

## RULES AND REGULATIONS – PERSONNEL

### PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

#### CLASSIFICATION OF POSITIONS

1. Job Descriptions. With concurrence by the Board of Trustees, job descriptions shall be established and maintained by the General Manager for each of the job classifications. Once every twelve months the General Manager will review all job descriptions to assure descriptions are accurate. A job description may be revised, or a new description may be prepared at any time in order to document the establishment of a new job classification or changes in the nature and scope of job responsibilities of an existing job. All changes and new job descriptions must be approved by the Board of Trustees.

2. Type of Employees. All employees serve at the pleasure of the Club's Board of Trustees.

Exempt Employee: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. Exempt employees are paid on a salaried basis, and as such, cannot:

- Be paid wages or benefits on an hourly basis in addition to salary,
- Charge sick time or vacation time on an hourly basis,
- Be subject to deductions from wages in hourly increments for absences of less than a full day, or
- Be treated in any other manner as an hourly employee.

Exempt employees must use (charge) leave in full day increments.

Non-Exempt Employee: Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

Regular Non-Exempt Full-Time Employee: A full-time employee is considered to be part of the regular complement continuously needed for performing Club services, regularly scheduled to work at least 30 hours per week for more than 36 weeks per year. The typical work schedule for all full-time employees is eight hours a day, five days a week, with a half-hour for unpaid lunch break and one 10-minute paid break for every two hours of work. The General Manager is authorized to make changes in work schedules as operating needs may require.

Regular Non-Exempt Part-Time Employee: A part-time employee is any employee regularly scheduled to work less than 30 hours per week for more than 36 weeks per year, and who shall be compensated at the hourly rate established by the General Manager, but not higher than that of full-time employees similarly situated. The work involved is to be done during a portion of a workday, such as on a morning, afternoon or night shift and totaling significantly less than a full-time position, typically less than 30 hours per week with a half-hour

unpaid lunch break and one 10-minute break for every two hours of work. The General Manager is authorized to make changes in work schedules as operating needs may require.

Part-time employees shall not accrue paid vacation or receive holidays or be eligible for any other employee benefits, except as required by law.

**Temporary or Seasonal Employee:** A temporary or seasonal employee is hired periodically to assist the organization in meeting operational needs. A temporary or seasonal employee may not work a regular schedule. A temporary or seasonal employee shall be employed initially at the hourly rate established by the General Manager, but not higher than that of full-time employees, shall be paid only for the hours actually worked, and shall not accrue leave or receive holidays or leave allowances or any other benefits, except as required by law. A temporary or seasonal employee may fill the vacancy created by an approved leave of absence or extended illness. An employee hired to fill a temporary or seasonal position serves at the pleasure of the General Manager, is subject to summary removal for any reason or for no reason and may be removed from the position without right of hearing or appeal.

3. **Probationary Period.** A probationary period shall be in effect the first 90 days of employment for all regular full-time and part-time employees. The employee will receive a copy of the job description and performance evaluation form at the beginning of the probationary period. During this period, performance interviews and evaluations will be provided. This will give the General Manager and Board the opportunity to learn more about the employee and to decide whether the job assignment is suitable to his/her skills and personality, all factors involving the employee's ability to learn, initiative, attitude, and conduct. During this period employees will earn but cannot use sick leave or vacation leave. Separation from employment may take place at any time without notice or disciplinary action during the probationary period if the employee's performance or conduct is not satisfactory.

4. **Evaluations.** All employee evaluations will take place at the end of the 90-day introductory period and annually during the 3rd quarter of each calendar year. The applicable evaluation form will be used. The GM will be evaluated by the Board. The GM will evaluate all other employees. The employee will be asked to submit a self-evaluation form to the GM and President for their review prior to their assessments. Prior to any employee evaluation by the General Manager, the Board President will review and sign the evaluation.

The Board President will coordinate the evaluation of the General Manager at the end of the 90-day introductory period and annually during the 3rd quarter of the calendar year. No later than 4 weeks prior to the formal performance evaluation, the GM will complete a self-evaluation and forward it to the President of the Board who will forward it to the Board Trustees. The written evaluation of the GM will be composed by the Board President or designee, using the specific GM evaluation form based on the core competencies and job description. The President will submit a proposed written evaluation to the Board for their review and input prior to the formal evaluation of the GM. The final evaluation will be reviewed by the Board in executive session and will be signed by the President and Vice

President before it is delivered to the General Manager. The written and signed evaluation will be reviewed with the General Manager by the Board President.

If employee evaluations include unsatisfactory areas of performance, a written plan of improvement will be developed, including a timeline for improvement of performance. Employees will be expected to improve as instructed in order to maintain employment. The immediate supervisor, in concurrence with the President, will address conduct issues through verbal warning, written warning and/or disciplinary action as indicated.

5. Resignation. If an employee wishes to resign from his/her position, reasonable notice (at least two weeks) to the General Manager or Board President is expected to ensure a smooth transition of duties to a new employee.

Approved at Board of Trustees Meeting dated: July 12, 2018.

Approved at the Board of Trustees Meeting dated: October 28, 2021

Approved at the Board of Trustees Meeting dated June 23, 2022

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Pat Gulick, Secretary

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Ray Graves, President