

**DEVELOPMENTAL DISABILITIES RESOURCE BOARD  
OF CLAY COUNTY MISSOURI**

**EMPLOYEE PERSONNEL POLICIES**

**Approved: April 30, 1991**

**Revised: February 25, 1997  
June 24, 1997  
October 28, 1997  
June 28, 2005  
November 28, 2006  
June 26, 2007  
October 27, 2009  
June 26, 2012  
October 31, 2017**

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# **DEVELOPMENTAL DISABILITIES RESOURCE BOARD OF CLAY COUNTY MISSOURI**

## **EMPLOYEE PERSONNEL POLICIES**

### **1. Personnel Policy Responsibility**

- 1.1 **Governing Body** - The Board of Directors of the Developmental Disabilities Resource Board (hereinafter referred to as the Board) is the governing body and as such is the policy making group responsible for the personnel practices of the Board. The Administrative Director for the Board is responsible for the administration of the policies and procedures as directed by the Board.
- 1.2 **Policy Manual Revisions** - Recommendations regarding new personnel policies or revisions to existing policies may be initiated at any time by the Board and its Committees. The Executive Committee, which is the Personnel Committee, will review all personnel policies or revisions and submit its decisions and recommendations to the Board of Directors for final approval.

### **2. Administration**

**Administrative Director** - The Administrative Director is responsible for the administration of the personnel policies in the day-to-day operation of the Board.

### **3. Selection of Administrative Director**

- 3.1 The Board shall employ a professionally qualified Administrative Director.
- 3.2 It shall be the responsibility of the Executive Committee or Board to process applications for the Administrative Director, select the most qualified candidate and to recommend to the Board the acceptance of this person.
- 3.3 Employment shall be based upon the requirements of the position and qualifications of the prospective employee and shall be made without discrimination.
- 3.4 All employment application information will be incorporated into a personnel file of the Board if the person accepts employment.

### **4. Personnel**

- 4.1 **Staffing** - The personnel of the Board shall consist of an Administrative Director and the necessary staff to serve the needs of the Board.
- 4.2 **Interviewing** - Each applicant will come to the Board and participate in a personal interview with the Administrative Director and/or other designated individuals as determined by the Board.
- 4.3 **Equal Opportunity Employment** - The hiring, assignment and promotion of Employees shall be based on the qualifications and abilities, without discrimination. Job recruitment and hiring is carried out in conformance with appropriate procedures governing civil rights and equal employment opportunities.

## 5. **Method of Compensation**

- 5.1 **Salaried Employee** - Is an employee who receives remuneration on a job for which the Employee is paid an agreed lump sum for a specific period of time and benefits as set forth herein. For example: an Employee paid by the month will be paid the same amount regardless if that month happens to have 28, 29, 30 or 31 days in it.
- 5.2 **Non-Salaried Employee** - Is an hourly employee who will be paid as such with no benefits but will be paid for overtime at a rate of time and one-half for all hours worked in excess of a 40-hour week.

## 6. **Employee Position Specifications**

There shall be a written job description for each position within the Board with a proper basis for pay plans and evaluations. The job descriptions will specify the duties, responsibilities and supervision responsibility, if any, for the position.

## 7. **Office Hours**

Office hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. Employees should understand that occasionally it may be necessary to work beyond the normal office hours.

## 8. **Snow Days**

The administrative offices of the Board will be closed when winter weather is such that Clay County Government are closed.

## 9. Holidays

9.1 Salaried employees shall be granted the following holidays with pay:

New Year's Eve	Independence Day	Christmas Eve
New Year's Day	Labor Day	Christmas Day
Good Friday	Thanksgiving	
Memorial Day	Friday following Thanksgiving	

9.2 If a holiday falls on a Friday, Saturday or Sunday, employees will receive the same days off as taken by the majority of the agencies.

9.3 If a holiday observed by the Board is celebrated by the Board on a working day and is within the Employee's vacation period, the day will not be charged as a vacation day.

## 10. Benefits

10.1 **Health, Dental and Life Insurance** - The Board shall provide a percentage of the Employee's base salary to allow the Employee to purchase health, dental, eye care and life insurance and provide for retirement.

10.2 **Workers' Compensation** - Workers' Compensation is carried by the Board for all Employees who may be injured in the line of duty. All accidents shall be reported to the Administrative Director.

10.3 **Retirement Plan** – The Board allows the Employees to establish a 457 (b) retirement plan. All contributions are the responsibility of the Employees.

## 11. Leave Policy

### 11.1 Vacation Plan

Salaried employees are eligible for vacation and may use vacation as it accrues.

## 11. Leave Policy

### 11.1 Vacation Plan, Continued

11.1.1 Accrual Rate - Vacation accrues based on the following:

<b><u>Completed Years of Continuous Employment</u></b>	<b><u>Paid Vacation Days</u></b>
1 to 3 years	10 days
After 4 years	15 days
After 9 years	20 days

Vacation will accrue but not be available until one year of employment is completed.

11.1.2 Any vacation days not used within the year following the accrual shall be forfeited unless authorized by the Board to carry them into the next year.

11.1.3 An Employee may not request less than one half (1/2) day vacation leave at a time.

11.1.4 Vacation leave shall be scheduled and requested in written form by the employee at least two (2) weeks in advance or verbal approval by an Executive Committee member.

11.1.5 Vacation leave is subject to approval by the Executive Committee and will be granted in such a manner as not to jeopardize the effective functioning of the Board. Advanced vacation leave days will not be approved beyond those earned.

11.1.6 Compensation will be paid for accrued vacation credit within Board policy guidelines upon termination of employment in good standing.

### **11.3 Personal Time Off Days**

11.3.1 All permanent employees are eligible to earn ten (10) personal time off days annually. Days will accrue, but not be available during the first 6 months of employment. After 6 months of continuous employment, ten (10) personal time off days will be available. Days may be accumulated up to 36 days. There will be no compensation for unused accumulation of personal time off days at the time of termination of employment.

11.2.2 Personal time off days may be used for the care of the immediate family (spouse, children, parents, and/or any member of the family).

11.2.3 Personal time off days taken in addition to Board policy guidelines shall be subject to full deduction in pay on a per diem basis.

**11.3 Family Medical Leave Act-** FMLA does not apply to DDRB because there are fewer than 15 employees.

**11.4 Jury Leave** - An Employee's civic responsibility is recognized by the Board. An Employee summoned for jury duty on a scheduled work day shall be excused for the required period of jury service and shall be reimbursed for the difference between his/her regular salary and that which is received from the court. The Employee shall furnish proof of jury service to be eligible for payment. This policy is not applicable in cases where the employee is personally or directly involved in the action, i.e., plaintiff or defendant.

**11.5 Leave Without Pay** - After accrued vacation leave has been exhausted, the Administrative Director, with permission of the Executive Committee, may with advance notice, allow additional days of leave without pay.

**11.6 Military Leave** - Military leaves are granted in accordance with applicable State and Federal Statutes.

## **12. Salary Compensation Policy**

12.1 All salaried and hourly Employees will be paid on the 15<sup>th</sup> and the 30<sup>th</sup> of each calendar month. If the payday falls on a Saturday or Sunday, Employees will be paid on the Friday preceding.

12.2 Compensation for Employees shall be reviewed annually in August prior to the Board Budget by the Board after the Executive Committee gives a written evaluation.

## **13. Travel**



- 13.1 Employees shall receive compensation for expenses for travel in the line of duty including transportation, parking, tolls, meals, lodging and so on.
- 13.2 Travel is reimbursed at the Internal Revenue Service standard mileage rate per mile originating from site of the Board's office. Should the employee elect to rent a vehicle, the employee is responsible for that rental expense plus gasoline.
- 13.3 Employee shall receive a per diem allowance up to the reasonable and customary standards for the area of travel.
- 13.4 Each Employee is responsible for keeping a record of travel expenditures. Travel expenses are submitted monthly to the Board for approval.

#### **14. Performance Evaluation**

- 14.1 All employees hired by the Board shall have their first performance evaluation due 90 days (or other time frame as agreed with the Employee) following their date of hire. The written employee evaluations shall be discussed with the Employee and signed by both the Employee and the Chairman of the Board.
- 14.2 All employees shall have at least one annual evaluation. The written employee evaluations shall be discussed with the Employee and signed by both the Employee and the Chairman of the Board.
- 14.3 Evaluations of part-time or clerical staff will be conducted by the Administrative Director and presented to the Board.
- 14.4 It shall be the responsibility of the Board to evaluate the Administrative Director. Evaluations will be mailed to each Board member in July. Evaluations will be returned to the Chairman or the Executive Committee prior to the August board meeting. Recommendations will be presented to the Board for approval.

The evaluation for the Administrative Director shall be conducted based upon performance evaluations in accordance with the job description provided to the Administrative Director. Written comments are required for any rating below "acceptable".

#### **14. Performance Evaluation, continued**

- 14.5 One copy of any written evaluation shall be given to the Employee. One copy shall be placed in the Employee's personnel file. Evaluations shall be available for Board review.

## **15. Personal Conduct**

- 15.1 Work attire should be appropriate and reflect neatness, cleanliness and good judgment.
- 15.2 It is the policy of the Board to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises.
- 15.3 The building located at 920 S. Kent shall be considered a smoke-free environment.

## **16. Separation**

- 16.1 **Resignation** - Employees are required to give a two-week notice stating the reason for resignation. Employees resigning shall receive an exit interview conducted by the Administrative Director or a member of the Executive Committee.
- 16.2 **Dismissal** - Each employee is considered an employee at will and subject to dismissal at the discretion of the Board upon a 2/3 majority vote.

## **17. Harassment**

The Board is strongly committed to the principles of fair employment practices, and as such it is the Board's policy to provide employees a work environment that is free from all forms of discrimination. In recognition of each person's individual dignity, ethnic, sexual and other forms of prohibited harassment of individuals will not be tolerated.

All reports of inappropriate conduct will be promptly and thoroughly investigated. The Board will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any Board employee who violates this policy will be subject to the full range of disciplinary action up to and including termination from Board employment. The Board will inform the complaining employee of the resolution of the complaint as appropriate.

## **18. Grievance Policy**

- 18.1 The purpose of the grievance policy is to establish a reasonable method for resolving problems and complaints of employees.
- 18.2 The following process is available and should be followed in order to properly address and resolve employee grievances:
- 18.2.1 If an employee other than the Administrative Director has a grievance, the first step would be to discuss the matter and potential solution with the Administrative Director. A response from the Administrative Director should be made as soon as possible.
- If the Administrative Director has a grievance, he/she should discuss the matter and potential solution with the Board Chairman. A response from the Board Chairman should be made as soon as possible.
- 18.2.2 If the grievance is not resolved to the satisfaction of the person filing the grievance, the matter shall be presented in writing to the Board of Directors. This document must contain the following:
- a) The employee's name and means of contact;
  - b) Identify the alleged incident;
  - c) Provide as much detail as possible regarding the incident; and
  - d) Include employee's signature.
- 18.2.3 Unless otherwise stated, while the grievance is being addressed by the Board of Directors, work must continue as normal.
- 18.2.4 The Board will review the documentation and contact the grievant to let him/her know that the case is being reviewed and will be resolved no later than 30 days from the day the complaint was submitted.
- 18.2.5 As part of the case review, the Board has the right to interview the grievant, the Supervisor and/or any other pertinent parties to the case.
- 18.2.6 At the end of the 30 days, the Board will follow up with the grievant and all parties involved to inform them of the final resolution.

**EMPLOYEE PERSONNEL POLICIES**

**Employee Personnel Policies Receipt Form**

**Employee Copy**

I certify that I have received a copy of the Developmental Disabilities Resource Board Employee Personnel Policies and have reviewed the contents. I further agree to abide by statements and policies contained herein.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

**The Developmental Disabilities Resource Board reserves the right to interpret, amend, modify, cancel or discontinue at any time any provisions of these described policies and programs. Also, language used in the Employee Personnel Policies is not intended to create, nor is it to be construed to constitute a contract.**

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## **Employee Personnel Policies Receipt Form**

### **Developmental Disabilities Resource Board File Copy**

I certify that I have received a copy of the Developmental Disabilities Resource Board Employee Personnel Policies and have reviewed the contents. I further agree to abide by statements and policies contained herein.

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Employee Signature

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Date

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