

Board Policy Type: Executive Limitations

Policy Title: Treatment of Staff

The Executive Director shall not, in relating to staff:

1. Deviate from local, state, or federal laws or regulations related to the treatment of staff and volunteers;

Means of Measuring Executive Director's Compliance of His Interpretations

Executive Director shall report corrective measure to the CGO, or to the VGO if the CGO is not available.

2. Fail to provide a procedure that mirrors biblical teaching on conflict resolution to address staff or volunteer grievances (Matthew 18:15-20);

Executive Director's Interpretation

"Procedure" is the plan. "Grievances" refer to expressions by staff or volunteers who have been offended or treated unfairly by another person in the organization, especially by a person in a supervisory or administrative position.

Means of Measuring Executive Director's Compliance of His Interpretations

Annually, all staff will be given a copy of the grievance policy and procedure including the required process for formally submitting a grievance. Annually, the Board will receive a summary of all grievances received and how they were resolved.

3. Fail to protect the confidentiality of staff records;

Executive Director's Interpretation

*"Protect" means when stored with access limited to authorized personnel.
"Records" refer to data kept about staff and volunteers.*

Means of Measuring Executive Director's Compliance of His Interpretations

Annually, all staff and volunteers will receive a survey in which they are asked questions related to confidentiality of their records. The Executive Director provides a summary of the survey to the Board.

4. Fail to keep staff and volunteers informed about appropriate operational matters, human resource policies and procedures and their responsibilities and duties;

Executive Director's Interpretation

"Appropriate" means pertinent to the staff's or volunteer's level of involvement in the organization. For example: A senior manager role will be informed far more extensively about operational opportunities and challenges than a volunteer from the community who volunteers once a week.

Means of Measuring Executive Director's Compliance of His Interpretations

Annually, all staff and volunteers will receive a survey in which they are asked questions related to being informed about operational matters. The Executive Director provides a summary of the survey to the Board of Directors.

5. Develop or maintain positions that are not funded within the budget, not properly defined, or do not clearly contribute to the Organizational Ends;

Executive Director's Interpretation

Means of Measuring Executive Director's Compliance of His Interpretations