

HANNIBAL ARTS COUNCIL
PERSONNEL POLICIES

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Section 1.1
MISSION STATEMENT

The mission of the Hannibal Arts Council is “Discover, celebrate, and appreciate the joy the arts bring to life!”

Section 1.2
HISTORY

The Hannibal Arts Council was founded in 1975. It is a nonprofit organization as provided for in Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section 2.1
EQUAL EMPLOYMENT OPPORTUNITY

The Hannibal Arts Council provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state or federal law. This policy of equal opportunities applies to all terms and conditions of employment. The Hannibal Arts Council has a Non-Discrimination Policy in place.

Section 2.2
SEXUAL HARASSMENT

Sexual harassment is a form of misconduct which can undermine the integrity of the employment relationship. No employee - male or female - shall be subjected to unsolicited and unwelcome verbal or physical sexual overtures or conduct. The Hannibal Arts Council Board of Directors is responsible for taking action to effectively deal with any acts of sexual harassment occurring in the workplace or as part of the employment relationship, regardless of the manner in which it becomes aware of the conduct. This includes the acts of supervisory or management personnel, non-management employees and third parties. The Hannibal Arts Council has a Non-Harassment policy in place.

Section 2.3
RECRUITMENT OF PERSONNEL

When vacancies occur replacement will be sought first from within the staff. Then, employment opportunities shall be advertised in a local newspaper for at least three days utilizing the Equal Opportunity Employment statement. Three additional days beyond the deadline will be allowed to receive inquiries and applications. Additional methods may be used as deemed necessary.

Full-time employees are those working thirty (30) or more hours per week. Part-time employees are those working than thirty (30) hours per week but employed for more than forty (40) weeks per year.

All persons seeking employment will submit a letter of interest and resume with references.

Section 2.4
SELECTION OF EMPLOYEES

Employees of the Hannibal Arts Council will meet minimum employment requirements which are described in the job description for the position. Employees will only be hired following the checking of references and an interview. The Hannibal Arts Council Board of Directors hires the Executive Director. The Executive Director hires any other personnel. The Executive Committee has oversight of personnel.

Section 2.5
EMPLOYEE EXPECTATIONS AND RESPONSIBILITIES

Standards of conduct for Hannibal Arts Council employees include:

- 1) Employees are expected to abide by the provisions of these Personnel Policies and Procedures:
- 2) All employees will abide by Title VI of the Civil Rights Act which forbids discrimination against an individual for reason of race, religion, color or national origin in full and equal enjoyment of the facilities, services, and employment opportunities of the Hannibal Arts Council. The Hannibal Arts Council has an adopted Non-Discrimination Policy and Non-Harassment Policy:
- 3) Employees will treat all persons with equal dignity and courtesy:
- 4) Each employee shall perform duties in a courteous manner which will bring honor and credit to the Hannibal Arts Council:
- 5) No employee shall engage in an activity outside Hannibal Arts Council employment which will conflict with regular hours of work, impair efficiency, bring Hannibal Arts Council into disrepute or create a conflict of interest with assigned duties, nor accept any payment or benefit other than established salary and approved expense reimbursement for services rendered in the performance of duties. All outside employment must be approved by the Executive Committee.

No employee is required as a condition of employment to work for or make contributions to any political candidate or party, nor may any employee ask or require any other employee to make political contributions on agency time. Agency resources may not be utilized to facilitate an election. The Hannibal Arts Council has an adopted Advocacy Policy in place.

Section 2.6
RESOLUTION OF PERSONNEL PROBLEMS

Employees are encouraged to raise and resolve problems they may be experiencing. The process should begin with a discussion with the Executive Director. This is where most issues should be resolved. If still unresolved, the employee may state the problem in writing and present it to the President or in the case the President is involved any member of the board of directors. It is the intent that all problems should be resolved in this manner. In addition, the Hannibal Arts Council has an adopted Whistleblower Policy in place.

Section 2.7
DISCIPLINARY ACTION

Any full-time or part-time employee of the Hannibal Arts Council can be suspended or terminated with or without cause. Such action will take a majority vote of the Board of Directors.

Contract employees can be suspended or terminated by the recommendation of the Executive Director with or without cause by a majority vote of the Board of Directors.

Section 2.8
RESIGNATION OR TERMINATION

Resignation: Employees who resign are asked to give advance written notice to the Board of Director to enable them to find a replacement at the earliest opportunity. Failure to give notice may result in forfeiture of pay for accrued vacation time.

<u>During probationary period:</u>	2 working days notice.
<u>After probationary period:</u>	10 working days notice.

Termination: For termination of employment by the Board of Directors for reasons other than cause, the following will apply.

<u>During Probationary Period:</u>	2 working days' notice or pay lieu thereof.
<u>After Probationary Period:</u>	10 working days' notice or pay lieu thereof, plus pay for all unused accrued vacation.

When termination of employment by the Board of Directors is for cause (including such reasons as excessive absence without justification, dishonesty, or failure to adhere to established office procedures), the staff member will be required to leave immediately. If the employee has been with the Hannibal Arts Council for longer than one year, the Hannibal Arts Council's only obligation beyond payment for services already performed will be for ten days additional pay which will be given as termination pay. If the employee has been with the Hannibal Arts Council for less than one year, but longer than the probationary period, the Hannibal Arts Council's only obligation beyond payment for services already performed will be five days additional pay which will be given as termination pay.

Section 2.9
PERSONNEL EVALUATIONS

Every employee is responsible for high performance. The Hannibal Arts Council performance evaluation system is a working agreement between the Hannibal Arts Council and the employee. The purpose of the performance evaluation is to measure employee performance of day-to-day job responsibilities, personal conduct, and completion of specific assignments or goals. The performance evaluation system is also a mechanism by which the Hannibal Arts Council may reward, discipline, and/or communicate tasks to employees, and is the overall method of measuring employee performance.

An employee's goals for a performance evaluation period are to be based upon the employee's job responsibilities, work assignments, personal conduct, and whether the employee is performing duties relating to the Hannibal Arts Council's mission, goals, and objectives. Employees should always be fully aware of their duties and responsibilities, and what the Board of Directors expects of them in terms of their performance. The Board should always make sure that the employees are cognizant of those performance goals.

Each employee's performance is reviewed in person at least annually. This is to ensure that individuals meriting salary increases are not made automatically when reviewed or merely upon longevity with the Hannibal Arts Council. Performance, not longevity, is the key factor for merit increases in salary.

Executive Director Evaluation

The Executive Director shall be evaluated annually by the President, 1st Vice President, and the Immediate Past President of the Board of Directors 60 days prior to the fiscal year end – by May 1. Such evaluation shall be reviewed by the Board of Directors.

Staff Evaluation

Each employee shall be evaluated annually by the Executive Director 60 days prior to the fiscal year end – by May 1. Such evaluation shall be reviewed by the Executive Committee.

An employee promoted to a more advanced position normally will receive a salary increase at the time of promotion.

During the review, consideration will be given to the general levels of salaries paid for comparable positions in this area, as well as to any change in the cost of living since the previous review.

Evaluations will become a part of the employee's confidential personnel file. Each employee shall be asked to sign the evaluation report of personnel action after being given the opportunity to view and answer comments about the report as deemed necessary and justifiable. The employee's answer shall be in the form of written comments correcting shortcomings and weaknesses as a part of the evaluation.

Section 2.10 PROMOTIONS

Promotions are based on merit, determined by performance on past and present assignments. Staff members considered for promotions are evaluated on the following professional factors: technical experience and ability, effectiveness of performance, ability to work effectively with other staff members and dedication.

Section 2.11
STAFF POSITIONS

The following descriptions of staff positions in the Hannibal Arts Council are based on required functions, experience, training and scope of duties.

See attached job descriptions for:

EXECUTIVE DIRECTOR
PROGRAM COORDINATOR
OFFICE MANAGER

Section 2.12
PAY PERIODS AND PAYCHECKS

The pay period for all employees is semi-monthly. Paychecks distributed on the 15th and the last day of the month. The employee will be paid by check with payroll deductions in compliance with federal and state regulations and any authorized deductions.

Section 2.13
TIME RECORDS

Time records are to be kept by all employees. The minimum increment of time to be recorded is one-quarter of an hour. The form will be signed by the Executive Director and submitted at the end of each semi-monthly period.

Section 2.14
OVERTIME WORK AND COMPENSATION

Although it is in everyone's best interest to complete work during regular office hours, the nature of the Hannibal Arts Council sometimes makes this impossible. It is the policy of the Board of Directors to allow compensation time for those extra hours required because of Hannibal Arts Council business. This compensation time should be used in the time period incurred and shall not accumulate beyond forty (40) hours.

Authorized vacation time is paid at the employee's hourly rate and is considered as time worked for the purpose of computing overtime pay. Authorized personal/ sick leave is paid at the employee's hourly rate in accordance with the personal/ sick leave policy and is not considered as time worked for the purpose of computing overtime pay.

Section 2.15
TRAVEL AND REIMBURSEMENT EXPENSES

Employees will be reimbursed for expenses incurred while traveling or otherwise performing services for the Hannibal Arts Council. Prior authorization by the Executive Committee is required for reimbursement to the Executive Director. Prior authorization by the Executive Director is required for reimbursement to additional staff. Expenses include travel, meals, and

tips, lodging, automobile rental or personal auto mileage at the IRS reimbursement rate, and other similarly direct expenses. These must be reported on a Check Request Form.

Staff members are expected to observe traffic laws while operating an automobile on behalf of the Hannibal Arts Council. The Hannibal Arts Council will not reimburse any expenses incurred as a result of a traffic violation.

Section 3.1 VACATION

Full-time employees are eligible for vacation with pay. Vacation time begins to accrue immediately upon employment, but vacation may be taken during the probationary period, however; the Hannibal Arts Council will not pay any accrued vacation time if employment is terminated during the probationary period.

Employees are encouraged to take their vacation time each year for rest and relaxation from the demands of the office. Due to workload constraints, NO vacation is allowed during the week of special Hannibal Arts Council activities without prior approval of the Executive Committee.

Vacation time is to be taken in the year in which it is earned. Any employee may request special consideration by the Executive Committee where enforcement of this time schedule may cause a hardship to Hannibal Arts Council, or the employee. Vacation time will be arranged in advance with the Executive Committee.

Each full-time employee receives one-week vacation with pay if they have been with the Hannibal Arts Council at least one year. If the employee has been with the Hannibal Arts Council at least two years, two weeks vacation accrue. Vacation of three weeks accrues for those employees with five or more years.

Special consideration for paid vacation for hourly employees will be at the discretion of the Executive Director.

Section 3.2 HOLIDAYS

It shall be the responsibility of the Executive Committee to determine the paid vacation days for each calendar year. While paid holidays may vary from year to year, such holidays will always include:

New Year's Day	Labor Day
Memorial Day	Thanksgiving & the following day
Independence Day	Christmas Day

Holidays falling on Saturday are observed on the preceding Friday; those falling on Sunday are observed on the following Monday. Employees may request additional time off to observe religious holidays.

Special consideration for paid holidays for hourly employees will be at the discretion of the Executive Director.

Section 3.3
TIME ALLOWANCES - ILLNESS AND PERSONAL

To provide a cushion of time against days lost due to illness or personal obligations, an allowance per month is credited (at a monthly allowance of 5/6 working days) to each full-time employee for every month of employment after the probationary period, to a maximum of 5 days the first year and 10 days thereafter. This leave time may be carried forward each year until 20 days have been accumulated.

No cash payment will be made for leave time at termination, nor will cash be issued in lieu of the time off.

Section 3.4
MATERNITY LEAVE

Maternity leave will be treated the same as illness and personal leave time. Employees are expected to provide adequate prior notice of such absence as well as a doctor's statement indicating the anticipated date of delivery, and the date on which the employee may return to work. Employees may use vacation time and/or their illness/personal leave time to remain in full-pay status during the entire absence or part of it. Vacation and sick leave will not continue to accrue.

After all leave is exhausted, employees may be granted a leave of absence for the balance of the absence, provided the employee is still unable to return to work by order of a doctor. This must be with approval of the Executive Committee. If the employee decides not to return to work, notice should be given as soon as possible and at least 2 weeks prior to the end of the anticipated leave period.

Section 3.5
LEAVES OF ABSENCE

A leave of absence is a temporary suspension of employment initiated at the request of an employee. All records relating to the staff member's position at the Hannibal Arts Council are maintained for the duration of the leave of absence to enable employment to resume when the leave terminates.

Each request for a leave of absence will be considered individually. Reasons for a leave may involve a family emergency, educational opportunities or extenuating personal circumstances. With the exception of a leave of absence granted for military service in the United States Armed Forces, approval normally will not be given for leaves of absence exceeding one year.

Any requests for leave without pay must be directed to the Executive Committee with as much advance notice as possible. Leave, except for illness or pregnancy, will be granted by the Executive Committee only at the convenience of the Hannibal Arts Council.

For a leave of absence less than one month, an employee on leave will continue to accrue vacation and illness/ personal leave time. For leaves of absence exceeding one month in duration, vacation and sick leave time will not continue to accrue.

If the employee does not return to work at the end of the approved leave of absence, employment with the Hannibal Arts Council will be terminated.

Section 3.6 MILITARY LEAVE

Employees who have been employed by the Hannibal Arts Council for six (6) months or more, who are members of the Armed Forces Reserves or National Guard, will be granted military leave with conditional pay. This will not exceed fifteen (15) calendar days annually, except in cases of civil emergency when they are ordered to active duty. The amount, paid as conditional pay to an employee on military leave with pay status, will be the difference between the employee's military base pay, excluding travel and allowances, and the regular Hannibal Arts Council pay. The difference will be determined by deducting the military base pay received for the period for absence (but not in excess of fifteen (15) days annually, except in cases of civil emergency) as indicated on the military pay voucher, from the gross pay the employee been available to perform regularly scheduled work. Except for civil emergency, leave in excess of fifteen (15) days will be charged first to vacation leave, then to leave without pay.

Application for such leave must be furnished to the Executive Committee thirty (30) days prior to the military leave date, and must be supported by a copy of the military order requiring such duty. Upon completion of active duty, the employee will furnish a copy of his/her military pat to the Executive Committee.

Section 3.7 VOTING

On Election Day, all employees are eligible to vote are encouraged to do so. Up to one hour with pay may be taken in order to vote, but it is expected that each voter will be absent from the office for no longer than actually necessary.

Section 3.8 JURY DUTY

Any employee who is selected for service as a juror will be paid the difference between the jury duty compensation, and regular earnings for each day of jury service.

Section 4.1 PERSONNEL RECORDS

The personnel records of all employees shall be kept in a confidential file and treated in a confidential manner at all times.

An individual's personnel file will include:

1. Current job descriptions.
2. Record of all personnel evaluations.
3. Records of all formal disciplinary actions.

4. Letters/certificates of appreciation.
5. Other employee related data.
6. Each member of the staff must complete a form indicating whom to contact in case of an emergency. As with all personnel records, this information will be kept confidential and is requested only for the benefit of the person providing it.

Section 4.2 EMPLOYEE ACCESS TO PERSONNEL RECORDS

The following procedure is applicable should an employee ask to see personnel records:

1. The Employee must sign a form requesting permission to review personnel records.
2. The Hannibal Arts Council will provide an area in which the employee may review their personnel records.
3. Personnel records must be reviewed during working hours, and on Hannibal Arts Council premises. If it is impossible for the employee to review them in this manner, legal counsel should be consulted regarding mailing the documents.
4. The Executive Director or appointed staff member must be present with the employee when personnel records are reviewed to see that nothing is removed or altered.
5. An employee may request one (1) set of copies of personnel records, but must pay for that set of copies. The employee will be charged the same rate per copy charged to member organizations of the Hannibal Arts Council.
6. An employee may request permission to review personnel records no more than two times per calendar year.
7. Disciplinary reports, letters of reprimand or other records of disciplinary action which are more than two (2) years old must be deleted from the personnel file prior to release of information in the personnel file to a third party, unless ordered in a legal action or arbitration. Hannibal Arts Council shall not disclose such records to a third party without written notice to the employee on or before the day the information is given. This restriction does not apply if:
 - 1.) The employee has specifically waived written notice as part of a written, signed employment application with another employer.
 - 2.) The disclosure is ordered as part of a legal procedure of arbitration.
 - 3.) Information is requested by governmental agency pursuant to the employee's complaint or as part of a criminal investigation.

Section 5.1 EXCLUSIONS

These policies and procedures may be superseded by the terms and conditions of any contract that is executed by the Board of Directors for services.

Section 5.2
REVISION OF POLICIES

This Personnel Policies and Procedures Handbook may be revised at any time. Changes in the Handbook may be proposed by the Executive Director as well as by members of the Board of Directors. Any proposed changes or additions should be submitted to the Executive Committee of the Hannibal Arts Council for its review and recommendation and then to the Board of Directors for its approval or disapproval. Changes required by the rules promulgated by a grantor government agency, state or federal, may be made directly by official notice or memorandum for such grantor agency. Such changes must be incorporated as part of the Board Manual. All affected employees shall be notified thereof.

Section 5.3
CONDITIONS OF EMPLOYMENT

The Personnel Policies and Procedures of the Hannibal Arts Council contained herein are not binding, and do not create an employment contract. Employees are employed by the Hannibal Arts Council at will.

Attachments

EMPLOYEE JOB DESCRIPTIONS

EMPLOYEE PERFORMANCE EVALUATION