

PERSONNEL POLICIES

I. Administration of Personnel Policies

Policy: Highlander will adhere to clearly defined and established personnel policies which are approved by the Board of Directors. The Board of Directors shall value and actively seek input from the staff.

- Procedure:
1. Staff will review personnel policies annually. Comments will be forwarded to the Board Personnel Committee comprised of assigned board members and two staff representatives elected by staff to a one-year term. The two staff representatives may be re-elected to another one-year term. After serving two years, the Committee position will rotate to new staff. Recommendations for changes can come from either Board or Staff and will be reviewed by the Personnel and Human Resources Committee.
 2. Upon employment, all staff members are required to read and discuss the personnel policies with the Executive Director(s) or staff person's Coordinator or her/his designee and sign a written acknowledgement of understanding of the policies. All staff members are required to read and sign a written acknowledgment of understanding whenever the policies are changed or updated.
 3. Copies of Highlander's personnel policies are to be available at all times to Highlander staff. Each new staff person will be provided with a copy and a copy will be housed in the central files.
 4. Personnel policies require the approval and support of Highlander's Board of Directors prior to implementation or modification.
 5. The Executive Director(s) has the ultimate responsibility of ensuring that staff members adhere to all personnel policies.
 6. Changes, amendments or revisions made to the personnel policies must be dated.