



Beaches Fine Arts Series, Inc.

2019
PERSONNEL POLICY

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Diversity Policy

Recognizing that the arts and culture are among our most vital tools for bringing diverse people together, Beaches Fine Arts Series (BFAS) seeks to enhance the dimensions of diversity, which include ethnicity, race, age, gender, disability, religion, sexual orientation, marital status, socio-economic considerations and geographic location, throughout all aspects of governance, programming and outreach.

Standards of Professionalism

The manner in which you conduct yourself should create a favorable and lasting impression of Beaches Fine Arts Series. The continued success of BFAS depends on the quality, integrity, expertise and professionalism of our staff. Written communications must meet the highest standards of accuracy and neatness. Individuals who telephone the BFAS office must receive prompt and courteous attention and a helpful and meaningful response. Individuals who visit BFAS must always be treated with deference, tact and courtesy. All employees should present themselves in a professional and efficient manner. Respect and thoughtfulness towards fellow workers is expected.

Paid Time Off

Full-time (40 hours a week) hourly employees and salary employees are eligible for paid time off. You earn paid time off from the beginning of your employment with Beaches Fine Arts Series; however you cannot utilize paid time off until you have completed your first ninety (90) days of employment. Paid time off is earned as follows:

<u>Years of Employment</u>	<u>Number of Days</u>
First/Second Year	10 Days
Third Year	15 Days
Sixth Year onward	20 Days

PTO is credited to you at the beginning of the calendar year. You receive a pro-rated portion of PTO in your first year of employment depending upon your start date. PTO taken for a duration of one or more weeks must be requested and approved at least one month in advance by the Executive Director.

At the end of the calendar year, each employee may opt to carry over up to five days unused PTO. All other PTO will be forfeited at the end of the calendar year. Upon separation of employment for any reason, unused PTO is forfeited. Employees will receive 8 sick days per calendar year. Sick days may not be carried over to the next calendar year.

Holidays

The office is closed and all regular staff will be paid for the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. The office may close early the day prior to a major holiday or the day after at the discretion of the Executive Director. If Christmas or New Year's Day falls on a weekend, a nearby workday will be designated instead.

Health Insurance

Beaches Fine Arts Series does not provide health insurance to its employees.

Workers' Compensation

BFAS does not provide Workers' Compensation Insurance as it is a non-construction business employing fewer than 4 employees as set forth by the State of Florida.

Confidentiality Policy

Beaches Fine Arts Series will provide all reasonable assurances that all staff and volunteer information is confidential. Beaches Fine Arts Series employees possess detailed information regarding fellow employees and volunteers. Information shared in materials and discussions must be kept within the agency structure and must be considered internal, to be shared among BFAS staff.

Performance Appraisals

Each employee is entitled to a probationary and annual performance review. A performance review is normally conducted by the Executive Director or the Director's designee. Goals and priorities will be established for the next work period. A copy will be retained in the employee's personnel file and a copy will be presented to the employee for retention.

Performance appraisals allow us formally to recognize and evaluate employee performance. While work load and other circumstances may prevent regular reviews, in general you will receive a written performance appraisal at the end of your introductory period and annually thereafter. The appraisal process will take into account the quality and quantity of your work, demonstrated job skills, initiative, attendance, personal conduct and general attitude towards your job, fellow employees, volunteers and our guests.

Equal Employment Opportunity

Beaches Fine Arts Series is an **Equal Opportunity Employer**. Beaches Fine Arts Series shall not discriminate directly or indirectly, on the grounds of race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, religion, sex, age, political affiliation, national origin, disability, marital status, veteran status, or any other impermissible factor in its employment practices, including recruitment, hiring, compensation, training, placement, promotion, discipline, demotion, transfers, layoff, recall, termination, working conditions, and related terms and conditions of employment. Decisions regarding employment and promotion will be based solely only upon valid job-related factors.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employees With Disabilities

BFAS is firmly committed to complying with the Americans With Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. BFAS prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, BFAS will make reasonable accommodations to the known physical or mental limitations of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of its business.

Anti-Discrimination Policy

Beaches Fine Arts Series will not discriminate against any employee or person served on account of race, color, sex, age, religion, ancestry, national origin, handicap, marital status, citizenship status, creed, sexual orientation, gender identity, disability, veteran status, or any other protected status under federal, state, or city law, or under Beaches Fine Arts Series' Board policies. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and guests.

Anti-Harassment Policy

BFAS expects that all employees will treat each other with fairness and respect. Harassment on the basis of race, religion, color, gender, age, national origin or disability or as otherwise provided under state or local law, will not be tolerated and is strictly prohibited. Harassment of this type is illegal and contrary to the policy of BFAS. The company strives to foster a work environment free of harassment, discrimination, intimidation and insult. Harassment is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination.

Harassment creates unacceptable stress for the entire organization, adversely affecting morale, demeans the individual so treated, and could cause potentially devastating costs to the organization. BFAS believes that courteous, mutually respectful, pleasant, non-coercive interactions between employees will best serve the well-being of each individual and BFAS.

Any person who believes that he/she is the victim of any type of discriminatory conduct, should bring that conduct to the immediate attention of his/her supervisor, the Executive Director or the President of the Board of Trustees. The company will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential nature. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action.

Sexual Harassment Policy

Sexual harassment as well as gender based discrimination is illegal and contrary to the policy of BFAS. The company strives to foster a work environment free of sexual harassment, gender based discrimination, intimidation and insult. BFAS prohibits any employee from making unwelcome and unsolicited sexual advances, unwelcome, offensive or inappropriate comments regarding an employee's gender or engaging in other verbal or physical conduct of a sexual or gender-offensive nature, when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment, or when that conduct creates an intimidating, hostile, or offensive working environment. Harassment based on gender is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination.

Sexual harassment creates unacceptable stress for the entire organization, adversely affecting morale, demeans the individual so treated, and could cause potentially devastating costs to the BFAS. BFAS believes that courteous, mutually respectful, pleasant, non-coercive interactions between employees will best serve the well-being of each individual and the BFAS.

All employees, both male and female, are strictly prohibited from sexually harassing or making improper advances toward other employees or harassing other employees as a result of their gender. Sexual harassment includes unwelcome or unsolicited verbal, physical or sexual conduct, that is made a term or condition of employment, or is used as the basis of employment or advancement decisions. Sexual harassment also includes conduct that has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile or offensive work environment.

Any person who believes that he/she is the victim of any type of discriminatory conduct, including sexual harassment, should bring that conduct to the immediate attention of his/her supervisor, the Executive Director or any member of the Board of Trustees. The organization will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential nature. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action. Any supervisory employee to whom an employee brings a complaint of sexual harassment but who fails to take appropriate action to resolve it will also be disciplined.

Drug Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited by Beaches Fine Arts Series. Employment will be immediately terminated if any employee is found to be engaged in any such activities.

Grievance Procedures

Whenever an individual believes that a situation, condition, or event related to their employment or status is unsatisfactory, and is subject to the control of Beaches Fine Arts Series, they will be expected and encouraged to take every reasonable step to resolve their complaints informally. These efforts must include discussions with the Executive Director and/or immediate supervisor. Efforts to resolve a grievance at the informal stage is mandatory and all parties shall exercise their best efforts to determine an equitable solution to the grievance, complaint or problem.

If all reasonable, informal efforts to resolve a complaint fail, the individual may formalize the complaint as a grievance by placing the complaint in writing; stating specifically the

nature, the dates and times and the alleged problem; listing the individuals thought to be responsible; and stating concisely the relief or remedy sought for the grievance. All grievances shall be signed by the individual submitting the matter for the review. The individual shall file any formal grievance within two weeks from the time the grievance is reasonably known. The individual shall submit the written formal grievance to the Executive Director who shall acknowledge its receipt in writing and shall conduct an appropriate inquiry or investigation into the facts. The Executive Director in conjunction with the Board may grant the grievance, deny the relief requested, or provide such other remedy as is deemed just and reasonable. The Executive Director's decision shall list the findings, the reasons for the conclusions reached, and the proposed resolution and shall be issued no later than two weeks after the receipt of the grievance. All grievance matters become a formal insert into an employee's personnel folder. The informal process described above, if followed and resolution is reached, need not be part of such records.

Discipline

BFAS expects employees to comply with its policies and standards of behavior and performance. Noncompliance with policies and standards of behavior or performance, including poor performance, may result in disciplinary action, including, but not limited to: informal counseling, oral warnings, written warnings, suspension, and termination. The need for discipline and the type of discipline will be determined by the company.

Termination

If the Executive Director wants to consider termination of employment, the employee must be given a written statement of the specific problems, a definite period must be set within which the employee may try to correct the problem, and if the problem cannot be resolved, the employee must be given two weeks notice. Beaches Fine Arts Series does not provide severance pay. In the case of gross malfeasance, BFAS reserves the right to terminate employees immediately. Upon termination, the key to the office should be turned in to the Executive Director or another member of the senior staff on the last day of employment. The employee is also responsible to give a status report on all current work, present files and other materials in a clear manner to the Executive Director or a delegated representative. Any employee who is terminated may appeal the decision to the Board of Trustees by writing a letter to its President. The Board's decision shall be final. Any employee who has completed the probationary period and has attained regular status may not be dismissed except upon written notice and an opportunity to be heard. In no case will an employee be dismissed because of an unlawful discrimination preference.

Resignation

In the event of resignation, an employee is required to give BFAS two weeks' notice. Provided BFAS is given prior notice, an employee shall be entitled to receive payment for up to a maximum of ten days of accrued or accumulated annual leave earned. Upon

resignation, an employee can be required to leave the premises at once or at any time prior to the expiration of the two weeks' notice.