****

**POLICY CATEGORY: 4. DAILY OPERATIONS**

**POLICY TYPE: 4.C. HUMAN RESOURCES**

**POLICY TITLE: 4.C.1. *Guidelines for Employee Policies and Procedures***

Approved by Board of Directors - 04/26/18

**Purpose**: Board Members are responsible for ensuring a policy framework which supports Together SC’s human resources. The Board requires the President to ensure that sound personnel policies exist for both paid and volunteer staff to provide a legal, fair and healthy workplace.

The President is responsible for:

* Ensuring personnel policies and procedures are disseminated and implemented. The Board requires that these policies include:
	+ Policies requiring review and approval of the Governance Committee:
		- Disciplinary, Termination, and Grievance Procedures
		- Nepotism and Personal Relationships
	+ Policies requiring review and approval of the Finance Committee:
		- Employee Compensation and benefits: paid/unpaid leave, deferred compensation, severance pay, displacement expenses, travel expenses and reimbursement
		- Health Benefits (if provided)
	+ Policies requiring no Committee review and approval.
		- Anti-Harassment
		- Code of Ethics
		- Equal Opportunity Employment/Anti-Discrimination
		- New Employee Orientation
		- Overtime Policy and Weekend Pay
		- Organization Credit Card Use Policy
		- Performance Evaluations
		- Use of Organization Equipment and Internet
		- Work Schedules and Hours of Operations
* Ensuring that all human resource policies comply with Human Rights, Federal, State and local employment laws, Employment/Labor Standards and all other legislation.
* Reviewing, and if appropriate, draft changes or a complete revision of the Employee Handbook every two years.
* Ensuring policies are reviewed as appropriate by relevant Board Committees.