



**Nominations/Personnel Committee Meeting**

**November 28, 2018**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from July 25, 2018 committee meeting.

**Action Items**

1. **Staff Retention Plan**

**Background:** The Executive Director is interested in implementing a staff retention plan.

**Issue:** The staff turnover rate is high and this negatively effects the day-to-day operations of the partnership.

**Recommendation:** It is recommended that the Nominations/Personnel Committee consider the proposed staff retention plan.

1. **Annual Review of the Personnel Handbook**

**Background:** The Board of Directors must approve any revisions to the personnel handbook. An annual review is conducted on an annual basis as a measure of best practice.

**Issue:** Suggested revisions to the Personnel Handbook, based on the proposed retention plan, are available for review. The changes and/or updates are written in red and can be found on the pages and/or sections listed below:

|  |  |  |
| --- | --- | --- |
| **Page** | **Section** | **Description** |
| 6 | Classifications of Employment: Non-Exempt | Removed Repetitive Language; Changes hours from 8 to 9; Changes employee work week time from 37.5 to 36 |
| 7 | Classifications of Employment: Part Time | Changes employee work week time from 37.5 to 36;Gives Board permission to approve benefits for Part Time employees who work less than 30 hours/week |
| 9 | Meal Period | Changes length of employee work day from 7.5 to 9; Changes length of meal period from one unpaid hour to 20 paid minutes |
| 12 | Employee Incurred Expenses and Reimbursement | Changes based on Smart Start Cost Principles |
| 14 | Tuition Reimbursement | Addition of new section |
| 15 | Work Week, Workday, and Payday | Changes partnership business hours from 8:30 a.m. to 8:00 a.m. |
| 16 | Overtime | Changes length of employee work day to 9 |
|  | Adjusted Time Off | Changes from employee work week from 37.5 to 36 |
| 18 | Longevity Bonus | Addition of new section |
| 19 | Benefits Overview | Changes accrual rate for Vacation Leave from 7.5 to 9; Addition of Personal Leave accrual rate; Addition of Vision Insurance |
| 20 | Insured Benefits | Addition of Vision Insurance |
| 21 | Vacation Leave | Changes accrual rate from 7.5 to 9 |
| 22 | Sick Leave | Changes accrual rate from 7.5 to 9; Makes Part Time employees who work over 25 hours/week eligible for Sick Leave |
|  | Personal Leave | Addition of new section |
| 23 | Leave Benefits Determination | Updated language across sections to read “unpaid” |
| 24 | Family and Medical Leave | Updated language to read “FMLA eligible employee” |
| 26 | Parental Leave | Addition of new section |

**Recommendation:** It is recommended that the committee review the suggested changes.

1. **Updated Job Title and Salary Range Document**

**Background:** The Board of Directors must approve any additions and/or updates to available job titles and salary ranges.

**Issue:** The Job Title and Salary Range document has been updated to include additional job titles based on organizational needs and updated salary ranges to help improve employee retention.

**Recommendation:** It is recommended that the committee review the suggested changes. All changes are written in red on the provided document.

1. **Vacant Secretary Position**

**Background:** According to the bylaws, the Secretary is a mandatory position for the RCPC Board of Directors.

**Issue:** Since the passing of Leon Maynor, the Secretary position has been vacant.

**Recommendation:** It is recommended that the committee review all available persons currently serving on the Board of Directors and make a suggestion to fill the vacant position.

**Non-Action Items**

1. **Regularly Scheduled January Meeting**

**Announcements**

**Adjournment**