

PERSONNEL POLICY FOR PERMANENT EMPLOYEES
Religious Community Services of New Bern, Inc.

Notice

This Personnel Policy is considered as a guideline. Religious Community Services of New Bern, Inc. (RCS), at its option, may change, delete, suspend or discontinue any part or parts of this Personnel Policy without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee.

No one other than the Board of Directors may alter or modify any of this Personnel Policy. No statement or promise by any other employee may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Personnel Policy be found to be unenforceable and invalid, such finding does not invalidate the entire Personnel Policy, only the subject provision.

I. Employment

RCS is a drug-free equal opportunity employer.

The Board of Directors of RCS shall be responsible for hiring and/or discharging the Executive Director.

All positions of employment at RCS shall be approved by the Board of Directors. The Executive Director will be responsible for hiring and/or discharging all employees.

Each new employee will be given a copy of his/her Job Description and a copy of the Personnel Policy. The acceptance statement is to be returned to the director on the first day of employment.

Each new employee shall satisfactorily fulfill a 90-day probation period.

The Executive Director shall be the immediate supervisor of all administrative and program employees. The Shelter Director will supervise the shelter staff.

There are occasions when all employees will be expected to be available for hours other than those normally scheduled (disasters, food drives, special events, etc.). Each employee should revise their schedule with the Executive Director to reflect the amount of hours they normally work.

II. Performance Reviews

Performance reviews will be done annually during September. Performance reviews provide a process to recognize the successful work of employees, to improve performance, and to offer advice regarding the strengths and weaknesses of each employee. It also provides an opportunity for an employee to discuss problems that affect his/her performance.

Each administrative and program staff person will be reviewed by the Executive Director. The Shelter Director will review the performance of the shelter staff. The Executive Director will make a report to the Executive Committee of the Board of Directors when the reviews have been completed.

The Executive Committee of the Board of Directors shall conduct an annual evaluation of the Executive Director.

III. Staff Development

RCS will provide funds for staff development as budgeted and approved by the Executive Director.

IV. Grievance Procedure for Employees and Volunteers

Employees and volunteers must provide a written grievance report to the Chairperson of the Board of Directors within 30 days of becoming aware of a situation or condition which the employee or volunteer considers to be a grievance. The Executive Committee of the Board of Directors will review the report, investigate and take appropriate action on all grievances, responding to the employee or volunteer in writing within 45 days after receiving the grievance report.

V. Harassment Policy

Harassment, retaliation, coercion, interference, or intimidation of an employee due to his or her race, color, religion, gender, sex, age, national origin, disability, or other legally protected status is strictly prohibited. Sexual harassment does not require physical contact, but merely has to create an unwelcome environment.

Any employee or volunteer should bring any report of harassment, sexual or any other, to the attention of the Executive Director. If the employee or volunteer is uncomfortable bringing such report to the Executive Director, he or she should go to the Chairperson of the Board of Directors.

VI. Discipline and Termination of Employees

All employees of RCS are employed “at will.” They may be disciplined or terminated on unacceptable performance, excessive absence or tardiness, conduct having an adverse effect on the mission of RCS, or for reasons deemed appropriate by the Board of Directors.

Staff reductions due to ministry changes or budget constraints may occur.

VII. ALCOHOL AND DRUG FREE WORK PLACE

Because of the nature of our work with vulnerable clients struggling with addictions, RCS will maintain a workplace free of alcohol, illegal and controlled substances. Use of any substance which impairs job performance will not be tolerated and may result in immediate dismissal.

VIII. Benefits

(Applicable for all salaried positions.)

NOTE: The Executive Director must be informed prior to an employee’s use of vacation days. Without prior approval the employee is liable to forfeit vacation days that are entitled, or loss of pay.

Paid Vacations:

New Employees earn ten (10) days (2 weeks) per year at the rate of .83 days per month after completing a 90-day probation period.

Vacation may not be taken in advance of being earned, nor may vacation days be carried over.

Employee vacations are to be scheduled on dates that are satisfactory to both the employee and the Executive Director.

All employees with two full years of service earn vacation as of the beginning of the vacation year (January 1 through December 31) in which their service anniversary falls, as follows:

2 nd through 4 th years	10 days (2 weeks)
5 th year or more	15 days (3 weeks)

Holidays During Vacation:

If a holiday occurs during a scheduled vacation period, the employee will be paid their regular daily pay for the holiday and will receive an additional day of vacation.

Special Vacation for Executive Director:

The Executive Director will be allowed four (4) weeks of vacation after completing 3 years of employment as Executive Director.

Illness During Vacation:

If an employee should become hospitalized or confined to bed due to illness or injury while on vacation, a physician's written statement documenting the confinement, must be submitted to the Executive Director. This period will not be counted in the number of vacation days that are allowed.

Paid Sick Leave:

Sick leave days are earned at the rate of one day per month at the start of employment. There will be no carryover of sick leave to the next year. Sick leave may be used for the care of an immediate family member.

Holiday Schedule:

There are ten (10) scheduled holidays.

The following are the normally scheduled holidays

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

The above holiday schedule does not apply for the Program Coordinator who must be available to operate the Soup Kitchen on every holiday except Christmas Day when the Kitchen is closed. Make-up holidays will be arranged with the agreement of the Executive Director.

IX. Confidentiality

All employees and volunteers of RCS are expected to keep confidential anything they may learn concerning any guests, clients, coworkers, or other volunteers. Failure to comply with this policy on confidentiality may result in immediate dismissal.

X. Inclement Weather Policy

RCS will usually follow the Craven County School System for closing due to inclement weather. In the event of winter storms or hurricane threats, if schools are closed, RCS may choose to close. If schools are delayed, we will open as soon as it is safe for all employees and volunteers to travel.

NOTE: If schools are closed during a hurricane threat in order to prepare for and/or operate as a shelter, but the weather has not become, or no longer is, inclement, all employees are expected and needed at work.

Approved by the RCS Board of Directors: 10/28/2009