

**SUBJECT:**

NASW Oregon Chapter Personnel  
Policies

**APPROVED BY:**

Board of Directors

**DATE:**

July 2008

The Personnel Standards for NASW Chapters approved by the national Board of Directors will serve at the Oregon Chapter Personnel Manual with the following additions/clarifications:

- Annual leave and sick leave given will be the minimum number mandated in the National Personnel Manual.
- The carryover date for annual leave is at the end of the fiscal year. Exceptions must be approved by the Executive Director.
- The following are the nine paid holidays for regular employees: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas. In addition, there are three floating holidays.
- In addition to the benefits listed in Section 26, the Chapter provides a retirement benefit, which is subject to the guidelines and requirements of the Department of Labor and will be provided to all permanent employees employed 20 or more hours per week, beginning after successful completion of probationary period. The benefit is 5% of salary. Staff are eligible for a SEP plan after one year of employment. Short-term disability insurance is also paid for employees working more than 30 hours a week after completion of the probationary period.
- Reimbursement of expenses. When Chapter staff is authorized to use his or her own car for business travel, the employee will be reimbursed at the prevailing federal allowed mileage rate. Reimbursement of expenses incurred in connection with attendance at luncheons, conferences or other events at the request or direction of the Chapter will be provided if included in the Chapter budget or allowed by Board actions. Reimbursable expenses include meals, lodging if out of town, travel costs, entrance fees. Reimbursement occurs only on the basis of written accounts detailing and documenting the nature and amount of the expense.
- Out-of-state travel must be authorized by the Board of Directors or the Executive Director. The Chapter will reimburse reasonable travel and lodging expenses that are not reimbursed by the national office or other parties. The Chapter will also reimburse the actual cost of meal expenses, up to a maximum of \$45 per day (excluding alcoholic beverages), to the extent that such expenses are not reimbursed by other parties. Extraordinary or unanticipated travel expenses are subject to review by the Executive Director or Treasurer prior to reimbursement.
- Pay periods end on the 15<sup>th</sup> and the last day of the month. Payroll will be received by the 20<sup>th</sup> and 6<sup>th</sup> of the month. When termination occurs with notice, the final paycheck will be issued on the last day of employment. When termination occurs without notice, the final paycheck will be issued within 5 working days.
- Hours of work. Full-time employees will be expected to work 40 hours per week with flexible hours to allow employees to perform assigned duties. Part-time staff, professional and clerical, will work the designated FTE hours per week permitted by Chapter resources, scheduling their hours to ensure maximal coverage of the office and provision of uninterrupted services to membership.
- Employees opting out of the Chapter health insurance benefit due to having other coverage are eligible for a monthly stipend in the amount of their alternative monthly premium or the Chapter's monthly premium, whichever is less. Employees opting out must provide proof of coverage and the premium amount on July 1<sup>st</sup> of each fiscal year, or as requested by the Executive Director.

- Each position has a salary range, which will be reviewed and adjusted annually by the Executive Committee.
- Employees who are within their salary range are eligible for an annual merit raise, as determined by the Executive Director, in addition to a cost of living adjustment, as determined by the federal and/or state government. The maximum percentage increase for a combined merit increase and cost of living adjustment is not to exceed 5%.
- Employees who reach the maximum of their salary range will be eligible only for a cost of living increase, as determined by the federal and/or state government, at the time of their annual performance evaluation.