



**Nominations/Personnel Committee Meeting**

**November 9, 2022**

**Committee Meetings will be hosted as a hybrid format where public may attend in person at:**

**Robeson County Partnership for Children, Inc. Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**OR**

**Virtually Via Zoom:**

**https://us06web.zoom.us/j/81278604518?pwd=a2NzTG5vdlRqdUFYdjNONko3R21vdz09**

**Meeting ID: 812 7860 4518**

**Passcode: 860787**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from March 23, 2022 committee meeting.

**Action Items**

1. **Board Member Resignation**

**Background:** Niakeya Cooper is a current member of the Board of Directors.

**Issue:** Ms. Cooper has issued her resignation from the Board of Directors.

**Recommendation:** It is recommended that the committee consider accepting Ms. Cooper’s resignation.

1. **FY 2022-2023 Annual Review of Employee Handbook**

**Background:** A review of the Employee Handbook is conducted on an annual basis as a measure of best practice.

**Issue:** The following addition to the Sick Leave section on page 22 is recommended:

Earned sick leave will be capped at 1,000 hours. Any time over 1,000 hours will be moved to a Shared Sick Leave Reserve or “Sick Bank.” Employees understand that this time could be used in the future for their own need or for the need of other employees. Employees benefitting from the sick bank must have exhausted all sick, vacation, and personal leave before requesting additional leave from the sick bank. Only employees who qualify for sick leave may request additional leave from the sick bank.

Employees requesting additional leave must submit a request to the E.D., which the E.D. will either approve or reject. The E.D. has full discretion over the sick bank.

In the event the sick bank has been depleted, employees may volunteer their sick leave to the sick bank if a request for additional leave is made. Employees cannot donate hours in excess of the total hours they earn in a year and cannot donate hours that have not already been accrued. Upon termination, an employee’s remaining sick leave will be moved to the sick bank.

The addition of a Social Media section is also recommended to page 37:

Social media is defined as all means of communicating or posting information or content of any sort on the internet, including your own or someone else’s web log or blog, journal or diary, website, social networking or affinity website, web bulletin board, or chat room, whether or not associated or affiliated with the Partnership, as well as any other form of electronic communication.

The Partnership recognizes that social media is a necessary and effective method of community outreach. It is a proven method for reaching new and existing participants for the services we provide. Social media, however, is not without its risks and, as such, should be used cautiously.

Any social media activity should be considered a **permanent** public record. Even deleted postings can be searched and found. Postings could also have been copied by others before they have been deleted.

If the Partnership is a subject of the content you are creating, you should be clear that you are an employee of the Partnership and that your views do not necessarily represent those of the Partnership, other employees, volunteers, or participants served by the Partnership.

Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar unlawful conduct could lead to disciplinary action, up to and including possible termination of employment.

Each employee is solely responsible for their posts on social media. Before posting please keep in mind that any conduct that affects your job performance, the performance of co-workers, or could adversely affect the Partnership or those we serve could lead to disciplinary action, up to and including possible termination of employment. Examples can include but are not limited to:

1. Posts that could contribute to a hostile work environment on the basis of race, religion, national origin, disability, age, sexual orientation or any other status protected by law or Partnership policy.
2. Posting statements, photographs, video, or audio that reasonably could be considered malicious, obscene, threatening or intimidating, that disparages co-workers, participants, or others associated with the Partnership, that might constitute harassment or bullying.

Employees may engage in social media activity related to the Partnership during work hours if it has been deemed appropriate for their job responsibilities.

**Recommendation:** It is recommended that the committee discuss and consider approving the FY 22-23 Annual Review of the Employee Handbook with the suggested changes.

1. **Board Slate Update**

**Background:** The Board Slate has been approved for FY 22-23.

**Issue:** Meghan Miller’s position on the slate needs to be updated due to a change in employment.

**Recommendation:** It is recommended that the committee discuss moving Meghan Miller from the Services Category to the Business/Community Category.

1. **Updated Job Titles and Salary Ranges Document**

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

**Issue:** Due to a new Smart Start activity, the document has been updated to include a new section of job titles entitled “Marketing.”

**Recommendation:** It is recommended that the committee review and consider approving the updated document.

**Non-Action Items**

1. **Vaccination Exemptions**

**Announcements**

**Adjournment**