

CVRAC Human Resource Policy

The purpose of this policy is give guidance on HR related issues for CVRAC.

Employment Conditions & Provisions

At-Will Employment

The staff member understands that any employment at CVRAC is “at-will” and of indefinite duration, and that either the staff member or the agency may terminate employment at any time, with or without notice, for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Executive Director.

Authorization to Work

The Immigration Reform and Control Act of 1986 require CVRAC to ensure staff members are authorized for employment in the United States. Only individuals lawfully authorized for employment in the U.S. are employed.

In connection with the Immigration Reform and Control Act of 1986, this agency collects information on INS Form I-9 and reviews certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation is used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If a staff member’s employment authorization changes or terminates after the start date of his/her employment, the staff member must inform his/her immediate Supervisor immediately.

Introduction Period

Whenever the term “Introduction Period” is used in the personnel policies manual, it means the first ninety (90) days of employment by a newly hired staff member. Staff members whose service is satisfactory in the introductory period may become regular full-time or part-time staff members, subject to availability of funds, the continued existence of the position and continued satisfactory work performance in the position.

A staff member may be terminated at any time during or after the Introduction Period if his/ her performance fails to meet acceptable standards of performance.

A current staff member who is promoted or assigned another job is subject to this Introduction Period policy. However, staff members already receiving benefits continue to receive these benefits if promoted or reassigned.

Employment Status

Employee classifications are determined by the Fair Labor Standards Act (FLSA).

CVRAC Human Resource Policy

Employer: CVRAC is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his/her work directed and evaluated by CVRAC.

Full-Time Employee: A Full Time Employee regularly works at least but not limited to 40 hours per week.

Part-Time Employee: A Part-Time Employee regularly works less than 27 hours per week but not limited to 27 hours per week.

Exempt Employee: An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (FLSA).

Non-Exempt Employee: A Non-Exempt Employee is an employee who is paid on hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (FLSA). For Non-Exempt Employees, an accurate record of hours worked must be maintained. CVRAC will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

Temporary Employee: An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his/her specific compensation category and exempt or non-exempt status.

Compensatory Time and Overtime

CVRAC recognizes that overtime is sometimes required.

Non-Exempt staff members, who work in excess of 40 hours in a work week, must have the supervisor's approval. Overtime rate is one and one-half time (1½) the employee's base pay. Payment of overtime will be provided in the pay period following the period in which it is earned.

Exempt staff members are expected to work beyond the designated work schedule if this is necessary in order to adequately perform their job duties. Compensatory time may be granted to exempt staff members by exception. Compensatory time is not granted for work during staff trips away from agency.

Payday

Paychecks are distributed on the 1st and 15th of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday.

CVRAC Human Resource Policy

Hours of Work

CVRAC expects all employees to follow their assigned work schedule unless they have made prior arrangements with the Executive Director to work at different times. Employees should not clock in prior to their assigned start times, nor should they clock out later than their assigned ending times, unless they have been instructed by the Executive Director to start work early or stop work late.

Meal Period

Meal period is typically 30-60 minutes. Lunch or meal period breaks are not considered to be work time by the Department of Labor (DOL) and are not compensable, unless at the employer's discretion.

Recording of Work Time

Each employee must fully and accurately record all time that he or she works each day, without exception, according to the rules and procedures. Time will be reflected of actual hours worked and each CVRAC grant. No employee may alter or otherwise modify his/her time record, record work time for another employee, or alter or modify in any way the time record of another employee, unless specifically instructed or allowed to do so by the Executive Director. No employee may work without properly recording the time worked. At the end of each pay period, the employee must certify by signature that all hours on the time record are accurate and reflect all time worked. Any violation of this policy may lead to disciplinary action, up to and potentially including termination of employment. All timesheets are to be signed by supervisor.

Salary Ranges

Salary ranges for each job title exist in writing. Changes to existing salary ranges or creation of new salary ranges for job titles are the responsibility of the Executive Director with input from the Executive Committee.

Salaries for each job title are based on a variety of factors including, but not limited to, the following:

- The diversity and complexity of duties
- The amount of responsibility and judgment exercised
- Qualifications required
- Location of position within the organizational chart

In considering their compensation, staff members bear in mind that total compensation includes salaries, fringe benefits and other compensation.

Each staff member's salary is reviewed annually. These reviews take into account the staff member's performance and the agency's financial position.

CVRAC Human Resource Policy

Job Description

See CVRAC Documents titled CVRAC ED Job Description and CVRAC Program Assistant Job Description.

Annual Performance Review

The work of each employee is reviewed on an ongoing basis with the Executive Director or his/her designee to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the Executive Director or his/her designee and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate CVRAC's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within CVRAC. To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the Supervisor to clearly communicate the needs of CVRAC and what is expected of the employee in contributing to the success of CVRAC for the coming year.

Both Supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Executive Director reviews the work of all employees. The CVRAC board reviews the Executive Director.

CVRAC may give merit raises or cost of living increases as the board approves.

Personnel Records

This is a description of CVRAC's record-keeping system in regard to staff member information. The agency's file on each staff member is confidential information and is treated as such. The only persons with access to the personnel file are the Executive Director or his/her designee. Access to personnel files is on a need-to-know basis.

Staff members' personnel files may contain some or all of the following items:

- job description for the position
- job application and/or resume
- offer of employment
- IRS Form W-4 (the Employee's Withholding Allowance Certificate)
- receipt or signed acknowledgment of employee handbook
- performance evaluations
- forms relating to employee benefits

CVRAC Human Resource Policy

- forms providing next of kin and emergency contacts
- complaints from customers and/or coworkers
- awards or citations for excellent performance
- records of attendance or completion of training programs
- warnings and/or other disciplinary actions
- notes on attendance or tardiness
- any contract, written agreement, receipt, or acknowledgment between the employee and the employer (such as a noncompete agreement, an employment contract, or an agreement relating to a company-provided car), and
- documents relating to the worker's departure from the company (such as reasons why the worker left or was fired, unemployment documents, insurance continuation forms, and so on).

Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your Executive Director as soon as possible.

You must telephone the Executive Director prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

An employee who is absent from work for three consecutive days without notification to the Executive Director will be considered to have voluntarily terminated his/her employment. The employee's final paycheck will be mailed to the last mailing address on file with CVRAC.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, CVRAC may counsel employees prior to termination for excessive absences, tardiness or leaving early.

Executive Director is exempt from this requirement.

Benefits Administration

CVRAC shall provide a competitive package of benefits to all eligible full-time employees after completion of ninety (90) days of employment. . Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes.

CVRAC Human Resource Policy

Health/Life Insurance

CVRAC currently provides individual health, dental and vision benefits for eligible full-time employees except those who are insured through their spouse, retired military, or other plans, beginning at initial employment. Eligible employees may elect to participate in available health plan(s) offered by CVRAC. CVRAC presently pays the individual insurance premium for all eligible employees. CVRAC may require employees to pay a portion of insurance premium in the future. Part-time employees may elect to purchase CVRAC's insurance at their own expenses. Employee family coverage may be purchased by any employee at their own expense. Information about CVRAC's health plan(s) will be provided to the employee at the time of employment.

Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and CVRAC, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from CVRAC. CVRAC also participates in the State of Texas unemployment program.

Retirement Plan and/or Tax Deferred Annuity Plan
CVRAC Executive Board decision to pay if desired.

Vacation, Personal and Sick Leave

PAID TIME OFF (PTO)

CVRAC provides paid vacation, personal day's sick leave, together this is known as Paid Time Off (PTO). Staff members may not take Paid Time Off until after ninety (90) days of employment. Paid Time Off must be requested reasonably in advance of the time to be taken off, unless it is due to an illness or other emergency condition. The determination of whether the request is made timely (i.e., made reasonably in advance of time off requested) is in the sole discretion of management and depends on such factors as length of time to be taken off, the reason for the time off (emergency or non-emergency), etc. Paid Time Off must be approved by the staff member's immediate supervisor. Status of current workload may be a factor in determining whether or not to approve requested.

Staff members, at their discretion, may use PTO to care for members of their immediate family who are ill (spouse, child, mother, father).

Paid Time Off must be taken in full-day increments and require advance approval by the staff members supervisor, unless it is due to an illness or other emergency condition.

Paid Time Off days do not carry over into the next year.

CVRAC Human Resource Policy

Paid Time Off is not payable in cash if a staff members employment with the agency ends for any reason.

PTO ACCRUALS

Full-time employees are eligible to receive PTO hours based on length of continuous service.

Years of Service	Annual Paid Time Off
1-4	12 days (5 vacation days, 5 sick days, 2 personal days)
5-9	17 days (10 vacation days, 5 sick days, 2 personal days)
10+	22 days (15 vacation days, 5 sick days, 2 personal days)

These PTO levels are effective September 1st of each year.

Staff members that have not worked a full fiscal year (September 1 – August 31) may not receive the same amount of Paid Time Off as staff members that have a full fiscal year or more.:

A staff member, who is terminated, leaves employment, or converts to a part-time or contract employment schedule prior to the 90 days loses all Paid Time Off.

CVRAC provides Paid Time Off to full-time employee based upon time which is expected to be accrued during the current fiscal year. Any staff member who leaves employment and has taken Paid Time Off in excess of their current accrued balance as of the time of their termination/resignation will have the cash equivalent of time used but not yet accrued deducted from their final paycheck.

New staff members should make every effort to use Paid Time Off prior to August 31st subsequent to their 90 day anniversary date. Hours will not be carried into the following year.

Employees with more than one year of service should make every effort to use accrued Paid Time Off prior to August 31st. Hours will not be carried into the following year.

EXCEPTIONS

The requirement to draw PTO for time away from work does not apply when the employee works extra hours during the same week in which PTO is scheduled.

In this case, the employee may request to reduce PTO hours to bring total paid hours for the week to 40, thereby saving PTO for later use. The employee who does not make this request will be paid the PTO as straight time in addition to the hours worked.

CVRAC reserves the right to restrict the usage of PTO based on business needs and staffing.

PTO FOR DISCIPLINARY REASONS

Employees may NOT use PTO time when suspended from work for any corrective action or disciplinary reasons.

Holidays

CVRAC Human Resource Policy

Full-Time Employees are eligible for 9 paid holidays per year as follows:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve
Christmas Day

Full-time employees (employees who regularly work at least but not limited to 40 hours per week) receive one (1) paid day off for each full day of holiday time. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from the Supervisor. Temporary employees are ineligible for holiday leave benefits.

Resignation

Employees' who voluntarily resign from their positions at CVRAC must give at least two weeks' notice in writing of their intent to resign. At the option of CVRAC, such employee may be given two weeks' pay, in lieu of working during the two-weeks-notice period. No HPP funds will be used for this payout.

Final Pay

- Employees who leave the service of CVRAC for any reason receive all pay which is due them, with the following qualifications:
- Full-time employees' will not be paid for unused Paid Time Off.
- Full-time employees' who leave before completing the Introduction Period are not entitled to any accrued Paid Time Off.
- Full-time employees' who are dismissed after committing a criminal offense against CVRAC, or for other gross violations of company policies as determined by the Chair, do not receive notice pay.
- Full-time employees' who give fewer than 10 working days' notice of resignation forfeit their accrued Paid Time Off unless mutual agreement is reached between the CV RAC Executive Committee and the employee to pay a partial amount of the PTO that employee has earned.
- Full-time employees' who leave the agency under involuntary termination and/or resign without notice as stated above forfeit their accrued Paid Time Off.
- Separation date for all employees' is the last day of actual work or approved Paid Time Off leave. Final pay received by a staff member will not be construed to extend his/her employment with CVRAC beyond the separation date.
- Failure to return CVRAC-issued equipment, keys, material, or other items will result in delay in payment of final pay until all CVRAC property is returned. If these items are damaged or missing, their value may be deducted from the employees' final pay.

CVRAC Human Resource Policy

- Full-time employees' are advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). This act entitles eligible former employees' and their dependents to continue their coverage under CVRACs' health benefit plan - at their own expense, but at group rates – for up to 18 months after they leave.*

*18 month period may be extended under certain circumstances, which are outlined in the COBRA notification that is sent to departing employees'