

WCMSCHF POLICY SUMMARY SHEET – For Board Approval

BOARD MEETING DATE: 1/25/2017

Policy Name	New/Revised/Rescinded	Policy Type	Description
Employee Handbook	Revised	Employment	Edits to: <ol style="list-style-type: none"> 1. Providing Employment Reference: inclusion of Eligible for Rehire (for external) and Perf Ratings/corrective actions for internal/affiliated. 2. Confirmation of Availability during Working Hours: broader language to replace prior section titled "Confirmation of Childcare for Home-Based Employees." 3. Inclement Weather/Emergency Closings: Updated title to include emergency closings; took out Standard Operating Procedure (SOP)-specific language since a separate SOP is now in place; updated non-exempt time-tracking information. 4. Applicant/Employee Screening: inclusion of paragraph excerpted from Board-approved Drug & Alcohol policy citing who is subject to drug screening and confirming all screening done in accordance with NC statutes. 5. Workers Compensation: updated the process for the reporting of workplace injuries to match new system implemented by our Workers Comp carrier. 6. FMLA: Changed Handbook content to broad overview language. Detailed, full policy previously approved by the Board remains in effect. 7. Personal Leave with Pay: changed approval for this type of leave from Executive Director only to Executive Director and Human Resources. 8. Corrective Action: added language to indicate that either the Exec Dir or the Network Dir must approve a Final Written Counseling notice. 9. Termination of Employment: changed approval for this action from Executive Director only to Executive Director and Human Resources. Note: HR was always fully involved in the termination process; it just was not written as such in the Employee Handbook. 10. Professional Development: Removed Leadership Academy. Changed to broad policy language for Handbook and the full, separate policy; all procedural information to be provided under a new SOP. Note: new SOP includes draft language regarding a repayment agreement in alignment with resignation from employment after reimbursement.
Professional Development	Revised	Employment	<ol style="list-style-type: none"> 1. Removed Leadership Academy. Changed to broad policy language; all procedural information to be provided under a new SOP.
Wellness Policy	New	General Business	A new policy that supports an environment that encourages and promotes healthy behaviors at work within four areas: Nutrition, Physical Activity, Emotional Well-being, and Preventive Health.