Executive Director and entered in an employee folder on that date. The date of hire for part time or temporary employees shall be re-established if said employee becomes a regular employee. If a part time or temporary employee becomes a regular employee, the date of hire may be made to include the cumulative number of hours worked in temporary or part time status at the discretion of the Executive Director. On date of hire an employee folder must be started that is described in other sections of this policy. The employee must be given a copy of these policies and within two working days the employee must receive an employee orientation and be given a copy of the orientation shown as Attachment 1. A copy of the orientation checklist must be maintained in the employee's folder. A checklist and A Statement of Employee's Understanding and Acceptance of the personnel policies, job description, and acknowledge receipt of both shall be signed by the employee and the Executive Director.

F. Re-Hire: By virtue of law, should an employee who has been drafted, return, and there is not a position available comparable to the position held prior to entry into the service, the right of seniority shall prevail and the last employee in a comparable position hired shall be laid off and the returning veteran shall be hired.

In cases necessitating layoff, seniority shall apply to re-hiring practices providing the layoff period does not exceed one hundred and fifty (150) days.

G. Probationary Period: A six month probationary period is mandatory for all regular employees; it will permit both the Management and the employee to get acquainted and to determine the ability and fitness of the employee to accomplish the work assigned. The probationary period may be extended by the Executive Director.

During the probation period, the employee may want to terminate his employment and is under no obligation to give the Executive Director advance notice. The Executive Director is not required to give advance notice to terminate the services of those whose ability, attendance, performance or attitudes are not considered satisfactory during the probation period.

H. Affirmative Action: The WSO shall be an equal opportunity employer and follow the Affirmative Action concept which is consistent with the intent of the enabling legislation and based on the requirements of the law. The WSO in all personnel actions will be governed by the Civil Rights Act of 1964 and any and all Amendments to that act. The general intent of the law shall be interpreted so that



WSO shall not discriminate in the hiring, firing, promotion, demotion or disciplining of employees on the basis of a persons race, color, religion, sex, age, national origin, physical handicap or sexual preference. The policy of the World Service Office shall be:

1. To recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, sex national origin, age, physical handicap or sexual preference.

2. To make employment decisions in a manner which will further the principal of equal employment opportunity.

3. To insure that decisions regarding promotions are in accord with principals of equal employment opportunity by imposing only valid requirements for promotional opportunities.

4. To insure that personnel actions with reference to such matters as compensation, benefits, transfer, layoffs, recall from layoff, and WSO sponsored training will be administered without regard to race, color, religion, sex, national origin, age, physical handicap or sexual preference.

5. The Board of Directors and the Management staff supports this policy in its entirety and expects that all employees of WSO will give their continuing support to its implementation.

I. Volunteer Services: The WSO shall not allow any volunteer services. All non paid persons shall be considered guests.

J. Personnel Records: Confidential personnel records shall be maintained on each employee containing the following: The employees completed application, letters of reference, copies of personnel actions forms, contracts or agreements, job description, work assignments, attendance records, and proficiency tests, probationary job performances evaluation, other evaluations, and any other pertinent information. These records shall be made available only to the Executive Director, the Personnel Committee and the Board of Directors. Employees may review their records in the presence of the Executive Director. Personnel Records shall remain on file for the duration of employment and shall be retained for five (5) years following discharge or separation of an employee. All records shall be kept in a secured cabinet.

K. Job Descriptions: A description of every position shall be maintained. The description of every position shall include, job title, salary raise range, example of duties, minimum qualifications, knowledge and any special qualifications required.

Additionally, each employee will be given in writing specific assignment of duties and responsibilities, such notice shall be signed and included in the personnel folder.



L. Time Cards: Enforcement of the procedures for time keeping shall be the responsibility of the management. Time cards shall be maintained on all employees daily. The records shall show date, time in and time out. If the employee is late for work, the amount of time lost can only be made up with the approval of the immediate supervisor or the Executive Director as may be appropriate. Otherwise the employee will be paid only for the time shown on the time card. The card shall be signed by the employee at the end of each pay period.

Completing or signing a time card, other than the employee's own is strictly prohibited and shall be grounds for reprimand, suspension or termination of employment. Accurate records shall be maintained as to accrual of sick leave, compensatory time and vacation time by the management.

Hourly employees must clock out when leaving the company premises (including lunch periods). Should the employee fail to clock in or out, that employee must have the time verified by their supervisor or the Executive Director as may be appropriate. No employee shall clock another employees time card "in" or "out". Doing so will result in the disciplinary action listed below:

|             |   |                            |
|-------------|---|----------------------------|
| FIRST TIME  | - | WRITTEN WARNING            |
| SECOND TIME | - | 3 DAY SUSPENSION W/OUT PAY |
| THIRD TIME  | - | IMMEDIATE TERMINATION      |

M. Full Time Employees: The normal work week is forty (40) hours, for all employees. The law provides that every employee take a ten minute rest period each morning and each afternoon. All employees shall be entitled to two consecutive days off during the week, but not necessarily Saturday and Sunday.

N. Overtime: Salaried employees shall normally receive compensatory time off, in lieu of overtime pay. Authorization for salaried employees to receive overtime pay must be obtained in advance by the Executive Director. Full-time hourly wage employees may receive compensatory time off, in lieu of overtime pay. A decision must be obtained prior to commencement of the overtime whether the overtime is to be compensated for with time off or by overtime pay. This decision must be made by the Executive Director or Assistant Director. Overtime worked must be recorded as to time commenced and time ceased. A notation must be made as to the purpose of the overtime. Overtime compensation will not be considered unless 40 hours of work have been completed. Temporary employees must work 40 hours in a given week before the overtime can be paid and the provisions of this paragraph apply.

O. Absences/Leaves: Absences and leave shall be charged against the employee sick time and/or vacation time



accumulation for the actual amount of time not on the job in a normal work week. Employees are charged with the responsibility to notify their supervisor in advance of a planned absence. In the case of an unexpected absence, their supervisor must be notified within forty five (45) minutes of his/her regular starting time on the day of the absence.

1. Sick Leave: Full time employees suffering any non-occupational sickness or disability, which renders him/her unable to perform the duties of his employment, shall receive sick leave with pay only to the extent that such has been earned through employment at WSO. Any days away from work for non-occupational illness during the first ninety days of employment shall be unpaid days off work. During the remaining ninety days of the probationary period an employee will be granted two and one half (2 1/2) sick days and they will from the end of their probationary period begin to earn additional sick days at the rate of 5/6 days per month. At the end of the first year and for each successive year, five days that have been accumulated and remain unused may be carried over into the succeeding year. Only five days may be carried over from one year to another. As an incentive for employees not to abuse the proper utilization of sick days, the WSO will pay the full commensurate wage for unused sick time at the end of each year that an employee does not elect to carry over as noted above. An employee may be paid for up to ten full days for unused sick time if none is carried over to the following year. Part-time employees accrue sick leave at 1/2 the rate described above. This policy does not include temporary employees.

The WSO is concerned that employees be in good health. Healthy employees not only are happy employees, but they are more efficient, cause less disruption of the work flow and less often affect other employees by transmitting communicable diseases. The WSO may require employees to utilize sick time and may require medical certification for usage of sick leave/and or the subsequent return to work. In accordance with regulations for disability leaves, all unused sick leave must be used prior to eligibility for any disability leave or leave extending beyond thirty (30) days. Sick leave is not accrued during any leave of absence.

2. Maternity Leave: Upon completion of one (1) years employment, an employee is entitled to maternity leave without pay up to six (6) months. This may be extended up to an additional six (6) months by the Board of Directors. In accordance with regulations pertaining to disability payment for maternity leave, all accrued sick leave and vacation time must be used at time of maternity leave before disability payment can be paid. A woman should not work after the sixth month of pregnancy without written approval by her physician. She should not return to work until six (6) weeks after delivery. A written release by her



physician is required to return to work or extend her pregnancy leave.

3. **Military Leave:** Leave of absence without pay shall be granted employees who are required by law to enter military service. Upon return from said leave, employees shall be entitled to benefits provided by law. Members of the Reserve Corps., including the Naval Reserve and the National Guard, shall be entitled to leave of absence from their respective positions without loss of pay on all days during which they are ordered to duty with troops or to field exercise, or for instruction not to exceed fifteen (15) days in any one (1) calendar year.

4. An employee on disability leave, maternity leave or military leave will retain their accumulated seniority but shall not earn additional seniority during their absence.

### III. EMPLOYEE ACCOUNTABILITY

A. **Tardiness:** Any employee reporting to work after the prescribed time without an adequate, approved excuse shall be considered tardy. This is applicable to reporting for work in the morning, returning from lunch, rest periods, or leaving work prior to the prescribed time. Approved excuses must be authorized on the day prior to the day of expected tardiness. Excessive tardiness is defined as:

1. Three or more unexcused tardinesses within any twenty (20) working days or ten (10) within a 12 month period. If the employee is within their probationary period, this is grounds for dismissal.

2. Any employee who is tardy four (4) times during the above stated period or 11 times for a 12 month period shall receive a written admonishment, a copy of which shall be placed in the employee's personnel folder for use in all evaluations.

3. Any employee who is tardy five (5) times during the above stated period or 12 times for a 12 month period shall receive an automatic one (1) day suspension without pay in addition to the above.

4. Any employee who is tardy more than five (5) times during the above stated period or 12 times for a 12 month period upon the recommendation of the manager, may be suspended for a period of up to two (2) weeks without pay, or dismissed.

B. **Disciplinary Action:** Oral or written reprimand, suspension and demotion are prescribed as disciplinary actions. The Executive Director is authorized to impose these disciplinary actions. Every disciplinary action imposed upon an employee will normally be reported to the Chairperson of the Board Personnel Committee. All disciplinary actions shall be documented in the employee file and signed by the employee and the Executive Director.



C. Termination of Employment: It is expected that an employee will give fifteen (15) days notice of intention to resign. It is expected that the WSO will provide two weeks notice of layoff or firing of an employee. If the WSO is unable to provide two weeks notice in the event of a layoff, the WSO will pay severance pay that may have been earned at the rate of one weeks pay for the first year of employment and one additional weeks pay if the employee has been a full time employee more than one year. If an employee is fired no severance pay will be awarded.

D. Dismissal: Supervisory and Coordinator employees may be terminated from employment by action of the Personnel Committee for the reasons listed below or for such other reasons as the Committee may determine. All other classifications of employees may be terminated from employment at the discretion of the Executive Director for the reasons listed below. The method of termination of employment of all employees, other than the Executive Director, Assistant Directors and Auditor/Comptrollers will follow the method described in paragraph "E" below. Reasons for disciplinary action and dismissal shall include:

1. Acts of immorality.
2. Gross incompetence.
3. Securing of position or advancement by giving false information.
4. Failure to comply with WSO regulations or policies.
5. Being a party to misuse of funds.
6. Repeated unexcused absence or tardiness.
7. Abuse of sick leave privileges.
8. Insubordination (includes, but not limited to, refusal to do assigned work).
9. Divulging of confidential information to persons not under the WSO charge.
10. Dishonesty.

Mandatory and immediate dismissal are required for having possession of any illegal drug, the occasion of, "using drugs" as commonly understood within the context of Narcotics Anonymous, having for sale or selling any illegal drug or being under the influence of any drug (other than medication prescribed by a licensed physician and immediately or previously discussed with the Executive Director or Assistant Director). Mandatory and immediate dismissal is also required for any employee consuming or "using" any drug on the job or reporting for work while under the influence of any drug.

E. Method of Dismissal: If there is just cause for discharge, the employee involved shall be notified in writing that he is subject to discharge, and to appear at a conference with the Executive Director. At this meeting the employees immediate supervisor will also be present. The employee shall be given not less than five (5) days written



notice of the meeting and be invited to and be given the opportunity to give testimony and evidence as to why he/she should not be terminated. The employee may be suspended with or without pay during the period of notification and prior to the meeting.

F. Final Paycheck: Final payment must be made as follows:  
Dismissals - all wages earned and unpaid at time of dismissal shall be paid immediately upon dismissal.  
Resignations - all wages earned and unpaid to an employee who resigns shall be paid not later than 72 hours after leaving unless the employee has given 72 hours previous notice of intention of leave, in which case, payment shall be made at time of leaving.

G. All employee's who have a grievance with regard to the way they are treated or in relation to the policies established by this corporation shall follow the procedures as described below.

1. All employees are provided an organizational chart that depicts their relationship to the corporation. Employees will be expected to follow the chain of command when making a grievance.

2. Employees shall present the grievance to their immediate work supervisor. If the grievance can not be resolved at that level, the supervisor shall present the grievance to their immediate supervisor. Should their immediate supervisor deem it appropriate, a meeting with the employee shall be scheduled. If deemed inappropriate, disposition of the grievance shall be given to the employee by their immediate supervisor. The grievance shall be resolved within ten (10) working days.

3. Should grievance be with immediate supervisor, the employee shall place the grievance in writing and send to the next level of management. The receiving level of management shall evaluate the grievance and arrange a conference with the employee and their supervisor to resolve the matter. The grievance shall be resolved within ten (10) working days.

4. Should employee have grievance with top level management, the complaint shall be placed in writing and sent to the Chairperson of the Board Personnel Committee. The Personnel Committee shall respond within thirty (30) days of receipt of complaint with disposition or intended plan on handling the matter. Disposition of the matter shall be accomplished within sixty (60) days of receipt of the complaint.

5. No grievances shall be accepted on a confidential or anonymous basis.

6. The Executive Director may call upon the Chairperson of the Personnel Committee for assistance in dealing with grievances.



#### IV SALARY/WAGE POLICY

A. Salary Policy: It is the policy of WSO to maintain a fair and equitable rate of pay for service rendered based upon prevailing rates of pay in local, public, and comparable private employment. In no case will an employee be paid at a rate lower than the Federal minimum wage.

B. Salary Increments: There are four types of increments by which salary can be upgraded.

1. Salary increases granted after the completion of the employee's probationary period.
2. Cost of Living Increase
3. Anniversary Merit Raise
4. Increases upon being promoted to a new position.

C. Salary/Wage Review: The Personnel Committee will interface with the Executive Director to review all employees on an annual basis. The Executive Director will review all employees on a annual basis.

1. Review shall take place no longer than 60 days from employee's anniversary date.
2. Salary Review shall be documented in employee files.
3. Salary increases shall not exceed 20% of the employees lowest salary/wage within the last 12 months.
4. The Executive Director may at his/her discretion direct a salary/wage review at any time prior to their anniversary date.
5. No employee shall be considered for salary/wage review prior to their anniversary date unless cleared by the Executive Director.
6. Should salary change recommendation exceed that range designated by the personnel policy authorization, further advancement can only be taken after concurrence by the Personnel Committee.

D. Payroll Checks: All employees are paid weekly on Friday. Each employee's paycheck is distributed by their supervisor, and reflects payment for the previous week. Discrepancies should be discussed immediately with the employees supervisor.

If the normal payday falls on a WSO acknowledged holiday, paychecks will be distributed on the last working day before the holiday. If an employee is absent when the paycheck is distributed, it will be the responsibility of the immediate supervisor to distribute the paycheck as soon as the employee returns to the workplace.

E. Deductions on Payroll Checks Shall Be:

1. Federal Social Security - In accordance with the Federal Social Security Law, the amount prescribed shall be deducted each payday from the employee's wages.



2. State Disability Insurance - In accordance with California State Law, the prescribed amount shall be deducted from employee's wages for disability insurance.

3. Income Tax - In accordance with the Income Tax Law, the amount prescribed shall be deducted each payday and paid into the income tax fund.

4. Voluntary Deductions - Deductions may be made for other purposes as may from time to time be deemed appropriate by request of the employee in writing and concurrence by the Executive Director.

F. Performance Evaluation: Every employee shall be formally evaluated by the employee's immediate supervisor or the Executive Director which ever is appropriate at least twice prior to completion of the probation period. The Executive Director shall assure that evaluations of each employee are once each year after the probation period has ended. All evaluations shall be reviewed, a copy given to the employee and a copy placed in their personnel file.

G. Actions Resulting From Evaluations: Evaluations shall be used to determine if an employee should be terminated from employment, demoted, promoted, awarded merit pay increases, or not awarded merit pay increases. Employees may be demoted (job level or pay rate) on the basis of poor evaluations. Employees may be awarded merit pay increases on the basis of excellent evaluations. After the final probation period evaluation, evaluations that result in merit pay increases may not be made more often than every six months, except if authorized by the Executive Director. At any time an employee is considered for disciplinary action, an evaluation must be made of overall performance and such disciplinary actions considered shall be decided upon along with options discussed in this paragraph.

H. Use of Personal Car: The WSO shall reimburse employees for the use of their personal vehicle. This shall be limited to mileage only and reimbursed at a rate established by the Board of Directors each year. Employees using personal cars shall submit a mileage form to the office Executive Director for reimbursement. Employees using their personal cars for WSO business must provide proof of liability insurance coverage and a valid California drivers license.

I. Entertainment Expense: No entertainment expense either personal or business is reimbursable.

J. Safety: All precautions possible will be taken to insure safe working conditions. Any accident befalling any employee must be reported immediately to the Executive Director.



K. Injury on the Job: When an employee is injured on the job, there shall be no deduction from the employees pay for the day on which he was injured and reported for care. Additional time off required, as a result of the injury, when applying for Workmen's Compensation, will first be charged against any unused sick leave, personal leave, or vacation leave. In no event shall the injured employee suffer a loss of pay for any portion of the waiting period prior to the initial wage-loss benefit payment by the Workmen's Compensation Insurance Carrier. Should the injured employee, upon returning to work require additional medical treatment, as a result of the same injury, he shall make every reasonable effort to schedule subsequent medical appointments, at such time of the day as to be least disruptive in the performance of his duties. Should the employee have medical treatment and or visits that impairs his/her ability to accomplish his/her job duties or affects the operation of the WSO, the Executive Director shall have authority to reject the return of the employee until said disability is not significant.

#### V. EMPLOYEE BENEFITS

A. The WSO shall provide opportunity for all employees to participate in a medical and dental insurance under these guidelines. Medical and dental benefits may be authorized for employees who have completed the first 90 days of their probation period at the discretion of the Executive Director but will automatically begin after completion of the probationary period. Should an employee be placed on probation as a result of disciplinary action, all employee benefits will continue to apply.

B. Holidays: The following holidays will be observed by the WSO for which all full-time & part-time employees will be paid for the number of hours they normally work.

Presidents Day  
 Martin Luther Kings Birthday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day (and following Friday)  
 Christmas  
 New Years Day  
 Veterans Day

Holidays falling on Sunday will be observed the following Monday. Holidays falling on Saturday will be observed the preceding Friday.

1. Salaried employees required to work on scheduled holidays shall receive a compensation day at the rate of two (2) times the hours worked.

2. Hourly wage employees required to work on a scheduled holiday shall receive double time pay or



compensation days at the rate of two (2) times the hours worked as may be determined by the Executive Director.

3. Working of holidays is strictly supervised and approved by the Executive Director or Assistant Director.

C. Personal Leave: Up to three (3) days of annual personal leave may be granted in addition to other types of leave. Absence from work for personal reasons, including visits to doctors, etc., shall be recorded and charged against this three day allocation of personal leave.

Leave of absence without pay may be granted at the discretion of the Executive Director for special purposes or under unusual circumstance.

D. Vacations: It is the policy of the WSO to grant vacation time with pay. After one year of employment an employee will be granted one week of vacation. During the second, third and fourth year the employee shall be granted two weeks vacation. For employment longer than five years a maximum of three weeks vacation will be granted.)

Employees within their first year may take vacation time after six (6) months for a period of two and one half days if authorized by the Executive Director. Vacation time will be accrued from anniversary dates until maximum vacation time accumulation is attained. The following conditions apply for all vacations:

1. All vacation time must be taken as time off. Vacation time will not be paid in a monetary fashion in lieu of taking time away from work. An exception is made only when employment is terminated or in connection with leave of absence, disability leave and maternity leave.

2. Vacations must be taken within 12 months following the anniversary date. Should an employee fail to use the vacation time during the designated year, the unused vacation time will be forfeited. The employee is charged with the responsibility of scheduling his/her vacation time within the allotted year.

3. Should scheduled vacation time be canceled as a result of the need of the WSO, vacation time may be rolled over to the following year with approval from the Executive Director.

4. The Executive Director shall be responsible for scheduling of vacations according to seniority with advance notice.

5. Vacation time taken shall be recorded on time cards as vacation time and payment will be made through regular payroll intervals.

6. Should a holiday fall during a vacation period, it will not be charged against vacation time. Holiday pay is not granted for holidays which occur during a leave of absence in excess of one week, including the first week of such a leave or after the seventh calendar day (5 working days) of unpaid excused absence.



7. Part-time employees shall accrue vacation time at a rate of 1/2 the rate of a full time employee.

8. Temporary employees are not eligible for vacation benefits.

Employees with two or more weeks' vacation may take them one day at a time if this is in the best interest of the employees and the need of the Office. One-half day (four (4) hours only for an employee on a five day workweek) vacation may be taken on a very selective basis if this practice is in the best interest of the Office, and only if permission is granted by the supervisor.

No extra vacation or compensating allowance shall be given to an employee due to sickness disability developing during vacation.

A scheduled vacation, or part thereof, may be canceled upon approval of the Executive Director under the following conditions:

If an Illness Occurs: On or prior to the first day of scheduled vacation week, and the employee notifies his/her supervisor of the sickness absence on or before the first day to be reported as vacation in that week, THEN approval may be given to cancel the vacation and treat the resulting absence as a sickness absence. The vacation week would, in this case, be rescheduled.

If an Illness Occurs: After the first day of any vacation week, or the employee notifies his/her supervisor of the sickness absence after the first day of any vacation week, THEN that vacation week shall stand as scheduled. Any additional consecutive week or weeks of vacation scheduled may be canceled and rescheduled.

E. Staff Training and Development: The Board of Directors with assistance of the Executive Director shall establish a mutually satisfactory system to enable employees to attend professional conferences and training institutes and attend accredited or vocational training classes related to their personal development as employees of the WSO.

The following conditions apply to all training:

1. All training and education shall be relative to his/her work position.

2. Employee must have been employed by the WSO for a period of not less than one year, exception to this can be done with the Executive Director's approval.

3. Training workshops or meetings may be held on a quarterly basis. Subject of workshops shall be at the discretion of the Executive Director and relative to the WSO.

4. Employees will be required to attend. Exclusion from training will be at the discretion of the Executive Director.

5. Monetary compensation may be made for attendance of outside training if relative to employment. All outside



training with monetary reimbursement must be approved by the Executive Director.

6. The obligation to accomplish the work control to the purposes of the office shall be paramount. However, it may be permissible to allow an employee to adjust their work hours to accommodate attendance at schools or other educational programs providing the Executive Director shall give permission to do so. A regular employee may be permitted to leave before the end of the working day to take a course in an accredited school if such course is related to the work of the agency WSO, and is offered only during working hours. Such time must be limited and the employee may be allowed shall be required to work compensatory time. Such time shall be made up in the manner which the Executive Director considers most desirable. Eligibility for this is only after one (1) year continuous employment. This eligibility may be waived only if the employee is salaried.

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