



# Personnel Policies

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### **Equal Employment Opportunity**

Opportunity for employment with the Kansas Association of Local Health Departments (KALHD) shall be open to any person who can present satisfactory evidence of qualification for the position to be filled. Employee-related decision shall be considered without regard to race, color, national origin, sex, age, marital status, sexual orientation, religion, disability, or any other factor not directly related to an appraisal of the candidate on the basis of qualification for the position to be filled or performance on the job.

### **Drug Free Workplace**

It is the policy of KALHD to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in KALHD business are strictly prohibited.

Furthermore, employees who are arrested for violation of alcohol or other drug laws off the job may be subject to suspension pending the disposition of charges. Employees convicted of such violation may be subject to dismissal.

### **Employment Classification and Salary**

The KALHD executive director and assistant director are exempt, salaried positions.

Employees are paid monthly, on the first of the month. The salary rate of the executive director is set and approved by the KALHD Executive Committee. The salary rate of the assistant director is set by the executive director, with approval of the Executive Committee.

Position descriptions for the executive director and assistant director are included in Appendix A.

### **Exempt Overview Definition**

In general exempt employees are employees who because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Exempt employees are expected, by most organizations, to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position. Thus, exempt employees have more flexibility in their schedules to come and go as necessary to accomplish work as non-exempt or hourly employees.

Exempt employees are most often found in managerial, supervisory, professional, administrative, and functional leadership roles such as marketing or product development.

### **Exempt Definition by U.S. Department of Labor Wage and Hour Division:**

Fact Sheet #17C: Exemption for Administrative Employees Under the Fair Labor Standards Act (FLSA)  
Revised July 2008

Source:

<http://www.dol.gov/whd/regs/compliance/fairpay/fls17c-administrative.pdf>

### **Administrative Exemption**

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

### **Primary Duty**

"Primary duty" means the principal, main, major or most important duty that the employee performs. Determination of an employee's primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.

### **Directly Related to Management or General Business Operations**

To meet the "directly related to management or general business operations" requirement, an employee must perform work directly related to assisting with the running or servicing of the business, as distinguished, for example from working on a manufacturing production line or selling a product in a retail or service establishment. Work "directly related to management or general business operations" includes, but is not limited to, work in functional areas such as tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network, Internet and database administration; legal and regulatory compliance; and similar activities.

### **Where to Obtain Additional Information**

For additional information, visit our Wage and Hour Division Website: <https://www.wagehour.dol.gov> -and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When the state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at [https://www.dol.gov/whd/contacts/state\\_of.htm](https://www.dol.gov/whd/contacts/state_of.htm).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor  
Frances Perkins Building  
200 Constitution Avenue,  
NW Washington, DC 20210  
1-866-4-USWAGE

#### **KALHD Credit Card**

The KALDH executive director and assistant director are each issued a company credit card for use in paying business-related expenses. Employees are held responsible for the security of the card, as well as the privacy of company-related information. This responsibility should include keeping the card in a secure location, protecting the card personal identification number, and reviewing statements for fraudulent activity. Company credit cards should never be used by anyone other than the cardholder. Lost or stolen cards should be reported to the card issuer and the company as soon as possible

Employees should ensure that usage does not exceed the card's credit limit or incur over-limit penalties or fees. Company credit cards should never be used for cash advances. Documentation of usage, including original receipts, is to be maintained in company files.

Personal usage of a company credit card is not permitted. Personal usage is defined as any charges not directly related to the operation of the business or related expenses. Personal usage in an emergency situation should require additional explanation and immediate repayment to the company.

Review of employee credit card usage is conducted on a monthly basis. The assistant director is responsible for documentation of usage, and documentation is reviewed by the executive director.

#### **Benefits**

The following benefits are available for all full-time employees and for part-time employees working 20 hours or more per week. The benefits will be pro-rated for part-time employees. Employees working less than 20 hours per week are not eligible for benefits.

#### **Holidays**

Full-time employees are entitled to 9 paid holiday per year. Part-time employees are entitled to prorated pay for holidays if the holidays fall on days they would normally work. The following holidays apply: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. When a holiday falls on a Saturday it will be observed on the preceding Friday; when a holiday falls on a Sunday, it will be reserved on the following Monday.

#### **Health Insurance**

Full-time employees receive \$650 per month to be applied toward the purchase of health insurance.

### **Retirement Benefits**

For a retirement plan, KALHD provides to all full time employees a 3% employer-paid match toward a monthly IRA payment. This match is calculated off base salary combined with any insurance stipend(s) provided. Any broker can be used to set this up.

### **Sick Leave**

Full-time employees earn one day of sick leave for each full month worked. Sick leave may be accumulated to a maximum of 40 working days. Sick leave may be used for employee illness or doctor appointments or for illness of an immediate family member living with the employee.

### **Vacation Leave**

Full-time employees are entitled to vacation time according to the following schedule;

- a. 1 – 4 Years Employment = 12 days
- b. 5 – 9 Years Employment = 15 days
- c. 10 or more years employment = 18 days
- d. Vacation shall accrue from the first month of employment but may not be taken until the employee has successfully completed six months of employment. Request for vacation must be submitted to the supervisor in writing at least one week in advance and must be approved by supervisor. Unused vacation can be carried over the next fiscal year but may not exceed a maximum accrual of 18 working days (144 hours). Upon termination, employees will be paid for accrued vacation.

### **Expense reimbursement**

KALHD will reimburse employees for all reasonable business related expenses. Reasonable expenses while traveling on company business include coach travel fares, mileage, reasonable accommodations, meals, tips, telephone, and communication charges. All expense reimbursement expenses must be submitted on the appropriate reimbursement form and approved by the employee's supervisor in advance of reimbursement.

### **Jury Duty**

Employees required to appear for jury duty will be granted a leave of absence with pay.

### **Workers' Compensation**

Workers' compensation insurance is maintained as provided by law. Employees injured on the job should report their injuries to the supervisor at the earliest possible time.

### **Evaluation**

Written performance evaluations are completed at the end of six months of employment and annually on the anniversary of the employment date. Evaluation for the Executive Director is completed by the sitting Board president, with input from Board members. All other evaluations are completed by the Executive Director.

**Employment-At-Will**

According to Kansas law, both employees and employers are free to discontinue employment at any time without reason or notice. While legal, such practice is often not desirable for either employees or employers. It is the policy of KALHD to provide corrective guidance to the employees for minor problem performance. If such effort is not successful, suspension, demotion, or dismissal may occur. KALHD does retain Kansas employment at will rights.

**Acknowledge of Receipt**

I have received a copy and read the personnel policies of the Kansas Association of Local Health Departments (KALHD). I have been given the opportunity to discuss the policies with my supervisor.

I agree to conform to the policies, and I understand I am responsible for being familiar with them.

This is not to be construed as an employment contract. I understand that KALHD intends to create an employment-at-will relationship.

---

Employee's Signature

Date

---

Supervisor's Signature

Date

## Appendix A: KALHD Positions Description

### KALHD Executive Director Position Description

The executive director is responsible for the successful leadership and management of KALHD according to the strategic direction set by the Board of Directors. This full time position works under the direction of the KALHD President and the KALHD Board of Directors.

**Specific duties include (but are not be limited to):**

- Directs the development and implementation of short and long-range strategic and operating plans for the association. Works with the Board of Directors to update plans annually and set association priorities.
- Researches, analyzes, and makes recommendations to Board to facilitate Board decision-making.
- Provides staff support and planning for association meetings; assists with committee reports and minutes as requested by the Board.
- Maintains and safeguards institutional records of association documents, reports, and records.
- Serves as legislative liaison and represents association interests before the legislature. Meets with Board and designated committee members to identify and define association legislative issues and concerns. Writes testimony, issue papers, and annual legislative platform with input and review of Board. Implements bill tracking and communication plan to relay information quickly to association on pertinent public health issues. Works with association membership to coordinate delivery of testimony and other communication with legislators.
- Networks with state and local organizations to facilitate implementation of association goals. Communicates association decisions and position on issues. Sustains association visibility to policy makers and partners. Serves as the contact person for association activities.
- Manages day-to-day association activities. Provides leadership and keeps Board fully informed on the conditions and operations of the association. Collects dues from member counties and solicits membership from nonmember counties.
- Performs other duties as assigned by Board.

**Required K.S.A.s:**

- Excellent oral and written communication skills
- Proficiency in computer word processing, spreadsheets, and electronic communication methods
- Strong skills in leadership, planning, organizational, management, analytical thinking, and problem-solving
- Ability to work independently and demonstrate initiative
- Ability to develop and maintain good working relationships with the Board of Directors, association members, partners, and legislators
- Knowledge of the Kansas legislative process
- Knowledge of budgeting and maintenance of financial records, preferred



- Demonstrated commitment to the mission of the organization

**Specific performance measures, upon which the work will be evaluated, include:**

- Staff and member relationships
- Organizational leadership
- Business and finance
- Personal qualities

**Education and Experience**

- Bachelor's degree is required. Master's degree in public health, health administration, or social sciences preferred. Prefer experience in management.

### **KALHD Assistant Director Position Description**

The assistant director is a management level position with significant responsibility for day-to-day operations of the organization, providing staff support for association meetings, facilitating communication, and project management. The position requires someone able and willing to take initiative and carry out responsibilities with moderate oversight.

The assistant director is supervised by, and reports directly to, the executive director.

#### **Specific duties include (but are not be limited to):**

- Acts as a “back-up” to executive director and maintains capacity to attend and participate in workgroup or stakeholder meetings on behalf of KALHD.
- Takes primary responsibility for assigned projects, including planning, management, and reporting.
- Takes primary responsibility for association communications, including ensuring frequent and timely updates of the public facing website and other media.
- Conducts issue-based research to support association projects and initiatives.
- Prepares or directs the preparation and maintenance of necessary records and reports.
- Acts as office manager. As a small organization this includes the complete range of services- financial, technology, administrative.

#### **Required K.S.A.s:**

- Ability to communicate effectively orally and in writing
- Ability to establish and maintain satisfactory working relationships with members, administrative officials, other employees, community organizations and the public
- Ability to identify and analyze problems and to select, implement, and evaluate solutions; Collaborates with executive director and members and makes suggestions for improvements
- Ability to tailor communication to the specific audience

#### **Specific performance measures, upon which the work will be evaluated, include:**

- Quality
- Desire to improve quality
- Job knowledge
- Communication
- Interpersonal skills
- Conflict resolution
- Ethics
- Initiative

## Appendix B: Evaluation Forms

### KAHLD Executive Director Evaluation Form

Because the Executive Director is essential to the success of KAHLD, the evaluation is an important component of the board's responsibilities. This is a task that is initiated by the acting president involving feedback from the board.

This evaluation is meant not as an end point, but as a starting point. The success of the Executive Director is, in part, dependent on the relationship between that person and the Board. While the evaluation serves as an "official grade" of the Executive Director's performance by the Board, the best relationship between the Executive Director and the Board is one of feedback, in both directions taking place year-round.

Do use comments to quantify your rating. Without comments or mention of incidents, it will be difficult to direct the Executive Director toward improving performance.

#### Overall Evaluation

First complete the following pages. Then come back and complete the overall Evaluation.

\_\_\_ Outstanding

\_\_\_ Significantly exceeds expectations

\_\_\_ Fully capable

\_\_\_ Needs improvement

\_\_\_ Unsatisfactory

#### Additional Comments

### Board of Directors

Performance Factor	Check one	Comments
Keeps the board informed on the financial operations of KALHD presenting budget information understood by members.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Offers advice to the board with appropriate information based on study and analysis.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Upholds and executes board decisions to other agencies, public, staff, and members	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Maintains a harmonious working relationship with the board remaining impartial to the board providing opportunities for all to participate.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	

### Staff and Member Relationships

Performance Factor	Check one	Comments
Maintains harmonious working relationship with the membership impartially seeking organizational input and support.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Solicits and gives attention to problems and opinions of organizations membership interpreting information to the board.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Evaluates performance of staff members giving recommendations and salary adjustments within budgetary limitations.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Office has written protocol and current job descriptions for office practice and personnel	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	

procedures which are reviewed periodically.		
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### Organizational Leadership

Performance Factor	Check one	Comments
Meets and confers with independent contractors representing the interest and will of the board.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Understands and keeps informed regarding all aspects of KALHD projects and programs.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Works effectively with public and private leaders in public health working within the goals set forth by the board and membership.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Participates with staff, Board and partnering entities in developing and maintaining KALHD programs.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Utilizes the membership and board when necessary to provide expertise in project direction.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	

### Business and Finance

Performance Factor	Check one	Comments
Is a watchful steward of the organizations funds income and expenditures.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Assures that adequate fiscal control and accounting practices are maintained.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Seeks out and takes advantage of funding opportunities and available grants.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	

**Personal Qualities**

Performance Factor	Check one	Comments
Is a self starter devoting time and energy effectively to the job, wears suitable attire, is well groomed, and	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Maintains professional development by reading, conference attendance, work on professional committees, and visiting local public health agencies.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Maintains high standards of ethics, honesty, and integrity in all personal and professional matters earning respect from staff, members, and other contacts.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Writes and speaks using professional language skills effectively when representing KALHD.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Speaks well before large and small groups, expressing ideas in logical, forthright, succinct manner.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Thinks well when faced with an unexpected or disturbing turn of events in a group or public setting.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	
Maintains the health and energy necessary to meet the responsibilities of the job description.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> No rating	

## Assistant Director Annual Evaluation

### Primary Job Description

- Acts as a “back-up” to executive director and maintains capacity to attend and participate in workgroup or stakeholder meetings on behalf of KALHD.
- Takes primary responsibility for assigned projects, including planning, management, and reporting.
- Takes primary responsibility for association communications, including ensuring frequent and timely updates of the public facing website and other media.
- Conducts issue-based research to support association projects and initiatives.
- Prepares or directs the preparation and maintenance of necessary records and reports.
- Acts as office manager. As a small organization this includes the complete range of services- financial, technology, administrative.

### PERSONAL ATTRIBUTES

Competency	Ratings Scale (1-5)	Comments:
<b>Quality</b> Completes high quality work according to specifications. Thoroughly follows standards and procedures. Keeps complete records. Pays attention to details. Has a strong sense of quality and knows how to achieve it.		
<b>Desire to Improve Quality</b> Continually looks for ways to improve and promote quality. Applies feedback to improve performance.		
<b>Job Knowledge</b> Possesses skills and knowledge to perform the job competently.		
<b>Communication</b> Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.		
<b>Interpersonal Skills</b> Is sensitive to the needs, feelings and capabilities of others. Approaches others in a non-		



threatening and pleasant manner and treats them with respect.		
<b>Conflict Resolution</b> Expresses alternative points of view in a non-threatening way. Knows when it is appropriate to compromise and when it is important to take a stand.		
<b>Teamwork</b> Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members. Fulfills commitments to team members.		
<b>Ethics</b> Maintains high level of character and a professional attitude. Is able to conform and promote the company's standards of conduct.		
<b>Initiative</b> Strives to learn and improve. Seeks out ways to better themselves and the company. Takes on responsibilities. Does not remain idle – is hard working. Self-motivated.		

**Personal Skills/ Job Development:**

**Comments:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date