

## SUPPLEMENTAL POLICIES AND PROCEDURES

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# Personnel Policies

## INTRODUCTION

AAUW California recognizes one of its most valuable assets is its personnel and acknowledges the fundamental responsibilities to employees as outlined in this handbook.

This handbook is intended to help all employees of the American Association of University Women of the state of California (AAUW CA) become acquainted with its employment guidelines. It is intended to be a useful reference tool describing the rights and responsibilities of the employer and the employees.

This handbook is not intended to be a contract (either expressed or implied), nor is it intended to create any legally enforceable obligations on the part of the AAUW CA or its employees.

This handbook supersedes and replaces all previous employee handbooks or policy guides.

To obtain information regarding specific employment policies or procedures beyond those contained in this handbook, employees may contact their position supervisor or the president of AAUW California.

Personnel policies are developed and monitored by the Executive Committee of the AAUW California under the leadership of the state president. AAUW California reserves the right, at any time, to add, modify, or delete provisions described in this handbook with or without advance notice. This handbook will be revised as new policies and programs are established or existing ones revised.

## ACKNOWLEDGMENT OF RECEIPT

**Please sign the Receipt of Personnel Policies page at the end of this handbook and return it to your supervisor after you have read this handbook.** Return of the signed form indicates that you understand all of the provisions described within this handbook.

## MISSION STATEMENT

Since its inception in 1881, the American Association of University Women has worked for the advancement of women, encouraging women to make full use of their education and skills. As a part of an organization with a long and distinguished record in the area of equity for women, you hold a position that is important to the overall mission and success of the organization. All employees of the American Association of University Women of California (AAUW CA) accept the responsibility for implementing the purpose and program of the American Association of University Women, including AAUW Funds.

### PURPOSE

**AAUW** advances equity for women and girls through advocacy, education, philanthropy and research.

**AAUW Funds** provides money to advance education, research, and self-development for women, and to foster equity and positive societal change. AAUW Funds also provides funding and a support system for women seeking judicial redress for sex discrimination.

AAUW is California's most active and diverse organization for women offering action for equity, personal and professional growth, community leadership and friendships.

In principle and practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in AAUW CA on the basis of gender, race, creed, age, sexual orientation, national origin, or disability.

### PROGRAM

The American Association of University Women of California is a volunteer, non-profit, non-partisan corporation under the governance of a Board of Directors.

The program of AAUW CA reflects the purpose of the organization and current adopted Charter and Bylaws, policies and activities of AAUW CA. Implicit in these are the Use of Name provisions.

Further information about AAUW CA is contained in the "History of AAUW in California" written by Barbara Leonard, updated in 2001 by Jo Harberson and Krys Wulff.

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION AMERICAN WITH DISABILITIES ACT**

The purpose of this policy statement is to express the commitment of the American Association of University Women of California to Equal Opportunity and Treatment in all personnel matters and services. It is the expressed policy of the American Association of University Women of California to recruit, hire, train, promote, and terminate employees without regard to race, color, ancestry, religion, sex, national origin, creed, disability (as defined by the Americans with Disabilities Act), age, medical condition (as defined by California FLPA) or marital status.

To ensure that the American Association of University Women of California adheres to this policy the Board of Directors has designated the state president of the American Association of University Women of California with the primary responsibility of its enforcement.

Any employee who believes that any manager or supervisor of others connected with the operation of the American Association of University Women of California state office has violated this policy, or has questions concerning this policy, should contact the state president or her/his designee.

## **EMPLOYMENT AT WILL**

Employment with the American Association of University Women of California is voluntary and “at will.” This means that any employee may be terminated or transferred by AAUW CA with or without cause at any time for any reason which is not prohibited by statute. Likewise, any employee is free to leave the employment of AAUW CA with or without cause at any time for any reason which is not prohibited by statute. Nothing contained in this handbook constitutes an expressed or implied contract or assurance of employment.

## **EMPLOYEE STATUS AND CLASSIFICATION**

### **STATUS**

It is the policy of the American Association of University Women of California to define employees, using the following categories:

- Regular full-time employees are those who regularly work 32 hours per week or more.
- Regular part-time employees are those who regularly work less than 32 hours per week.
- Temporary employees are those who provide services to AAUW CA on an as-needed basis.

### **CLASSIFICATION**

It is the policy of the American Association of University Women of California to use these two basic categories to classify employees: exempt (executive, administrative, and professional) and non-exempt (office, service and maintenance). “Exempt” in this case refers to an employee who is exempt from the federal law governing minimum wage and overtime compensation, such as those working in an executive, administrative, or professional capacity. All other employees are referred to as “non-exempt.”

# CONFIDENTIALITY OF FILES

## POLICY

It is the policy of the American Association of University Women of California to maintain confidential records. AAUW CA will strive to both protect the individuals' right to privacy and to support AAUW CA's need to collect and use information.

## PROCEDURE

### Employees:

All employee records are secured in the personnel files and maintained by the state president (or designee).

Employees may review their personnel files by submitting a written request to the state president. The file will be made available with five (5) working days and the review will take place in the presence of the state president (or designee). The file must not be removed from the premises.

Employees will sign a confidentiality statement as a condition of employment.

### Release of Information:

AAUW CA shall take care to insure that information is provided only to those who have a legitimate need for it and that only information relevant to the employment relationship is released.

**Outside Disclosure:** Only the state president shall be responsible for releasing information to outsiders and then only in response to a written request and with the written consent of the employee. However, neutral employment information (employment dates, position held) may be released without the employee's written consent.

No privileged information regarding members is to be released or discussed in any way identifiable with the individual except as stated in the AAUW CA Policies and Procedures.

### Disciplinary Action:

Violation of this confidentiality policy and of the signed confidentiality statement shall constitute grounds for termination of employment.

## **PROBATIONARY PERIOD**

### **POLICY**

#### **New Employee Probationary Period:**

It is the policy of the American Association of University Women of California to require a probationary period of six (6) months for all new employees.

During this period, new employees will receive appropriate introduction to the responsibilities of their position, orientation, and necessary training in order to enhance their skills and abilities to meet their responsibilities. New employees are expected to demonstrate satisfactory job performance and show continual progress in acquiring the knowledge and skills required for the full performance of the duties of their position.

#### **Position Change Probationary Period:**

It is the policy of the American Association of University Women of California to require a 90 day probationary period for all employees who have accepted a different position.

During this period, these employees will receive appropriate introduction to the responsibilities of their position, orientation, and necessary training in order to enhance their skills and abilities to meet their responsibilities.

During this period, these employees are expected to demonstrate satisfactory job performance and show continual progress in acquiring the knowledge and skills required for the full performance of the duties of their position.

### **PROCEDURE**

During probationary periods, employees:

- Are expected to accept willingly supervision of their job-related duties.
- Can expect periodic comments from the supervisor regarding performance, and
- Will receive performance appraisals/evaluations as described in the performance appraisals/evaluations section of this handbook.

## **HIRING**

### **POLICY**

It is the policy of the American Association of University Women of California to hire job applicants who have been determined to be qualified for the position that is open.

### **PROCEDURE**

#### **Selection/Hiring:**

Applicants selected for hire, upon acceptance of the job offer, will receive a hiring package, which includes the specifics of employment.

#### **Right to Work:**

All job offers made by AAUW CA are contingent on the selected applicants' legal right to work in the United States.

# WORK CONDUCT

## POLICY

It is the policy of the American Association of University Women of California to expect certain levels of conduct from every employee.

## PROCEDURE

Employees' failure to maintain proper standards of conduct or violation of the following guidelines shall constitute grounds for termination of employment.

### **Rules and Regulations:**

Employees are expected to:

Be at their work places and ready to work at the established starting time, and to remain at these positions and perform their work assignments, except for designated breaks, until the end of the work day.

Perform the assigned duties and fulfill their responsibilities to AAUW CA, as defined within individual job descriptions.

Be available to work as scheduled or requested.

Report any unexpected absence from work within the first half hour of the work day.

Maintain a professional, business-like appearance in accordance with acceptable business standards or in accordance with their duties.

Be courteous and professional.

Employees are required, for insurance and emergency purposes, to report promptly any changes in personal status: name, address, telephone number, marital status, etc.

All work related injuries must be reported immediately to the position supervisor.

During work hours personal phone calls are for emergency situations only. (Family needs will be dealt with on a case-by-case basis).

Personal business is to be conducted outside of work hours.

Medical or dental appointments, or legal, family or other commitments should be scheduled so as not to conflict with the work schedule. Emergency situations will be handled on an individual basis.

**The following acts or forms of conduct are prohibited** and shall constitute grounds for terminations of employment:

Bringing firearms or weapons of any kind, intoxicating liquors, narcotics, drugs or chemicals into the work place.

Being on the job while under the influence of intoxicants of any type.

Falsely stating or making claims of injury.

Removing without authority, AAUW CA property, records or other material.

Destroying AAUW CA property or equipment.

Refusing to follow supervisor's directions or instructions.

Fighting or engaging in horseplay.

Violating common safety or health rules or engaging in conduct which creates a safety hazard.

Leaving the job, except during designated breaks, before the end of the work day without authorization of the position supervisor.

Restricting productivity or interfering with others in the performance of their assigned duties.

Violation of AAUW CA's confidentiality policy concerning members or employees of AAUW CA.

Displaying a poor attitude during the performance of duties, or toward members or co-workers.

Harassment of any nature toward members or co-workers.

Being late to work or absent without authorization.

Note: Employees absent for three consecutive days without notifying the position supervisor shall be terminated from employment due to **job abandonment**. Failure to return on time from an authorized leave of absence or vacation shall also be considered **job abandonment**.

The foregoing guidelines may not be all inclusive of the proper standards of conduct or obligations which employees must observe at all times, but are intended to provide employees with fair notice of what is expected of them. However, since it is impossible to list exhaustively every type of unacceptable act of conduct/performance, employees should be aware that conduct not specifically listed in the foregoing, but which adversely affects or is otherwise detrimental to the interests of AAUW CA, including other employees and members, shall constitute grounds for termination of employment

The existence of a Corrective Counseling Procedure in no way alters the at-will status of each employee. AAUW CA reserves the right to terminate any employment relationship without resort to corrective counseling or any disciplinary procedures.

# **SEXUAL HARASSMENT**

## **DEFINITION**

Sexual harassment has been defined by federal and state regulation as a form of sex discrimination. It includes any unwelcome action, sexual in content or implication: (1) if submission to the action is either an explicit or implicit term or condition of employment or (2) if submission to or rejection of the action is used as a basis for employment decisions affecting the employee. It may also include conduct that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment. Examples of this kind of conduct are comments about someone's body or physical appearance; her/his clothing or sex life; sexual jokes and sexual innuendoes; using demeaning and offensive language or touching; patting or blocking someone's way. Sexual harassment includes unwelcome sexual advances; requests or demands for sexual favors; and other verbal physical, or visual conduct of sexual nature.

## **POLICY**

American Association of University Women of California is committed to offering employment opportunity based on ability and performance, in a productive climate of mutual respect free of discrimination. Accordingly harassment of any kind by staff, supervisors, or volunteers will not be tolerated. Harassment by visitors, vendors or contractors to AAUW is also prohibited by this policy.

## **PROCEDURE**

Employees and employment applicants may direct inquiries or complaints to the AAUW CA president (or designee).

The president (or designee) will provide corrective counseling and assistance to employees and applicants who believe that they have been subject to harassment and will immediately investigate complaints.

Any employee determined by impartial investigation to have harassed another employee, applicant for employment, or volunteer will be subject to appropriate disciplinary action up to and including termination.

A non-employee who subjects an employee to harassment in the workplace will be informed of AAUW's harassment policy by the AAUW CA president. Other preventive action will be taken if necessary.

# **DRUG FREE, ALCOHOL FREE, SMOKE FREE, and VIOLENCE FREE WORK ENVIRONMENT**

## **POLICY**

It is the policy of the American Association of University Women of California that the workplace be drug free, alcohol free, smoke free and violence free.

### **WORK ENVIRONMENT: DRUG, ALCOHOL AND SMOKE FREE WORKPLACE**

No one formally or informally affiliated with AAUW CA shall manufacture, distribute, dispense, possess, or use illegal or intoxicating drugs and/or substances in our workplace. Employees of AAUW CA who encounter instances of manufacture, distribution, possession, or use of illegal drugs in the workplace shall refer such incidents to the state president. AAUW CA will establish an awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace, the organization's policy of maintaining a drug, alcohol and smoke free workplace, any available drug or alcohol counseling, rehabilitation and employee assistance programs. The program will also describe possible penalties that may be imposed upon employees from substance abuse violations.

### **WORK ENVIRONMENT: VIOLENCE FREE WORKPLACE**

Violence or threats of violence whether serious or in jest are strictly prohibited.

## **PROCEDURE**

AAUW CA shall provide each employee with a copy of its policy. It shall be a condition of employment that employees agree to abide by the terms of the statement. Employees also agree to notify the state president of any criminal substance abuse conviction for a violation occurring in the workplace no later than five days after such conviction. As required, AAUW CA will impose a sanction on or require the satisfactory participation in a substance abuse assistance or rehabilitation program by any employee so convicted.

AAUW CA will investigate threats of violence in the workplace in order to ensure the protection of employees and members. Such investigations will not impermissibly invade the privacy of employees. Disciplinary action may be taken as a result of the investigation.

### **Disciplinary Action:**

Violation of this policy shall constitute grounds for termination of employment. Illegal use of drugs and use of intoxicants by an employee during working performance may be grounds for immediate dismissal. Any employee found selling or using drugs illegally is subject to immediate dismissal.

## **DRESS CODE**

### **POLICY**

It is the policy of the American Association of University Women of California that all employees are expected to dress in a professional, business-like manner, in accordance with acceptable business, office and job-related standards.

## **CONFLICT OF INTEREST**

### **POLICY**

It is the policy of the American Association of University Women of California that employees shall not be involved in any activity construed as in conflict with the AAUW's mission, goals or use of name.

### **PROCEDURE**

All honoraria, commissions, payments for services or other compensation made to employees, which are related to the purposes or functions of the AAUW CA, shall be the property of the American Association of University Women of California.

AAUW CA employees are free to accept outside employment when it is unrelated to their AAUW CA position, and when AAUW CA time is not spent in preparation or communication regarding outside commitments.

Every employee must disclose to the state president any personal business situation or transaction which is or may be, in conflict with the interest or the purpose of AAUW CA. This includes any instance where an employee or AAUW CA or the employee's immediate family could benefit financially from any business situation or transaction involving AAUW CA.

In cases where an employee determines that personal outside business interests or transactions may constitute a conflict of interest, s/he must report this to the state president in writing. The state president then collects sufficient information concerning the employee's business interest in order to determine if further action is warranted. The state president reviews the information and, with the advice of legal counsel, makes a formal, written recommendation to the AAUW CA Executive Committee describing disposition of the case.

It is the duty of the employee to notify the state president as circumstances change within AAUW CA or in the employee's personal situation such that a conflict of interest arises.

## **SALARY**

### **POLICY**

It is the policy of American Association of University Women of California to pay its employees in a fair and competitive manner based on the requirements of the position, the performance of the employee and the operating budget of the AAUW CA.

### **PROCEDURE**

#### **Pay Periods:**

Employees will be paid semi-monthly. Pay periods run from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of each month. A pay schedule is available from the state finance vice president.

#### **Advances:**

No advances will be made.

#### **Salary Adjustments:**

AAUW CA reserves the right to determine salary adjustments according to variance in budget, personnel and other factors.

#### **Salary Confidentiality:**

Only the state president shall be responsible for releasing salary information to outsiders and then only in response to a written request and with the written consent of the employee

## **JOB EXPENSES**

### **POLICY**

It is the policy of American Association of University Women of California to reimburse employees for expenses incurred during job-related travel for the AAUW CA as authorized by the AAUW CA President.

### **PROCEDURE**

#### **Travel Reimbursement:**

Public transportation is reimbursed at cost. AAUW CA reimburses at current policy rate per the AAUW CA Policies and Procedures when using own automobile.

#### **Other Reimbursements:**

Paid staff is reimbursed for reasonable lodging and meals when traveling as required.

## **WORK HOURS**

### **POLICY**

It is the policy of the American Association of University Women of California to comply with the following work hours:

- The scheduled work week, in accordance with the Fair Labor Standards Act, starts at 12:01 AM, Monday, and ends at midnight Sunday.
- The regularly scheduled hours of the AAUW CA State Office are Monday through Friday, 9:30 AM – 2:30 PM. Other designated work hours may apply to specific employees/individual programs.

## **PROCEDURE**

### **Normal work week:**

Full time employees will work in accordance with their offer of employment, normally an eight hour day.

Part-time employees will work in accordance with their offer of employment, normally a four hour day unless otherwise scheduled.

Part-time employee work schedules will be generally arranged one week in advance.

### **Lunch Hour/M Meal Period**

No more than six hours may be worked without a lunch break of 30 minutes or more. For each four hours on the job, an employee is permitted a rest period of up to 15 minutes with pay.

## **OVERTIME**

Prior authorization is required for an employee to work overtime. Overtime will be paid to all non-exempt staff members in compliance with the Fair Labor Standards Act (FLSA). Any work in excess of 8hr/day is subject to 1.5 times the staff member's regular hourly rate, and any hours worked in excess of 40 hr/week is also subject to 1.5 times the employees hourly rate. Any work in excess of 12 hr/day is subject to 2x the employee's hourly rate. Any work in excess of 8 hr/day on the seventh day of any workweek is subject to 2x the employee's hourly rate.

If overtime is approved, the employee may choose either 1.5x the normal hourly rate or compensatory time at 1.5x the number of overtime hours worked after an 8 hr. day or a 40 hour week. Compensatory time off is at the request of the employee, by written agreement before the performance of work.

## **PERFORMANCE APPRAISALS/EVALUATIONS**

### **POLICY**

The performance appraisal policy of the American Association of University Women of California is based on the belief that employees have the right to know how well they are performing and where improvement is needed. It is the responsibility of position supervisors to meet periodically with their assigned employees for the specific purpose of advising them of their job performance.

Performance appraisals can take the form of casual conversation between the supervisor and employee, more structured discussions, or written evaluations wherein the supervisor and state president (or designee) review the evaluation with the employee. The written evaluation is signed by all parties.

### **PROCEDURE**

**Evaluations** are the more formal written appraisals of an employee's job performance and are based on the employee's job description, past evaluations, employee work plan (if any), and the supervisor's observances and discussions/meetings with the employee since the employee's date of hire or last evaluation.

## **Evaluations of Probationary Employees:**

### **New Employees**

The supervisor will conduct a written performance evaluation on each new employee at the end of 90 days of employment or at any time during the probationary period if the employee is demonstrating unsatisfactory job performance. Continued unsatisfactory job performance shall constitute grounds for termination of employment. At least one more evaluation will be conducted prior to the end of the probationary period in order to make a determination about continuing employment

### **Employees who change to a different position**

End of assignment evaluation: Supervisors will conduct a written performance evaluation when an employee has accepted a different position and is finalizing the current assignment.

Different job, 60 day evaluation: Supervisors will conduct a written performance evaluation on these employees at end of 60 days of employment in the new position or at any time during that 90 day probationary period if the employee is demonstrating unsatisfactory job performance.

Continued unsatisfactory job performance shall constitute ground for termination of employment.

## **Annual Evaluations**

All employees will receive an annual written performance evaluation at the end of each fiscal year by their supervisor and the state president. The results of such performance evaluations will be reported to the AAUW CA Executive Committee and a copy of the evaluation placed in the employee's personnel file. The employee's comments and signature shall be included with the written evaluation as filed.

# **CORRECTIVE COUNSELING**

## **POLICY**

It is the policy of the American Association of University Women of California to use a corrective counseling procedure to resolve any discrepancy in work performance or in any other conflict arising from a work situation.

## **PROCEDURE**

Any corrective counseling situation will be handled in the following manner:

- The supervisor will meet with the employee to discuss the problem and the corrective action to be taken.
- The date for the completion of the corrective action must be in writing.
- Results of corrective counseling must be in writing.
- The supervisor will alert the state president (or designee) of corrective counseling and provide written documentation for the employee's personnel file.
- An employee's refusal to participate in the corrective counseling procedure shall constitute grounds for termination of employment.

## **BENEFITS PACKAGE**

### **POLICY**

It is the policy of the American Association of University Women of California to cover all employees as follows:

- Social Security
- Unemployment Insurance
- Worker's Compensation Insurance

## **EMPLOYEE TAXES AND PROVISIONS**

### **POLICY**

It is the policy of the American Association of University Women of California to pay, on behalf of employees, and to deduct from the paychecks of employees, certain taxes and other payments mandated by law.

### **PROCEDURE**

AAUW CA shall make payment on behalf of each employee, to the extent provided by law, to cover the following:

- FICA (Federal Social Security – employer's share)
  - Paid into the Social Security Fund
- State of California Unemployment Insurance
  - Provides benefit payments awarded to ex-employees who are unemployed "through no fault of their own."
- Workers' Compensation Insurance
  - Provides benefits to employees in case of on-the-job injuries.

AAUW CA shall make deductions from the paychecks of each employee, to the extent provided by law, and make payments on behalf of each employee to cover the following:

- FICA (Federal Social Security – employee's share)
  - Paid to the Social Security Fund
- Federal Income Tax Withholding
  - Paid to IRS
- State of California Income Tax Withholding
  - Paid to State of California
- State of California Disability Insurance
  - Deposited to the Disability Insurance Fund; provides benefits awarded to an employee who is unable to work because of an injury or illness incurred other than through the course of employment

## **HOLIDAYS**

### **POLICY**

It is the policy of the American Association of University Women of California to observe certain holidays.

### **PROCEDURE**

Employees are entitled to these days off with pay:

New Year's Day

Martin Luther King Jr.'s Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

The workdays that fall between Christmas Day and New Year's Day when the office building is closed.

If a holiday falls on a Saturday, the AAUW CA office will be closed the preceding Friday.

If a holiday falls on a Sunday, the office will be closed the following Monday.

## **LEAVE**

### **POLICY**

It is the policy of the American Association of University Women of California to provide paid vacation and personal leave for eligible employees.

### **PROCEDURE**

Regular full-time employees will earn one day of paid vacation per month of employment. No more than 10 days of vacation may be on the books at any one time.

Temporary and part-time employees will not receive paid vacation.

Regular full-time employees shall earn .5 days paid personal leave per month of employment. It must be used within the current calendar year. Temporary and part-time employees will not receive personal time.

Vacations must be taken at a time most convenient for the scheduled programs of AAUW CA. Requests for vacation must be submitted in writing and approved by the AAUW CA President or designee at least one month in advance of the planned vacation start date.

### **Family and Medical Leave**

AAUW CA complies with the Federal Family and Medical Leave Act of 1993 and the CA Family and Medical Leave Act. Since the provisions of this law are quite complex and cannot be set forth in full herein, it will be necessary for employees to consult the law itself in order to learn exact rights under the Family and Medical Leave Act. AAUW CA permits staff who meet the eligibility requirements of FMLA to use earned leaves during

their absence until such time as the earned leave is depleted. Any leave after that time will be without pay.

### **Bereavement**

A special leave of three days with pay is provided upon the death of a spouse, parent, sister, brother, child, grandchild, grandparent, or current parent-in-law. Additional days of leave without pay may be taken with the approval of the AAUW CA president. In the event the employee has not completed 180 days of employment the employee will be allowed up to 3 days off without pay to attend the funeral of a member of her/his immediate family as defined above,

### **Jury Duty**

An employee who is called for jury duty will be granted up to a maximum of five (5) days with pay, while on active jury duty.

## **CATASTROPHIC ILLNESS**

### **POLICY**

It is the policy of American Association of University Women of California that employees with life threatening illnesses—including, but not limited to, heart disease, cancer and AIDS—may continue to work if they can do so without endangering their own health or safety or that of their co-workers, and can perform their jobs to meet acceptable standards.

## **ILLNESS AND INJURY PREVENTION**

### **POLICY**

It is the policy of the American Association of University Women of California to provide safe and healthful working conditions, as the safety and health of AAUW CA employees and volunteers on premises continue to be a prime consideration in operating AAUW CA.

### **PROCEDURE**

Health and safety information will be posted at the AAUW CA office. It is the responsibility of every employee to access this information and become familiar with the materials and their roles.

Failure to comply with safety procedures shall constitute grounds for termination of employment.

## **SEPARATION FROM EMPLOYMENT**

### **POLICY**

It is the policy of the American Association of University Women of California to recognize both voluntary and involuntary separations from employment.

AAUW CA considers any separation initiated by the employee as **voluntary**.

- Resignation. Employees may terminate employment with AAUW CA at any time.

- Job abandonment. Unauthorized absence from work for three or more consecutive days is considered job abandonment; i.e., another form of voluntary separation from employment.

AAUW CA considers any separation initiated by the AAUW CA as **involuntary**

- Layoff. Usually occurring only in instances of substantial budget cuts within the AAUW CA.
- Other separation from employment, usually because of performance or conduct not meeting the requirements and/or standards of AAUW CA.

## **PROCEDURE**

### **Employee Separation Notices**

Employees are encouraged to submit written notice of intent to leave the AAUW CA at least two (2) weeks in advance. Such notices should be signed and dated by the employee and will become a permanent part of the employee's personnel file.

In case of dismissal, regular employees who have been employed for more than six months, released for reasons other than misconduct, will receive two weeks' notice or pay in lieu of notice. No compensation will be made to employees dismissed during the probationary period or if dismissal is due to misconduct.

### **Final Wage Payments**

- For voluntarily separating employees giving notice, all wage payments due will be made on the employee's last working day. If notice was not given, payment will be made within 72 hours.
- For involuntarily separating employees, all wage payments due will be made on the employee's last working day.

## **GRIEVANCE PROCEDURE**

## **POLICY**

It is the policy of the American Association of University Women of California to provide its employees with the opportunity to resolve any disputes or complaints, arising out of a work situation within the AAUW CA, by following the grievance procedure outlined here.

For purposes of this procedure, a dispute or complaint shall be defined as a claim by a employee that s/he has been affected adversely by: 1) a violation of AAUW personnel policies contained in the AAUW CA Personnel Policies and Procedures handbook or by 2) conflict situations inherent in the work environment, for example, disputes about performance evaluations or working conditions.

## **PROCEDURE**

The office manager and the legislative advocate work under the direction of the state president. Other employees work under the direction of the office manager.

Employees with problems as described above are expected to consult their immediate supervisor.

If matters are not resolved, problems should be put into writing and sent to the state president, with a copy placed in the employee's personnel file. If the problem remains unresolved, the state president shall consult with the Executive Committee where final authority shall rest.

When written complaints are received, employees will have the opportunity to state their cases to the Executive Committee. Meetings of the Executive Committee will be held confidential when dealing with personnel matters.

## **CHANGES/REVISIONS**

### **POLICY**

The Executive Committee of the Board of Directors of the American Association of University Women of California reserves the right to change or revise these policies at any time.

### **PROCEDURE**

Employees of the AAUW CA will be notified of any pertinent changes or revisions as soon as possible, by one or both of the following methods:

- Posting of policy revisions
- Distribution of written revisions

**I have read and understand the information in the AAUW CA Personnel Policies handbook.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



# AAUW California Governance Documentation Style Guide

Developed by AAUW California Governance  
12/17/2018

# Documentation Standards

## Overview

### Introduction

This document represents the style guide used to create and update the AAUW CA Policies and Procedures Guide. It is not an all-inclusive document; but, represents a compilation of guidelines to follow based upon cognitive principles of user focused documentation and on the AAUW branding guidelines.

### Format standards in this document

This document includes format standards in two areas:

Standard	Examples
Text style	Fonts, headers, margins, spacing, voice
Text type	Process, procedure, principles, guidelines, facts

### Rules for this document

Standards in place with AAUW and with AAUW California shall be followed unless the AAUW California Board of Directors approves a deviation from the standard.

## Writing Style

### Voice

Use the active voice whenever possible, especially when documenting procedures. The table below shows examples of correct and incorrect wording.

Correct (Active)	Incorrect (Passive)
Make all column widths equal or consistent.	All column widths are created equal or consistent.
Sign the bottom of the form.	The bottom of the form should be signed.
The committee chair signs the report.	The report is signed by the committee chair.

### Tense

Use the present tense whenever appropriate. The table below shows examples of correct and incorrect usage.

Correct	Incorrect
The office manager forwards the message to the appropriate committee chair.	The office manager will forward the message to the appropriate committee chair.
Use this form for...	This form will be used for...

### Serial comma

Use a comma before a conjunction in a series.

Example:

The board packet includes the president's welcome address, board chair reports, and the AAUW Fund luncheon flyer.

### Lists following a colon

Use the colon within text when a bulleted or numbered list is not necessary for readability. When the writer uses a colon to begin a list, the items are separated with semi colons and a comma after the conjunction used before the last item.

Example:

The meeting agenda should include: objectives; outcomes; action items, and a time frame for completing tasks.

# Document Organization and Setup

## Document hierarchy

This standards guide recommends the following hierarchy in organizing information in documents.

1. Main header
  - Second level header
    - Third level indentation

You can add other levels if needed, e.g., I; A; 1; •.

## Lists in a document

Use numbers in a list that includes sequential information like steps to follow in a procedure. Use bullets when listing information that is not sequential or hierarchical in priority. The table below shows examples of how to use numbers and bullets when creating lists.

Numbers	Bullets
<ol style="list-style-type: none"><li>1. Request committee applicants to complete the application form found on the AAUW CA website.</li><li>2. Also, request the applicant to create and send a vitae.</li><li>3. Request the applicant to send or email a copy of the form and vitae to the AAUW CA Office.</li><li>4. Notify the applicant once the board of directors approve the applicant's submitted information and vitae.</li></ol>	<p>Supervisors are to:</p> <ul style="list-style-type: none"><li>• Be responsible...</li><li>• Maintain a master file...</li><li>• Perform any other powers...</li></ul>

## List periods

- Do add periods at the end of a list if the words or phrase makes up a complete sentence.  
Example: Present supplemental policies before the board.
- Do not add periods at the end of one to three-word phrases in a list, whether the list is numbered or bulleted.  
Example: Supplemental policies

## Header appearance

The following table describes the different document headers and their properties.

Header	Style	Example
Front Cover, 1	Calibri (Body): 48; Bold	<b>POLICIES</b>
Front Cover, 2	Calibri (Body): 24; Bold	<b>State</b>
Topic	Calibri Light: 18; Bold	Setup
Sub-Topic	Calibri (Body): 11; Bold Capitalize first word, followed by lower case text	<b>Document sub-topics</b>
Body	Calibri (Body): 12	This standard guide

## Header position

Follow these guidelines for positioning headers in a document:

- Center Front Cover, 1 headers
- Center Front Cover, 2 headers
- Center Topic headers if the topic is a main policy number, e.g., Policy 101 – Office and Office Manager
- Left justify Sub-Topic headers
- Left justify body text

## Footer appearance

The footer information follows this format:

- Page number is Calibri (Body): 10 point, centered at the bottom
- Version number is Calibri (Body): 10 point, left justified at the bottom of the page.

## Page margins

The default for top and bottom margins is one (1) inch.  
The default for left and right margins is .75 inches.

## **Appendix section**

Follow these guidelines when setting up the appendix section of the document:

- Follow the same document hierarchy when organizing information within the appendix.
  - Put all forms in the appendix under the Appendix topic, Forms.
-

## Text Styles

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### Notes, examples, or references

Follow these guidelines when using the words “Note,” “Example,” or “Reference” within the text.

- Underline the word.
  - Follow the word with a colon and do not underline the colon.
  - Follow the colon with two spaces.
  - Allow the text to wrap and left justify under the underlined word.
- 

### Notes, examples, or references within a list

Indent a note, example, or reference that applies to a specific item within a bullet list.

Example: The director shall:

- Be responsible for...
  - Have oversight...
  - Note: If the state president is responsible for...
- 

### Multiple notes, examples, or references

Use a list, either bullets or numbers, to document multiple notes, examples, or reference words in a subtopic.

Notes/Examples/References:

- This is the first note.
  - This is the second note.
- 

### Definitions

When defining a word, underline the word and give the definition in a complete sentence.

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