

TERMS & CONDITIONS

Members shall not sell, distribute, rent, or lease in whole or in part to any third party, copy, prepare derivative works based on, or publicly perform or display the policies and procedures. For further information, please read the terms and conditions on each My Wipfli page before using Wipfli's sample policies and procedures.



Wipfli Materials License Agreement 2

Editor's Note: The sample policies and procedures included herein should only be used as a guide in developing policies and procedures applicable to your particular organization. Users should carefully read the accompanying instructions and eliminate, add to, or modify these policies and procedures as necessary to customize them for your organization. These sample policies and procedures are copyrighted materials of Wipfli LLP. Purchasers are authorized to use these materials only for one particular not-for-profit organization. Additional uses for multiple organizations or any other copying, reselling, or redistribution of these policies and procedures is expressly prohibited.

Editor's Note: This manual is intended to be used solely as a policies and procedures guide for supervisors and managers. This manual is not intended to be an employee handbook. Although the content of this manual can assist you in developing an employee handbook, we strongly encourage you to create a separate employee handbook.

Head Start and Early Head Start Agencies: The Head Start Program Performance Standards (HSPPS) section 45 CFR 1302.90 states that each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and make the available to all staff.

SAMPLE ORGANIZATION

Human Resources Policies and Procedures Manual

Updated May 2020

This version supersedes all previous versions.

Editor's Note: Items highlighted in **green** are updates from the 2019 sample manual.

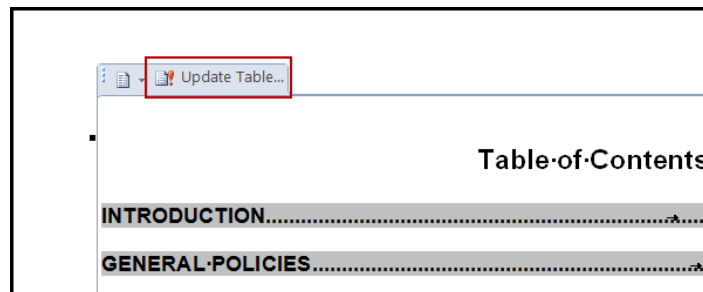
INSTRUCTIONS

TABLE OF CONTENTS – AUTOMATIC

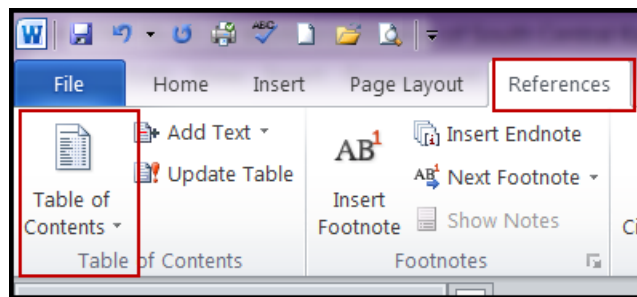
This document contains two types of Table of Contents (TOC); one that is automatically generated based on the document's formatted settings and another that is manually created. Please select the TOC that will work for your organization and delete the other.

If the automatic TOC is used, your Organization can edit or remove sample policies in this document and the TOC will update when the update button is clicked (see below). If the title/heading formatting of a policy section or individual policy is changed or removed, the automatic TOC will not generate properly. In this instance, please use correct the title/heading formatting or use the manual TOC and edit as appropriate.

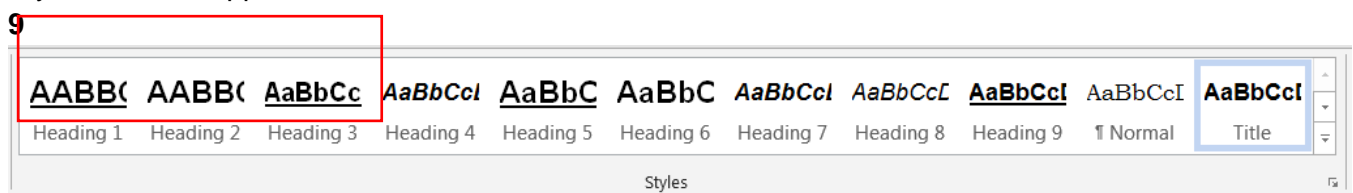
To update the automatic TOC, click anywhere on the TOC near its top (see print screen below) and click on the Update Table button.



The automatic TOC document is generated using the Microsoft Word Table of Contents feature located here:



If a heading is not included in the automatic TOC, on the Home tab of the ribbon, make sure the proper Style has been applied to the text.



HEADING 1

HEADING 2

Heading 3

TABLE OF CONTENTS

TERMS & CONDITIONS	1
INSTRUCTIONS	1
TABLE OF CONTENTS – Automatic	i
TABLE OF CONTENTS – MANUAL	6
HUMAN RESOURCES POLICIES AND PROCEDURES ACKNOWLEDGMENT FORM	ERROR! BOOKMARK NOT DEFINED.
SECTION 1	ERROR! BOOKMARK NOT DEFINED.
INTRODUCTORY	Error! Bookmark not defined.
Sample Introduction/Welcome Statement.....	Error! Bookmark not defined.
Example Organizational Chart	Error! Bookmark not defined.
Mission, Vision, Values Statements	Error! Bookmark not defined.
Employment Philosophy	Error! Bookmark not defined.
Employment Expectations	Error! Bookmark not defined.
About this Policies and Procedures Manual.....	Error! Bookmark not defined.
Open Door Policy.....	Error! Bookmark not defined.
SECTION 2	ERROR! BOOKMARK NOT DEFINED.
EMPLOYMENT POLICIES AND PRACTICES	Error! Bookmark not defined.
Employment-At-Will	Error! Bookmark not defined.
Equal Employment Opportunity	Error! Bookmark not defined.
Political Affiliations [Head Start Specific].....	Error! Bookmark not defined.
Harassment	Error! Bookmark not defined.
Affirmative Action	Error! Bookmark not defined.
Certification and License Requirements	Error! Bookmark not defined.
Child Abuse and Neglect/Vulnerable Adult Abuse and Neglect Reporting Policy (Mandated Reporter and Head Start Specific)	Error! Bookmark not defined.
Grievance Policy/Problem Resolution.....	Error! Bookmark not defined.
Persons With Disabilities	Error! Bookmark not defined.
Employment Categories And Definitions.....	Error! Bookmark not defined.
Policy Council/Committee [Head Start Specific]	Error! Bookmark not defined.
Outside Employment.....	Error! Bookmark not defined.
Conflict of Interest.....	Error! Bookmark not defined.
Employment Of Relatives/Nepotism	Error! Bookmark not defined.

Employment Of Former Employees	Error! Bookmark not defined.
Substitutes and Special Agreement Employees	Error! Bookmark not defined.
Recruitment and Selection	Error! Bookmark not defined.
Job Posting	Error! Bookmark not defined.
Pre-Employment Investigation/Background Check....	Error! Bookmark not defined.
Employee Orientation	Error! Bookmark not defined.
Immigration Policy	Error! Bookmark not defined.
Introductory Period	Error! Bookmark not defined.
Human Resources Records.....	Error! Bookmark not defined.
Attendance.....	Error! Bookmark not defined.
Confidentiality of Organization [and Client] Information	Error! Bookmark not defined.
defined.	
Whistleblower Protection	Error! Bookmark not defined.
Health Insurance Portability and Accountability Act...	Error! Bookmark not defined.
Promotions.....	Error! Bookmark not defined.
Demotions.....	Error! Bookmark not defined.
Transfers.....	Error! Bookmark not defined.
Job Descriptions	Error! Bookmark not defined.
Performance Management	Error! Bookmark not defined.
Inclement Weather and Other Emergencies	Error! Bookmark not defined.

SECTION 3.....ERROR! BOOKMARK NOT DEFINED.

EMPLOYEE BENEFITS PROCEDURES.....	Error! Bookmark not defined.
Benefits Overview	Error! Bookmark not defined.
Flex Schedules	Error! Bookmark not defined.
Telecommuting	Error! Bookmark not defined.
Holidays	Error! Bookmark not defined.
Vacation.....	Error! Bookmark not defined.
Sick Leave	Error! Bookmark not defined.
Emergency Sick Pay Leave (ESPL)	Error! Bookmark not defined.
Personal Days	Error! Bookmark not defined.
Paid Time Off (PTO)	Error! Bookmark not defined.
Personal Leave Of Absence	Error! Bookmark not defined.
Federal Family and Medical Leave Act (FMLA)	Error! Bookmark not defined.
Emergency Federal Family and Medical Leave Act (EFMLA) ..	Error! Bookmark not defined.
defined.	
Military Service	Error! Bookmark not defined.
Jury Duty/Witness Leave	Error! Bookmark not defined.
Lactation/Breastfeeding Breaks	Error! Bookmark not defined.
Bereavement Leave.....	Error! Bookmark not defined.

Benefit Plans and Insurance	Error! Bookmark not defined.
Domestic Partner Benefits	Error! Bookmark not defined.
Employee Assistance Program	Error! Bookmark not defined.
Consolidated Omnibus Budget Reconciliation Act (COBRA)...	Error! Bookmark not defined.
defined.	
Workers' Compensation.....	Error! Bookmark not defined.
Training and Development.....	Error! Bookmark not defined.
Education Assistance.....	Error! Bookmark not defined.
Employee Participation In Program Services.....	Error! Bookmark not defined.
SECTION 4.....	ERROR! BOOKMARK NOT DEFINED.
TIMEKEEPING AND PAYROLL.....	Error! Bookmark not defined.
Hours Of Work	Error! Bookmark not defined.
Overtime	Error! Bookmark not defined.
Timekeeping	Error! Bookmark not defined.
Paycheck Distribution	Error! Bookmark not defined.
Wage and Salary Administration.....	Error! Bookmark not defined.
Payroll Deductions.....	Error! Bookmark not defined.
Travel/Expense Reimbursement.....	Error! Bookmark not defined.
SECTION 5.....	ERROR! BOOKMARK NOT DEFINED.
EMPLOYEE CONDUCT.....	Error! Bookmark not defined.
Safety.....	Error! Bookmark not defined.
Operation of Vehicles.....	Error! Bookmark not defined.
Medication – Administration and Storage [Head Start Specific]	Error! Bookmark not defined.
defined.	
Hygiene.....	Error! Bookmark not defined.
Dress Policy and Appearance.....	Error! Bookmark not defined.
General Housekeeping	Error! Bookmark not defined.
Security/Inspection	Error! Bookmark not defined.
Workplace Activity Monitoring.....	Error! Bookmark not defined.
Safe Environment	Error! Bookmark not defined.
Weapons.....	Error! Bookmark not defined.
Smoking/Tobacco Usage.....	Error! Bookmark not defined.
Drug and Alcohol Use	Error! Bookmark not defined.
Fire Safety/Prevention	Error! Bookmark not defined.
Electronic Media Use	Error! Bookmark not defined.
Electronic Device Use.....	Error! Bookmark not defined.
Social Media	Error! Bookmark not defined.
Audio and Video Recording	Error! Bookmark not defined.

Use of Office Equipment, Mail, and Supplies **Error! Bookmark not defined.**
Solicitation **Error! Bookmark not defined.**
Bulletin Boards..... **Error! Bookmark not defined.**
Standards of Conduct **Error! Bookmark not defined.**
Corrective Action **Error! Bookmark not defined.**
Suspension/Termination **Error! Bookmark not defined.**
Exit Interviews..... **Error! Bookmark not defined.**

REFERENCES **ERROR! BOOKMARK NOT DEFINED.**

TABLE OF CONTENTS – MANUAL

HUMAN RESOURCES POLICIES AND PROCEDURES	
ACKNOWLEDGEMENT FORM	1
SECTION 1	2
INTRODUCTORY	2
SAMPLE INTRODUCTION/WELCOME STATEMENT	2
EXAMPLE ORGANIZATIONAL CHART	3
MISSION, VISION, VALUES STATEMENTS	4
EMPLOYMENT PHILOSOPHY.....	4
EMPLOYMENT EXPECTATIONS	5
ABOUT THIS POLICIES AND PROCEDURES MANUAL	6
OPEN DOOR POLICY.....	8
SECTION 2	9
EMPLOYMENT POLICIES AND PRACTICES.....	9
EMPLOYMENT-AT-WILL	9
EQUAL EMPLOYMENT OPPORTUNITY	10
POLITICAL AFFILIATIONS [HEAD START SPECIFIC]	11
HARASSMENT	12
AFFIRMATIVE ACTION.....	15
CERTIFICATION AND LICENSE REQUIREMENTS.....	16
CHILD ABUSE AND NEGLECT/VULNERABLE ADULT ABUSE AND NEGLECT REPORTING POLICY [MANDATED REPORTER and HEAD START SPECIFIC].	17
GRIEVANCE POLICY/PROBLEM RESOLUTION	19
PERSONS WITH DISABILITIES.....	21
EMPLOYMENT CATEGORIES AND DEFINITIONS	22
POLICY COUNCIL/COMMITTEE [HEAD START SPECIFIC]	24
OUTSIDE EMPLOYMENT	25
CONFLICT OF INTEREST	26
EMPLOYMENT OF RELATIVES/NEPOTISM	28
EMPLOYMENT OF FORMER EMPLOYEES	30
SUBSTITUTES AND SPECIAL AGREEMENT EMPLOYEES	31
RECRUITMENT AND SELECTION	33
JOB POSTING.....	35
PRE-EMPLOYMENT INVESTIGATION/BACKGROUND CHECK.....	36
EMPLOYEE ORIENTATION.....	38
IMMIGRATION POLICY	39
INTRODUCTORY PERIOD	40
HUMAN RESOURCES RECORDS	41
ATTENDANCE.....	44
CONFIDENTIALITY OF ORGANIZATION [AND CLIENT] INFORMATION.....	45

WHISTLEBLOWER PROTECTION	46
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT	48
PROMOTIONS	49
DEMOTIONS	50
TRANSFERS	51
JOB DESCRIPTIONS	52
PERFORMANCE MANAGEMENT	53
INCLEMENT WEATHER AND OTHER EMERGENCIES.....	55
SECTION 3	56
EMPLOYEE BENEFITS PROCEDURES	56
BENEFITS OVERVIEW	56
FLEX SCHEDULES	57
TELECOMMUTING	58
HOLIDAYS.....	59
VACATION	60
SICK LEAVE	62
EMERGENCY SICK PAY LEAVE (ESPL)	63
PERSONAL DAYS.....	65
PAID TIME OFF (PTO)	66
PERSONAL LEAVE OF ABSENCE.....	68
FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)	69
EMERGENCY FEDERAL FAMILY AND MEDICAL LEAVE (EFMLA)	71
MILITARY SERVICE.....	73
JURY DUTY/WITNESS LEAVE	74
LACTATION/BREASTFEEDING BREAKS	75
BEREAVEMENT LEAVE	76
BENEFIT PLANS AND INSURANCE	77
DOMESTIC PARTNER BENEFITS	79
EMPLOYEE ASSISTANCE PROGRAM	80
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)	81
WORKERS' COMPENSATION.....	82
TRAINING AND DEVELOPMENT	83
EDUCATION ASSISTANCE	84
EMPLOYEE PARTICIPATION IN PROGRAM SERVICES.....	86
SECTION 4	87
TIMEKEEPING AND PAYROLL.....	87
HOURS OF WORK.....	87
OVERTIME	88
TIMEKEEPING	89
PAYCHECK DISTRIBUTION	90
WAGE AND SALARY ADMINISTRATION.....	91
PAYROLL DEDUCTIONS.....	93

TRAVEL/EXPENSE REIMBURSEMENT.....	94
SECTION 5	96
EMPLOYEE CONDUCT.....	96
SAFETY.....	96
OPERATION OF VEHICLES	97
MEDICATION—ADMINISTRATION AND STORAGE [HEAD START SPECIFIC]..	98
HYGIENE.....	99
DRESS POLICY AND APPEARANCE	100
GENERAL HOUSEKEEPING	101
SECURITY/INSPECTION.....	102
WORKPLACE ACTIVITY MONITORING.....	103
SAFE ENVIRONMENT	104
WEAPONS	105
SMOKING/TOBACCO USAGE.....	106
DRUG AND ALCOHOL USE	107
FIRE SAFETY/PREVENTION.....	109
ELECTRONIC MEDIA USE	111
ELECTRONIC DEVICE USE	113
SOCIAL MEDIA	114
AUDIO AND VIDEO RECORDING	116
USE OF OFFICE EQUIPMENT, MAIL, AND SUPPLIES.....	117
SOLICITATION.....	118
BULLETIN BOARDS.....	119
STANDARDS OF CONDUCT	120
CORRECTIVE ACTION.....	123
SUSPENSION/TERMINATION.....	124
EXIT INTERVIEWS.....	125
REFERENCES.....	126