

**PERSONNEL**

**POLICIES AND PROCEDURES**

**Approved by Executive Committee: 03/15/17**

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# I. Introduction

These personnel policies are designed to ensure equitable treatment of all employees of the Greater East Side/District 2 Community Council (District 2); to provide for consistent personnel policies and practices; to minimize conflict and misunderstanding; to prevent unauthorized personnel action; and to provide a record to guide future policy.

These personnel policies are not intended to constitute a contract, and give no contractual right to an employee. They are designed to provide guidance for the staff and board of directors.

Specific job-related policies are not included in this document, but are outlined in each employee’s job description. In any circumstances where the provisions of this policy conflict with an employee’s contract, the contract shall be the binding document.

These personnel policies may be amended by the Board of Directors.

II. Organizational Structure and Mission

**A. The Organization**

Greater East Side/District 2 Community Council is a Minnesota nonprofit corporation with federal 501(c)(3) tax exempt status. It is a citizen participation and neighborhood improvement organization of and for Saint Paul’s planning district #2 -- the area bounded by Larpenteur Avenue (north), McKnight Road (east), Minnehaha Avenue (south), and Johnson Parkway and the Burlington Northern right of way (west).

The mission of the organization is: The Greater East Side Community Council engages the community to create a vibrant and thriving neighborhood for all.

Greater East Side/District 2 Community Council can, if it chooses, carry out a very wide variety of activities in furtherance of these purposes. Each year at its annual meeting, District 2 adopts goals and objectives for the coming year to direct and guide the activities it will carry out.

One of Greater East Side/District 2 Community Council’s ongoing functions is being the district council designated to represent planning district #2 in the city’s citizen participation process. The citywide citizen participation process consists of a designated district council from each of the city’s 17 planning districts (one has three councils). Each district council has a contract with the city which provides the organization with some operating support (for staff, space, supplies, and neighborhood communications), and which assures the city that the district council will carry out the following functions:

* Planning and advising the city on development of its area as well as on citywide issues;
* Providing a communications resource within its area (e.g. information and referral on city and other services, neighborhood newsletters or newspapers and providing further notification on pending city actions);
* Receiving notification of pending city actions which will affect its area (this is

 known as the Early Notification System, or ENS) and providing review and

 comment on those proposals; and

* Maintaining certain standards of operations and management, including open, non-exclusionary and democratic decision-making processes; nondiscrimination; proper and responsible fiscal management; and other administrative requirements.

Most district councils (including District 2) also identify neighborhood needs, initiate programs to meet those needs, and recruit volunteers to carry out many of their activities.

**B. Board of Directors**

Greater East Side/District 2’s board of directors is responsible for overall management of the corporation and for carrying out the broad purposes of the organization. Consequently, the board’s responsibilities closely parallel the purposes and functions stated above. As stated in the bylaws, these are:

* Providing a nonpartisan forum for discussion of neighborhood concerns;
* Promoting economic, physical, and social development of the area, including

 taking action on issues which affect the future of the neighborhood;

* Initiating projects and programs which enhance the livability of the neighborhood;
* Recruiting volunteers for district council activities, and to represent Greater East Side/District 2 on appropriate committees;
* Serving as neighborhood advocates on issues affecting the area;
* Providing a liaison between the neighborhood and city government (including providing information on city projects, policies and procedures);
* Maintaining a neighborhood communication system (e.g. neighborhood

publications, flyers, door-knocking, networking through organizations, etc.); and

* Giving guidance to the membership (which consists of all adult Greater East Side/District 2 residents age 16 and up and one authorized representative of each business or organizations located within the area).

**C. Relationships Between Board and Staff**

In order to help it further its purposes, the board recruits and hires paid staff members. As such, a positive and fruitful relationship between the board and staff is vitally important. The following principles guide the relationship between the board and staff:

* The board of directors is the official representative of the Greater East Side/District 2 Community Council. Staff members are paid employees of the council.
* The activities of the staff shall be aimed at assisting the council in meeting its goals and objectives as established at the annual meeting.
* Staff members should report their activities and their impact on the Greater East Side/District 2 goals and objectives to the board on a regular basis in writing as part of the monthly board packet.
* There are regular and ongoing means of supervision and evaluation established for all employees. The board shall respect those process and work within them to express any concerns about an employee’s job performance.
* Employees shall use the grievance procedure outlined in Section 7 of this policy to resolve any conflicts regarding working conditions or employee relations.

III. Equal Employment Opportunity, Affirmative Action and Sexual Harassment Policies

The policy and intent of the Greater East Side/District 2 Community Council is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity or status with regard to public assistance, disability, sex or age.

Greater East Side/District 2 Community Council intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall and termination. District 2 seeks to do business with organizations that encourage equal employment opportunity.

**A. Harassment**

It is the Greater East Side/District 2 Community Council’s belief that the employees of the organization are the primary means by which the goals and objectives of the organization will be met. To that end, the rights of all employees must be respected. All employees of the Greater East Side/District 2 Community Council must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, offensive work environment, including sexual harassment. The procedure for reporting and dealing with this sensitive issue is as follows:

* If a person’s behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee’s opinion, the behavior is inappropriate and that the employee would like it stopped.
* If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee’s request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Executive Director or, if appropriate, the Board Chair or a member of the Executive Committee.

In all instances, a prompt thorough and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. Greater East Side/District 2 Community Council will take those steps it feels necessary to resolve the problem which may include verbal or written reprimand, suspension or termination.

No retaliation of any kind will occur because of an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any harassment complaint.

IV. Conditions of Employment

**A. Classification of Employees**

***Salaried employees*** are paid a fixed amount per year based on the number of hours per week specified in their contract. Salaried employees are eligible to accrue vacation and sick leave and have paid holidays. These exempt employees are persons working in executive, supervisory, or administrative positions and who are expected to work whatever hours are necessary to carry out the specified duties. Exempt employees are not eligible for overtime.

***Hourly employees*** are paid an amount per hour for actual work performed. Hourly employees are eligible, through negotiation, for vacation, sick leave, or paid holidays as specified in their contracts. No hourly employee is to work overtime without the specific authorization of the executive Committee. Non-exempt employees are expected to complete their specified duties during the number of hours specified for their work week.

***Independent contractors*** are individuals or organizations who are not employees of Greater East Side/District 2, are not entitled to any employee benefits, and are responsible for managing their own taxes, social security, and other insurance. They provide a professional technical service (e.g. auditor, attorney).

***Volunteers*** are essential to Greater East Side/District 2 and to the operation of its programs. Volunteers are not considered to be employees and do not receive wages, salaries or employee benefits. If sufficient funds are available and with proper approval form the executive committee, volunteers can be reimbursed for expenses (e.g. mileage for RSVP volunteers).

**B. Recruitment and Hiring**

Greater East Side/District 2 intends to recruit, hire and place applicants on the basis of the applicant’s relative knowledge, skills and abilities. The decision to employ an applicant will be based solely on the individual’s qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Executive Director, Executive Committee or Proposed Supervisor will prepare a job announcement identifying the position’s responsibilities and overall relationship to the organization for public notification. The procedure for the recruitment and selection of all other positions will be determined by the Executive Director and Executive Committee

**C. Work Hours**

Greater East Side/District 2 Community Council will establish a 40 hour weekly work schedule and whenever possible will accommodate each individual’s personal commitments and the needs of the organization.

**E. Pay Periods/Time Sheets**

All employees will be paid on semi-monthly (twice a month) payroll schedule. Paychecks will be issued on the 15th and the last day of each month for work performed during that half month. If the 15th or the last day of the month falls on a weekend or holiday, paychecks will be issued on the last normal working day immediately preceding the weekend or holiday.

In order to be issued a paycheck, each employee is required to complete and turn in time sheets on the digital forms provided by the City indicating hours worked, holidays, personal leave, or other leave used. Time sheets are due at 4:00 p.m. on the day preceding the final working day of the pay period to the bookkeeper. Employees are required to cooperate with the Executive Director or supervisor on what funding source(s) their time is to be charged to. If time sheets are turned in late, are not complete, or are inaccurate, paychecks may not be issued until the next pay period. It is recommended that employees keep a copy of what is submitted to the bookkeeper.

**F. Mileage and Expenses**

Employees will be reimbursed for authorized travel expenses. To obtain reimbursement for automobile expenses, each employee must submit at the end of each month, a report of miles traveled including dates, destination/purpose, and mileage. Reimbursement will be at the City of St. Paul’s standard rate of mileage reimbursement. Parking reimbursement requests should include receipts. To be reimbursed for bus fare or parking meter expenses, arrangements must be made with the employee’s supervisor. Transportation reimbursements do not include coming to the Greater East Side/District 2 Office and going home.

Other expenses may be reimbursed with prior approval form the employee’s supervisor. Employees are required to use Greater East Side/District 2’s tax-exempt status verification form when making work-related purchases, and will be responsible for paying any sales tax charged themselves. Because of Greater East Side/District 2’s funding source restrictions, expenses for meals may not be reimbursed.

**G. Working Conditions**

The Greater East Side/District 2 office will remain a non-smoking area in accordance with the Minnesota Clean Indoor Air Act.

In compliance with federal drug-free workplace requirements, no alcohol or other drugs will be permitted on the premises.

Any employee who violates this Drug Free Workplace Policy will be subject to disciplinary action, up to and including dismissal. Legal consequences may follow, as well.

Under federal law, any employee who is convicted of a criminal drug statute violation occurring in the workplace must notify his/her employer of the conviction within 5 days. Greater East Side/District 2, in turn, may be required to notify funding sources.

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# V. Employee Benefits & Insurance

**A. Personal Leave**

It is the policy of Greater East Side/District 2 to provide earnings protection for vacation, illness, (safe and sick time) medical, and dental appointments, weather-related absences, personal business, personal holidays, funerals, or other leaves of absence. The goal of this policy is to maintain and develop healthy and productive employees. To achieve this goal, all short term leave (formerly divided into vacation time, sick time, etc.) will now be categorized together as personal leave. This time can be used in accordance with the following policies as long as its use does not jeopardize Greater East Side/District 2 activities.

It is the employee’s responsibility to preserve enough accrued personal leave to cover any extended emergencies, medical or otherwise, that may occur over the course of the year. If all personal leave has been used, the employee will not be paid for any days off above the amount accrued.

Full-time employees will earn personal leave according to the following schedule:

* Beginning the first year of employment: 1 1/2 days (12 hours) per month
* Beginning the second year of employment: 1 3/4 days (14 hours) per month
* Beginning the fifth year of employment and after: 2 days (16 hours) per month
* Beginning the tenth year of employment and after: 3 days (24 hours) per month

Personal leave for employees working less than full-time will be pro-rated following this schedule, based upon the number of hours in their contract upon discretion of Executive Director. Years of employment will be calculated the same for all employees. An employee may carry over into the next calendar year up to one-half of personal leave accrued but not used during a given calendar year. At termination of employment, an employee will be compensated for any accrued but unused personal leave time up to 40 hours.

New employees must work six months before taking more than three consecutive paid personal days, except with approval of the Executive Committee. Employees must obtain prior approval from their supervisor according to the following schedule: one to two days--one week prior notice; four to five days--two weeks prior notice; more than five days--three weeks prior notice. Any leave request submitted with less than the required notice will be approved or denied at the discretion of the supervisor. Employees who are ill or who have a personal emergency must notify their supervisor at a minimum of one hour prior to their scheduled starting time and do not need to fill out a personal leave request form.

**B. Holidays**

Full time salaried employees receive the following nationally observed paid holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas.

Holidays for part-time salaried employees will be determined on the individual employees schedule at the discretion of the Executive Director. If the holiday falls on a regularly scheduled day, the employee will be compensated for the holiday. If the holiday falls on a day where the employee is not scheduled to work, the employee will not be compensated.

For the purpose of paid days off, any holiday falling on Saturday will be observed on the preceding Friday, and any holiday falling on a Sunday will be observed on the following Monday. If a holiday occurs during an employee’s personal leave time, the employee will be paid for that holiday, and it will not be recorded as a personal leave day on the employee’s record.

**C. Compensatory Time; Leave Without Pay**

Employees working in executive, supervisory, or administrative positions expected to work unlimited hours necessary to carry out specified duties.  Paid on a salaried basis and is ineligible for overtime pay. Is eligible for compensatory time the ratio being 1 to 1 ratio- one hour of compensatory time for each hour worked after 40 hours in one week. Compensatory time is not carried over. Working hours for non-exempt employees may be adjusted as needed, but shall not, over the course of a pay period, exceed the number of specified work hours.

All accumulated personal leave must be used before a leave without pay can be taken. After twelve months of employment, an employee may request a leave without pay upon one month’s advance notice, which states the period of time and the reason for requesting the leave. Requests for leave without pay must be approved by the employee’s supervisor and the Executive Committee must be notified about any leaves without pay in excess of five days. Holidays and personal leave time will not be accrued during a leave without pay.

**D. Other Leaves**

**1. Bereavement Leave**

In the case of a death in the immediate family (mother, father, sibling, spouse/partner, spouse/partner’s parent, children, grandparent and grandchildren), an employee will be granted up to five days special leave with pay, to be determined by the Executive Director. Additional leave may be granted by the Executive Director in special cases at his/her discretion.

Employees assigned to serve on a jury must immediately notify their supervisor in writing. Employees are encouraged to serve when asked. An employee will be paid normal salary while on jury duty, with jury pay assigned to District.

**2. Military Leave**

Employees absent on their two-week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

* The employee may take their vacation and retain their military pay.
* The employee may surrender their military pay to Greater East Side/District 2, receive their regular salary and take their vacation at a later date.
* The employee may take unpaid leave and retain their military pay.

An employee called up to active duty is allowed an unpaid leave of absence to meet her/his military responsibilities.

3. **Parental Leave**

An employee may request up to six weeks of unpaid parental leave upon the birth or adoption of a child after being employed for 12 consecutive months. The leave may not begin more than six weeks after the birth or adoption. Any additional parental leave must be approved by the Executive Director and/or Executive Committee. Upon returning from parental leave, the employee is entitled to his/her former position or one with comparable duties, number of hours, and pay.

4. **School Conference and Activities Leave**

An employee is entitled up to sixteen hours non-paid leave during the school year to attend a child’s school conferences or classroom activities, if these activities can not be scheduled during non-working hours. This time should be scheduled in advance with the employee’s supervisor. The employee must provide “reasonable” notice when possible to the supervisor to minimize any disruption resulting from the employee’s absence. Vacation or floating holidays may be used for this absence.

**E. Medical, Dental, and Disability Insurance; Retirement Plans; Flexible Compensation**

Health insurance is not available for any employee. There will be no cash payment made to employees in lieu of health insurance.

Salaried (Exempt) employees are eligible for participation in a 403(b) retirement savings plan. Greater East Side/District 2 will match up to 2% of employee salary contribution however employee may contribute above 2% to the savings plan unmatched by Greater East Side/District 2.

**F. Staff Training and Education**

It is the policy of the Greater East Side/District 2 Community Council to promote further education and career development of its employees where possible. Paid time off to attend education and training sessions directly related to the employee’s position may be authorized by the Executive Director or employee supervisor if funds are available. Special expenses such as registration for business meetings or conferences may be prepaid or reimbursed provided that prior approval has been obtained from the Executive Director, again, if funds are available.

**G. Additional insurance information**

Employees are eligible for federal social security benefits in cases of permanent disability or retirement. A percentage of salary is deducted from each paycheck, and Greater East Side/District 2 pays an equal amount. Participation in social security is required by law as a condition of employment and begins with the date of employment.

Greater East Side/District 2 pays unemployment insurance to the state of Minnesota, and in cases where an employee is laid off the employee may be eligible for unemployment insurance benefits.

All employees are covered by workers’ compensation insurance, paid by Greater East Side/District 2, for injuries sustained on the job. Employees must immediately notify their supervisor of any accidents and/or claims.

Greater East Side/District 2 Community Council is covered by general liability and non-owned automobile insurance. Any work-related accidents involving employees, volunteers, or other participants must be reported in writing to the Executive Director and/or Committee.

VI. Performance Evaluations

**A. Probationary Period**

New employees are subject to a six month probationary training period. The purpose of this period is to allow both the employee and Greater East Side/District 2 to determine whether or not the employment arrangement is mutually satisfactory. During this period, an employee can be terminated for any reason.

**B. Performance Evaluations**

Each performance review should be a positive and interactive process whereby both Greater East Side/District 2 and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job and Greater East Side/District 2 can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of Greater East Side/District 2 is to conduct a performance review of each new employee during the six month of employment, after the first year of service annually thereafter.

**C. Poor Performance Evaluation**

In addition to expecting employees to perform their jobs competently and reliably, Greater East Side/District 2 expects employees to conduct themselves in a professional, ethical, and responsible manner that reflects well upon the Council, that promotes a spirit of cooperation and teamwork among employees, and that is respectful of the clients, volunteers, and members of the public with whom we interact. Failure to do so may lead to corrective action, including dismissal.

Although it is impossible to anticipate in advance every possible kind of misconduct that would be of concern to Greater East Side/District 2 and that could lead to corrective action, including dismissal, the following conduct is prohibited and will not be tolerated by the organization. This list of prohibited conduct is illustrative only and is not intended to be exhaustive:

1. Violation of any of the policies described in this Handbook or otherwise communicated to employees.

2. Conduct, including speech that physically harms or threatens others or that is abusive to or disrespectful of District 2’s Executive Director, employees, contractors, clients, volunteers or other persons involved with District 2.

3. Failure to adhere to the work schedule that has been established for you. This includes absence without notice, except where an emergency prohibited the giving of notice and notice was given as soon as reasonably possible.

4. Failure to be honest in your communications with District 2 and/or falsifying records or other documents.

5. Theft or misappropriation of property owned by District 2, a co-worker, or anyone else who has property that you may come into contact with through your employment.

6. Unlawful conduct during non-work hours that might lead the public to lose confidence in you or in District 2.

7. Insubordination.

8. Failure to conduct yourself in a professional and cooperative manner while carrying out your duties.

9. Neglect of duty; failure to perform your responsibilities in a manner

acceptable to Greater East Side/District 2

**D. Disciplinary Action**

Disciplinary actions may be taken for failure to adequately perform job duties, violations of any provision of these policies or any other legitimate reason. Any action taken is at the discretion of the Executive Director and/or the Executive Committee.

**Reprimand.** A reprimand will consist of an explanation of why the employee is being reprimanded and a statement of behavior expected to attain acceptable performance. The Executive Director will work with the employee to improve future performance.

**Suspension.** A suspension may be with or without notice and will be no longer than two weeks, during which time the staff member will receive salary as scheduled. Within two weeks of suspension, the Executive Director and/or the Executive Committee will review the situation and provide opportunities for resolution of the issue. If deemed appropriate after the review, the employee may be dismissed without notice.

**Dismissal**. Dismissal may be with or without notice. The decision to dismiss an employee is at the discretion of the Executive Director (or, in the case of the Executive Director, at the discretion of the Board of Directors). Employees will be paid for any accrued PTO up to the maximum allowed.

**Record of Disciplinary Action.** When disciplinary action has been taken, a statement will be placed in an employee’s personnel file. The statement will be signed by the employee and the Executive Director (or a member of the Executive Committee in the case of the Executive Director) acknowledging that the action occurred. If an employee refuses to sign, the Executive Director will obtain a witness to sign.

VII. Grievances

Greater East Side/District 2 Community Council recognizes that differences of opinion regarding employment conditions and employee relations may arise. This procedure is designed to improve communication within the Greater East Side/District 2 office and to solve complaints at the lowest possible level. In order to use this procedure, an appeal must be filed no later than fourteen calendar days after the date on which the aggrieved condition commenced.

**Procedure:**

1. The employee should present his/her complaint or appeal directly to his or her direct supervisor or Executive Director for discussion. If the direct supervisor or Executive Director fails to respond within ten working days, or if the employee finds the response unsatisfactory, the employee should put the grievance in writing and submit it to the Greater East Side/District 2 Board Chair.

2. The Board Chair will convene a meeting to meet with the employee and the Executive Director (and direct supervisor in those cases) together and/or at the discretion of the Board Chair, separately. The Board Chair may affirm the grievance and decide relief or deny the grievance.

3. If the employee is not satisfied with the decision of the Board Chair, the employee may appeal to the Executive Committee. The Executive Committee will meet with the employee, the Executive Director (and direct supervisor in those cases) together and/or at the discretion of the Executive Committee, separately. In all instances, a thorough and fair investigation will take place. The Executive Committee’s decision in the matter will be final.

VIII. Separation from Employment

An exit interview by the Executive Director and/or Executive Committee will be requested of any employee who terminates employment for any reason. Staff of Greater East Side/District 2 Community Council are at will employees. Staff may resign and sever relationship from the organization at any time for any reason. The organization may terminate employment at any time for any reason.

**A. Resignation**

Any employee of Greater East Side/District 2 may resign by submitting a letter of resignation to the Executive Director or in the case of the Executive Director to the Executive Committee at least ten working days prior to the effective date of the resignation.

At the time of the effective date of the resignation, the employee shall be able to use any accrued annual leave or the employee shall be paid for all unused accrued annual leave. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee’s final paycheck at the rate of salary paid at the time of resignation.

**B. Dismissal**

An employee may be terminated by Greater East Side/District 2 Community Council under any of the following circumstances, the circumstances outlined in Chapter 6 section C or other reasons not included here:

 A. For any reason during the initial 6-month probationary period.

 B. For failure to make satisfactory improvement during a poor performance

 probationary period.

 C. For any of the following reasons, without any notice or probation:

 - Repeated or substantial violation of the employee’s contract or these

 personnel policies;

 - Falsification of an employment application or any other District 2 record;

 - Unauthorized use, removal, theft, or intentional damage to funds or

other property of Greater East Side/District 2, its employees, or its volunteers;

 - Gross malfeasance; or

 - Verbally or physically threatening another person.

An employee terminated by the Greater East Side/District 2 Community Council may file a grievance as outlined in the previous chapter.

**C. Layoffs**

Greater East Side/District 2 attempts to hire highly qualified staff with broad capabilities. There may be occasions, however (due to program changes, loss of contract/grant support, etc), when it may be necessary to initiate layoffs. In such cases, it is the intent of the organization to attempt to avoid abrupt, arbitrary and unfair actions whenever possible.

IX. Professional Conduct

All employees have a duty of loyalty to the Greater East Side/District 2 Community Council. This includes:

**A. Confidentiality**

The employee should treat all matters relating to the corporation as confidential until such time as the information is determined or designated as a matter of public record or is a matter of common knowledge. The presumption of confidentiality should apply to all current information concerning board or corporate activity, but does not permit an employee to withhold information from the board.

**Nonpartisanship** Greater East Side/District 2 is a non-partisanship organization:

1. The Council shall not support or oppose any political party or any candidate. While the Council as an organization is non-partisan, it encourages its members as individuals to be active politically.

2. Individuals who are officers or staff of the Council shall not use their position with the Council to support or oppose any political party or candidate. Council members may serve as delegates, make donations and give personal support to candidates; so long as the support does not in any way imply the support of the Council, or of the Council member or staff person as representative of the Council. Staff members will not actively campaign for candidates within the boundaries of Greater East Side/District 2.

3. Any board or staff member supporting or opposing a specific candidate will not seek to influence other board members in any way during official meetings or functions of the Council.

4. Any staff member elected to public office is considered to have resigned

**C. Conflict of Interest**

An employee of the Greater East Side/District 2 Community Council may not accept or engage in employment, own, or maintain a business interest outside of the Council which will conflict with the employee’s duties or responsibilities at District 2. An employee may not use his or her association with District 2 for personal gain, nor may the employee use any information gained in the course of employment for personal gain. Any gifts from vendors become property of District 2. Employees should follow the same procedures for dealing with conflict of interest as are outlined for the board in the board’s conflict of interest policy.

**D. Board Policies**

Each employee is expected to comply with all adopted Greater East Side/District 2 policies and procedures (e.g.; by-laws, financial policy, affirmative action policy, conflict of interest policy), and to conduct themselves at all times in such a manner to ensure that the organization is able to meet its goals and objectives for the year and its overall purposes and mission.

**E. Work Products and Files:**

All supplies, materials, and work products of an employee if purchased by Greater East Side/District 2 shall remain the property of the organization after resignation, discharge, or layoff of that employee. Per the contract with the City of Saint Paul, any supplies reimbursed through the City Contract is property of the City including computers, laptops, printers, etc. The employee may retain any personal files, but work files and other papers shall remain with the Greater East Side/District 2.

**F. Fees, Honoraria & Gifts:**

All employees are encouraged to participate in a variety of community and professional activities. In those instances where an employee's activities are part of their regular duties and responsibilities, any payment will be turned over to the Greater East Side/District 2. All fees derived from District 2 reports, activities, events, or speaking engagements while employed by the organization shall also be turned over to the Greater East Side/District 2.

In some instances, an individual may do work that is based on activities or experiences prior to or separate from their regular duties and responsibilities at Greater East Side/District 2. To avoid actual or appearance of conflict of interest, any employee who engages in any remuneration activity in any field directly related to Greater East Side/District 2 programs must have prior approval by the Executive Director. No employee may formally represent himself/herself as a spokesperson for Greater East Side/District 2 without prior approval of his/her supervisor or the Executive Director.

**X Hiring Process and Procedures**

**A. Authority to Post Job Descriptions**

The Executive Director will arrange a meeting with the President to discuss posting a job opening to explain the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders. If the job posting is for the Executive Director position, the President will call a meeting of the Executive Committee to discuss the position.

**B. Job postings**

The Executive Director will create job postings that briefly describe the job opening All job openings will be sent to staff and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled and include:

* Position title.
* Position hours/shifts.
* Exempt or nonexempt status of the position.
* Reason for the opening.
* Essential job functions and qualifications (or a current job description may be attached).

Any special recruitment advertising instructions

The Executive Director will be responsible for tracking all applicants and retaining applications and resumes as required.

**C.Internal applicants**

Current employees with a satisfactory employment status may apply for internal job openings.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

**D.Interview process**

The Executive Director will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the Executive Director and the hiring manager using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

The Executive Director will notify applicants who are not selected for positions. If the job posting is for the Executive Director position, the President or Designee(s) of the Executive Committee will perform these duties.

**E.Reference checks**

The Executive Director or President will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers.

**FJob offers**

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks. Background checks will vary depending on the position and may include criminal history, credit history, driving record or any other relevant information for the job.

Once the HR department receives satisfactory results from all required background checks, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.

XI. Employee Acknowledgement

I have received a copy of Greater East Side/District 2’s Personnel Policies, have reviewed it and had the opportunity to ask my supervisor questions about it. I understand the policies described and agree to abide by them.

**I understand that the receipt of these policies does not represent a contract of employment, but rather serves as a guideline.**

**I acknowledge that no representative of Greater East Side**/**District 2 has promised me employment for any definite period of time, and that no one is authorized to make such promises to me unless that are in writing signed by the Board Chair, and authorized by the Executive Committee. I understand that as an employee of Greater East Side**/**District 2, I am employed at will, meaning that either Greater East Side**/**District 2 or I may terminate my employment at any time, with or without cause.**

**I understand that the policies and benefits described within, may be changed from time to time, with or without notice, at the Greater East Side/District 2 Executive Committee’s discretion.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**