

## Personnel Policies

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### POLICY:

WCLT has written personnel policies, which conform to applicable federal and state law and have been reviewed by an attorney knowledgeable in employment law. A sound set of personnel policies:

- Provide guidelines for dealing with employees in an equitable manner, serving as the foundation of good employee relations.
- Clarify employee/employer roles and responsibilities.
- Assure employees of due process in employment-related disputes.
- Provide a degree of legal protection in case of employee lawsuits.

Personnel policies will cover:

1. **Hiring** procedures including nondiscrimination statements and categories of employment.
2. **Hours and conditions of employment** including work schedule, conditions for modifying work schedule, and observed holidays.
3. **Compensation and benefits** including how salaries are set and increases are determined mandated benefits, optional benefits, types of paid and unpaid leave, and provisions for overtime and compensatory time.
4. **Employee evaluation and promotion** including probationary periods, performance review schedules, documentation of evaluations and use of evaluations in promotions, salary increases and terminations.
5. **Employee training** including opportunities for training and tuition reimbursement policies.
6. **Termination of employment** including possible causes of termination, termination and resignation procedures, and eligibility for severance pay and other benefits.
7. **Conflict of interest** including guidelines for outside employment, employment of relatives, and guidelines for acceptance of gifts or other gratuities from donors, vendors and others.
8. **Grievances** including procedures for appealing salary level, performance reviews, promotions, terminations, and other issues.

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President, Board of Directors