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NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY

PERSONNEL POLICIES AND PROCEDURES

(Approved by San Diego Urban League, Inc.)
Board of Directors on /67

I. GENERAL STATEMENT

The policies and procedures set forth herein are designed to ensure the establishment of standards to select the best qualified persons, to establish equitable procedures for the resolution of differences, and for the establishment of rates of pay and other conditions of employment.

II. SELECTION PROCEDURE

1. Position Announcements. An announcement (containing job description, minimum qualifications, salary range, and filing date) for all regular positions will be advertised at least ten (10) working days in advance of the last date for filing applications.

2. Receipt and Processing of Applications.

   a. Persons applying for employment shall submit applications on forms provided by the agency and in addition shall submit resumes as are necessary to determine their qualifications for the position sought. It shall be the responsibility of the Project Director to obtain confidential information needed to evaluate the applicant's fitness from former employers, character references and other authorized sources.

   b. Secretarial, clerical personnel and other non-professional positions shall be selected and appointed by the Project Director. Such appointments may be either temporary or regular.

   c. The Project Director shall interview applicants for professional positions who meet the minimum qualifications called for in the position announcement and shall bring to the Personnel Committee of the San Diego Urban League, Inc., those applicants most suited for professional positions.

d. The Personnel Committee of the San Diego Urban League, Inc. shall convene to make final determination of suitable applicants for professional positions.

e. The Project Director may request the Personnel Committee to establish a list of eligibles from which he may make subsequent selections.

3. Temporary Appointments. Temporary professional employees may be appointed by the Project Director under special circumstances, e.g., special time-limited projects, or when a vacancy must be filled in order not to impair operations, e.g., when a regular employee is on leave. In no event shall such temporary appointment exceed three (3) months.

Employees receiving temporary appointments will be required to qualify by normal selection procedures to become a regular employee in that classification within three (3) months. In the event that a temporary employee should become a regular employee, the time served in temporary status shall be counted toward the period of probation.

III. WORKING CONDITIONS

1. Probationary Period.

a. The first six (6) months of service for each professional employee shall be considered to be a probationary period. The first three (3) months for each clerical, secretarial or other non-professional employee shall be considered a probationary period. An employee may be terminated without prejudice at any time during this probationary period.

b. Upon satisfactory completion of the probationary service specified above, an employee shall be considered to be regular and shall be subject to dismissal for cause only. Satisfactory completion of probationary service shall include written evaluation of job performance by the employee's supervisor.

c. Probationary periods may be extended to a stated maximum time if appropriate. Employees shall be notified of such extension in writing. The employee will be asked to sign a copy of this notification which shall be retained in his personnel file.

2. Evaluations. Written evaluations shall be made by the employee's supervisor before the termination of the probationary period, and thereafter on an annual basis. A copy of the evaluation shall be retained as a permanent part of the employees personnel record, and a copy shall be furnished to the employee.

3. Hours of Work. There shall be a principle of 40 hour work week for all employees. The office hours shall be 8:30 a.m. to 5:00 p.m., Monday through Friday. Lunch shall be one (1) hour and must be taken between 11:30 a.m. and 2:30 p.m.

Because of the nature of the work, employees should anticipate a reasonable degree of flexibility in terms of additional work hours when necessary.

4. Holidays. The following days shall be observed as paid holidays:

NEW YEAR'S DAY	COLUMBUS DAY
WASHINGTON'S BIRTHDAY	VETERAN'S DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	CHRISTMAS DAY
LABOR DAY	

Whenever any of the holidays listed above shall fall on Sunday the succeeding Monday shall be observed as the holiday.

5. Salary Administration. The principal of periodic (step) increases in salary is hereby established.

a. There shall be three steps, beginning, intermediate, and maximum.

b. An employee may receive intermediate step after six (6) months of employment provided his performance is satisfactory and to maximum at the end of one (1) year if performance is satisfactory.

c. The Project Director may, however, authorize a salary higher than beginning if it should be necessary to obtain competent personnel. He may also authorize promotion to intermediate or maximum step if performance of an

employee is outstanding.

d. Entry salaries are subject to the limitations of the U. S. Department of Labor respecting the amount of salary an employee may receive relative to his/her prior salary.

6. Promotions or Job Changes. A newly created position or a vacated position may be filled with an employee already a member of the staff at the discretion of the Project Director.

7. Disciplinary Actions. In cases of unreasonable violations of generally acceptable professional conduct, the Project Director may suspend the employee without pay for a specified time. The employee shall be notified of the reasons for suspension in writing. Such disciplinary action is final.

IV. LEAVES

1. Vacation Leave.

a. Employees shall accrue vacation leave at the rate of fifteen (15) days per year.

b. Vacation leave begins to accrue upon employment, but if the employee leaves or is terminated during or at the end of his probationary period, i.e., if he does not "pass probation" he does not receive vacation time or pay.

c. No vacation shall be granted to an employee with less than one year of continuous service. Except as provided in IV.- 3 below.

d. In case of severance, employees, who have passed their probationary period, are entitled to accrued vacation leave not taken.

e. Employees shall submit a Leave Request Form. Scheduling of vacation leave is at the convenience of Neighborhood Youth Corps and is subject to determination by the Project Director.

2. Sick Leave.

a. Sick leave shall accrue at the rate of eight (8) hours a month from the date of hire and shall be cumulative up to a maximum of sixty (6) days. Employees shall be eligible for paid sick leave after one calendar month of employment (to the extent accumulated).

Sick leave is intented to be used only for genuine illness and is not otherwise compensable.

3. Emergency Leave. A five (5) day emergency leave may be allowed when an employee has insufficient sick leave credits for an illness or who may need to be absent for other emergency purposes and has insufficient accrued vacation as with a new employee. Emergency leave granted for illness shall be charged to subsequently accumulated sick leave. Emergency leave taken for other than illness is deducted from the fifteen (15) days of vacation leave accrued after one year of continuous employment, or if an employee terminates within one year, after the probation period, it will be deducted from vacation pay.

4. Leaves of Absence. Unpaid leaves of absence may be granted at the discretion of the Project Director.

V. TERMINATION, RESIGNATION AND SEVERANCE

1. Employees may be laid off due to lack of or reduction in funds or reduced workload. In the event of such lay-off, consideration shall be given to the employee's job proficiency in determining the order in which employees are to be laid off. Except in an emergency situation, an employee to be laid off shall be given two (2) weeks written notice.

2. No severance pay should be given an employee who has worked less than six (6) months. Severance pay should consist of all accrued vacation. Employees who desire to resign in good standing shall submit a written resignation at least two (2) weeks in advance of the effective date of resignation, unless the Project Director consents to a shorter notice period.

3. Resignation.

1. Non-Professional staff are expected to give at least fifteen (15) calendar days notice of intention to resign.

2. Professional and administrative staff are expected to give at least thirty (30) calendar days notice of their intention to resign.

In any event, the notice of intention to resign should be made known as far in advance as possible.

DISMISSALS

1. The Project Director may, for justified cause, dismiss any employee at any time. An employee, who has passed his probationary period, so dismissed, shall be given the reasons, (unsatisfactory performance or misconduct) for his dismissal in writing. An employee so dismissed may appeal in writing to the Personnel Committee of the Urban League within ten (10) working days from the date of dismissal. Such appeal shall be made through the Project Director who shall forthwith take the necessary steps to initiate a hearing for the employee before the Personnel Committee. At such hearings both the Urban League Executive Director and the Project Director shall be present.

VI. DEFINITIONS

Regular Employee. An employee who has satisfactorily served the probationary period. Note: An employee who has been appointed to a regular position but who has not served the probationary period shall be a "probationary" employee.

Temporary Employee. An employee appointed as temporary under II-2-C or II-3 of these Policies and Procedures.

Professional Employee. An employee who occupies a position for which a college degree is required.

Non-Professional Employee. An employee who occupies a secretarial, clerical or other positions not requiring a college degree.