



**Southside Main Street Project
PERSONNEL POLICIES**



THE HISTORIC URBAN NEIGHBORHOOD

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Message to Staff

The purpose of these personnel policies is to guide the administration of Southside Main Street Project (SoMA) personnel matters and to provide employees with information they need to understand those policies, practices and procedures.

This guide does not create contractual rights. Only the Board may enter into any employment contract, and that must be a written contract. It is within the Board's discretion to change our policies, procedures and practices. Although we will strive to announce changes, this may not always be feasible; therefore some changes may be made without notice. Similarly, policies, procedures and/or practices may be altered from time to time to meet the needs of the organization or individual employees, and to comply with local legal requirements. Please bear in mind that this guide is not intended to serve as a contract of any kind.

Board

About Southside Main Street - SoMA

The mission of Southside Main Street is to promote and enhance the economic development, public relations, historic integrity and quality of life for the citizens of the neighborhood. We are a 501(c)3 nonprofit organization dedicated to developing a positive image of the area between I-630 and Roosevelt Road.

We are committed to bringing vitality and business to the area. We will do this by using the very successful "Main Street" model which uses historic preservation and rehabilitation as the core for identifying and developing the south Main Street area.



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1. STATEMENT OF NON-DISCRIMINATION

Southside Main Street Project (SoMA) will not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, physical or mental handicap, political belief, marital status, age, or sexual orientation. SoMA complies with all Equal Employment Opportunity and Americans with Disabilities Act laws and regulations in the areas of hiring, compensation, benefits and promotion.

2. HIRING

Employment at SoMA is based wholly on qualifications, competence, experience, training and fitness for the job. We make every effort to fill vacancies in accordance with the above stipulations. At the time of employment each person will receive a confirmation of employment letter, a copy of the job description and SoMA Personnel Policies.

3. EMPLOYMENT-AT-WILL

The description of current policies should not be construed as a contract of employment or as a statement that these policies will not change. Continued employment of an individual shall be at the will of the employer, subject only to the applicable laws forbidding discrimination.

4. HOURS OF WORK

The standard workweek is 40 hours. The Executive Director will designate office hours. Lunch will be thirty (30) minutes in length unless otherwise designated by the Executive Director.

5. ATTENDANCE

SoMA expects employees to report to work on time every day. You must keep unscheduled absences, late arrivals and early departures to a minimum. The Executive Director is responsible for approving variation from these guidelines on a case-by-case basis.

Unscheduled absences place an unfair burden on co-workers, and you should avoid them whenever possible. Frequent unscheduled absences, including late arrivals and early departures are grounds for discipline.

If you will be absent or late for work without out prior approval, you must call and notify the Executive Director before normal starting time.

6. EMPLOYMENT STATUS

The Executive Director reports directly to the President of the Board of Directors. The Board is responsible for employing, supervising, and terminating the Executive Director, and is responsible for the Executive Director's annual performance evaluations.



The Executive Director is responsible for employing, supervising, and terminating the other staff persons and for their annual performance evaluations.

Full-time: A salaried employee who is regularly scheduled to work a minimum of 30 hours per week.

Part-time: An employee who is regularly scheduled to work less than 30 hours per week. Part-time employees accrue vacation days on a pro-rated basis and are entitled to prorated paid holidays only if they normally work on those days upon which a holiday falls.

7. PROBATIONARY PERIOD

All new employees are required to serve a minimum 90-day probationary period during which time employment may be terminated at the discretion of the Executive Director (in the case where the employee is the Executive Director, this discretion rests with the Board) without recourse to the standard procedure for termination specified in these policies. This period may be extended at the discretion of the Executive Director. If the probationary employee's work is found to be unsatisfactory, this should be indicated to the employee as early as possible in the probationary period. No formal statement of cause is required but an informal explanation would normally be expected.

8. ORIENTATION

Orientation of new employees will include the following:

- Review of the employee's job description and core standards for evaluation
- Review of these personnel policies and practices
- Review of general policies and procedures of SoMA
- Review of the employee's job title, salary and compensation agreements, work hours, time sheets and other record-keeping methods and pay practices, standards for employee conduct, attendance and punctuality.
- Forms W-4 and I-9 are to be completed by all employees for tax purposes at the beginning of employment.

9. OUTSIDE EMPLOYMENT

Employees may engage in outside employment provided that the employment does not present a conflict of interest and does not interfere with the performance of this program. The employee shall not use SoMA materials, supplies or equipment in working for this outside entity and may not do outside work during the hours scheduled to work for SoMA. Outside employment must be disclosed to the Executive Director (or to the President of the Board in the case of the Executive Director).



10. TERMINATION OF EMPLOYMENT

A. Voluntary Termination

Voluntary termination occurs when an employee chooses to resign his/her employment. If it becomes necessary for an employee to terminate employment, at least two weeks written notice is requested and should be presented to the Executive Director. If the Executive Director is resigning, written notice should be provided to the Board of Directors

Resigning employees should be allowed to work through their two-week notice period; however, occasionally it is in the best interest of SoMA for the employee to stop working at the time of notice. In this case, the Executive Director may decide to release the employee early and pay them in lieu of the notice.

An exit interview will be conducted during which the employee may express opinions on employment and receive information on rights and/or obligations concerning pay and benefits. There is no entitlement to accrued sick leave or severance pay. Vacation pay is entitled based upon the computation of vacation through the date of resignation.

B. Involuntary Termination

If termination of employment is being considered, the employee must be given:

- a written statement of the specific problems,
- a definite period 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.

SoMA does not provide severance pay. In the case of gross malfeasance, SoMA reserves the right to terminate employees immediately.

Upon termination, the keys to the office must be turned in to the Executive Director. The employee is also expected to give a written status report on all current work and turn over files and other materials to the Executive Director.

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 have a discussion with the Executive Director. Any employee who is terminated may appeal the decision to the Board by writing a letter to its Chairperson. The Board's decision shall be final.

Grounds for dismissal include but are not limited to:

- Neglect of duties
- Absence without leave or failure to report after authorized leave has expired or after such leave has been disapproved.
- Insufficiency in the performance of duties as reflected in the evaluation.
- Violation of lawful directives (written or verbal), policy or direction given by an



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immediate supervisor, or the failure to obey any lawful or reasonable direction when such violation amounts to insubordination or serious breach of discipline.

- Conduct unbecoming to an employee of SoMA during working hours, which may discredit the organization.
- Offensive conduct or language toward the public or community, supervisor or administrative personnel.
- Criminal, disorderly or immoral conduct while on duty.
- The violation of policies or directives of SoMA Board of Directors.
- Negligence or willful damage to City property or waste of agency supplies and equipment.
- Misrepresentations or false statements on applications
- Intoxication/use of drugs during working hours and not in control of mental or physical faculties.

11. EMPLOYEE CONFLICT OF INTEREST, CODE OF CONDUCT

No person, employed or appointed by SoMA, shall conduct themselves in a manner which creates by law or in the judgment of the Board of Directors a conflict of interest with the interests of SoMA, at no time shall a person represent themselves as employed by SoMA when not performing work on behalf of SoMA.

SoMA employees share a duty to their clients, Board of Directors and fellow employees to conduct themselves in accordance with the company's ethical guidelines by adhering to the following Code of Ethics:

- Avoid intent/appearance of unethical conduct in business procedures and communications.
- Demonstrate loyalty by following lawful instructions.
- Avoid conflict between personal and business interest.
- Do not solicit or accept money, loans, credit, discounts, or gifts and favors, which appear to influence decisions.
- Consider ethical and legal ramifications when handling confidential or proprietary information.
- Promote positive supplier relationships through courtesy and impartiality.
- Strive to enhance the profession by maintaining technical excellence and highest standards for ethical behavior.

12. EMPLOYEE CONDUCT GUIDELINES

The SoMA office is conducted in an efficient, businesslike manner with concern for the dignity, well-being and productivity of each employee. Employee standards of conduct are maintained to provide a positive working environment for all.



The following are examples of employee conduct which is not permitted and which will subject you to disciplinary action, which can include immediate dismissal:

- Violation of public law when at work or on SoMA premises.
- Incompetence or failure to meet reasonable levels of efficiency, including neglect of duty.
- Excessive tardiness and/or absence.
- Willfully or negligently misusing, damaging, or removing property belonging to SoMA or other employees.
- Use of profane, abusive, indecent or threatening language on SoMA premises.
- Use of SoMA property or equipment for personal purposes or purposes unrelated to SoMA's business and mission.
- Insubordination.
- Carrying or possessing firearms, explosives or other lethal weapons on SoMA premises.
- Dishonesty in internal or external affairs will not be tolerated.

13. PAY PERIODS, PAY DAYS

Pay periods will be bimonthly and paychecks will cover the current pay period. Employees will be paid on the 15th and on the last day of the month or as otherwise determined by the Executive Director. If any adjustments to pay are required, they shall be applied to the paycheck for the following pay period.

14. COMPENSATION

Salary levels of all personnel will establish by the Executive Director with approval of the overall budget by the Board of Directors. The Board will set the salary for the Executive Director. Salary increases may take the form of merit increases, cost of living increases and/or bonuses. Such increases should be considered after each performance review and may or may not be applied depending on funding or other circumstances.

15. OVERTIME/COMPENSATORY TIME

Exempt employees will not be paid for overtime. Occasions may arise whereby it is necessary for employees to come in early, stay late or perhaps work on a day not regularly scheduled. In recognition of this extra effort made by the employee, compensatory time off from work may be given by the Executive Director for recuperation, rest and relaxation. All compensatory time must be taken as soon as workloads permit and in all cases prior to the end of the fiscal year. Compensatory time cannot be exchanged for pay.

The Executive Director is responsible for monitoring compliance with compensatory time procedures, and documentation of compensatory time records.



16. HOLIDAYS

SoMA observes the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the Friday after
- Christmas Day

Holidays that occur during vacation are not counted as vacation days.

17. AUTHORIZED LEAVE

A. Annual Leave

Annual leave is earned from the date of employment as follows:

- 10 days a year for those employed with SoMA less than three years
- 15 days a year for those employed with SoMA more than three years

Unused annual leave of no more than 15 days may be carried forward to the following fiscal year. An employee must have six months of continuous employment before annual leave may be taken unless approved by the Executive Director. All annual leave must be approved by the Executive Director. If employment is terminated, adjustments to final pay will be made for unearned vacation taken or earned vacation not taken.

The Executive Director's requests for vacation time should be submitted to the SoMA Board at least one month in advance of the requested time off.

B. Jury Duty

Employees will be excused, with pay, to serve on jury duty or as a witness in a court of law. Any compensation, for service on a jury, must be turned over to SoMA. For any part of the regular workday not required for court appearance, employees are expected to report to work.

C. Military Leave

Active duty with the armed forces of the United State because of enlistment or being drafted constitutes authorized leave of absence without pay and no loss of seniority or administrative loss of consecutive employment provided the employee applies for reinstatement within ninety 90 working days after the tour of active duty has elapsed. Re-enrollment in the benefits program will require no waiting period.



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Leave with pay for temporary duty or active duty for field training with the U.S. Armed Forces for a period not to exceed 15 days will be granted by the Executive Director with no loss of seniority or administrative loss of consecutive employment

D. Parental Leave

Employees who become parents, either by birth or adoption, may receive a total of 3 months leave. During this time, employees will first be required to use any accrued sick and/or vacation time. The amount of sick and/or vacation time used will be the total accrued amounts as of the last day of work before the leave begins. The balance of the leave will be without pay although employees will continue to accrue sick leave to be used upon return. Following maternity/paternity leave an employee may return to the same position held by the employee when the leave commenced, if available, or to a position of substantially similar status, benefits and pay.

E. Personal Leave

Personal leave without pay may be granted by the Executive Director to a maximum of three months upon request for extraordinary personal reasons. If the Executive Director is requesting personal leave, it must be approved by the Board of Directors. Seniority will continue to accrue. However, benefits will cease until the employee returns to work.

SoMA recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

Absence due to a death in the employee's immediate family will be paid up to a maximum of three normal working days. The immediate family of an employee is normally considered to be the employee's parents, siblings, spouse, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, or other individual living in the employee's household immediately prior to death.

In case of the death of a relative (not a member of the immediate family) or friend of an employee, up to one normal working day will be allowed.

F. Sick Leave:

Salaried SoMA staff members accrue one day of sick leave per month up to a maximum of twenty four days. Staff members are not paid for unused sick time when they leave the employ of the SoMA.

18. BENEFITS

While it is a long-term goal of SoMA to offer a range of benefits to its employees, the organization is currently unable to provide health and pension benefits. The Executive Director is directed to bring to the Board, proposals to add benefits to employees as funding and circumstances allow.



19. EMPLOYEE REIMBURSEMENT

The Executive Director will be responsible for creating the forms and procedures to comply with the provisions of this section.

A. Travel

Employees will be reimbursed for business-related travel. Mileage reimbursement for the use of personal cars will be made at the prevailing state reimbursement rate. Travel to and from the office to work is not reimbursable. Mileage reimbursement will be made on the basis of paperwork that attests to the mileage traveled and the purpose of the trip.

Staff is required to make a good faith effort to keep travel costs low. Airline and other common carrier tickets, hotel charges and meals and other costs, if paid for by the employee, will be reimbursed subject to the submission of receipts for authorized travel.

The Executive Director shall establish a maximum daily per diem rate for meals while on authorized travel. The per diem will provide guidelines on the expected cost of breakfast, lunch and dinner. Reimbursement for meals shall be based on actual expenses as indicated by receipts, up to the established, aggregate per diem rate for each day.

B. Other

Employees will be reimbursed for other, reasonable business-related costs. This may include pre-authorized business meals, supplies, parking, or other expenses that are substantiated by receipts and an explanation of the expense.

20. PERFORMANCE REVIEW

The quality of each employee's performance on the job is regularly appraised. The review sessions, in combination with ongoing progress reviews during the year, provide an excellent opportunity for the employee's supervisor to assess individual performance and to define future goals. Salary increases are related to performance. The Executive Director is responsible for developing and revising the written performance review template and procedures.

- **New Temporary & Part Time Employees**

New, temporary and part time employees shall be subject to a probationary period of ninety (90) days. At a minimum, a performance evaluation shall be conducted at the end of 90 days.

- **Permanent Full Time Employees**

Permanent full time employees with an unsatisfactory performance review shall be given feedback on how performance needs to be improved and a defined time period during which improvements must be demonstrated, A subsequent performance review will be scheduled by the Executive Director no later than the defined time period.



Permanent full time employees with satisfactory and exceptional performance ratings shall be receive annual performance evaluations.

All performance evaluations shall be discussed thoroughly with the employee, recorded in writing and inserted in the employee’s file. The employee shall be given a copy of the results of all performance evaluations. Evaluations shall be treated in confidence and in accordance with existing legal statutes.

The Board will conduct the annual performance review of the Executive Director. The Director's salary is reviewed annually by the Board of Directors.

21. 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 SoMA, 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. 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 review.

Within two weeks of the informal grievance process, 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 formal grievance.

If the employee is not satisfied, he or she will submit the grievance in writing with all the supporting documentation to the President of the Board. The President will make the final determination within two weeks of receiving the complaint. At its discretion, the Board may hold a meeting to discuss the grievance.

All grievance matters shall be inserted into an employee's personnel folder. The informal process described above, if followed and resolution is reached, need not be inserted



22. SMOKE FREE ENVIRONMENT

SoMA will maintain offices that are smoke-free.

23. DRUG FREE WORKPLACE

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

24. PROHIBITING UNLAWFUL HARASSMENT, INCLUDING SEXUAL HARASSMENT

SoMA prohibits sexual or any other kind of harassment or intimidation, whether committed by or against a supervisor, co-worker, customer, vendor or visitor and whether based on a person’s race, gender, color, creed, religion, national origin, citizenship, age, disability, marital status, sexual orientation, ancestry, veteran status or socioeconomic status. If you believe that you are being subjected to harassing behavior, or if you observe or receive a complaint regarding such behavior, you must report it immediately to the Executive Director or member of the Board of Directors. The allegations will be promptly reviewed. Corrective actions will be taken immediately. Retaliation against individuals for raising claims of harassment or discrimination is prohibited.

25. WORKPLACE VIOLENCE

SoMA mandates a “zero tolerance for violence” environment and seeks to prevent violent incidences from occurring. Violence includes but is not necessarily limited to, physically harming another, verbally assaulting, shoving, pushing, harassment, intimidation, coercion, brandishing a weapon and threats or talk of violence. You must report any incident that may involve violation of this policy.

26. WEAPONS

The possession of a firearm, knife or other weapon on company premises or while on company business is prohibited.

27. PRIVACY IN THE WORKPLACE

SoMA may assign workspace, equipment or other property for use in performing your job duties. SoMA property is not intended for personal use. SoMA reserves the right to access and/ or search workspace and equipment that has been assigned to you. We also reserve the right to monitor electronic forms of communications, including but not limited to e-mails, telephones, computer systems and other electronic records for any reason.

28. UNAUTHORIZED RECORDINGS

SoMA prohibits unauthorized video and/ or audio recordings of conversations and telephone calls.



29. LOBBYING

In general, no organization may qualify for section 501(c)(3) status if a substantial part of its activities is attempting to influence legislation (commonly known as lobbying). A 501(c)(3) organization may engage in some lobbying, but too much lobbying activity risks loss of tax-exempt status. SoMA shall not participate in partisan or non-partisan political activity, and shall take no action to support or oppose candidates for election, ballot measures, initiatives, referenda or voter registration or transportation activities. No employee shall identify SoMA as supporting or opposing any such activity.

30. PERSONAL TELEPHONE CALLS

Telephones are to be used for business purposes. However, they are available for limited personal use. The number and length of calls should be kept to a minimum.

31. PERSONAL RELATIONSHIPS WITH CO-WORKERS

Consensual dating or other romantic social relationships with co-workers create workplace risks such as sexual harassment, conflicts of interest and diminished workplace productivity. SoMA does not encourage these types of relationships. Those who engage in such relationships do so at their own risk, with knowledge that their employment may be affected if the relationship results in inappropriate or unprofessional behavior negatively impacts the common good or morale of other employees or creates conflicts of interest.

32. SEVERE WEATHER

If Little Rock Schools are closed, the SoMA office will be closed. Please monitor local media announcements regarding school closures. In the event that snow or sleet begins during the day, the decision to close will be made by the SoMA Executive Director.

33. REPRESENTATION OF SOMA

Formal representation and public statements, both written and verbal regarding SoMA shall be made only with the approval of the Executive Director or the President of the Board. These include press releases, interviews, proposals, speeches, training sessions, advertisements, brochures and other public relations materials.

34. PERSONNEL RECORDS

Employees are responsible to assure that all information (e.g. address, email, phone number, emergency contact) in their personnel records is accurate and that required forms (I-9, W-4, etc.) are complete and up-to-date.



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35. MANAGEMENT RIGHTS

SoMA retains the exclusive right to hire, direct and schedule the work force; to plan, direct and control operations; to discontinue or reorganize or combine any department or branch of operations with any consequent reduction or other changes in the work force; to hire and terminate employees; to promulgate rules and regulations; to introduce new or improved methods or facilities regardless of whether or not the same causes a reduction in the work force and in all respects to carry out, in addition, the ordinary and customary functions of management. None of these rights shall be exercised in a capricious or arbitrary manner.



RECEIPT OF PERSONNEL POLICIES

I have received a copy of the Employee Handbook, which contains management guidelines only. The organization shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue or enhance any policy, program, rule, benefit or plan. No statement or representation by a supervisor whether oral or written, can supplement or modify this Handbook. Changes may be made only in writing by the Executive Director, with authorization by the Board of Directors. No statement, whether oral or written, changes our employment at-will policy.

I understand that neither this Handbook nor any other communication by a management representative, whether oral or written, is intended to in any way create a contract of employment. Since employment is voluntarily entered into, I am free to resign at any time. Similarly, SoMA may terminate the employment relationship whenever it believes appropriate without liability, cause or notice.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE:

This form should be detached from your handbook and turned in to the Executive Director. It will be maintained in your personnel file.