



Washington Neighborhood Center Policies and Procedures for Employees

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1) Mission of the WNC

The mission of the Washington Neighborhood Center is to provide a safe and positive environment for children and young adults and assist them in the process of developing a healthy mind, body and spirit. Its staff of professionals and volunteers embraces this purpose and is committed to serving as a group of positive role models and mentors for the young people and the community served by the Washington Neighborhood Center.

2) Position descriptions and responsibilities

Program Leaders/Coaches

Position Description: The Program Leader/Coach will serve as a positive role model and teacher for youth in the WNC by providing instruction and/or training in academics, cultural activities, athletics, the arts and/or community leadership.

Responsibilities

- Develop a clear plan for instruction/training which communicates the desired outcomes for youth participants
- Develop a method of assessing participants to determine if desired results are being achieved
- Present plan, data and assessments to the WNC Board
- Adhere to the office schedule and policies for the use of the WNC internal and external spaces
- Build and maintain positive relationships with neighborhood residents, local schools, universities, businesses, other community programs and stakeholders to enhance the development of the center

Executive Director

Position Description: The Executive Director will direct and manage all operations at the Washington Neighborhood Center on a daily basis.

Responsibilities

- Ensure the effective operation of the center, including fiscal management, program development, event-planning, and building maintenance
- Develop programming which serves the needs of the community
- Attend meetings of the WNC Board
- Build and maintain positive relationships with neighborhood residents, local schools, universities, businesses, other community programs and stakeholders to enhance the development of the center
- Develop and maintain a schedule for the use of the WNC internal and external spaces
- Develop and maintain ongoing community organizing activities which develop healthy relationships and provide input for programming and community leadership development
- Manage support staff and volunteers
- Report activities regularly to Board, funders, and other WNC staff members

The Executive Director will complete the following:

| <u>Time</u> | <u>Responsibility</u> | <u>Activities</u> |
|-------------|-----------------------|--|
| 70% | Administration | Communications: Check communications by email and voicemail and ensure that all recent inquiries have been addressed, hold staff meetings as needed, update calendar and submit notices for any upcoming events, prepare quarterly written report to the board Operations: Staff supervision, administrative duties as assigned by Board, recommendations on program and event approval Finances: develop and implement budget and communicate weekly with accountants |
| 10% | Planning | Ensure the collection of program data to be used for the development and strategic planning of WNC operations |
| 10% | Logistics | Ensure building functionality and safety by completing a daily walk-through |
| 10% | Fundraising | Assist with the research and implementation of future fundraising opportunities with help of committee |

| Daily | Weekly | Monthly | Quarterly |
|---|---|---|---|
| -check communications by email and voicemail and ensure that all recent inquiries have been addressed -supervise staff members -complete a building walk through to ensure safety | - hold a meeting with all staff - update calendar and submit notices for any upcoming events -communicate with accountants regarding current finances | -organize data collected and meet with WNC committees | -submit a written report to the Board detailing accomplishments and pending business in the directing of the WNC's daily programs |

Accountability

- The Executive Director serves under the direction of the Board and therefore will provide documentation to the Board showing that afore listed responsibilities have been met. This documentation shall be in the form of the quarterly report submitted to the Board by the Executive Director at each regular quarterly Board meeting.
- If a Board member feels the Executive Director is not adequately completing the responsibilities of the position, the Board member can motion to evaluate the Executive Director's performance. This evaluation will be carried out by the operations committee.

Administrative Assistant

Position Description: The Administrative Assistant will assist Executive Director (or Board members in absence of Executive Director) in carrying out daily operations of the WNC.

Responsibilities

- Supervise the center's drop-in youth participants to ensure they are following the WNC's behavior guidelines
- Assist in the effective operation of the center, including fiscal management, program development, event planning, and building maintenance
- Build and maintain positive relationships with neighborhood residents, local schools, universities, businesses, other community programs and stakeholders to enhance the development of the center
- Maintain a schedule/calendar for the use of the center's internal and external spaces
- Assist in maintaining ongoing community organizing activities which develop healthy relationships and provide input for programming and community leadership development

3) Authority

Currently employed supervising staff has the authority to enforce the behavior policies for the WNC. Supervising staff has the right to exclude participants from the WNC if they are not following behavior policies or are posing any type of safety concern. The chain of command for authority will

be carried out as follows:

1. Executive director
2. In absence of Executive director, Administrative Assistant
3. In absence of Administrative Assistant, Coach or Program Leader

No youth participants should be on WNC property without staff supervision. All staff decisions are subject to review by the operations committee and the board of directors.

4) Conditions governing employment

A. Discrimination

The Washington Neighborhood Center (WNC) is committed to providing equal employment opportunity to all persons. WNC will not discriminate in employment because of age, sex, race, creed, color, national origin, or disability.

This requirement shall apply, but not be limited, to employment, compensation, benefits, promotion, demotion, discipline, transfer, recruitment, lay-off, or termination, rates of pay or other forms of compensation and selection for training.

B. Conflicts of Interest

The following rule shall apply to all personnel employed by the Washington Neighborhood Center:

Two or more members of the same immediate family may not be regularly employed on a permanent, temporary or part-time basis at the WNC. For purposes of this part, a member of the immediate family is defined as husband, wife, father, mother, daughter, son, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

In cases where the status of relative is attained after appointment to the WNC staff, one of the individuals will be expected to terminate his/her relationship with WNC within six (6) months from the time that relative status is attained.

C. Interpretation and Clarification

Authority to administer these policies is delegated to the Executive Director. In the absence or incapacity of the Executive Director, the Board shall administer these policies.

The Executive Director is authorized to issue personnel memoranda when it is necessary and appropriate to clarify, explain or extend these rules in particular instances.

Personnel memoranda shall be effective from the date of their issuance until they are revoked by the Executive Director or the Board, either explicitly or implicitly by the adoption or amendment of further rules or memoranda.

Appeals of an interpretation or memoranda of the standard operating procedures by the Executive Director may be made to the Operations Committee of the Board of Directors. Appeal of the Operations Committee's decision may be made to the full Board for final resolution.

D. Personnel Records

Personnel records for each employee will be maintained and may contain pertinent employment information, including date of employment, salary rates, date of salary reviews, probation and evaluation, job description forms and any other information deemed by WNC to be relevant to the employer/employee relationship. Personnel records shall be available for inspection by duly authorized agencies only with the employee's consent or by due process of law; except that, in reply to telephone and written requests of employment verification, the WNC may confirm employment, dates of hire, termination and job classification.

Notwithstanding the above, WNC may comment, upon request, to prospective employers regarding the work history of former or present employees.

Each employee is required to notify the Administrative Assistant if there is any change in status of information regarding emergency notification or payroll deductions.

An employee shall have the right to inspect his/her personnel files to the extent that said file is required to be made available for inspection by State law.

Written requests for information for loan applications and credit references will be completed if the employee in question has authorized the release of pertinent information by personal

signature.

Agents of an employee may be permitted to review employee records when accompanied by the employee or upon presentation of a written authorization signed by the employee to the same extent that these records are required to be made available to the employee.

E. Advertisement and Vacancies

Public notice of vacancies shall be distributed to the media, organizations and interested individuals as determined appropriate by the Executive Director.

Announcements shall state the class title; salary; nature of work to be performed; a statement of the qualifications and the education and experience one should possess to perform the work with reasonable prospects of success; when and where to file applications; Sacramento County Resident Preference; that the Board is an Equal Opportunity Employer; and other pertinent information.

5) Employee selection

It is essential to the maintenance of a high caliber staff and to the development of a strong future organization that the WNC secure capable people for its vacant positions. To this end, it is the desire of the WNC to follow sound hiring practices and to make full use of the best recruitment and selection techniques.

A. Personnel Subcommittee

The Personnel subcommittee, as part of the Operations Committee, appointed by the WNC Board of Directors, is responsible for the development and maintenance of an effective personnel recruitment, selection and placement program (to be implemented by the Executive Director when possible).

1. The subcommittee shall screen all job applicants for the position of Executive Director and shall select at least three (3) candidates to be referred to the full Board for personal interviews.

2. The full Board of Directors shall make the final selection for the Executive Director position.

B. Appointments

All vacant positions are open to all qualified applicants. Current employees, subject to acceptable performance reviews, shall have preference over other applicants

Screening and selection procedures shall be of such character as to determine the qualifications, fitness and ability of competitors to perform the duties of the position for which they seek appointment.

Every consideration shall be given to provide employment and career opportunities to persons who have been denied the benefit of formal education and who are willing to learn and are able to perform new functions. Work or volunteer experience on a year for year basis may apply toward formal educational requirements.

The Executive Director is responsible for conducting interviews and selecting the best qualified for central staff positions unless the Personnel Committee deems it appropriate that the applications be screened by the Personnel Committee. The Executive Director may request that any conflict between the Personnel Committee and Executive Director be resolved by the Board.

C. Probationary Period

No appointment to a position shall become final until the appointee has successfully completed a probationary period of six (6) months from the effective date of the probationary appointment.

A probationary period may be extended at the discretion of the Executive Director or Board for a period not to exceed six (6) months. Notice of and reasons for the extension shall be given in writing to the employee and be included in the personnel file.

Newly appointed employees shall be provided with a written evaluation report every during their probationary period. The report will evaluate the employee's performance and

recommend continued employment or termination. Any employee receiving an unsatisfactory report may be terminated at any time. Failure to terminate does not waive the right of WNC to terminate said employee at a later date.

At the completion of an employee's probationary period, the Executive Director of the Board must take one of the following actions:

- a. Grant the employee permanent status;
- b. Extend the probationary period; or
- c. Terminate the employee.

D. Promotions

It is the policy of the WNC to encourage the advancement of all employees; therefore, the best qualified person shall be promoted.

A new probationary period will be required for any substantial change in assignment whether promotional or lateral. An employee who has completed a probationary period prior to a change requiring a new probationary period will have eligibility to return to such prior job or similar assignment if the employee fails to satisfy the new probationary requirements and if the employee had adequately performed those former duties, unless the performance during the new probationary period would have constituted inadequate performance had it occurred during the completed probationary period.

Evaluation reports for promotional positions shall be the same as for newly appointed employees.

6) Evaluation of performance

A. Timing and Method

After achieving permanent status, employees will be evaluated every six (6) months thereafter, or whenever there is a question of job performance or conduct.

Written evaluations may be used in support of merit salary increases, promotions and dismissals. The evaluation shall be

made by the immediate supervisor or supervising Board member.

Employees are required to sign all evaluations to acknowledge receipt of the evaluation and that an opportunity was provided to discuss the evaluation.

An employee receiving an overall rating of "unsatisfactory" may appeal to the Executive Director or the Personnel subcommittee, whichever is the next level of authority. The appeal will be conducted consistent with these standard operating procedures.

The Board of Directors will provide the Executive Director with a written annual evaluation consistent with the above-mentioned provisions.

B. Disposition of Completed Evaluation Form

The original form will be placed in the employee's permanent personnel folder and a copy will be given to the employee.

Copies of these reports shall be available only to the employee, his/her supervisor, the Executive Director and members of the Board of Directors as a body, not as individuals.

7) Employment Status

A. Permanent

All appointments are made with the understanding that they are subject to lay-off due to budgetary restrictions and change as funding for WNC is from year to year. An appointment shall be regarded as permanent if:

1. A person has been hired through a normal selection procedure; or
2. A person is hired for an indefinite period. He/she is eligible for all fringe benefits and allowances accruing to employees of the WNC and has completed his/her probationary period.

B.

Temporary

An appointment shall be regarded as temporary if:

1. A termination date has been established for the position;
2. A person is hired to fulfill short-term contractual obligations;
3. There is insufficient time to fill the permanent position through normal selection procedures.

Those persons receiving temporary appointments will be required to qualify by the normal selection procedures to become permanent employees except that their probationary period shall be three (3) months, unless extended, and subject to written evaluation every one (1) month of the probationary period.

If an employee is hired to fill a temporary position and is then placed in a permanent position, the time of his/her temporary employment shall be counted in his/her period of probation.

C.

Part-Time

An appointment shall be regarded as part-time if a person is regularly scheduled to work less than forty (40) hours per week. Part-time employees may be either permanent or temporary. Part-time employees working twenty (20) hours or less are not entitled to fringe benefits.

8) Attendance and leave

A.

Normal Work Week

1. The normal work week for employees shall be forty (40) hours.
2. All time reports must be signed by the employee's immediate supervisor before actions can be

taken to process them for salary payment.

3. Submittal of fraudulent time sheets will constitute grounds for disciplinary action or dismissal.

B. Holidays

1. Holidays recognized and observed are based upon prevailing practice in local governmental and comparable agencies. The approved holidays for WNC are New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Lincoln's Birthday, Cinco de Mayo, Memorial Day, Independence Day, Labor Day, September 16th, Thanksgiving Day and Christmas Day.
2. Employees shall be eligible for holiday pay under the following conditions:
 - a. The employee would have been scheduled to work said day if it had not been observed as a holiday
 - b. If a holiday is observed on an employee's scheduled vacation day, he/she shall receive an extra day off or a day of vacation credit
 - c. Employee paid on an hourly or daily rate shall not be compensated for a holiday on which they do not work. Such employees, however, who are required to work on holidays, shall be compensated at their hourly or daily rate unless otherwise provided by law.

C. Annual Leave (Vacation)

1. The Executive Director and full-time employees shall accumulate annual leave at a rate of ten (10) hours per month. Part-time employees shall not accrue annual leave.

2. After completion of the first year of employment, the employee is eligible for three (3) weeks or fifteen (15) working days of vacation per year.
3. Requested vacation time shall be pre-approved by the employee's supervisor. The prime factor in scheduling vacations shall be the efficient functioning of the WNC.
4. The employee's supervisor shall be responsible for scheduling vacations with preference, where possible, to the seniority and wishes of the employee.
5. Vacation credit may be accumulated to a maximum of four weeks (20 working days). Employees at, or near, the approved limit will be notified, in writing by the Executive Director or operations committee, to "use or lose" the hours over the limit within a specified period of time. Any employee, after the specified period of time, with hours over the approved limit, will forfeit those hours. The employee will be notified, in writing, of the number of hours forfeited.
6. Employees who are terminated after the conclusion of their probationary period shall receive prorated vacation pay for the number of completed payroll periods worked.

D. Sick Leave

1. After completion of the six (6) month probationary period, any full-time employee is eligible for sick time off with pay. Use of sick leave before completing the probationary period is without pay.
2. Full-time employees shall accumulate sick leave at a rate of one (1) day per month from date of hire.
3. Part-time employees on a regular basis shall accrue sick leave at a time proportionate to

that of full-time employees.

4. Sick leave may be accumulated without limit.
5. Any eligible employee suffering any non-service connected sickness or disability which renders him/her unable to perform the duties of his/her employment shall receive sick time off with pay.
6. Sick leave may be used for medical and dental appointments during work hours, if necessary. Time lost as a result of such leaves shall be counted as time worked.
7. Employees shall not be compensated in cash for any accumulated unused sick leave when separated from employment.

E. Leave of Absence

The rights and benefits of seniority will accrue to any permanent employee on an approved paid leave of absence granted under the provision of these personnel policies. All leaves of absence for thirty (30) days or less will be granted at the discretion of the Executive Director.

1. Paid leaves of absence include, but are not limited to:
 - a. Military Leave may be granted to any permanent employee who is a member of the Reserve Corps (including, but not limited to Naval Reserve and National Guard) without loss of pay, time or efficiency rating on all days during which they are ordered to duty with troops or on field exercises, or for instructions not to exceed fifteen (15) days in any one (1) calendar year. Employees shall be paid the difference between their regular rate and their military salary received.
 - b. Professional Training Leave may be granted to employees who are authorized or assigned to attend professional conferences, training institutes, etc., without loss of pay. Employees shall receive expenses incurred within budgetary limitations in accordance with the requirements of the funding source. Approval for reimbursement for

conference attendance must be granted by the Board of Directors.

c. Jury Duty Leave shall be granted any time an employee is required to report for jury duty services. Employees shall reimburse the WNC in the amount of the compensation received from the court, exclusive of the mileage reimbursement.

2. Unpaid leaves of absence may be granted to any permanent employee after completion of their six (6) month probationary period. An employee granted a leave of absence without pay shall not accrue vacation, sick leave or seniority unless on maternity leave. Unpaid leaves of absence shall include, but are not limited to:

a. Maternity Leave may be granted to any permanent or temporary employee for disabilities caused or contributed to by pregnancy, miscarriage, abortion and childbirth and shall be considered as temporary disabilities and will be treated as such under WNC sick leave policy. Employees may request a maximum of four (4) months leave without pay for maternity reasons. The point of leave is a matter for the employee and her physician to determine. Notification of maternity leave will be made to employee's supervisor and to the Executive Director accompanied by the appropriate physician's certification. Any probationary period will be deferred and completed after the employee returns from maternity leave. Upon returning from such leave, employee shall resume employment in the same classification, at the same salary rate and, whenever possible, in the same job.

b. Any other request for leave for personal reasons which is approved in the discretion of the Executive Director.

F. Compensatory Time Off

No more than twenty (20) hours of accumulated compensatory time off may be outstanding at any time. The Executive Director shall be responsible for scheduling of compensatory time off.

9) Termination of employment

A. Resignation

Any employee may resign from the WNC by presenting a written resignation to the Executive Director or the operations committee. To resign in good standing, an employee must give at least two (2) weeks notice, unless a shorter period of time is acceptable to the Executive Director or operations committee. An employee who resigns to avoid termination shall not be considered to have resigned in good standing. Once a letter of resignation is submitted, it cannot be withdrawn without the approval of the Executive Director or Board. When appropriate, the Executive Director or Board may conduct an exit interview to review and evaluate the reason for the resignation.

An automatic resignation is deemed when an employee fails to return from an authorized leave of absence or is absent without authorization for five (5) working days or more. The resignation will be effective on the fifth working day of the unauthorized leave.

B. Dismissal

WNC may immediately discharge an employee based on factors which, in the judgment of the Executive Director or Board, are related to the ability of the employee to carry out assigned duties effectively and efficiently. The reasons for immediate dismissal include, but are not limited to, any or all of the following:

- a. Unsatisfactory or incompetent work performance.
- b. Unexcused absences or tardiness.
- c. Conviction for an illegal act.
- d. Illegal conduct.
- e. Breach of client or agency confidentiality.
- f. Neglect of duty.
- g. Falsification of information to secure position. Falsification of information requested by WNC for personnel administration and operations (time sheets, travel expenses, purchase orders, auto insurance, driving record, etc.).

- i. Insubordination (including, but not limited to the refusal to do assigned work).
- j. Misuse of WNC funds.
- k. Retention for personal use of fees or gifts intended for WNC.
- l. Use of WNC name, program, facilities or resources for political purposes without the express written permission of the Executive Director or Board of Directors.
- m. Other grounds as may be designated by the Board of Directors.

C. Probationary Period
Employment may be terminated during any probationary period by the Executive Director or Board for any reason.

D. Disciplinary Action
The following types of disciplinary action may be taken:

1. Verbal reprimand - When the Executive Director or supervisor orally communicates to an employee an efficiency problem or misconduct which needs to be corrected. This communication may be documented after the fact. This warning shall include suggestions for correction and, if appropriate, a reasonable period for improvement or correction may be allowed before initiating further action.
2. Written reprimand - When the Executive Director or supervisor communicates, in writing, to an employee a deficiency, problem or misconduct which needs to be corrected in a situation where an oral warning has not resulted in correction of the condition or where more severe initial action is warranted. A written reprimand shall be signed by the Executive Director or a Board member, and by the employee to acknowledge receipt and opportunity to discuss the reprimand, and will then be filed in the employee's personnel file. A written reprimand shall also be given to the employee if it has been necessary to warn an employee more than once within a six (6) month period for the same or similar incident that would normally call for an verbal warning.

3. Suspension - When the Executive Director or Board suspends an employee from work without pay in a situation where other forms of disciplinary or corrective action have proved ineffective or when the seriousness of the offense or condition warrants it. The employee shall be advised, in writing, of the reasons for the suspension with a copy to be filed in the employee's personnel file and a copy to be sent to the Personnel subcommittee.
4. Withholding Salary Step Increases - When the Executive Director withholds an employee's salary step increase, in a situation where other forms of disciplinary or corrective action have proved ineffective or when the seriousness of the offense or condition warrants it. The Executive Director shall advise the employee, in writing, of the reasons for withholding the salary step increase with a copy to be filed in the employee's personnel file and a copy to be sent to the Personnel Committee.
5. Extension of Probation - When the Executive Director extends the probationary period of an employee, the Executive Director shall advise the employee, in writing, of the reasons for the extension with a copy to the employee's personnel file.
6. Dismissal - When the Executive Director terminates a permanent employee in a situation where other forms of disciplinary or corrective action have proved ineffective or when the seriousness of the offense or condition warrants it. The Executive Director shall advise the employee, in writing, of the reasons for withholding the salary step increase with a copy to be filed in the employee's personnel file and a copy to be sent to the Personnel Committee. Three written reprimands issued to any employee shall constitute grounds for dismissal.

E. Notice Required

In all cases involving disciplinary action (except verbal and written reprimand), notice must be served upon the employee personally or by registered or certified mail (at employee's last known address) served on the employee at least ten (10) working days prior to the effective date of the action. The notice shall include:

1. A statement of the nature of the personnel action;
2. The effective date of the action;
3. A statement of the causes therefore as set forth in these

procedures;

4. A statement in ordinary and concise language of all the specific facts or omissions upon which the causes are based; and
5. A statement advising employee of his/her right to appeal the action and the manner and time within which said appeal must be taken.

F. Layoff, Recall and Reinstatement

WNC shall make every reasonable effort to arrange similar employment with another agency for employees affected by cutbacks and shall provide as much advance notice as possible in the event of severance.

1. Layoff - In cases of reorganization or retrenchment necessitating layoff or transfers, the employee's ability to perform the job satisfactory will apply. When it is in the best interest of WNC to reduce the number of employees due to lack of work or lack of funds, the Executive Director will present a plan of action to the Personnel Committee for full Board approval. Actions such as reduced work hours, unpaid leaves of absence, across-the-board salary decreases and job sharing may be considered as alternatives to lay-offs. When determining which employee(s) will be laid off, the Executive Director shall consider agency seniority, job performance based on performance evaluations, affected programs and the needs and best interests of WNC.
2. Recall - Employees on layoff shall be recalled in the reverse order of layoff, provided that the employee can perform the available work in an efficient manner. When an employee is recalled for work he/she will be notified at their last known address by registered mail or telephone. If the employee does not contact WNC within three (3) working days of the date of the notice, he/she shall be considered as voluntarily terminated. Any employee who declines a recall more than once shall be considered to have voluntarily terminated.
3. Reinstatement - Should an employee decline reinstatement in a position at a lesser salary level than one from which laid off, his/her eligibility for reinstatement shall not be forfeited.

10) Grievance procedures

A grievance is a dispute, controversy or difference between WNC and an employee on any issue concerning the meaning of the application of these personnel policies or general working conditions. All employees of WNC shall be encouraged to voice complaints to the appropriate supervising official. All such complaints shall be fully evaluated and handled on an individual basis with consideration given to the cause and circumstances of the complaint.

A. Informal Grievance

An employee may first discuss a grievance in an informal manner with his/her immediate supervisor or the Executive Director within five (5) working days following the occurrence of events on which the grievance is based. The immediate supervisor or Executive Director shall give the employee an answer within five (5) working days of the date of the presentation of the grievance.

B. Formal Grievance

If the employee is not satisfied with the resolution of the informal grievance set forth in paragraph "A" of this section, the employee may initiate a formal grievance. The formal grievance must be submitted, in writing, within five (5) working days after notification of the decision or non-resolution of the informal grievance or within fifteen (15) working days after the occurrence of event upon which the grievance is based.

A formal grievance shall set forth the specific allegations of the employee, the rule or law which the employee alleges to have been violated, all relevant facts relating to the employee's allegation and the requested remedy. The grievance shall be signed and dated by the employee. The Executive Director shall submit a copy of the formal grievance to the Personnel Committee.

The immediate supervisor shall submit his/her findings and recommendations to the Executive Director, in writing, within five (5) working days after the aggrieved has contacted him/her. The Executive Director shall investigate and render a decision within fifteen (15) working days after receipt of the written grievance. A copy will be sent to the Personnel Committee. If the immediate supervisor is the Executive Director, the Executive Director shall submit his/her findings within five (5) working days after the aggrieved has contacted him/her to the Personnel Committee. The Personnel Committee shall investigate and render a decision within fifteen (15)

working days after receipt of the~ written grievance. The Personnel Committee shall submit a copy of their decision to the Board.

C. Discrimination Grievance

Any grievance based on discrimination on the basis of race, color, sex (including sexual harassment), age, religion, marital status, handicap, sexual orientation, national origin, or AIDS/ARC shall be filed pursuant to paragraphs A and B of this section.

D. Appeal of a Grievance or Disciplinary Action

An employee may, within ten (10) working days after receiving a written decision of a grievance or notice of disciplinary action, file an appeal with the Personnel Committee. The appeal must include all relevant facts pertaining to the appeal, the requested remedy and be dated and signed by the employee. The Executive Director shall be provided with a copy of the appeal. If the employee fails to file a notice of appeal within the specified time, the decision on the grievance or disciplinary action shall become final. After an appeal is filed, the Executive Director shall schedule a meeting with the aggrieved and Personnel Committee within fifteen (15) working days. The Personnel Committee will provide a written response to the aggrieved within ten (10) working days after the meeting.

If the aggrieved is not in agreement with the determination of the Personnel subcommittee, he/she may appeal, in writing, to the Board of Directors of WNC within five (5) working days of the determination. The Board shall investigate and render a decision by the following quarterly meeting. The decision of the Board of Directors of the WNC shall be final.