

**EMPLOYEE FILE
CHECKLIST
*TEMPLATE***

**VOLUNTEER FILE
CHECKLIST/
APPLICATION
*TEMPLATE***

**POLICY AND
PROCEDURES
*TEMPLATE***



Employee Checklist

- _____ 1. Application for Employment
- _____ 2. Background Checks (National Sex Offender, TN Felony Offender, Both TN Abuse Registries, Meth Offender)
- _____ 3. Signed Notice of Permission for Background Check to the Individual
- _____ 4. Job Description
- _____ 5. Annual Evaluation and Commendations
- _____ 6. Disciplinary Actions
- _____ 7. Records of Training Received if Necessary for Position
- _____ 8. Completed I9 Form

Volunteer Checklist

- _____ 1. Application for Employment
- _____ 2. Background Checks FOR IN HOME WORKERS ONLY (National Sex Offender, TN Felony Offender, Both TN Abuse Registries, Meth Offender)
- _____ 3. Signed Notice of Permission for Background Check to the Individual
- _____ 4. Job Description
- _____ 5. Records of Training Received if Necessary for Position

VOLUNTEER INFORMATION

NAME: _____ SEX: _____ RACE: _____

ADDRESS: _____ MARITAL STATUS: _____

PHONE NO: _____ DATE OF BIRTH: _____ SS#: _____

PAST VOLUNTEER EXPERIENCE: _____

REFERRED BY WHOM: _____

AUTOMOBILE AVAILABLE: _____ DRIVER'S LICENSE NO.: _____

NAME OF AUTOMOBILE INSURANCE COMPANY: _____

SPECIAL INTERESTS & ABILITIES (Please check or list those you prefer).

_____ Crafts _____ Reading _____ Typing _____ Clerical Work

_____ Present Programs _____ Computer _____ Teaching

Other: _____

VOLUNTEER JOB ASSIGNED: _____

WORK SCHEDULE: _____ DAY _____ HOURS

EMERGENCY INFORMATION:

In case of emergency call: _____ Phone: _____

Relationship to volunteer: _____
(son, daughter, neighbor, etc.)

Doctor: _____ Phone: _____

Disabilities, Medical problems: _____

SUPERVISOR: _____ DATE OF INTERVIEW: _____

SIGNATURE OF VOLUNTEER: _____ DATE: _____

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This employer is committed to providing equal employment opportunity for all employees and applicants for employment. Accordingly, there will be no discrimination against any qualified individual with respect to hiring, compensation, promotions, demotions, transfers, discipline, or other terms and conditions of employment because of race, religion, color, gender, age, national origin, disability, sexual orientation, marital status or any other basis protected by law.

RECRUITMENT OF STAFF

There shall be a sufficient number of qualified personnel, paid and unpaid, to implement the activities and services planned to meet the center's goals and objectives, and to insure adequate staffing for the number of persons served and the frequency of service provided. Preference should be given to older persons for staff positions, whenever possible, when other job qualifications are equal.

HIRING OF STAFF

As part of the employment process, each employee must complete an application and a signed Release for Background Check.

The employer will take the following steps.

1. Obtain a background check through local law enforcement for persons who have lived in Tennessee for 12 months or longer. For those who have lived less than 12 months in Tennessee, a background check will be conducted through a law enforcement agency in the previous state of residence.
2. Obtain a print-out of verification that the Tennessee Abuse and Felony Registries and the National Sexual Offender Registry have been checked.

3. Document that references have been checked.
4. Obtain the employee's signature on his/her job description.
5. Provide a letter of employment stating the date of hire.
6. Obtain a completed I-9 Form.

PERFORMANCE APPRAISAL, PROMOTION AND COMPENSATION

Generally performance reviews are given following new employee orientation period and then annually. The performance review process is implemented in partnership with the supervisor. Its purpose is to review and document past performance, recognize accomplishments and good work, identify areas needing improvement and set goals/targets for performance during the coming year. Wage increases are not automatic, and are based on an employee's performance appraisal and availability of funds.

STAFF DEVELOPMENT AND TRAINING

Every effort will be made to provide staff the opportunity to develop technical skills, encourage communication, enhance job satisfaction, and obtain training and development opportunities.

PROBATION OF STAFF

When an employee's performance does not fall in line with the standards, the following steps may be taken:

1. Informal, documented discussions;
2. Written Performance Plan with a probationary period (usually covering a period of time between 30 and 120 days);
3. Final warning 15 to 30 days prior to the end of the time frame if performance is still not meeting standards;
4. Termination if performance has not improved sufficiently.

Depending on the situation, the time frames may be adjusted, either longer or shorter, and action may be initiated at any level at the discretion of the Senior Center Director and Governing Board.

Documentation regarding performance issues becomes part of the employee's personnel file.

DISMISSAL/RESIGNATION OF STAFF

All resignations must be submitted in writing to the supervisor, giving the reason for resignation and anticipated last day of work. The following amount of notice is requested.

1. Senior Center Director: 4 weeks
2. Senior Center Staff: 2 weeks

The Governing/Advisory Board retains the right to make any resignation effectively immediately.

Upon termination, senior center employees must return the following items, as applicable:

1. Senior Center keys
2. Senior Center Work Equipment
3. Any other Senior Center Property

If a person's employment is terminated, the individual is prohibited from returning to the premises without advance permission from his/her former supervisor.

The Senior Center Director and/or Governing Board, at its discretion, may conduct an exit interview to hear about improvements, ideas or impressions that might benefit the senior center.

CONFLICT OF INTEREST / NEOPTISM

This policy exists in an effort to establish a working environment free from actual or perceived bias or favoritism. Each center shall prohibit paid staff or members of paid staff's immediate family from serving as members of the governing entity. A center director, by virtue of his/her position in the

center, will serve as staff support to the governing board in order to provide technical assistance.

CODE OF CONDUCT

No senior center employee or agent shall solicit or accept gratuities, favors, or anything of monetary value from service providers, contractors, or potential contractors.

CONFIDENTIALITY / HIPPA

Each employee shall meet the requirements for confidentiality as set forth in the HIPPA regulations. While working at the senior center, an employee may acquire information concerning members, families, or others that is confidential. Such confidential information may only be discussed with those that need the information to provide services. Breaches of confidentiality are subject to disciplinary action up to and including termination.

DRUG-FREE WORKPLACE

The senior center prohibits the use, possession, manufacture, distribution, and/or sale of controlled substances while on senior center property or conducting senior center business. This includes illegal or unauthorized drugs, alcohol, and excessive quantities of prescription or over-the-counter-drugs. Employees are prohibited from being under the influence of drugs and/or alcohol while at work.

HARASSMENT

The senior center is committed to maintaining an environment free from all forms of harassment or intimidation based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, or any other prescribed basis of employment discrimination. Violation of

this policy will result in disciplinary action up to and including termination of employment.

GRIEVANCE

Employees have the right to grievance without fear. Please see the attached *Title VI Procedure for Grievances or Discrimination Practices*.

WORKER'S COMPENSATION

Worker's Compensation is provided in accordance with Tennessee State Law. State Law defines eligibility and monetary amounts for supplemental income and medical expense payment. The system is accessed when there is a documented workplace injury or illness.

1. Report to the supervisor as soon as possible after an accident.
2. Accurately complete an Incident Report.
3. Cooperate with the Worker's Compensation Administrator.
4. Comply with all medical restrictions.

INSURANCE

If insurance is a benefit, the employer may indicate in this section the type or types of insurance (health, etc.) that are provided or cost-shared with employees.

HOLIDAYS/PAID LEAVE

Each employer can indicate in this section the type or types of paid leave (sick, annual, bereavement, etc.) that are provided or cost-shared with their employees. Also, the following are examples of paid holidays. Each employer may indicate paid holidays in this section.

(Examples)

1. New Years Day
2. Memorial Day
3. Independence Day

4. Labor Day
5. Thanksgiving Day
6. Christmas Day

ABSENTEEISM

Employees should notify the supervisor immediately if unable to work due to illness or personal situation.