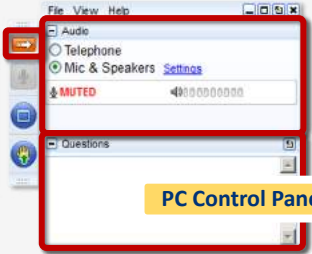




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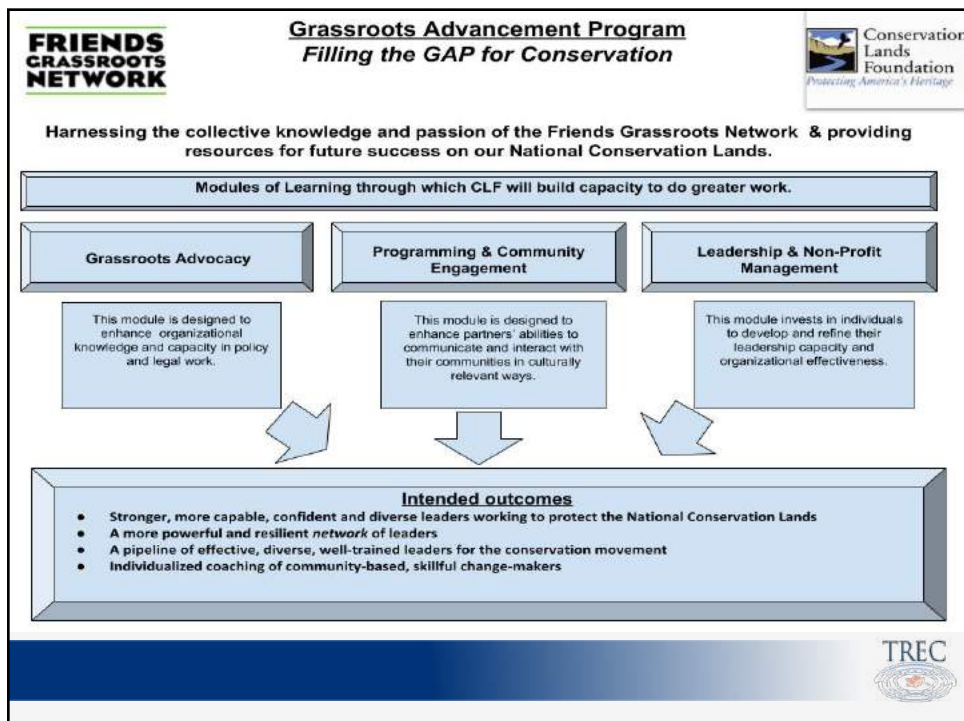
- Choose "Mic & Speakers" or "Computer Audio" to use VoIP
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Submit questions and comments via the Questions panel.

Note: Attendees are muted and your webcams are disabled (listen-only mode).



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Training Resources for the Environmental Community
Presents:

Practical HR Policies and Structures: *Supporting the organizational needs of smaller organizations*



Presented by:

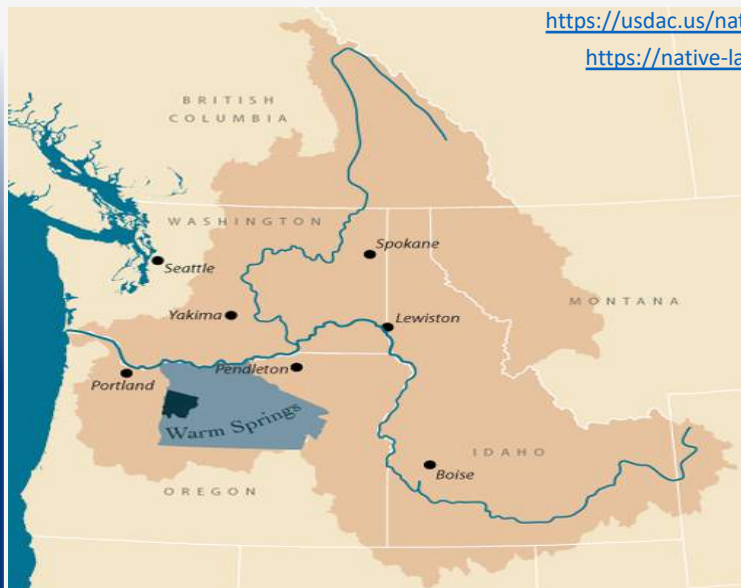
Katie Davis, TREC Associate

June 30, 2020

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<https://usdac.us/nativeland/>

<https://native-land.ca/>



4

Today's Topics

- Four COVID time policies and plans
 - ED emergency succession plan
 - Organization preparedness plan
 - Work-at-home policy
 - Return to work plan
- Policy handbooks
 - Volunteer
 - Employee



5

Disclaimer



Today's presentation provides a high level review of useful policies/plans. It's important to consult with your state nonprofit association and/or legal counsel.

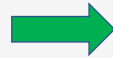


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The Value of Policies and Plans



- Set and manage expectations



- Minimize liability

- Increase efficiency



7

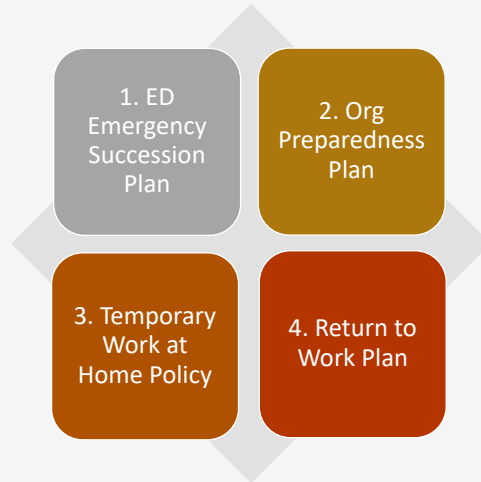
Policies and plans? Yawn.....

- We don't have time for this!
- We are working at home now, no one is going to check.
- We know each other really well already.



8

Four COVID time policies & plans



9

1. Executive Director emergency succession plan

What is it?

- A plan that lays out a course of action in case of sudden, unexpected absence of ED

Why is it useful?

- Response to the unexpected
- Serves as a guide map during planned OR unplanned disruptions of leadership



10

Executive Director emergency succession plan elements

- Names acting ED
- What acting ED has the authority to do
- Board oversight role of acting ED
- Compensation adjustments
- Organizational and systems documentation
- Communication plan



11

2. Organization preparedness plan



12

2. Organization preparedness plan

What is it?

- Written document outlining how an organization will operate during an emergency

Why is it useful?

- When business is disrupted it's a "go-to" resource for staff and board



13

Organization preparedness plan elements

- Staff/Board directory
- Incident response plan
 - Roles and responsibilities
 - IT security plan
 - Crisis communication plan
 - Temporary fiscal procedures



14



15

3. Work from home policy

What is it?

- Policy that allows employees to work at home, on the road, or in a satellite location for all or part of their workweek

Why is it useful?

- Provides flexible work arrangements
- Addresses individual temporary needs of staff

16

COVID and other related reasons for request

- Fear of contracting the virus and spreading it to family members
- Caring for children, elders, or sick family members/family unit
- Compliance with social distancing mandates
- Saving time on the commute
- Being more productive without constant interruptions



17

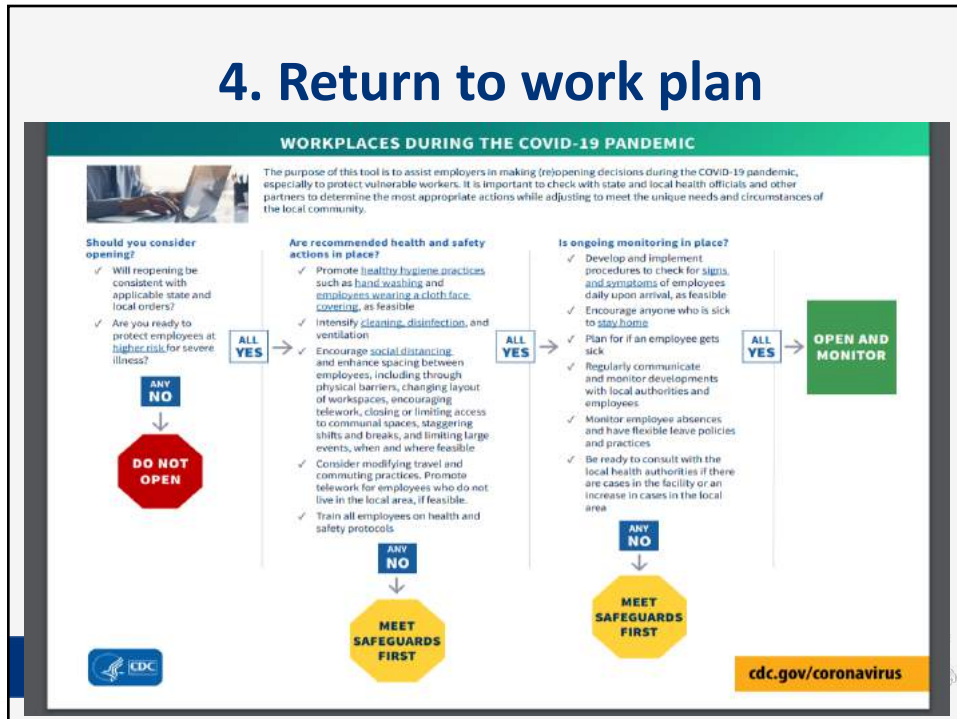
Temporary work at home policy elements

- What work-at-home arrangements are permitted
- Attendance expectations
- Security requirements
- Equipment and supply inventory and needs
- How to make requests
- Duration of policy



18

4. Return to work plan



19

Return to work plan

What is it?

- A plan to support a smooth transition back to the office in a safe and transparent manner

Why is it useful?

- Provides clarity to staff about how the organization will keep them safe



20

Return to work plan elements

- Workplace health and safety measures
- Recall procedures for staff
- Compensation adjustments
- Ongoing monitoring procedures
- Remote work options



21

Switching Gears...



22



Why We Need Policy Handbooks



23

Volunteer handbook elements

What is it?

- A tool that outlines established policies and procedures within your organization, as they relate to your volunteers

Why is it useful?

- Sets volunteers up for success
- Ensures clarity around expectations



24

Volunteer handbook elements

- Welcome Letter
- Organization Mission
- List of Staff & Board
- Programs and Campaigns
- Roles and Responsibilities
- Volunteer Policies
- Operations/Work Outlines



25

Volunteer handbook samples

- [Find Food Bank Volunteer Handbook](#)
- [Hearing Speech and Deafness Center Handbook](#)



26

Personnel policy handbook

What is it?

- A tool that outlines established policies and procedures within your organization as they relate to full and part-time staff

Why is it useful?

- Ensures clear and transparent policies and procedures are in place
- Can significantly minimize potential liabilities



27

“Employee handbooks are a simple and straightforward manual that outlines the company's policies, procedures, rules, and regulations. The goal of **an employee handbook** is to create **fair** and consistent guidelines that **apply equally** to all employees in your workplace and **protect** organization against common employment lawsuits.”

– SquareUp



28

Table of Contents	
Employee Handbook	9
Introduction to [Your Organization Name]	9
Welcome Letter.....	9
Introduction	11
[Your organization's name] Vision, Mission and Goals.....	11
[Your organization's name] History.....	11
Purpose of the Employee Handbook.....	11
At-Will Employment.....	11
Employment Policies and Procedures	12
Equal Opportunity Policy.....	12
Prohibition of Harassment.....	12
Recruitment.....	13
Announcement of New Positions.....	13
Employee Selection and Development.....	14
Interview, Travel and Moving Expenses.....	15
Conditions of Employment	16
Introductory Period Policies.....	16
Introductory Period.....	17
Attendance Policies and Procedures.....	17
Standards of Personal Behavior.....	18
Illegal Drug Abuse/Alcohol Abuse.....	18
Smoking.....	19
Statement on Confidentiality.....	20
Outside Employment.....	20
Political Activities.....	20
Conflicts of Interest.....	20
Performance Feedback	20
Performance Improvement.....	21
Termination.....	24
Grievance Procedure.....	26
Employment Disputes	27
Employee Safety.....	27
Return to Work After Serious Injury or Illness.....	27
Employment Status and Classifications.....	28
Compensation	28
Equal Pay.....	28
Job Descriptions.....	28
Reclassification of Jobs.....	29
Workday.....	29
Payday.....	29
Pay Advances.....	29
Overtime Compensation.....	30
Work Beyond Regular Hours—Exempt Employees.....	30
Compensatory time off Sample Policy #1.....	30
Compensatory time off Sample Policy #2.....	30
Reimbursement.....	31
Salary Administration.....	32
Payroll Deductions.....	32
Employee Benefits	33
Insurance.....	33
Retirement—401(k)/403(b) Program.....	33
Vacation.....	35
Sick Days.....	37
Catastrophic Leave.....	37
Terms and Conditions.....	38
Limits on Leave Donation.....	39
Donated Time Not Used.....	39
Eligibility to Participate.....	39
Conditions for Making Leave Donations.....	39
Calculating Donated Leave.....	39
Solicitation of Donations.....	40
Leave of Absence and Military Leave.....	40
Return to Work.....	42
Benefits during Approved Leave of Absence.....	42
Medical/Family Leave.....	43
Return from Leave.....	43
Bereavement Leave.....	43
Jury Duty.....	44
Voting.....	44
Travel Reimbursement.....	44
Use of Rental Car on [Your Organization Name] Business.....	45
Conferences and Meeting.....	45
Miscellaneous Policies	46
Confidentiality.....	46
Software Usage Policy.....	46
Enforcement.....	46
Telecommuting/Virtual Offices.....	46
Gratuities to Government Employees.....	46
Employee Privacy.....	47
Kitchen/Break Room.....	47
Emergency Cleanings.....	47
Mail and Shipping.....	47
EMPLOYEE ACKNOWLEDGMENT	51
APPENDIX	52
APPENDIX A – Health Insurance Plan	52
APPENDIX B – Prescription Drug Plan	52
APPENDIX C – Dental Plan	52
APPENDIX D – Vision Care Plan	52

29

Elements of an Employee Handbook

- Introduction
- Employment policies and procedures
- Conditions of employment
- Performance feedback



30

Elements of an Employee Handbook

- Employment disputes
- Compensation
- Benefits
- Miscellaneous policies



31



- [TREC Employee Handbook Template](#)
- [Getting Your Policy House In Order TREC Webinar](#)
- [Sample Conflict of Interest Policy](#)



32

A final reason why policies are useful.....

"A colleague once shared a story about an employee bringing an alligator to work in a shopping cart. Yes, an alligator! The co-workers did not seem to mind and they participated in the photo-ops, petting, holding it etc. Shockingly, that was the last 'bring your pet to work day' because following the incident, the organization implemented a 'no pets in the workplace' policy."



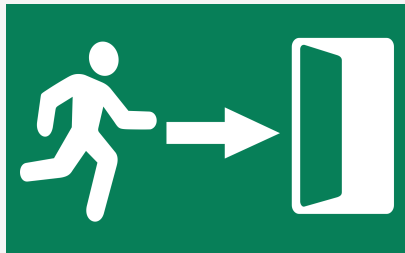
33



Evaluation of this webinar

As you exit the webinar...

Please fill out our brief survey!



34



Questions?



How to Participate

Using your control panel...

- **RAISE YOUR HAND** if you would like to be unmuted to speak your question
- OR continue to submit questions and comments via the **Questions** panel.

Thank you for attending today's webinar! We will stay after to answer your questions, but feel free to exit the webinar if you need to go.

