

AA. Any other conduct which demonstrates that the employee is uncooperative or unprofessional and which is considered by their supervisor and next higher authority to have a harmful effect on NWCA or its employees.

ARTICLE XIX - GRIEVANCE PROCEDURES

Section 19.1

An aggrieved employee shall first present his/her grievance to his/her immediate supervisor within 5 working days of the incident giving rise to the grievance. If the matter is not satisfactorily resolved at that level within 5 working days, the aggrieved employee may appeal in writing to the Executive Director.

Section 19.2

If the grievance is not satisfactorily settled between the employee and the Executive Director the employee may within fifteen (15) days either:

1. Submit a written explanation of his grievance, bearing his/her signature, for the Executive Director to present to the Board of Directors for review and action; or
2. Submit a written signed request to the Executive Director for a personal hearing before the Board of Directors.

Section 19.3

The grievance shall be considered by the Board of Directors at the first regularly scheduled meeting, following receipt of the written grievance, and/or request for personal hearing.

Section 19.4

An aggrieved employee shall be entitled to enlist the help of a representative of their choice to assist them throughout the grievance process.

ARTICLE XX - OUTSIDE AGENCY EMPLOYMENT POLICY

Section 20.1

Such employment shall not involve a conflict of interest or conflict with the employee's duties.

Section 20.2

Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment.

Section 20.3

Such employment policies shall be enforced by the Executive Director by implementing an "Outside Employment Report Form" within the Agency and enforcing a mandatory reporting policy where applicable.

Section 20.4

Such employment may not occur with any employee whose assignments include being available for evenings or weekends, or during an employee's regular or assigned working hours, unless the employee is on annual leave, leave without pay, or has prior approval by the Executive Director.

ARTICLE XXI - EMPLOYEE ORIENTATION POLICY

Section 21.1

Prior to assuming their duties, all new employees will be given orientation concerning the Agency's Personnel Policies and Procedures.

Each new employee will be given a copy of the Personnel Policies and Procedures. It will be the employee's responsibility to read and become familiar with its contents. All new employees must sign a form verifying that they received and read the Personnel Policies and Procedures.

Present employees will receive updated and current amendments.

NORTHWEST COMMUNITY ACTION, INC.
PERSONNEL POLICIES AND PROCEDURES
REVISED AND UPDATED Effective August 21, 2009

ARTICLE XXII - TRAINING AND CAREER DEVELOPMENT

Section 22.1