

## BOARD POLICIES

### **7.78 Staff Treatment Responsibilities**

1. The Executive Director shall maintain an Employee Handbook which shall be approved and amended by the Board and provide policy guidance for the Executive Director to ensure that staff is treated in a manner that is professional, fair, and legal at all times. The Employee Handbook shall provide policies that
  1. act in conformance with the Fair Labor Standards Act or other applicable state or federal law governing leave, compensation, classification, or accommodation;
  2. are kept current and reviewed annually that address at a minimum conduct and ethical standards, hiring, discipline, termination, pay and promotion, leave, evaluation, and performance;
  3. provide permanent employees a due process grievance procedure, able to be used without bias, up to and including access to the Executive Director for matters including:
    1. grievances or complaints
    2. conflicts
    3. disciplinary actions taken by the supervisor
    4. termination
  4. maintain policies that govern leave, including personal time off, leave without pay, administrative, and family medical leave options and requirements;
  5. make sure all hires have a background and criminal records check commensurate with their job and responsibilities and that they are informed of this process;
  6. ensure that meaningful orientation and ongoing training is provided to staff and volunteers throughout CTAC;
  7. monitor employee performance and have performance evaluations conducted in accordance with published criteria and schedules set out in center policies, procedures, and guidelines;
  8. link incentives to performance;
  9. provide working conditions that are consistent with community standards, including compensation and benefits;
  10. define and prohibit nepotism and other work-related conflicts of interest;
  11. ensure that staff providing direct professional services reserve the right, based on Executive Management staff review, to ensure compliance with Federal statutes regarding civil rights or disabilities, to refuse at any time to participate in the care or treatment of any particular consumer or group on the grounds of religious, ethnic, cultural, or moral considerations or persuasions;
  12. provide separating employees an opportunity to participate in an Exit Interview that is confidential and unbiased;
  13. provide a work environment that supports and engages staff, provides meaningful work in as flexible a manner as possible, while also promoting excellence, accountability, and ethical practices.
14. The Employee Handbook shall govern the conduct of all employees of the Children's Trust of Alachua County.