Personnel Policies

Employment Policies

At-Will Employment

All personnel of ICW are employed “at will.” ICW reserves the right to terminate any employee at will, with or without cause, within its sole discretion. These Personnel Policies are intended as guidelines for ICW employees. Nothing contained in these Personnel Policies represents or acts as a contract between ICW and any employee. ICW reserves its right to amend some or all of these policies at any time and without prior notice.

Employee Classifications

Exempt and non-exempt employees: As qualified by the tests provided under the Fair Labor Standards Act, employees may be either “non-exempt” and eligible for overtime pay, or “exempt” from overtime consideration. Exempt employees holding executive, professional, and administrative positions are paid a salary for all hours worked. Exempt employees are not eligible for overtime pay. Non-exempt employees generally hold non-supervisory positions and are eligible for overtime pay.

Full-time and part-time employees: For most purposes, ICW considers employees regularly scheduled to work 32 or more hours per week to be full time, and employees regularly scheduled for less than 32 hours per week to be part time. However, employees working 20 hours or more may be eligible for benefits if offered by ICW and allowed by the applicable benefits plan, subject to applicable employee contributions.

“Temporary” workers: Temporary are paid on an hourly basis for work actually performed. They are hired for a period of time that is generally defined (e.g., two weeks, one month, for the program, etc.). There is no provision for paid leave, or other employee benefits for temporary employees. A temporary employee will not automatically transition to a regular position in the organization but may be a candidate for promotion or apply for an open position. A temporary, hourly paid employee may be employed on a full-time or part-time basis.

Equal Opportunity and Affirmative Efforts

ICW seeks to develop a staff that is reflective of the diversity of our society and colleges, and to provide equal opportunity for all. Diversity is fundamentally important to the mission of ICW. As an equal opportunity employer, ICW will take positive steps in accordance with prevailing law to increase the diversity of the applicant pool for each open position. Employee selection decisions are based on qualifications and work experience. It is the policy of ICW to recruit, hire, train, and promote employees without discrimination on the basis of sex, race, color, religion, disability, age, marital status, national origin, sexual orientation, or any other reason not related to employment.

Hiring Practice

If ICW has a vacant position for which it determines it should recruit with advertisements, any advertisements must include advertising in minority-focused and other publications
(traditional and non-traditional) to reach a diverse audience. ICW will also participate, as appropriate, in job fairs or other outreach activities that focus on providing equal opportunity for diverse applicants.

**Standards of Conduct**

ICW expects the ethical conduct of each employee. Professional relationships are expected with all persons, businesses, clientele, and others with whom ICW does business. All work should be free of the appearance of any conflict of interest or other unethical conduct.

Neither harassment nor discrimination on the basis of any protected category (e.g., sex, race, color, religion, disability, age, marital status, national origin, sexual orientation) will be tolerated. If an employee believes he or she has been the subject of harassment or discrimination in the workplace, he or she should immediately report the incident in person to the President and/or Chair of the ICW Board, who will investigate the report and respond to all parties involved. Retaliation by anyone against an employee who reports harassment or discrimination is a violation of this policy and will result in prompt disciplinary action.

**Conflict of Interest**

Employees of ICW should refrain from engaging in any fundraising, political activities, or behavior that either directly or indirectly appears to be a conflict of interest with the mission of ICW. An ICW employee may not accept a tangible gift (except gifts of nominal value) or other benefits that could be perceived as influencing the employee's business judgment. Conflicts of interest can also arise when business decisions relate to persons or entities with whom an employee has a close personal relationship or a financial interest. Employees are expected at all times to exercise high ethical standards, behavior, and good judgment. If in doubt, the President should be consulted.

**Outside Activities**

ICW employees may not accept honoraria for services rendered to member institutions. Employment with ICW shall be the principle vocation of full-time employees. However, subject to the written approval of the President, employees may engage in outside employment under the following conditions: (1) the outside employment does not interfere with efficient performance of the employee’s position with ICW; (2) the outside employment does not conflict with the interests of ICW; and (3) the outside employment is not of a type that would reasonably give rise to the criticism or suspicion of conflicting interests or duties.

**Appearance**

ICW employees should dress and groom in a manner appropriate to their position, and they should always present a business-like appearance.

**Employment Practices**

**Office Hours**

ICW's official office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The normal working day will be eight hours (40 hours per week), exclusive of an unpaid and duty-free meal.
period. With the approval of the supervisor, employees may adjust work schedules to accommodate other needs.

Employees who are absent or delayed are expected to notify their supervisor as early as possible, stating the reason for the absenteeism or delay.

**Travel and Entertainment**

All travel and conference attendance must be pre-approved by an employee’s supervisor. Every attempt should be made to minimize expenses, including air fare, car rental, hotel expenses, etc. Travel by personal car, if approved by the President, will be reimbursed at the rate per mile currently authorized by the federal government. Employees who use their personal auto for ICW business must provide a proof of insurance card to be kept on file. Reasonable travel expenses incurred by an employee while representing ICW will be reimbursed in full, but staff is strongly urged to travel with economy. Hotel, food, and taxi fares shall be reimbursed on an actual cost basis. Appropriate receipts and a completed expense report, approved by the President, will be required before a check is issued. ICW will not cover hotel tips, or baggage if attendance requires fewer than three nights. Transportation to the airport and parking at the airport should be in the most economical matter, not to exceed $10/day (plus parking tax) the employee is traveling for work.

**Office Property and Confidential Information**

All ICW information, data, and documents are confidential and for ICW use only. Removal of ICW documents, donor files, legislative materials, computer files, or confidential materials without specific permission is prohibited. Legislative files and donor lists are confidential trade secrets which may not be disclosed either during or after employment, except to persons explicitly authorized by ICW.

**Smoking Policy**

Smoking is not permitted in the ICW suite.

**Employee Discipline and Termination Policies**

ICW reserves the right to take any disciplinary action it deems appropriate to deal with employee problems and shortcomings. Employees are not entitled to progressive disciplinary steps. Any employee may be reprimanded, suspended (with or without pay), or terminated for any reason (with or without cause), without prior notice and without severance pay.

Employees are expected to give at least a two-week notice of intent to leave ICW.

**Compensation Policies**

**Position Descriptions**

Each ICW position will have a description that states the major responsibilities of that position, and whether that employee has exempt or non-exempt status under the Fair Labor Standards Act. The position description is a basic statement of typical tasks but is not intended to serve as an exhaustive listing of all that is required of the person holding the position.
Performance Reviews

Performance reviews are conducted with each employee on a regularly scheduled basis and used to assist employees with professional and personal development, and inform employees of the need for improvement. Salary and responsibility increases are within the sole discretion of ICW and are primarily merit based and subject to the final approval of ICW Board of Directors in the annual budgeting process.

Payroll

Checks are deposited on the 15th and last day of each month. If either of these dates falls on a holiday or weekend, employees will receive checks on the closest business day. All deductions required by law are withheld, such as federal income tax, social security, and applicable local taxes. In addition, an employee may authorize voluntary deductions for additional insurance coverage, retirement, etc.

Overtime pay is given to all hourly employees for approved overtime hours worked in excess of 40 in a regular workweek. Overtime is calculated at time-and-a-half. Consistent with the Fair Labor and Standards Act, compensatory time is not allowed.

Holiday and Leave Policies

The following fringe benefits apply to full-time permanent employees, and are subject to periodic review by the Executive Committee of the ICW Board of Directors. To the extent possible, job-share benefits shall be provided proportionately.

Annual Leave

On the first day of work, employees begin accruing vacation credit at a rate of two weeks (10 days) per year. Annual leave may be taken after six months of work up to the amount earned. After the third year of service, employees begin accruing vacation at the rate of three weeks (15 days) per year. After the fifth year of service, employees begin accruing vacation at the maximum rate of four weeks (20 days) per year.

An employee may carry over into a new fiscal year no more than one-year’s accrued annual leave; provided, however, the maximum vacation taken in any one year may not exceed five weeks without approval by the President. Any leave in excess of the allowed carry-over amount will be forfeited unless a formal extension request has been approved in writing by the President. The President’s request must be approved by the Chair of the Board. In addition, employees will not be eligible for paid annual leave for attendance occurrences following notice of separation of employment or at the time of termination of employment.

A Request for Annual Leave form must be submitted for the supervisor’s approval. For leave requests of more than three days, leave requests should be made at least two weeks in advance of the requested leave date(s).

ICW expects and encourages all employees to take all annual leave to which they are entitled. Annual leave must be pre-approved by the employee’s supervisor, and shall be recorded with the office manager. Annual leave, which has been earned but not taken, will be paid at the time of an employee’s termination, up to 20 days if the employee is in good-standing as determined by ICW. Taking annual leave pay in lieu of time off is not available.
**Sick Leave**

From the first day of employment, employees accrue sick leave at the rate of one day per month. Sick leave may be carried over from year to year, not to exceed 60 days. Employees will not be paid for unused sick leave. In addition, employees will not be eligible for paid sick leave for attendance occurrences following notice of separation of employment or at the time of termination of employment. Absences due to an employee’s illness, including absences related to pregnancy and childbirth will be charged against sick leave time earned. In addition to an employee’s own illness, sick leave is also available for the care of a spouse, parent, parent-in-law, or grandparent with a serious or an emergency health condition. An employee may also use accrued sick leave to care for a child of the employee under the age of 18 with a health condition that requires treatment or supervision. In cases of emergencies only, an employee may use accrued sick leave to care for other family members for up to three days at a time.

Medical appointments taken during the working day should be reported as sick leave. The Office Manager maintains each employee’s records. All leaves should be reported immediately upon return.

**Personal Leave**

Two paid personal leave days are available each fiscal year and may be taken only with the supervisor’s advance permission. These days may not be carried over or used following notice of separation of employment or at the time of termination of employment. Upon termination, employees will not receive compensation for unused personal leave days.

**Holidays**

ICW employees receive the following paid holidays: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Eve and Christmas Day. Additionally, the ICW offices may be closed during the period between Christmas Day and New Year’s Day.

Religious holidays may be substituted for the above holidays if authorized by the employee’s supervisor.

**Leave of Absence**

A leave of absence is an extended period of time absent from work (with the supervisor’s approval) without loss of employment. Leave of absence is without pay after drawing on annual leave and sick leave. During the first 30 days of a leave of absence, the company continues to pay company-paid benefits; the employee must pay premiums for dependent coverage in advance to ICW. An extension beyond 30 days may be considered in the event of serious or extenuating circumstances. Benefits may continue during the extension if permitted by the applicable benefit plan and the employee pays all premiums.

**Medical Leave**

ICW may grant a leave of absence without pay for serious medical conditions for a maximum of 120-calendar days starting with the day following the last day the employee worked. Where circumstances permit, a written request for the medical leave of absence, providing full explanation of the circumstances, must be presented to the employee’s supervisor at least two weeks before starting date of the medical leave. Failure to report to work on the first
day after expiration of the medical leave will be considered a voluntary termination of employment.

Bereavement Leave
In the event of death of an immediate family member, an employee may have up to three working days paid bereavement leave, to handle family affairs and attend the funeral. “Immediate family” is defined as: father, mother, sister, brother, spouse, child, mother-in-law, father-in-law, grandparents, and grandchildren. The President may grant additional time, with or without pay, on a case-by-case basis.

Parental Leave
Authorized parental leave for the care of a newborn or adoption of a child shall be in accordance with the Leave of Absence Policy. While leave is without pay, an employee may request and be granted the use of all accumulated vacation time and accrued sick leave. At the time of birth or adoption, a father may take up to ten working days of accrued sick leave for child bonding.

Military Leave
An employee who serves in the armed forces is eligible for military leave of absence. All military leave will be in accordance with the most current applicable state and federal laws.

Jury Duty Leave
Employees assigned to jury duty will be excused with full pay only for those working hours required to be in court. If remuneration other than transportation and meal expenses is received by the employee, it must be given to the association or annual leave will be charged.

Employee Benefits
Employees will receive those medical and other benefits specified under the most current benefit plan for which the employee meets appropriate eligibility requirements. ICW is under no obligation to establish or maintain any particular benefit or plans. The following summary information shall not be interpreted to require the establishment or maintenance of any benefit or plan. See the office manager for a copy of any benefit plan and the most current benefit information. To the extent possible, job-share benefits shall be provided proportionately.

Medical Benefits
ICW offers a group health plan which may include medical, dental and vision coverage, paid for employees and available for dependents at employee expense. This medical coverage is reviewed annually and will be adjusted according to changes in state and federal regulations, and as the budget will allow.

Life Insurance
Life insurance plans are offered to full-time employees at a rate equal to their annual salary. The Summary Plan Description of ICW Life Insurance plan defines the benefit offered.
Disability
Disability plans are offered to all full-time employees. The Summary Plan Description of ICW Disability plan defines the benefit offered.

Retirement
Retirement plans are offered to all full-time employees. The Summary Plan Description of ICW Retirement plan defines the benefit offered.

Safety and Workers’ Compensation
All ICW employees are covered by workers’ compensation insurance for injuries and illnesses arising during the course of employment. Employees must report all work-related accidents or illness immediately to their supervisor. Workers’ compensation benefits provide coverage for accident-related medical bills and partial payment for loss of earnings. Time loss compensation is paid only when authorized in accordance with applicable law.

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