



Irene Gomez-Bethke Papers.

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Centro Cultural Chicano  
Personnel Policies and Practices

Section 1.

1. Develop equal opportunity policy.
2. Develop affirmative action program.
  - A. Goals -- for hiring minorities and women
  - B. Time tables -- how long it will take to accomplish recruiting of effected classes

Personnel Policy

A. Authority

1. Hiring responsibility

The Board of Directors is responsible for hiring the agency Executive Director. The Executive Committee or an Ad Hoc Search Committee will supervise the search and screening processes and will make recommendations to the Board of Directors. The Executive Director is responsible for hiring all staff although he/she shall consult with the Personnel Committee of the Board in selecting employees for supervisory positions. All other staff shall be hired by the Executive Director in consultation with the appropriate supervisor.

B. Selection

Qualified employees are selected on the basis of character, experience, education or training, physical ability, proven skills, and employment stability. Qualifications for the position as well as for future advancement are given prime consideration.

Qualified employees or Volunteers will be given first consideration whenever a vacancy occurs as a result of a resignation, transfer, or the creation of a new position.

This policy will not apply to the following situations:

- A. Temporary opening in a position established for a specific period of time or for the duration of a specific project of group of assignments.
- B. Re-assignment (not a promotion) of a number of employees in connection with an internal reorganization of a department or function.
- C. Re-assignment (not a promotion) of an employee made at the discretion of the Executive Director to:
  - (1) Correct a faulty placement.
  - (2) Eliminate personal frictions.
  - (3) Compensate for physical disability.

C. Former Employees

Employees who left the agency voluntarily or through no fault of their own who make application for re-employment will be given consideration. A re-employed person must waive all rights accruing from prior service except for retirement benefits (see National Health & Welfare Retirement).



D. Relatives

The employment of close relatives will be carefully scrutinized by the Personnel Committee before approval. Close relatives are defined as:

- A. Blood relatives or direct lineage only.
- B. Relatives by marriage: spouse and the employee's in-laws only.
- C. Exceptions are employees who marry each other.

E. Moving Expenses

When hiring full-time workers from outside the Twin Cities area, the agency may assist in the payment of reasonable moving expenses subject to the approval of the Board of Directors.

F. Application Retention

Applications for employment will be retained by the agency for a period of not less than 6 months.

G. Job Descriptions

Job descriptions shall be written by agency supervisors and appropriate administrative staff. A job description shall be on file for every authorized agency position. No new positions will be created without approval from the Personnel Committee and without an approved job description. Significant changes in job descriptions must be approved by the Personnel Committee.

H. Personal Interview

Final appointment to a position shall follow a personal interview between the applicant and the person or persons responsible for hiring.

I. References

References will be checked.

J. Orientation

Every new staff person shall be oriented to the programs, policies, and procedures of the agency and his/her particular job description by his/her immediate supervisor.

Section 2. Hours of Work, Attendance and Absenteeism

A. Hours of Work

The scheduled work week for all regular full-time employee consists of forty (40) hours. Split shifts should be avoided. Hours should be scheduled in such a way as to provide forty-eight consecutive hours off each week. It is desirable that full-time professional workers be scheduled for not more than (4) nights a week; and no more than two periods a day. Periods are to be understood as morning, afternoon, and evening. Weekend schedules should be distributed equitably among staff.

B. Remuneration

All employees will be assigned a job classification and will receive a salary based upon the job classification and the salary classification in the Salary Schedule which is annually reviewed.

All newly hired employees will be placed in a salary classification (step) based upon their education, work experience, and community

Cont'd. Section 2 B Remuneration

involvement as determined by the Executive Director. The Executive Director may assign persons in either Step I or II. It requires the approval of the Personnel Committee to assign persons to Step III or IV. It requires the approval of the Board of Directors to assign persons in either Step V, VI, VII, or VIII. The Board of Directors shall determine the salary of the Executive Director.

An employee moves up from one salary step to another based on merit.

The Executive Director in consultation with appropriate supervisors, will recommend to the Personnel Committee of the Board of Directors those employees who, based upon their job performances, are entitled to move up the Salary Schedule. This committee shall make a determination upon these recommendations at least on a bi-monthly basis. The Executive Director will inform supervisors when such meetings will take place.

C. Overtime and Compensatory Time

Overtime shall be defined according to Minnesota statutes and applicable Federal Law. It is the policy of the agency to minimize overtime. It is the responsibility of the Executive Director and appropriate supervisors to examine the schedule of assignment of any worker who consistently works overtime and to make necessary adjustments. All professional employees who work overtime shall be entitled to compensatory time off, to be arranged with his/her supervisor. Such compensatory time may not be carried more than one pay period beyond the period it was earned. The Executive Director may approve compensatory time at a later date in extreme circumstances. Non-Professionals who are required to work overtime shall be compensated for such overtime at a rate consistent with applicable state and federal law.

Section 3.

The immediate supervisor with whom the prospective clerical employee is to work shall be consulted.

All employees who seek full time status shall be required to serve a probationary period of six months for professional staff, and three months for supportive staff.

Probationary employees shall have a performance appraisal at the end of the third month of employment and immediately after the 6 month probationary period. After the employee has been certified as a full-time employee he/she shall have a performance appraisal every 6 months.

A. Travel and Maintenance Expenses

1. Reasonable travel expense for trips outside the Metropolitan area will be allowed with the prior approval of the Executive Director.
2. All vehicles owned by Centro shall be used only for the purpose of carrying out business for Centro, (with only a class "B" license required) and only during hours. Vehicles owned by Centro will not be used for personal business.



Cont'd. Section 3 A

3. The use of personal vehicles in the discharge of official duties will require prior authorization of the Executive Director. The employee will be reimbursed at the rate of (\$.15) per mile, up to a specific amount per month stated by the Executive Director. At the time of the approval, the employee shall be required to keep a record of the mileage driven on official business for listing on the bi-weekly salary schedule for reimbursement.

B. Salary Payments

Salaries are paid every other Friday.

C. Holidays

Centro Cultural Chicano shall have 12 paid holidays:

New Year's Day	Jan.	Labor Day	Sept.
Martin Luther King Day	"	Mexican Independence Day	"
President's Day	Feb.	Dia de la Raza	Oct.
Cinco de Mayo	May	Thanksgiving Day	Nov.
Memorial Day	"	Dia de la Virgen de	
Fourth of July	July	Guadalupe	Dec.
		Christmas Day	"

Official holidays falling on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. If a holiday should occur during a vacation, that holiday will not be counted as a day of vacation.

Employees shall be entitled to be absent from their duties on such holidays with full pay. Employees required to work during these holidays because of the nature of their duties shall be given compensatory time off from work.

D. Leave Regulations

For the purpose of computing vacation and sick leave, the calendar year, January through December will be used.

1. Vacations

Annual leave will be accrued and computed once an employee has successfully completed the probationary period.

Vacation time will be requested in writing on the appropriate form and must receive administrative approval one (1) month before the vacation is taken.

2. Sick Leave

After one continuous month of service, each employee shall be entitled to sick leave at the rate of one (1) day per each completed month of service.

Said continuous month of service shall begin on the first day of the month. If an employee begins his/her service prior to the tenth of the month, he/she shall be entitled to utilize that month as a continuous month. Credit for unused sick leave may not be applied to any other form of leave, nor may it be paid for upon termination of an employee's service.

Sick leave will be granted by the immediate supervisor upon satisfactory proof of illness, exposure to contagious disease, or attendance upon a member of his/her immediate family who is seriously ill and requires his/her care.

#### Section 4.

##### A. Employment Procedures

1. Persons accepting employment with Centro Cultural Chicano will be required to:
  - a. Complete an application for employment. Resumes will be submitted by professionals.
  - b. Provide satisfactory references.
  - c. Enroll in the Group Insurance Plan for Centro Cultural Chicano, which is effective after thirty (30) days of employment.
  - d. Prepare Employee's Withholding Exemption Certificates.
  - e. Supply Social Security registration number.
  - f. Provide names, addresses and telephone numbers of nearest relatives who may be notified in case of accident or serious illness. The employee is also responsible for keeping this information current.
2. When the decision to employ has been made, Centro will confirm the details of employment in writing. A copy of this letter will be retained in the personnel file and another copy will be sent to the Chairperson of the Personnel Committee of Centro Cultural Chicano's Board of Directors.
3. As a matter of policy and good practice, Centro Cultural Chicano will not employ immediate family members of its staff, unless marriage occurs after employment.

##### B. Office Hours

1. Regular offices hours are from 9:00 AM to 5:00 PM, Monday through Friday for both clerical and professional staff.
2. Each employee will have an hour for lunch.

##### C. Employee Benefits

###### 1. Group Insurance

Centro Cultural Chicano shall provide Life Insurance, Accidental Death and Dismemberment benefits, as well as hospital and extended medical coverage benefits for all employees. All of the cost of this insurance is paid by Centro Cultural Chicano. Additional family coverage (a major medical feature is available and optional at cost to the employee, which is paid through payroll deduction.

A booklet, prepared by the insurance company, explaining the details of the plan, is given to each employee at the time of his/her employment.

###### 2. Workmen's Compensation

Centro Cultural Chicano provides Workmen's Compensation protection to compensate employees for accidents and illness arising out of and a result of employment.

3. Disability

In case of short term illness, the employee can use vacation time and sick days toward work days that fall within a thirty (30) day period. Once illness is prolonged past thirty (30) days, the employee must apply for long term disability through their group insurance contract in order to be paid during that period.

4. Social Security

All employees are covered by Social Security benefits through their participation in this system. The employee contribution is made by payroll deduction.

D. Disciplinary Action

Disciplinary action may be taken against any employee for good cause as specified in the following section. Such action is taken by Centro in consultation with the immediate supervisor.

The following will be cause for disciplinary action:

- a. Incompetency or inefficiency.
- b. Neglect of duty.
- c. Insubordination or willful disobedience of a lawful order of a supervisor.
- d. Dishonesty.
- e. Intoxication or drunkenness while on duty.
- f. Discourteous or offensive treatment to the general public or to other employees.
- g. Incapacity due to mental or physical disability.
- h. Fraud.
- i. Theft, abuse, damage or willful negligence of agency property, equipment or supplies.
- j. Absence without proper leave.
- k. Violations of the provisions of these personnel policies and procedures concerned with regulation of employees.
- l. Soliciting or taking money as gifts in connection with duty.
- m. Sexual/racial harassment.
- n. Conviction of a felony.



### Check List

- \* Equal opportunity policy in place of affirmative action policy.
- \* Table of contents.
- \* Affirmative Action officer  
Associate Director -- List in policies  
"A.A.O. Designee"
- \* E.E.O.O. -- Equal Employment Opportunity Officer -- Executive Director
- \* Vacation 4 hours for every 40 hours of work  
24 days of vacation per year  
"scheduled" by associate director
- \* sick leave 1 day per month, accumulative up to 10 working days only
- \* Centro will pay full salary for jury duty
- \* Reimbursement for post-secondary courses that are specifically related to job responsibilities.
- \* Maternity leave allowable up to 1 year leave of absence with pay
- \* cost of living raise but no merit increase



## SECTION I

### PERSONNEL POLICIES AND PRACTICES

#### CENTRO CULTURAL CHICANO

#### AFFIRMATIVE ACTION POLICY

The following is the Affirmative Action Plan adopted by the Board of Directors of Centro Cultural Chicano, in January of 1977.

" It is the policy of Centro Cultural Chicano to provide equal employment opportunities without regard to race, color, religion, age, sex, disability, sexual preference, public assistance status, ex-offender status, or national origin. "

" This policy applies to all phases of employment including, but not limited to recruitment, selection, placement, promotion, rates of pay or other forms of compensation and selection for training. "

" It is the responsibility of the Board of Directors to ensure the affirmative implementation of this policy. "

#### PERSONNEL POLICY

##### A. AUTHORITY

The staff of the Centro Cultural Chicano is employed by authority of the Board of Directors delegated to the Executive Director in consultation with the Chairperson of the Centro Cultural Chicano.

Prior to the beginning of each fiscal year, an operating budget, which includes the number of staff positions by title authorized for the fiscal year, is approved by the Executive Director and the Board of Directors. Staff positions other than those authorized in the operating budget requires special approval of the Board of Directors.

The Executive Director is the administrative head of the agency and all staff members salaried or volunteer, are responsible to him, and ultimately the Board of Directors.

## B. STAFF ORGANIZATION

The Centro Cultural Chicano will maintain a table of organization showing job title and level of responsibility , complete job description for each position shall be maintained also. The scope and duties of each position on the staff shall be defined as clearly as possible in writing.

## C. SALARY ADJUSTMENTS - ALL STAFF

Evaluations will be made upon Board approval, after the first six (6) months of employment for the purpose of merit salary increase. Thereafter, employees who have been employed for a year will be reevaluated and considered for a possible salary increase. Each year a written evaluation shall be made regarding the service rendered by each staff member. A copy shall be given to the employee and a copy filed as part of his/her official record. Evaluation of the clerical personnel shall be made by the immediate supervisor. Evaluation of the professional staff shall be made by the Executive Director, with approval from the Board of Directors.

## SECTION II

### PERSONNEL ADMINISTRATION

The responsibility for personnel administration and clerical staff shall rest with the Executive Director. Applications for employment shall be submitted in writing, supplemented by personal interview. The professional staff person with whom the prospective clerical employee is to work shall be consulted.

All employees who seek full time status shall be required to serve a probationary period of: six months for professional staff, and three months for clerical staff.

Probationary employees shall have a written evaluation immediately before the termination of the probationary period and thereafter at the time of annual staff evaluations.

### SECTION III

#### A. EMPLOYMENT PROCEDURES

1. Persons accepting employment with Centro Cultural Chicano will be required to :
  - a. Complete an application for employment. Resumes will be submitted by professionals.
  - b. Provide satisfactory references.
  - c. Enroll in the Group Insurance Plan for Centro Cultural Chicano which is effective after two months of employment.
  - d. Prepare Employees Withholding Exemption Certificates.
  - e. Supply Social Security Registration number.
  - f. Provide names, addresses and telephone numbers of nearest relatives who may be notified in case of accident or serious illness. The employee is also responsible for keeping this information current.
2. When the decision to employ has been made, Centro will confirm in writing the details of employment. A copy of this letter will be retained in the personnel file , and a copy will be sent to the Chairperson(s) of Centro Cultural Chicano.
3. As a matter policy and good practice, Centro Cultural Chicano will not employ immediate family members of Centro Cultural Chicano staff,

1. salary - Prof  
2. Non prof.

#### B. OFFICE HOURS

1. Regular office hours are from 9:00 am to 5:00 pm, Monday through Friday for both clerical and professional staff.
2. One half (1/2) hour is allowed each employee for lunch, on a rotating basis to be determined by the Executive Director.
3. During a full eight hour working period, clerical staff shall have two (2) fifteen minute breaks during the day, one between the hours of 9:00 am and 11:00 am and the other between the hours of 2:00 pm and 4:00 pm.
4. Compensation time is an intergral part of any position with Centro. Comp-time will be compensated for by equivalent time off. It is the policy of Centro that Comp-time shall be discouraged. Any instance where Comp-time is required, with the exception of clerical personnel, in order to complete necessary work or in cases other than emergencies, prior authorization for such Comp-time shall be received from the Executive Director of Centro. (Comp-time shall be defined to mean all hours worked in excess of the normal working hours or 40 hrs. per week). All comp-time must be taken within the month earned. All Comp-time requested and taken shall be documented.

Comp time to be documented. unless emergency. *or Prof*  
overtime 1/2 time = comp time *if not will lose time*



### C. TRAVEL AND MAINTENANCE EXPENSES

1. Reasonable travel and ~~expense~~ <sup>expense</sup> for trips outside of the Metropolitan area will be allowed with the prior approval of the Executive Director.
2. All vehicles owned by Centro shall be used only for the purpose of carrying out <sup>prog</sup> business for Centro, (with only a class 'B' license required) and only during ~~office~~ hours. Vehicles owned by Centro will not be used for personal business.
3. The use of a personal vehicle in the discharge of official duties will require prior authorization of the Executive Director. The employee will be reimbursed at the rate of (.15) a mile, up to a specific amount per month stated by the Executive Director at the time of the approval, the employee shall:
  - a. Be required to keep a record of the mileage driven on official business for listing on the ~~monthly voucher~~ <sup>weekly mileage schedule</sup> for reimbursement.
  - b. Submit an ~~expense voucher~~ at the time other vouchers are submitted.

### D. SALARY PAYMENTS

Salaries are paid semi-monthly, on the ~~15th and the last day~~ <sup>every other Friday</sup> of the month. Salary checks are issued on the last working day of the pay period. If the 15th or the last day of the month falls on a Saturday, Sunday, or holiday, salary checks will be distributed on the last previous working day.

### E. HOLIDAYS

1977

New Years Day	January 2ND	Labor Day	September 4TH
Martin Luther King Day	January 16TH	Mexican Indep. Day	September 16TH
Presidents Day	February 20TH	Thanksgiving Day	November 23RD
Cinco de Mayo	May 5TH	Dia de la Virgin de	
Memorial Day	May 29 TH	Guadalupe	December 12 TH
Fourth of July		Chirstmas Day	December 25TH

Official holidays falling on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. If a holiday should occur during a vacation, that holiday will not be counted as a day of vacation.

Employees shall be entitled to be absent from their duties on such holidays with full pay. Employees required to work during these holidays because of the nature of their duties, shall be entitled to equivalent time off within three (3) months thereafter.

(comptime)

## F. LEAVE REGULATIONS

For the purpose of computing vacation and sick leave, the calendar year, January through December will be used.

### 1. Vacations

Annual leave will be accrued and computed from the date of employment. No employee will be eligible to use accrued vacation time until after he/she has successfully completed the probationary period.

Vacation time will be requested in writing on the appropriate form and must receive administrative approval one (1) month before the vacation is taken.

- a. The Executive Director shall be granted ten (10) days vacation for the first (1st) year of employment, and fifteen (15) days after the second (2nd) year, then twenty (20) days after completion of the third (3rd) and fourth (4th) year, then after five (5) years, twenty-five (25) days of vacation.
- b. All other professional staff will be granted ten (10) days for the first (1st) and second (2nd) years of employment, and fifteen (15) days for the third (3rd) and fourth (4th) years, and twenty (20) days after the fifth (5th) year.
- c. All other employee's shall be granted five (5) days vacation for the first (1st) and second (2nd) years of employment, then he/she shall receive ten (10) days after the third (3rd) year, up until five (5) years, where he/she shall receive fifteen (15) days after five (5) years.
- d. The Executive Director shall accumulate no more than twenty-five (25) days of vacation time. All other professional staff shall accumulate no more than twenty (20) days. All other employee's shall accumulate no more than fifteen (15) days thereafter.
- e. Part-time employees and seasonal employees will not accrual vacation leave.  
See Page 9.

### 2. Sick Leave

After one continuous month of service, each employee shall be entitled to sick leave at the rate of one (1) day per each completed month of service.

Said continuous month of service shall begin on the first (1st) day of the month. If an employee begins his service prior to the tenth (10th) of the month, he shall be entitled to utilize that month as a continuous month. Credit for unused sick leave may not be applied to any other form of leave, nor may it be paid for upon termination of an employees service. Sick leave will be granted by the immediate supervisor upon a satisfactory showing by the employee of his illness, exposure to contagious disease, or attendance upon a member of his immediate family who is seriously ill and requires his/her care.

The Executive Director may require a statement from an attending physician or other satisfactory evidence of the cause claimed for sick leave. Authorized leave shall not exceed three (3) working days.

### 3. Leave Without Pay

Leave without pay may be approved in unusual situations to preserve an employees continuity of service through a planned or emergency period of absence.

All request for leave without pay must be made in advance in writing and approved in advance by Centro. In periods of leave without pay, the employee will be responsible for continuing payment of his premiums for group insurance, Centro will continue to pay the employer's premiums on insurance.

### 4. Military Leave

Military leave will be given to employees who are members of the Armed Forces or National Guard to enable them to meet the requirements of military service without loss of their benefits as employees. Such leave will be administered in accordance with the provisions of the Universal Military Training and Service Act and the Reserve Forces Act of 1955.

### 5. Jury Duty

When an employee is called for jury duty, he/she shall be excused from work without charge against his/her vacation allowance. He/she may retain his/her jury fees and no deductions from his/her salary will be made because of such fees.

### 6. Other Leave

The immediate supervisor may grant short leaves of absence (not to exceed three (3) hours) on an occasional basis for personal business which must be transacted during working hours. Such leave is not charged against vacation or sick leave time.

7. In case of death in an employee's immediate family, brief absence with pay may be approved without charge to vacation or sick leave allowances. Immediate family members include: parents, brothers and sisters, and grandparents. Authorized leave shall not exceed three (3) working days.

## G. TERMINATION OF SERVICE

### Release

The term "release" refers to termination of employment by the agency for reasons beyond the control of the employee and bears no relation to employee job performance or conduct.

Should the agency be unable to continue a full time employee (who has rendered satisfactory service) in his current position because of budget cuts, reorganization or discontinuance or curtailment of a department, division or area of service, and is



unable to offer some other mutually satisfactory assignment, the employee shall be released. Notification of release shall be given to the employee in writing by the Executive Director thirty (30) days in advance of date of separation. Accrued vacation credit will be paid on termination of employment.

## 2. Severance Pay

Severance pay shall be granted by the agency under certain circumstances as follows:

A regular employee who has had a period of continuous service with Centro Cultural Chicano for one or more years, whose service during that period has been satisfactory, shall be entitled to severance pay if he is released from service because of budget cuts, reorganization or discontinuance or curtailment of a department, division or area of service. Severance pay shall be paid in accordance with the following formula: (but in no instance shall severance pay exceed a total of four months).

- a. All employees with one year of service-- Two weeks pay at the employee's current rate.
- b. All employees with between one (1) and five (5) years of service-- one months pay at the employees current rate.
- c. Regular employee's with five (5) to nine (9) years of service-- Two months pay at the employee's current rate.
- d. Regular employees with ten (10) or more years of service-- Four (4) months pay. Providing funds are available.

## 3. Dismissal

The term "dismissal" refers to termination of employment by the agency because of unsatisfactory job performance or misconduct. The employee shall receive a written notice of the reasons for dismissal. (Refer to causes for Disciplinary Action, Page 7.) An employee who has been notified of dismissal shall be entitled to an immediate appeal before a five-person committee of the Board of Directors, appointed by the Chairman within five (5) working days of notice of the appeal. This committee shall hear such appeal within five (5) working days. If the appeal is sustained, the employee shall be reinstated without loss of pay or other benefits.

## 4. Resignation

The term "resignation" refers to the voluntary termination of employment on the part of the employee. In the event of resignation, the agency must receive a written notice two (2) weeks in advance of date of termination from a clerical employee, and thirty (30) days in advance of date of termination from a professional employee. Accrued vacation credit will be paid upon termination of employment.

## H. EMPLOYEE BENEFITS

### 1. Group Insurance

Centro Cultural Chicano shall provide Life Insurance, Accidental Death and Dismemberment benefits, as well as hospital and extended medical coverage benefits for all employees. All of the cost of this insurance is paid by Centro Cultural Chicano. Additional family coverage (a major medical feature is available and optional at cost to the employee, which is paid through payroll deduction.

A booklet, prepared by the insurance company, explaining the details of the plan, is given to each employee at the time of his/her employment.

### 2. Workmen's Compensation

Centro Cultural Chicano provides Workmen's Compensation protection to compensate employees for accidents and illness arising out of and as a result of employment.

### 3. Social Security

All employees are covered by Social Security benefits through their participation in this system. The employee contribution is made by payroll deduction.

## I. DISCIPLINARY ACTION

Disciplinary action may be taken against any employee for good cause as specified in the following section. Such action is taken by Centro in consultation with the immediate supervisor.

### 1. Causes for Disciplinary Action

The following, while not exclusive, are declared to be causes for disciplinary action:

- a. Incompetency or inefficiency.
- b. Neglect of duty.
- c. Insubordination or willful disobedience of a lawful order of a supervisor.
- d. Dishonesty.
- e. Intoxication or drunkenness while on duty.
- f. Discourteous or offensive treatment to the general public.
- g. Incapacity due to mental or physical disability.
- h. Fraud.
- i. Theft, abuse, damage or willful negligence of agency property, equipment or supplies.
- j. Absence without proper leave.
- k. Violation of provisions of these personnel policies and procedures concerned with regulation of employees.
- l. Soliciting or taking money as gifts in connection with duty.

## 2. Grievance Procedure

Grievance procedure is a method established by Centro Cultural Chicano to settle grievance on the part of any employee or group of employees.

- a. The most effective way of preventing and adjusting grievances is through discussion between the employee and his immediate supervisor. Therefore, the supervisor shall give prompt and fair attention to any such grievance presented.
- b. If the aggrieved person is not fully satisfied with a decision reached at this level, the matter shall be presented in writing to the Executive Director.
- c. If suitable adjustment cannot be reached through consultation with the Executive Director, the aggrieved may request in writing and be granted a review and hearing by the Chairperson (s) or a committee he/she may appoint.
- d. If further satisfaction is desired, a written report with evidence bearing on the issues submitted to the Chairperson(s) or his/her committee shall next be submitted to the Board of Directors for review, hearing and action. The decision of the Board shall be final and binding on all parties concerned.

A written record shall be kept of action taken at each level of grievance procedure to be filed with the Executive Director. No more than seven (7) calendar days shall elapse from the date of receipt of the grievance before action is taken on each level of procedure. Any grievance filed by the Executive Director shall be submitted in writing and submitted to the Chairperson(s) or a committee he/she may appoint.

## J. MISCELLANEOUS

### 1. Public Relations and Information

Written or oral statements for publication shall be released or authorized by the Executive Director of Centro, with Board approval.

### Vacation (from page 5)

A person terminating employment under ordinary circumstances will be paid for any earned vacation leave which has not been used. If an employee leaves the organization and has used more than his/her accrued vacation leave, at the time of departure, deductions will be made from the final salary check for the excess days used. Unused and accrued sick leave will not be paid for when employment is terminated.



## SECTION #1

### PERSONNEL POLICIES AND PRACTICES

#### CENTRO CULTURAL CHICANO

#### EQUAL OPPORTUNITY POLICIES

The following is the Affirmative Action Plan adopted by the Board of Directors of Centro Cultural Chicano, in January of 1977.

"It is the policy of Centro Cultural Chicano to provide equal employment opportunities without regard to race, color, religion, age, sex, disability, sexual preference, public assistance status, ex-offender status, or national origin." "This policy applies to all phases of employment including, but not limited to recruitment, selection, placement, promotion, rates of pay or other forms of compensation and selection for training."

"it is the responsibility of the Board of Directors to ensure the affirmative implementation of this policy."

#### Personnel Policy

##### A. Authority

###### 1. Hiring responsibility

The Board of Directors is responsible for hiring the agency Executive Director. The Personnel Committee will supervise the search and screening processes and will make recommendation to The Board of Directors for the purpose of hiring the Executive Director.

The Personnel Committee and the Executive Director will screen applicants for employment. The Committee will then present a slate of finalist for the Executive Director from which to hire.

##### B. Selection

Employees are selected on the basis of character, experience, education or training, pertinent physical ability, proven skills, and employment stability. Qualifications for the position as well as for future advancement are given prime consideration.

This policy will not apply to the following situations;

- A. Temporary opening in a position established for a specific period of time or for the duration of a specific project or group of assignments.
- B. Re-assignment (not a promotion) of a number of employees in connection with an internal reorganization of a department or function.
- C. Re-assignment (not a promotion) of an employee made at the discretion of the Executive Director to:
  - (1) Correct a faulty placement.
  - (2) Eliminate personal frictions.
  - (3) Compensate for physical disability.

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CENTRO CULTURAL CHICANO

BOARD OF DIRECTORS

PERSONNEL COMMITTEE CHAIRPERSON - JOB DESCRIPTION

OBJECTIVE: To enable and assist the Executive Director to develop and administer the paid personnel needs of the staff at Centro Cultural Chicano.

RESPONSIBILITIES:

1. To call and preside at monthly personnel committee meetings.
2. To take responsibility for arranging that minutes and documentation of meetings are maintained.
3. To appoint representative personnel people from the Board and from the field of personnel, benefits, wages and salaries, insurance, and any other appropriate discipline.
4. To arrange for annual and periodic performance review of the Executive Director with appropriately selected representatives from the personnel committee.
5. To be a respondent with personnel committee to issues of personnel, involving conflicts, questions of salary, benefits, and performance competencies, hiring and dismissal and interpretation of personnel policies and practices.
6. Assure the performance of the following committee tasks:
  - A. Recommend to the Board a plan for staff positions and salary ranges.
  - B. Develop policies, practices, and materials related to the recruitment, selection and training of staff.
  - C. Develop personnel policies for all staff positions at Centro Cultural Chicano.
  - D. Recruit, interview and review qualifications of candidates for position of Executive Director; make recommendations to the Board for its action.
  - E. Plan for Executive Director orientation.
  - F. Confer with Executive Director on employment of staff and other personnel matters.
  - G. Work closely with Board chairperson and Executive Director on matters relating to personnel benefits, salaries, leaves, etc.
  - H. Prepare along with the Executive Director and submit to the Finance Committee a budget which reflects the personnel needs of Centro Cultural Chicano (i.e. number of positions, salaries, benefits, recruiting costs, staff training costs, etc.)
  - I. Keep abreast of laws and legislation pertaining to personnel matters.
7. To attend annual and continuous Board training.
8. Other duties as may be assigned by the Board chairperson.



## Section 2 - Hours of Work, Attendance & Absenteeism - con't...

### B. Remuneration

All employees will be assigned a job classification and will receive a salary based upon the job classification and the salary classification in the Salary Schedule which is annually reviewed.

All newly hired employees will be placed in a salary classification (step) based upon their education, work experience, and knowledge of community as determined by the Executive Director. The Executive Director may assign persons in either Step I or II. It requires the approval of the Personnel Committee to assign persons to Step III or IV. It requires the approval of the Board of Directors to assign persons in either Step V, VI, VII, or VIII. The Board of Directors shall determine the salary of the Executive Director.

An employee moves up from one salary step to another based on merit. As may be determined by the Personnel Committee and Administration.

The Executive Director in consultation with appropriate supervisors, will recommend to the Personnel Committee of the Board of Directors to move up the Salary Schedule. This committee shall make a determination upon these recommendations at least on a bi-monthly basis. The Executive Director will inform supervisors when such meetings will take place.

### C. Overtime and Compensatory Time

Overtime shall be defined according to Minnesota statutes and applicable Federal Law. It is the policy of the agency to minimize overtime. It is the responsibility of the Executive Director and appropriate supervisors to examine the schedule of assignment of any worker who consistently works overtime and to make necessary adjustments. All professional employees who work overtime shall be entitled to compensatory time off, to be arranged with his/her supervisor. Such compensatory time may not be carried more than one pay period beyond the period it was earned. The Executive Director may approve compensatory time at a later date in extreme circumstances. Support staff who are required to work overtime shall be compensated for such overtime at a rate consistent with applicable state and federal law.

The immediate supervisor with whom the prospective support staff person is to work shall be consulted.

## Section 3. Probation - Travel Reimbursement - Salary Schedule - Holidays - Leave Regulation:

All employees who seek full time status shall be required to serve a probationary period of six months for staff.

Probationary employees shall have a performance appraisal at the end of the third month of employment and immediately after the 6 month probationary period. After the employee has been certified as a full-time employee he/she shall have a performance appraisal every 6 months.

## Personnel Policy - con't...

### C. Former Employees

Employees who left the agency voluntarily or through no fault of their own who make application for re-employment will be given equal consideration. A re-employed person must waive all rights accruing from prior service except for retirement benefits (see National Health & Welfare Retirement).

### D. Relatives

The employment of close relatives will be carefully scrutinized by the Personnel Committee before approval. Close relatives are defined as:

A. Blood relatives or direct lineage only.

B. Relatives by marriage: spouse and the employee's in-laws only.

C. Exceptions are employees who marry each other while on the job.

### E. Application Retention

Applications for employment will be retained by the agency for a period of not less than 6 months.

### F. Job Descriptions

Job Descriptions shall be written by agency supervisors and appropriate administrative staff. In consolidation with the Personnel Committee a job description shall be on file for every authorized agency position. No new positions will be created without approval from the Personnel Committee nor without an approved job description. Significant changes in job descriptions must be approved by the Personnel Committee and administration.

### G. Personal Interview

Final appointment to a position shall follow a personal interview between the applicant and the person or persons responsible for hiring.

### H. References

References will be checked by Administrators of Agency.

### I. Orientation

Every new staff person shall be oriented to the programs, policies, and procedures of the agency and his/her particular job description by his/her immediate supervisor.

## Section 2. Hours of Work, Attendance and Absenteeism

### A. Hour of Work

The scheduled work week for all regular full-time employee consists of forty (40) hours. Split shifts should be avoided. Hours should be scheduled in such a way as to provide forty-eight consecutive hours off each week. It is desirable that full-time professional workers be scheduled for not more than (4) nights a week; and no more than two periods a day. Periods are to be understood as morning, afternoon, and evening. Weekend schedules should be distributed equitably among staff.

A. Travel and Maintenance Expenses

1. Reasonable travel expense for trips outside the Metropolitan area will be allowed with the prior approval of the Executive Director.
2. All vehicles owned by Centro shall be used only for the purpose of carrying out business for Centro, (with only a class "B" license required) and only during working hours as determined by program needs. Vehicles owned by Centro will not be used for personal business.
3. The use of personal vehicles in the discharge of official duties will require prior authorization of the Executive Director. The employee will be reimbursed at a rate Commensurate with other agencies, up to a specific amount per month stated by the Executive Director. At the time of the approval, the employee shall be required to keep a record of the mileage driven on official business for listing on the bi-weekly salary schedule for reimbursement.

B. Salary Payments

Salaries are paid every other Friday.

C. Holidays

Centro Cultural Chicano shall have 12 paid holidays;

New Year's Day	Jan.	Labor Day	Sept.
Marin Luther King Day	"	Mexican Independence Day	"
President's Day	Feb.	Dia de la Raza	Oct.
Cinco de Mayo	May	Thanksgiving Day	Nov.
Memorial Day	"	Dia de la Virgen de	
Fourth of July	July	Guadalupe	Dec.
		Christmas Day	"

Official holidays falling on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. If a holiday should occur during a vacation, that holiday will not be counted as a day of a vacation.

Employees shall be entitled to be absent from their duties on such holidays with full pay. Employees required to work during these holidays because of the nature of their duties shall be given compensatory time off from work. Employee's failure to report for work the next scheduled work date shall not receive their holiday pay, unless the person has prior approval from the Administrators.

D. Leave Regulations

For the purpose of computing vacation and sick leave, the calendar year, January through December will be used.

1. Vacations

Annual leave will be accrued and computed once an employee has successfully completed the probationary period.

Vacation time will be requested in writing on the appropriate form and must receive administrative approval one(1) month before the vacation is taken.



Section 3 - Con't...

All staff will be granted ten (10) days for the first and second years of employment and fifteen (15) days after the third year.

Part-time employee's and seasonal workers shall not accrue vacation leave.

2. Sick Leave

After one continuous month of service, each employee shall be entitled to sick leave at the rate of one (1) day per each completed month of service.

Said continuous month of service shall begin on the first day of the month. If an employee begins his/her service prior to the tenth of the month, he/she shall be entitled to utilize that month as a continuous month. Credit for unused sick leave may not be applied to any other form of leave, nor may it be paid for upon termination of an employee's service.

Sick leave will be granted by the immediate supervisor upon satisfactory proof of illness, exposure to contagious disease, or attendance upon a member of his/her immediate family who is seriously ill and requires his/her care.

Sick leave shall be one (1) day per month, accumulative up to ten (10) working days only.

3. Maternity Leave:

Allowable for up to one (1) year without pay.

4. Jury Duty:

When an employee is called for Jury Duty, they shall be excused from work without it being charged against their vacation allowance. They shall be allowed to retain the full Jury Duty monetary compensation, plus the employee shall receive their regular pay from their employer.

5. Leave Without Pay

Leave without pay may be approved in unusual situations to preserve an employees continuity of service through a planned or emergency period of absence.

All request for leave without pay must be made in advance in writing and approved in advance by Centro. In periods of leave without pay, the employee will be responsible for continuing payment of his premiums for group insurance, Centro will continue to pay the employer's premiums on insurance.

6. Military leave

Military leave will be given to employees who are members of the Armed Forces of National Guard to enable them to meet the requirements of military service without loss of their benefits as employees. Such leave will be administered in accordance with the provisions of the Universal Military Training and Service Act and the Reserve Forces Act of 1955.

#### Section 4.

##### A. Employment Procedures

1. Persons accepting employment with Centro Cultural Chicano will be required to:
  - a. Complete an application for employment. Resumes will be submitted by all applicants.
  - b. Provide satisfactory references.
  - c. Enroll in the Group Insurance Plan for Centro Cultural Chicano, which is effective after thirty (30) days of employment.
  - d. Prepare Employee's Withholding Exemption Certificates.
  - e. Supply Social Security registration number.
  - f. Provide names, addresses and telephone numbers of nearest relatives who may be notified in case of accident or serious illness. The employee is also responsible for keeping this information current.
2. When the decision to employ has been made, Centro will confirm the details of employment in writing. A copy of this letter will be retained in the personnel file and another copy will be sent to the Chairperson of the Personnel Committee of Centro Cultural Chicano's Board of Directors.
3. As a matter of policy and good practice, Centro Cultural Chicano will not employ immediate family members of its staff, unless marriage occurs after employment.

##### B. Office Hours

1. Regular office hours are from 9:00 am to 5:00 pm. Monday through Friday for all staff, with exceptions in accordance with program needs as determined by Executive Director.
2. Each employee shall have one (1) hour for lunch per day, and they shall be paid.

##### C. Employee Benefits

###### 1. Group Insurance

Centro Cultural Chicano shall provide Life Insurance, Accidental Death and Dismemberment benefits, as well as hospital and extended medical coverage benefits for all employees. All of the cost of this insurance is paid by Centro Cultural Chicano. Additional family coverage (a major medical feature) is available and optional at cost to the employee, which is paid through payroll deduction.

A booklet, prepared by the insurance company, explaining the details of the plan, is given to each employee at the time of his/her employment.

###### 2. Workmen's Compensation

Centro Cultural Chicano provides Workmen's Compensation protection to compensate employees for accidents and illness arising out of and a result of employment.

## Section 4 - Con't...

### 3. Disability

In case of short term illness, the employee can use vacation time and sick days toward work days that fall within a thirty (30) day period. Once illness is prolonged past thirty (30) days, the employee must apply for long term disability through their group insurance contract in order to be paid during that period.

### 4. Social Security

All employees are covered by Social Security benefits through their participation in this system. The employee contribution is made by payroll deduction.

## Section #5 Termination of Service

### A. Release

Ther term "release" refers to termination of employment by the agency for reasons beyond the control of the employee and bears no relation to employee job performance or conduct.

Should the agency be unable to continue a full time employee (who has rendered satisfactory service) in his current position because of budget cuts, reorganization or discontinuance or curtailment of a department, division or area of service, and is unable to offer some other mutually satifactory assignment, the employee shall be released. Notification of release shall be given to the employee in writing by the Executive Director thirty (30) days in advance of date of separation. Accrued Vacation credit will be paid on termination of employment.

### B. Dismissal

Ther term "dismissal" refers to termination of employment by the agency because of unsatisfactory job performance or misconduct. The employee shall receive a written notice of the reasons for dismissal. (Refer to causes for Disciplinary Action, Page 7.) An employee who has been notified of dismissal shall be entitled to an emmediate appeal before a five-person committee of the Board of Directors, appointed by the Chairman within five (5) working days of notice of the appeal. This committee shall hear such appeal within five (5) working days. If the appeal is sustained, the employee shall be reinstated without loss or other benefits.

### C. Resignation

Ther term "resignation" refers to the voluntary termination of employment on the part of the employee. In the event of resignation, the agency must receive a written notice two (2) weeks in advance of date of termination from a clerical employee, and thirty (30) days in advance of date of termination from a professional employee, Accrued vacation credit will be paid upon termination of employment.

## Section #6

### A. Disciplinary Action

Disciplinary action may be taken against any employee for good cause as specified in the following section. Such action is taken by Centro in consultation with the immediate supervisor.



## Section 6 - Con't...

The following will be cause for disciplinary action:

- a. Incompetency or inefficiency.
- b. Neglect of duty.
- c. Insubordination or willful disobedience of a lawful order of a supervisor.
- d. Dishonesty/Malfeasance.
- e. While under the influence of alcohol or drugs while on duty.
- f. Discourteous or offensive treatment to the general public or to other employees.
- g. Incapacity due to mental or physical disability that impairs job functions.
- h. Fraud.
- i. Theft, abuse, damage or willful negligence of agency property, equipment or supplies, pilfering.
- j. Absence without proper leave.
- k. Violations of the provisions of these personnel policies and procedures concerned with regulation of employees.
- l. Soliciting or taking money as gifts in connection with duty.
- m. Verbal/Physical/Sexual/Racial harassment.
- n. Conviction of a felony, in accordance with statutes.

## Section 7

### A. Grievance Procedure

Grievance procedure is a method established by Centro Cultural Chicano to settle grievance on the part of any employee or group of employees.

1. The most effective way of preventing and adjusting grievances is through discussion between the employee and his immediate supervisor. Therefore, the supervisor shall give prompt and fair attention to any such grievance presented.
2. If the aggrieved person is not fully satisfied with a decision reached at this level, the matter shall be presented in writing to the Executive Director.
3. If suitable adjustment cannot be reached through consultation with the Executive Director, the aggrieved may request in writing and be granted a review and hearing by the Chairperson (s) or a committee/ The Chair may appoint.
4. If further satisfaction is desired, a written report with evidence bearing on the issues submitted to the Chairperson(s) or his/her committee shall next be submitted to the Board of Directors for review, hearing and action. The decision of the Board shall be final and binding on all parties concerned.

A written record shall be kept of action taken at each level of grievance procedure to be filed with the Executive Director. No more than seven (7) calendar days shall elapse from the date of receipt of the grievance before action is taken on each level of procedure. Any grievance filed by the Executive Director shall be submitted in writing and submitted to the Chairperson(s) or a committee/ The Chair may appoint.

Section #8 - Miscellaneous

- A. Reimbursement will be given for successful completion of post secondary courses that are specifically related to job responsibilities - not to exceed one (1) course per quarter, and must be approved by the Executive Director in advance.
- B. Affirmative Action Officer "A.A.O. Designee" - Associate Director
- C. Equal Employment Opportunity Office "E.E.O.O." Executive Director