

Minutes for Personnel Policy Committee (01/13/2025)

Quick recap

The personnel policies committee reviewed a new employee manual, discussing its legal requirements, company-specific policies, and potential changes. They also discussed Oregon's new paid leave law, the company's policy on accepting gifts, the retirement plan, the definition and implications of impairment in the workplace, and the finalization of a policy document. Lastly, they discussed the company's attendance policy, the recognition of holidays, the insurance policy, and the eligibility criteria for the policy.

Next steps

- Kirsten to send the updated employee handbook draft to the consultant for changes on pages 17, 39, and 40.
- Consultant to clean up the employee handbook and prepare it for final publication.
- Kirsten to send the final draft of the employee handbook to all committee members for review.
- Committee members to review the final draft and either approve or raise questions via email.
- Kirsten to take the approved employee handbook to the board for approval if no further questions are raised by committee members.

Summary

Personnel Policies Committee Meeting Review

Kirsten leads a personnel policies committee meeting to review a new employee manual.

Sandra, Marlene, Ashley, and Ron attend. Due to scheduling conflicts, the meeting needs to wrap up by 3pm. Rather than going line-by-line through the 118-page document, Kirsten decides to solicit general feedback first. Much of the manual contains legally required language that cannot be changed. The committee previously incorporated company-specific policies like PTO into the draft. Ashley has a new baby at home and may need to step away during the meeting.

New Committee Members Share Experiences

Ashley, a new member of the fair operations committee, shared her background in HR and her recent return to the fair after a break due to starting a family. Ron, a retired director of a nonprofit, and Marlene, the longest-serving member of the Personnel Committee, also shared their experiences. Sandra, the committee chair, expressed her gratitude for Ashley's HR expertise and her appreciation for the committee's work. Kirsten, the executive director, shared her diverse professional background, including media, sales, and business ownership. The conversation ended with a sense of appreciation for the team's collective experience and a focus on the importance of HR in fair operations.

New Employee Handbook Discussion

Kirsten led a discussion about the new employee handbook, which has grown significantly in size from the previous version. She emphasized that the new manual is not an updated version of the old one, but rather a new one incorporating current legal requirements and company-specific elements. Kirsten also clarified that certain sections, such as fraternizing, are legally required and cannot be changed. She encouraged the team to review the 86-page PDF version of the handbook, which was shared during the meeting. Sandra and Ashley raised questions about certain sections marked as 'optional', which Kirsten agreed to review. Marlene, who was having trouble viewing the document, decided to step out of the meeting but was assured that she would be kept in the loop.

Oregon Paid Leave Law Discussion

The meeting participants discuss Oregon's new paid leave law (Plo) and how it interacts with employees' existing vacation time, sick leave, and health insurance benefits. Key points: Employees can use vacation and sick time to supplement their 60% Plo wage replacement and

reach 100% of their regular wages, but not exceed it. The company will maintain employees' health insurance while on Plo leave, and upon returning, employees must repay their portion of premiums missed during leave through gradual payroll deductions not exceeding 10% of gross pay per pay period. The group agrees to this approach of having employees repay their health insurance contribution accrued during Plo leave.

Gift Policy and Conflict of Interest

The team discussed the company's policy on accepting gifts and the potential for conflicts of interest. Sandra expressed concern about the policy's threshold of \$100 for gifts, suggesting it was too high and could lead to conflicts of interest. Kirsten agreed, suggesting a change to \$50 as a more appropriate threshold. The team also discussed the enforcement of the policy, with Sandra emphasizing the importance of honesty and transparency. The final decision was to change the policy to allow gifts of \$50 or less per year.

Retirement Plan and Employee Relationships

Sandra raised concerns about the retirement plan, suggesting a vesting program to incentivize employees to stay longer. Kirsten clarified that simplified employer plans (SEPs) cannot have vesting, as they are monthly contributions rather than traditional 401(k) plans. Sandra also expressed dissatisfaction with the policy on employee relationships, which Kirsten explained was not against the law but could be addressed through setting professional expectations. Ashley agreed with the language used in the section on employee relationships. Sandra also had a question about page 74, but it was not related to the discussed topics.

Impairment Definition and Workplace Implications

The team discussed the definition and implications of impairment in the workplace. Kirsten clarified that impairment refers to any deviation from an individual's baseline behavior, regardless of the cause, and can be due to drugs, alcohol, or prescribed medications. The team agreed that impairment could lead to a conversation about the underlying cause and potential intervention. Kirsten emphasized that impairment is a judgment based on observed behavior, and it doesn't matter if the cause is health-related or due to drugs and alcohol. The team also discussed the importance of having a second observer to validate the impairment. Sandra raised concerns about potential litigation, but Kirsten reassured her that the threshold for intervention

is clear. The team concluded that the ability to intervene in cases of impairment is crucial for the organization's well-being.

Finalizing Policy Document and Review

Kirsten, Sandra, Ashley, and Ron discussed the finalization of a policy document. Kirsten confirmed that the document was ready for a final review and would be presented to the board for approval. Sandra and Ashley agreed to review the document and provide feedback via email. Ron raised a concern about the use of "at will" employment in the document, but Kirsten clarified that it was standard practice to provide a reason for termination, even if it was not legally required. The team agreed to proceed with the final review and approval process.

Company's Attendance and Holiday Policy

Kirsten and Ron discussed the company's attendance policy and the recognition of holidays. Kirsten clarified that the company does not recognize any holidays, including Christmas and Veterans Day, and employees must use their PTO for these days. Ron expressed curiosity about why veterans are given Veterans Day off but not paid, to which Kirsten explained that the company is non-secular and non-denominational, and employees can take their PTO for any individual holidays. Kirsten also mentioned the possibility of religious accommodations, such as wearing a hijab, but noted that this rarely occurs. Ron asked about the company's policy on religious symbols, and Kirsten confirmed that they try to be inclusive and non-offensive. Sandra asked if Ron had any more questions, and Ron confirmed that he did not.

Insurance Policy Eligibility Criteria

Kirsten discussed the company's insurance policy. She mentioned that the insurance policy requires employees to work 15 hours or more per week to be eligible. Kirsten also explained that seasonal and temporary workers are not eligible.