

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RC-900

TITLE: Personnel Policies Overview

EFFECTIVE DATE: 7/20/21

AUTHORIZED BY: Board of Trustees

Personnel Policies Overview

This manual outlines personnel policy set forth by REACH for Tomorrow. The policies herein supersede all previous policies and procedures of REACH for Tomorrow. This manual will be reviewed annually by the CEO. Revisions will become a function of the board of directors and will be clearly communicated to all affected employees. Every employee of REACH for Tomorrow shall receive a copy of the Personnel Policies and Procedures Manual and subsequent revisions.

Recruitment and Selection

Job Filling

If the job to be filled is a new position, a job description must be written and approved by the CEO. Applicants are required to submit to reference checks, interviews, and background checks. Applicants may be required to submit performance test results, verification of credentials, and/or other job-related screening procedures. If the job to be filled is the result of a vacancy in an existing position, the job description should be reviewed by the relevant supervisor and the CEO to assure that the job requirements are still pertinent. If the CEO decides that additional personnel are needed, a position title, job description, and publications shall be drawn up.

Recruitment

All advertised vacancies will be posted internally as well as externally. The process begins with the CEO contacting, in writing or by phone, appropriate external recruitment sources, specifically, but not limited to, the immediate area. All applicants will be pre-screened for minimum qualifications.

Selection

After selected candidate(s) are interviewed, the CEO will make the final selection(s).

Offer of Employment

The CEO shall notify, in writing, the successful applicant of the job offer and of the conditions, if any, which apply. The applicant will be informed of the need to indicate acceptance, in writing, of the offer and any conditions. These documents will be kept in the newly hired employee's personnel file.

Program Administration

Policy:

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It is the policy of REACH for Tomorrow to provide staff who are both qualified, and who meet requirements as determined by REACH for Tomorrow and OMHAS.

Procedure:

All employees, contract staff, volunteers, student interns, shall be at least 18 years of age, possess a high school diploma or equivalency certificate. In addition, all prospective employees, contract staff, volunteers, or student interns, must not have pled guilty to, nor been convicted of any offenses listed in Agency level 5101 :2-5-09(K) except as provided in 5101:2-5-09 (J). All employees, contract staff, volunteers, and student interns, shall have a criminal record check by the BCII, and if not a current Ohio resident for the past 5 years, by the FBI.

Nepotism and Conflict of Interest

For the purpose of these policies and procedures, a member of the immediate family shall include the following: mother, father, brother, sister, child, spouse, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter- in-law, son-in-law, sister-in-law, brother-in-law, stepparent, step grandchild, stepbrother, stepsister, and legal guardian or another person who stands in lieu of a parent.

A person shall not be eligible to be a supervisor over a member of his/her immediate family.

No board member or employee of REACH for Tomorrow, shall knowingly do any of the following:

1. Authorize or employ the authority or influence of his or her office to secure authorization of any public contract in which he or she, a member of his or her family, or any of his or her business associates has an interest;
2. Authorize or employ the authority or influence of his or her office to secure the investment of public funds in any share, bond, mortgage, or other security, with respect to which he or she has a familial relationship with;
3. He or she, a member of his or her family, or any of his or her business associates either has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees;
4. During his or her term of office or within one year thereafter, occupy any position of profit in the execution of a public contract authorized by him or her or by REACH for Tomorrow at the time of authorization unless the contract was let by competitive bidding to the lowest and best bidder;
5. Have an interest in the profits or benefits of a public contract entered into by or for the use of the REACH for Tomorrow;
6. Have an interest in the profits or benefits of a public contract that is not let by competitive

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bidding, if required by law, and that involves more than one hundred fifty dollars.

In the absence of bribery or a purpose to defraud, a board member or employee of REACH for Tomorrow member of his or her family, or any of his or her business associates shall not be considered as having an interest in a public contract or the investment of public funds, if all the following apply:

1. The interest of that person is limited to owning or controlling shares of the corporation, or being a creditor of the corporation or other organization, that is the contractor on the public contract involved, or that is the issuer of the security in which public funds are invested;
2. The shares owned or controlled by that person do not exceed five percent of the outstanding shares of the corporation, and the amount due that person as creditor does not exceed five percent of the total indebtedness of the corporation or other organization;
3. That person, prior to the time the public contract is entered into, files with REACH for Tomorrow, an affidavit giving his or her exact status in connection with the corporation or other organization.

This section does not apply to a public contract in which a board member or employee of REACH for Tomorrow, a member of his or her family, or one of his or her business associates, has an interest, when all of the following apply:

1. The subject of the public contract is necessary supplies or services for REACH for Tomorrow;
2. The supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to REACH for Tomorrow as part of a continuing course of dealing established prior to the board member or employee of REACH for Tomorrow becoming associated with REACH for Tomorrow;
3. The treatment accorded REACH for Tomorrow is either preferential to or the same as that accorded other customers or clients in similar transactions; 4. The entire transaction is conducted at arm's length, with full knowledge by REACH for Tomorrow of the interest of the board member or employee of REACH for Tomorrow, a member of his or her family, or business associate, and a board member or employee of REACH for Tomorrow takes no part in the deliberations or decisions of REACH for Tomorrow with respect to the public contract.

As used in this policy, "public contract" means any of the following:

1. The purchase or acquisition, or a contract for the purchase or acquisition, of property or services by or for the use of REACH for Tomorrow;

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2. A contract for the design, construction, alteration, repair, or maintenance of any of REACH for Tomorrow property.

No board member or employee of REACH for Tomorrow shall serve as a member of the board of any agency with which REACH for Tomorrow has entered into a contract for the provision of services or facilities. No board member shall be an employee of any agency with which REACH for Tomorrow has entered into a contract for the provision of services or facilities. No employee of REACH for Tomorrow shall be employed by both the REACH for Tomorrow and such an agency, unless REACH for Tomorrow and the agency both agree in writing.

No person shall serve as a member of the board whose immediate family serves as a member of the board of any agency with which the REACH for Tomorrow has entered into a contract for the provision of services or facilities.

Fraternization

Fraternization of two or more employees or an employee with a client or contractor of REACH for Tomorrow, whether by socializing, flirting, dating, or living together, during or outside work hours, is strictly prohibited if it affects the workplace, creates a conflict of interest, or affects REACH for Tomorrow interests. This type of behavior is subject to termination.

The policies herein supersede all previous policies and procedures of REACH for Tomorrow. This manual will be reviewed annually by the CEO. Revisions will become a function of the board of directors and will be clearly communicated to all affected employees. Every employee of REACH for Tomorrow shall receive a copy of the Personnel Policies and Procedures Manual and subsequent revisions.