[ms-0398.013.012.003]

PERSONNEL POLICIES AND PROCEDURES FOR SALARIED EMPLOYEES
of the
SAN DIEGO URBAN LEAGUE, INC.

The Board of Directors of the San Diego Urban League has adopted the following Personnel Policies and Procedures for the purpose of creating an equitable and desirable working atmosphere and maintaining harmonious employer-employee relationships.

## Employment Procedure

### 1. Job Description

A job description of each position in the League is made a part of this document and copies shall be available to each employee in order that their duties may be fully understood.

This description shall specify the prior training and experience required, the particular skills and interests desired, and the degree of responsibility and performance expected.

These job descriptions shall be used in the soliciting of new personnel for vacancies within the staff.

### 2. Information Required of Applicants

In order to assure the selection and maintenance of the League personnel on a basis of competence, adequate written records of education, experience and performance shall be secured. It shall be the responsibility of the League to verify the education and previous employment of applicants by writing. Loyalty to the United States of America should be determined as a prerequisite to employment.

Whenever possible, prospective employees will be expected to present themselves for a personnal interview.

A physical examination required of new employees.

### 3. Employment Agreement

A definite, written statement detailing the terms of employment shall be prepared for the use of the League and the employee in the case of initial employment. A copy of this statement shall be furnished the new employee for his own use. A similar copy, signed by the employee as an indication of having accepted the terms, shall be entered in the League's personnel file for that particular employee.

Employer and employee alike have responsibility for frankness and honesty in preliminary discussion of the position. Each is responsible for carrying out the terms of the employment agreement.

### 4. Employee Records

A file of the application and other material pertinent to his employment shall be maintained for each employee. The regular evaluation reports shall become a part of this file. Upon this record answers to requests about employees shall be based.

When overtime for clerical workers is deemed necessary by the Executive Director, compensatory time will be allowed.

Because of the nature of the work professional employees perform, they shall regard as reasonable some degree of flexibility rather than the rigid application of any rule of compensatory time.

2. Vacations

A. Length of vacation periods.

1. Professional employees shall be entitled to 23 working days of vacation after one year of continuous service.

2. Clerical employees shall be entitled to 10 working days of vacation after one year of continuous service; 15 working days of vacation after two years of continuous service; and 20 working days vacation after three years of continuous service.

B. No vacation shall be granted any employee with less than one full year of continuous service. Vacation time begins to accrue upon employment, but if a worker leaves before or at the end of the probationary period, he does not receive vacation time or pay. If the worker remains beyond the probationary period, he should receive the vacation time accrued.

C. In the case of severance after an employee has completed one or more years of continuous service, vacation pay shall be granted for the amount of vacation time earned but not taken, plus one day's pay for each month of continuous service beyond the employee's last anniversary date of employment.

D. Insofar as possible, preference in the taking of vacations will be at the discretion of the employee, but the Executive Director reserves the right to designate vacation periods at such times that will insure efficient administration of the office activities.

E. Unless approval to the contrary is granted by the Executive Director, earned vacations are to be taken in a continuous period of time. Vacations are to be taken annually and are not to accumulate from year to year. Only under exceptional circumstances when granted by the Board of Directors can they be allowed to accrue up to two years, and no accruals are to be allowed beyond the two year limit.

3. Sick Leave

Sick leave shall be allowed with full pay to all regular employees, when incapacitated for duty by illness or injury, on the basis of one day for each full month of work from date of employment. Such times shall be cumulative to a maximum of 30 days. Sick leave shall not be granted in advance. At the discretion of the Executive and/or the Board, sick leave may be granted for serious emergencies other than personal illness. In the event of prolonged illness, individual consideration shall be given each case by the Executive and/or the Board.

4. Holidays

The customary community holidays and religious holidays shall be granted with full pay, including the following: New Year's, Washington's Birthday,

5. Probationary Period

All regular employees shall be employed subject to a probationary period. This probationary period shall be:

3 months - in the case of clerical staff
6 months - in the case of professional staff

Provision shall be made for adequate supervision during this period and for an evaluation at the end of the specified period. The employee shall be notified in writing as to whether he is retained as a permanent employee or whether he has not met the requirements of the job when the probationary period has been completed. For an employee who is retained at the end of a probationary period, the period of employment shall be computed from the date originally employed.

Probationary periods may be extended to a stated maximum time if evaluation indicates the advisability. Employment during the probationary period may be terminated by either party "without prejudice".

6. Evaluations

Evaluations of all employees shall be made annually by the Executive Director and a committee selected by the Personnel Committee. (Probationary employees will receive an evaluation just before the termination of the probationary period, and thereafter at the time the annual staff evaluations are made.) Copies of the evaluations shall be retained as a permanent part of the employee's personnel record file, and a copy shall be furnished to the National Office for all professional employees.

The employee shall participate in the evaluation process, and the evaluation record shall be available to the employee.

7. Tenure

Continuation of employment in the position shall be based on satisfactory performance by the employee. The employee who successfully completes a probationary period in a position, and who continues to meet the agency's standards of performance, has the right to continue in that position without fear or arbitrary demotion or dismissal.

Should the League, because of retrenchment or a substantial change in its program no longer need his services, or if demoted, laid off, or dismissed, the regular employee shall be notified in writing of the reasons for such action.

## Working Conditions

1. Hours of Work

There shall be in principle a 40-hour work-week for all clerical employees. For clerical workers this shall be the maximum. For professional employees it shall be a guide. The office hours shall be 9:00 A.M. to 5:00 P.M., five days a week, Monday through Friday.

Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

5. Pay Plan

The League shall have a pay plan with a salary scale for each class of positions based upon a comprehensive, carefully worked out position-classification study. Provision shall be made for minimums and maximums in each classification, and for practicable attainment of the maximum within the planned period of time.

Special expenses incident to the performance of the job, such as transportation on the job, unusual fees for luncheons and conferences important to full functioning on the job, shall be a charge against the agency rather than against the employee's salary. Automobile mileage allowance shall be sufficient to cover the employee's expenses when he provides his own car.

## Resignations, Dismissals

1. Resignations

In the event of voluntary resignations, the employer shall be entitled to two weeks' notice on the part of non-professional employees, and one month's notice from professional employees. Employees must notify the employer in writing. Employees shall be paid for the period of notice and shall receive pro-rated terminal vacation pay.

2. Dismissals

All dismissals, except those necessitated by retrenchment or reorganization, shall be based upon cause as indicated by written evaluations. Where a cause is indicated which is sufficiently serious to warrant dismissal, the employee shall be informed in writing. Professional employees shall receive dismissal notice of one month, and clerical employees of two weeks.

In the case of cause the employee may be suspended immediately but is entitled to a hearing through the Personnel Committee, and the employee has no right of appeal to the Board of Directors. If gross misconduct is proved, the employee forfeits all rights relative to period of notice and terminal vacation. If cleared, he shall be reinstated without loss of pay and with no interruption of length of service.

For release, termination or dismissal, the Personnel Committee is consultation with the Executive Director must submit its recommendation to the Board of Directors for ratification.

## Grievances

The Personnel Committee shall promptly provide a hearing for any written statement of grievance coming from any employee in order to assure fairness and prompt decision.

Adopted by Board of Directors

12 May 1955