

Bryant Woods Homeowners Association

Personnel Policy

Principles

The BWHOA is an equal opportunity employer and will not discriminate on any basis including race, color, religion, gender, national origin, disability, age, citizenship status, veteran status, or sexual orientation with respect to recruitment and employment.

Sexual harassment is strictly prohibited.

BWHOA is a drug-free workplace. Employees are prohibited from the unlawful manufacture, distribution, possession, sale or use of a controlled substance in the workplace.

Job Posting

Openings will be posted in the newsletter and website. All residents are encouraged to apply. Employees are selected based on skills, work history, judgment and character. All applications will be considered; it is not a requirement that employees be residents.

Hiring, Supervising

All BWHOA employees are hired on an hourly, non-benefited, at-will basis. All employees are part-time and/or seasonal. Employees should submit an application.

In the event that the candidate is a relative of a Board member, his or her candidacy and relationship must be fully disclosed to the Board prior to offering employment. A relative cannot be the supervisor of an employee or approve relative's timecards.

Committee chairs are responsible for hiring, supervising and terminating employees in their areas of responsibility. To interview candidates, the chair will form a committee comprised of the chair and two residents and, if appropriate, other supervisory individuals such as the head lifeguard. Employees will be hired consistent with this policy and the funding available in the adopted budget.

Termination of Employment

Employees must provide advance notice if they cannot report for their assigned shifts. Employees may be terminated for failure to report timely for work, missing a shift or for failure to follow this policy. Pool employees may be terminated for failure to follow rules and policies related to the pool.

Hiring a Minor

In order to hire employees under 18, proof of age is required.

If minors will be hired, the Association must apply each year for a single annual employment certificate. The certificate covers all minors employed, listing their job duties, and identifies equipment or machinery they will use. BOLI's Child Labor Unit reviews the application and, if approved, sends the validated certificate. The certificate must be posted in a conspicuous place where employees may readily review it. Yearly renewal notices are sent to employers who have certificates on file.

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Acceptance of Offer of Employment

Employee must accept the Offer and agree to the work schedule. If the employee is not going to be available for a period of time that must be disclosed on the acceptance and may impact the offer. By signing the Offer the employee agrees to enforce the Pool Rules (if applicable) and Safety Policy and understands that the failure to abide by the terms of this contract or any of the above mentioned rules and regulations may result in immediate termination of employment.

Offers of Employment

A letter with an offer of employment will be provided to prospective employees stating the position, supervisor, starting and ending date, pay rate per hours, schedule of work hours, and description of duties. The offer will include this personnel policy, duties and responsibilities, pool rules (if applicable), procedures regarding absences and substitutions and the Emergency Action Plan. A list of board member and forms required to be completed and returned the BWHOA (I-9, W-4) will also be included.

Timecards, Payroll

New employees receive an email requesting they 'on-board' into the Gusto on-line payroll system. Employees enter basic information including bank routing numbers for direct deposit.

Time is recorded on a mobile device. Employees download an app to their smart phones. Using the device, employee Clock-in when they arrive for their scheduled shift and Clock-out when the shift ends. The app tracks employee's GPS location. Time may be entered or corrected via the app or a computer; an exception notice is transmitted to the supervisor.

Payroll is biweekly. All payroll is via direct deposit. The last day of the pay period is Tuesday; Payroll is processed Wednesday morning before 10:00 AM; Payday is the next Wednesday.

Working Conditions

Work week: The work week is Wednesday through Tuesday.

Schedule: The supervisor will provide employees with a work schedule at least 7 days in advance.

Schedule changes: If the employee will not be needed, it is the supervisor's responsibly to notify employees in advance. Employees under the age of 18 will be paid for half their shift if they are not notified in advance and report to duty as scheduled.

Overtime: If an employee works more than 40 hours in a work week, overtime is paid at the rate of time and one-half. All overtime must be approved by the supervisor in advance except for emergency situations and failure of other employees to report on time to relieve the employee.

Failure to report for duty: Employee must contact their supervisor in advance if they will not be available for a schedule shift. Failure to report is a cause for termination.

Meal period: A 30 minute unpaid meal period beginning no later than 5 hours after starting work is provided. Employee must be completely relieved of work during this period. For employees older than

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16, meal period may be paid if the employee is requested to be available to works during the meal period.

Breaks: Paid rest periods will be 15 minutes for every 4 hours of work.

Holiday: Employees are temporary and seasonal employees, the association does not provide paid time off for holidays. However, employees working Memorial Day, July 4th, and Labor Day will be paid time and one-half.

Early termination: If an employee needs to terminate employment before the agreed upon date, the association requests a two-week notice.

Employee File

The Treasurer is responsible for the personnel file for employees for at least 3 years after termination; these files may be stored with the bookkeeping service and/or at a secured electronic site. The file would include employment application, employment offer letter, hiring letter, W-4, I-9 and other documents as needed.

Policy Violation

If an employee or a resident of the community suspects there is a violation of this policy, he or she should contact the committee chair, President of the Board, or a Board Member, whichever seems most appropriate. This information should be kept confidential and resolved quickly.

Nepotism

Employment should be based on qualifications, not relationships. Residents expect a level playing field for all. Securing employment for a close relative is not in the best interest of the association.

If a committee chair or board member is related to an employee, that person is restricted from employment decisions relating to the family member. To avoid a conflict of interest or an appearance of conflict of interest, non-related individuals will hire, supervise, discipline and terminate employees. This diminishes the risk of favoritism and will be viewed as fair treatment by the community.

Approved by the Bryant Woods Homeowners Association Board of Directors Sept 15, 2014

Revised policy approved by the Bryant Woods HOA Board of Directors on Aug 8, 2016