

- A. All Program Directors will be informed of data privacy regulation changes on an on-going basis. Program Directors are expected to share this information with their subordinates.
- B. In-house training sessions will be held as needed.

ARTICLE X-STAFF AND SPECIAL MEETINGS

Regular and special staff meeting shall be held for general discussion of project activities, financial reporting, and directives of future activities. Attendance requirements shall be posted or delivered where applicable.

ARTICLE XI - SALARIES AND PROMOTIONS

Section 11.1

Federal and State minimum wage laws concerning salaries shall be adhered to.

Section 11.2

The Board of Directors shall set the initial salary and increment of the Executive Director.

Section 11.3

Initial salaries and increments of the Program Directors and administrative staff, other than the Executive Director, shall be determined by the appropriate Executive Board Committee, or the Executive Director, or when applicable the appropriate Program Advisory Committee, subject to approval of the Board of Directors.

Section 11.4

Initial salaries and increments of all other program staff shall be determined by the Executive Director, appropriate Program Director, and when applicable, the appropriate Program Advisory Committee.

Section 11.5 - Overtime

Nonexempt Employees

For those NWCA employees who are classified as nonexempt under Section 4.4 of these policies, NWCA will reimburse these employees at a rate of 1 2 their hourly rate of pay for more than forty (40) hours in one (1) work week.

Nonexempt employees may not work more than forty (40) hours in one (1) work week without prior authorization from the Program and Executive Director.

Every attempt shall be made by the employees and their supervisor to schedule the employee's work load so that the employee will not work more than forty (40) hours in one (1) week.

If a nonexempt employee is required to work more than eight (8) hours in one (1) day, the Program Director should make every effort to revise the employee's work schedule for the rest of the week to conform to a forty (40) hour work week.

Overtime pay cannot be accumulated from one pay period to the next pay period.

Section 11.6 - Payroll

Payroll shall be prepared semi-monthly. Payroll pay periods shall be the 1st - 15th and the 16th - the last day of each month.

Personnel activity sheets must be submitted semi-monthly.

Personnel activity sheets must be received by 10:00 A.M. the next working day following the pay period and approved personnel activity sheets must be received by the fiscal department by noon that day. Checks/direct deposit will be processed and mailed on the third working day following the pay period.

These personnel activity sheets must be correct, legible, and complete or they will be returned to the Program Department Head and will not be processed until the following pay period, unless otherwise authorized by the Executive Director. Late personnel activity reports shall not be paid until the next pay period; this condition may be waived by the Executive Director at his/her discretion.

Section 11.7 - Assignments of Wages and Wage Garnishments

State and federal authorities may cause a legal summons or court order to be severed at an employee's work location to garnish the employee's salary to satisfy payment of taxes, delinquencies from other creditors, or child support and

maintenance enforcement. Northwest Community Action, Inc. shall make the appropriate deductions and arrange for payment to the garnishing agency until the garnishment is satisfied.

ARTICLE XII - TERMINATION OF EMPLOYMENT

Section 12.1 - Voluntary Resignation

The Executive Director may terminate his/her employment by submitting a letter of resignation that clearly states his/her reasons for resignation to the Board of Directors. The letter shall provide a minimum of four (4) weeks' notice.

Employees classified as Exempt wishing to terminate shall be required to submit a letter of resignation clearly stating his/her reason(s) for resignation to the Executive Director giving not less than four (4) weeks' notice of intentions.

Employees classified as Nonexempt may terminate employment with NWCA by submitting a letter of resignation clearly stating his/her reason(s) for resignation, giving no less than two (2) weeks' notice to the Executive Director through the supervisor or Program Director.

Section 12.2 - Involuntary Termination

The Executive Director may terminate any employee with cause as set forth in these Personnel Policies or if the employee is working in a project that is terminated or if the project has a reduction in funding to the extent that it will not justify the employee's continued employment. The above is not applicable to probationary employees who may be terminated for whatever reason during the probationary period.

The Board of Directors, on recommendation of the Personnel Committee, may terminate the Executive Director's employment with evidence of the same causes or reason stated above.

ARTICLE XIII - EMPLOYEE BENEFITS

Section 13.1

All employees shall be covered by FICA, Workers' Compensation, and State Unemployment coverage when applicable.