

1. Change to WNC Source – replace WCCA
2. Change HR Director to VP of Human Resources
3. Change Grant Writer to Development Director
4. Page 8 -HR Chart is incorrect
5. check chart page 9, 12
6. Change Human Resources Coordinator/Specialist to HR Manager

Key

Add – Yellow

Delete – Red

Page 48 Under Absenteeism/Tardiness – Add the Following

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Final Written Warning may be issued after four occurrences in a 6 month-period.

Job Abandonment

Any employee who fails to report to work for a period of two days or more without notifying his or her manager will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Page 61

Procedures:

Telecommuting allows employees to work out of their homes on a specific day(s) of the week on either a temporary or ongoing basis. Telecommuters must have written permission from their Director to change their work location from their home address to another location. WNCSource expects Telecommuters to work within 40 miles of WNC Source worksites or the employee's home address.

Page 62

#1 Juneteenth as a Holiday

Page 62 #3

Full-time employees are paid 8 hours of PTO, Part-time employees are paid 4 hours of PTO for Holiday pay. Intermittent employees are not given Holiday pay.

Page 63 #9

Remove An online PTO request form must be completed and forwarded to the employee's supervisor.

Page 63 #10

Change **Nonexempt employees may use PTO in hourly increments** to Nonexempt employees may use PTO in ½ hour increments

Page 63

6. PTO should be used before requesting additional time off without pay.

Delete **"or borrowed "**

#11 Employees may carry over no more than 176 hours of PTO per year

Employees that resign before the end of their 90-day probation period will not receive any payout of PTO.

#13 Vaccine or Wellness PTO is never paid out or sold back. Only PTO earned by hours worked is paid out with a 14-day written notice to HR, your supervisor, and your director.

Page 64

#12 The Sell Back program will cap at 40 hours for 2022 and not be offered after 2022.

Employees need to take PTO for Mental and Physical health.

Page 67

6. Employees who are out on FMLA leave are expected to report every 14 days to Human Resources their status and intent to return to work.

(was 7 days to Supervisor)

Page 70

Delete **School Leave**

Page 72

Delete current policy

All Full-time employees get 48 hours of Bereavement Leave per calendar year and all part-time employees get 32 hours per year.

The employee request the dates needed to their supervisor, Payroll, and places a note on their timesheet. WNCSource will not dictate which family member is covered. This benefit cannot be carried over or sold back. This benefit is use it or lose it.

delete

3. Employees that have worked full-time for the agency for at least 10 years, and are over 55 years of age, can stay on the WCCA health insurance plan and have half of their health insurance costs covered by the Organization as long as they average working more than 15 hours a week.

Page 74 Life Insurance Section

Full and Part time staff can sign up for Life Insurance

Page 74 403(B)

403(B) is for all employees

Page 83 #6

Delete "activity reports"

Page 83 #7

Delete "PAR"

Delete "In addition, if corrections or modifications are made to the time sheets/PARs, both the employee and supervisor must verify the accuracy of the changes by initialing the time sheets/PARs."

Page 85 #3

Delete "The Organization has established direct deposit for payment of wages and expenses for those employees who wish to participate. Employees not choosing direct deposit will receive their paycheck at the office."

Page 93

Remove – H – Summer sandals with a heel strap

6 If you work in a Children's Services site , Thrift Store, Maintenance, and/ or Transportation departments you must wear closed-toe and closed-heel shoes with heels less than three (3) inch heel.

Page 118

2. The Human Resources Manager/VP of HR is responsible for tracking and analyzing exit interview data and following up on issues identified in exit interviews to ensure resolution.