

**FAMILIES ANONYMOUS (FA) INC.**

**PPG-03**

**WORLD SERVICE OFFICE (WSO)  
EMPLOYEE POLICIES AND PROCEDURES**



**Adopted by the FA World Service Board October 16, 2014  
Revised January 16, 2016  
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## **FORWARD**

Whether you have just joined the staff of Families Anonymous WSO or have been at WSO for a while, we would like you to know that your contribution to our organization is both vital and appreciated and an intricate part in the growth of FA. The Board of Directors considers the employees one of its most valuable resources. These policies have been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about these policies. First, they contain only **general** information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Chair of the WSO Committee.

This document does not confer any contractual right, either expressed or implied, to remain in FA's employ, nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by WSB Chair as the Chief Administrator Office and the WSO Committee Chair or you may resign for any reason at any time. Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. The WSO Committee Chair or WSB Chair will inform you of any changes as they occur.

This document and the information in it should be treated as confidential. No portion of this document should be disclosed to others, except WSO employees and others affiliated with FA whose knowledge of the information is required in the normal course of business.

**These policies do not constitute an employee agreement or contract.**

## DEFINITIONS

World Service Office (WSO)	The headquarters of Families Anonymous, Inc. (FA) that employees the administrative staff.
World Service Board of Directors: (WSB)	The elected governing body of Families Anonymous, Inc.
Chair, WSB	The elected officer for the management of the organization, including WSO.
WSO Committee Chair (WSOCC)	The WSOCC is the liaison between the office staff and the WSB. The Chair's responsibility is to oversee and communicate with the office staff and report monthly to the Chair of WSB. All WSO staff report directly to the WSO Committee Chair
Full-Time Employee:	Works forty hours per week, five days and eight hours per day.
Part-Time Employee:	Works less than 40 hours per week. Designated workdays and hours are negotiated with the WSOCC.

## PROBATION PERIOD

The probation period for an employee, whether he/she is full time or part time, is ninety days from their start date.

## TIME REPORTING

The employee's hours worked are recorded daily. Care must be taken in recording accurate hours worked, including the recording of time in and time out. Once an employee signs in, work is to commence immediately. Failure to do this is considered falsification of records.

If an employee is considered part time, **any time exceeding his/her designated weekly hours must be preapproved**. Approved time up to 40 hours per week is paid at the employee's pay rate and not at time and a half. A bi-weekly time sheet must be signed by the employee and submitted to FA Treasurer for approval.

The Fair Labor Standards Act states that compensation is paid at a rate one and one half times for hours worked in excess of 40.

Falsifying time sheets may result in appropriate disciplinary action, up to and including immediate dismissal.

## COMPENSATION

Pay periods are bi-monthly and end on the 15th and last working day of each month. Salary payment is made shortly thereafter. Employees may receive a paper check, or elect payment via Direct Deposit.

## PERFORMANCE REVIEWS

Performance reviews are conducted annually, based on the anniversary of an employee's date of hire. A performance review does not automatically constitute a salary increase; however, a merit increase may be warranted if the performance ratings indicate exceptional performance.

## PAID HOLIDAYS

FA recognizes six holidays a year: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. There are NO floating holidays. If the holiday falls on a weekend it will be recognized on either Monday or Friday, whichever day is closest to the actual holiday.

Part-time employees will receive compensation for the holiday **only if the holiday falls on one of the regular scheduled workdays of the part-time employee.**

## PAID TIME OFF (PTO)

FA provides PTO benefits to all WSO employees. Except in emergencies or illness, employees wishing to use PTO shall submit a request and obtain approval from the WSO Chair in advance of taking PTO.

All PTO hours are paid at the employees regular hourly pay rate. Upon conclusion of employment, any unused accrued PTO will be paid to the employee.

PTO accrual for full-time employees during their first calendar year of employment is as follows:

<b>PTO hours eligibility during the first year of employment if the employee start date occurs during:</b>	
January	80 PTO hours
February	72 PTO hours
March	64 PTO hours
April	56 PTO hours
May	48 PTO hours
June	40 PTO hours
July	32 PTO hours
August	24 PTO hours
September	16 PTO hours
October	8 PTO hours
November	None
December	None

Subsequent to the first calendar year of employment, full-time employees accrue PTO hours as follows:

80 PTO hours / year up to 10 years of service  
120 PTO hours / year after 10 years of service

PTO hours accrued are calculated and credited at the end of each pay period based on actual hours worked that pay period. Any PTO hours used that pay period are deducted. PTO hours are not accrued for unpaid time off.

An employee may accrue a maximum of one calendar year of PTO. Thus, for a full-time employee with up to ten years of service, no more than 80 hours may be accrued. For a full-time employee with more than ten years of service, no more than 120 hours may be accrued. For a part-time employee, no more than the annual maximum eligible PTO hours for their work schedule may be accrued.

## **UNPAID TIME OFF**

In exceptional circumstances, employees may take limited unpaid time off with the approval of the WSO Chair. However, all accrued Paid Time Off (PTO) must be exhausted before unpaid time off is taken and additional PTO hours will not be accrued for unpaid time off. If the WSO Chair is not available to approve unpaid time off, the employee may make the request to either a) the WSB Chair, or b) any other WSB officer (Vice-Chair, Treasurer, or Secretary).

## **POLICY ON ANONYMITY**

Families Anonymous is an anonymous organization. In the conduct of normal WSO business, employees will have access to the identity of fellowship members. Such identity will be held in strict confidence. Employees must not disclose any information, including the last names of members of the Fellowship, purposefully or inadvertently through casual conversation to any party, within or outside of the fellowship. Employees who are unsure about the confidential nature of information must ask their Supervisor or the WSO Chair for clarification.

Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature or disclosing the identity of anyone in the organization.

## **POLICY ON HARASSMENT IN THE WORKPLACE**

Each of us at FA deserves a workplace where we can achieve our full potential. When an employee is harassed because of some innate or personal characteristic, such as race, gender, color, veteran status, national origin, disability, sexual orientation, age or religion, it is not only unprofessional, but is unlawful; it is also a violation of FA policy.

For purpose of this policy, harassment is defined as unwelcome conduct that interferes with and has no bearing on the employee's job performance. It can be spoken or written, graphic or physical. It can be done to offend, or simply as insensitive joking. Simply stated, harassment of any kind has no place in the FA environment and will not be tolerated.

## **SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under the policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, or any other characteristic protected by law.

Harassing conduct includes, but is not limited to: insults, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group. This includes e-mail and all other methods of written communications.

## **HARASSMENT PROCEDURES**

### **Allegations of Harassment**

Employees who feel they have been harassed or who feel they have witnessed harassment, have an obligation to promptly report the incident to the WSO committee chair. If the employee who believes he/she has been harassed, or believes he/she has witnessed harassment and does not feel it appropriate to contact the WSO committee chair, he/she may contact the Chair, WSB or any other WSB officer (Vice-Chair, Treasurer, or Secretary).

All allegations will be investigated. If the allegations are found to have merit, the offending party will be disciplined, which may include termination.

If the offender is not an employee, appropriate steps will be taken to stop the harassment, and, if necessary, the appropriate law enforcement agencies will be notified.

### **Written Warnings**

The investigating official should discuss the problem and present a written warning to the employee in the presence of another member of the Organization. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include any of his/her own comments before signing it. A record of the discussion and the employee's comments shall be placed in the employee's file.

Employees who have had formal written warnings are not eligible for salary increases, bonuses, or promotions during the warning period.

## **EMPLOYER INFORMATION AND PROPERTY**

The protection of FA business information, property and all other FA assets are vital to the interests and success of FA. No FA related information or property, including, without limitation, documents, files, records, computer files, equipment, office supplies or similar materials, (except in the ordinary course of performing duties on behalf of FA) may therefore be removed from FA's premises. In addition, when an employee leaves FA, the employee **must** return all FA related information and property that the employee has in his/her possession, including, without limitation, documents, files, records, manuals, information stored on a personal computer or on any computer data storage media.. Violation of this policy is a serious offense and will result in disciplinary action, up to and including dismissal.

## **TERMINATION**

Any employee whose conduct, actions or performance violates or conflicts with FA's policies may be terminated immediately and without warning.

## **WORKERS COMPENSATION**

Families Anonymous is covered under statutory Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify the WSO Committee Chair and the Chair, Board of Directors. Should your injury require the attention of a physician, you can obtain a list of approved physicians by accessing Illinois Workers' Compensation via the Internet.

## **USE OF PERSONAL VEHICLES FOR FA RELATED BUSINESS**

If you use your personal vehicle for FA related business, you will need to provide FA with proof of motorized vehicle liability insurance coverage (as required by the laws of the state in which such vehicle is used). This is required prior to use of any personal vehicle (auto, motorcycle, scooter, etc.) for FA business. The employee will forward a copy (electronic scanned or hard copy) to the Chair, WSO Committee of the valid insurance policy indicating coverage provided and effective / expiration dates. A copy will be kept on file at the WSO office and will be made available to the FA insurance company if required.

**ADDENDUM – EMPLOYEE ACKNOWLEDGEMENT**

**AMILIES ANONYMOUS (FA) INC.  
WORLD SERVICE OFFICE (WSO)  
EMPLOYEE POLICIES AND PROCEDURES  
(Revised January 16, 2016)**

**Receipt of Employee Policies**

I acknowledge that I have received a copy of FA's Employment Policies and Procedures. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the policy. I agree that if there is any policy or provision that I do not understand, I will seek clarification from the WSO committee chair. I understand that FA is an "at will" employer and as such employment with FA is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. I understand that this policy states the WSO's policies and practices in effect on the date of publication. I understand that nothing contained in this policy may be construed as creating a promise of future benefits or a binding contract with FA for benefits or for any other purpose. I also understand that this policy is continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this acknowledgement and return it to the WSO committee chair.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Employee

Print Name: \_\_\_\_\_  
Employee