

## DRC Policies Committee

May 29, 2024 Meeting

Present: Jody Suhrbier, Jennifer Pearson, Mary Sue Wilson

### **Policies Discussed:**

Anti-Harassment Policy

Whistleblower Policy

Gift Acceptance

Personnel

### **Policy Review & Development Considers Diversity, Equity & Inclusion Impacts**

*For each policy reviewed, the committee overlaid a checklist document Jody shared in advance of the meeting designed to provide a lens that aims to make all policies equitable and accessible. **See attachment.** This should be used for all future policy reviews.*

*Most of our discussion involved the Personnel policy. We reviewed the other three and decided a page number footer should be added to all policies with an indication of how many total pages for each policy, e.g. 1 of 3.*

### **Gift Acceptance**

*No other edits recommended.*

### **Whistleblower Policy**

*No other edits recommended.*

### **Anti-Harassment Policy**

*Both the Anti-Harassment Policy (paragraph 2) and the Personnel Policy (paragraph II.A) include a list of grounds on which discrimination is prohibited (e.g., race, sex, etc.). We noticed that the lists were not identical. We recommend amending both policies so that the lists contained in each are identical and encompass the broadest possible list. For example, one list prohibits*

*discrimination on the basis of gender, whereas the other prohibited on the basis of gender and/or gender identity/expression. Lists in both policies will now include the broader descriptors.*

*Besides page numbers, no other edits are recommended for the Anti-Harassment Policy.*

## **Personnel**

*The following edits to the Personnel Policy are recommended by the committee. For substantive edits, the rationale for change is included below.*

*Section II.A, per explanation above, include list that matches the list in the Anti-Harassment Policy.*

*Section II.F, delete last sentence “Whenever possible, alternative resources and methods of accommodation will be explored by the Board etc.” A more objective standard is provided earlier in the same paragraph and the law defines “reasonable accommodation.” This language may unintentionally create a different standard.*

*Section III.F, edit second to last sentence to reflect that contract must be within the adopted budget and may be assigned either by Executive or Associate Director. Should read: “The contract must be within the adopted budget and be signed by the Executive Director or the Associate Director.”*

*Section IV.D., edit to allow use of flex time within 30 days of accumulation (currently within the week of accumulation). Rationale: providing more time is more reasonable because a person working extra hours in one week may need a few weeks to be able to schedule flex time.*

*Section IV.F., remove last sentence re the start date of CARES program. Rationale: not relevant.*

*Section IV.G, update salary table to reflect current ranges.*

*Section IV.H, edit paragraph to change “you” to “staff,” as rest of document is stated in third person. Confirm entire document is gender neutral as to pronouns used.*

*Section VII.A, edit benefits discussion to clarify 100% coverage for 35 hours or above employees, and part-time based on their percent employment (e.g., 50% coverage for 20 hour employee). Captures decision made a few years ago in budget process but not yet captured in this policy.*

*Section VII.B, clarify two different approaches, one for employees working less than 20 hours per week, the other for employees who work 20 or more hours per week; clarify sick leave may be used to care for family member as defined; eliminate unnecessary words for readability.*

*Section VII.C, articulate a standard for reimbursement of accrued leave time (up to a specified amount) by employees in good standing at time of separation. Reasonable approach consistent with other employers with specified amount to allow for consistent implementation.*

*Section VII.D, replace US Election day with Indigenous Peoples Day as an observed holiday.*

*Section VII.J, strike start date for FMLA as unnecessary.*