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Policies and Procedures Manuel

1005 W Broadway

lovelock, nv 89419

775-273-2400

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| ORGANIZATIONAL DESCRIPTION   |  | | --- | | A. ORGANIZATION  The purpose of the workplace policies and procedures manual is to establish boundaries and guidelines for appropriate behavior at Frontier Community Coalition. Frontier Communities Coalitions’ policies and procedures serve the purpose of communicating with employees the organization’s rules and expected behavior of employees while on the job and how to adequately adhere to these regulations.  1.0 DESCRIPTION  Frontier Communities Coalition is a 501(C) (3) non-profit operating in the counties of Humboldt, Mineral, Lander, and Pershing counties in Nevada.  2.0 VISION  The Frontier Community Coalition will strive to foster communities that promote physical, emotional, educational, psychological and spiritual wellbeing and encourage a substance abuse free lifestyle.  3.0 MISSION  Building partnerships with organizations, agencies and individuals by coordinating efforts and resources to provide services, opportunities and support healthy communities in Humboldt, Mineral, Lander, and Pershing counties.  4.0 VALUES  The Frontier Community Coalition will support healthy communities through:   * Fund Raising * Partnerships * Unity * Awareness   5.0 ORGANIZATIONAL STRUCTURE  5.1 Articles of Incorporation – see Appendix A  5.2 Bylaws – see Appendix B  5.3 Membership guidelines for the Frontier Community Coalition  5.3.1 Membership is open to all persons who meet the following criteria:  (a) Resident of Pershing, Humboldt, Lander and Mineral Counties: or  (b)A person who works for an agency located with-in the geographic  boundaries of Pershing, Humboldt, Lander and Mineral Counties.      5.4 Meeting of the Frontier Community Coalition will be held quarterly or more  frequently as deemed appropriate and necessary.  5.5 The Frontier Community Coalition Board of Directors is governed by the following:    5.5.1 All Board members must be voting members in good standing.  5.5.2 The Board will be composed of a Chairperson, Vice-Chairperson, and Secretary/Treasurer and more than two (2) other general members. The Vice-Chairperson shall conduct the duties for the Chairperson in his/her absence. The composition of the Board will include representation from each county served.   * + 1. Officers shall be elected by the Board when a vacancy occurs or during the annual elections, as outlined in the by-laws.     2. Fifty-one percent (51%) of the Board shall constitute a quorum.     3. All Board members shall have full voting powers with a simple majority required.     4. A Board member in good standing may vote by proxy provided that proxies shall be in writing, signed by the member giving the proxy, and specifying the term for which they are valid. Electronic delivery of a proxy is permitted. For the purpose of giving the proxy, the name typed at the end of the email message will be considered an electronic signature.     5. Powers of the Board include, but are not limited to, the following:  1. supervises Coalition Director. 2. provides fiscal accountability. 3. reviews and/or acts upon Coalition or solicited grants; and   (d) Monitors structure, direction, and overall mission of Coalition   * 1. COMMITTEES WILL BE STRUCTURED IN THE FOLLOWING MANNER:   5.6.1 Ad-Hoc Committees may be created on an as needed basis as identified by the Board.   * + 1. All committees will be chaired by a Board member, LCC Chairperson or designee.        1. The committee structure of the Frontier Community Coalition will include Local Coalition Committees (LCCs), which will be structured in the following manner:           1. One LCC will be formed in each of the three (3) counties served including Humboldt, Lander and Pershing Counties.           2. Each LCC will include one Chairperson and one Vice-Chairperson.           3. Officers of each LCC shall be elected by the LCC members when a vacancy occurs or during the annual elections, which are held in October.           4. Meetings of the LCCs shall be held quarterly or more frequently as deemed necessary.   6.0 ORGANIZATIONAL CHART  Blue and White Organization Charts Presentation (2) | | PERSONNEL POLICIES  AND PROCEDURES | | 1. DEFINITIONS   As used in these Personnel Policies and Procedures, the words and terms defined have the meanings respectively ascribed to them in all sections.   * 1. “Appointing Authority” - the Chair of the Frontier Community Coalition or another member of the Coalition designated by the Chair.   1.2 “Anniversary Date” - one year from the date of hire, rehire, or most recent promotion or demotion.  1.3 “Dependent” – a member of the employee’s immediate family, including a child for whom the employee is a legal guardian.  1.4 “Employee” – any person employed by the Frontier Community Coalition whose compensation is provided by the Coalition other than contract employees.  1.5 “Employer” – refers to the Frontier Community Coalition and shall not be construed to mean the “appointing authority.”   * 1. “Full-Time” - an employee who works 32 hours or more per week.   1.7 “Part-Time Employee” – an employee who works more than 20 hours up to 31 hours per week  1.8 “Temporary Employee” means an employee who is appointed to a non-permanent position funded under a temporary or part-time salary account in the current adopted budget.  1.9 “Probationary Employee” – a full-or part-time employee who has not successfully completed the probationary evaluation period for that position with the Coalition.  1.10“Contract Employee” – any individual employed by the Frontier Community Coalition through a legally binding, written agreement. These employees are not considered permanent employees, and are not eligible for benefits offered by the agency.  1.11“Volunteer – any individual who offers his/her services to the Frontier Community Coalition of their own free will without compensation.  1.12“Comp Time” – Time worked in excess of a normal 40 hour work week that is to be taken off within the next week or as soon as is possible.  1.13“Overtime” – for the purposes of the Frontier Community Coalition overtime will mean the same as “flex time”.  1.14“Flex-time” – shifting an employee’s work hours in their entirety to establish different start/stop times within the workday.  1.15 “Moonlighting” – a second job outside of normal working hours. The Frontier Community Coalition shall consider it moonlighting when an employee is or has; Employment or consulting in an outside work or activity, receipt from an outside source of a regular retainer fee or salary, regular or periodic involvement with a business or company in which the employee has a principal interest, or regular or periodic involvement with a non-profit organization in which the employee is an officer, board member, or committee member.  1.16“Grievance” – is a dispute by one or more employees concerning the interpretation, application, or claimed violation of an expressed provision of these Personnel Policies and Procedures.  1.17“Date of Hire” – the date of original employment by the Frontier Community Coalition.  1.18“Layoff” means the separation of an employee from employment with the Coalition when, in the judgment of the Board of Directors, it becomes necessary to annul a position due to lack of funds/work.  1.19“Nepotism” – the employment of a relative of the Coalition, Board of Directors or employee within the third degree of consanguinity or affinity.  1.20“Termination from Employment” – includes resignation by the employee, lay off, or discharge from employment by the Frontier Community Coalition.  1.21“Ad-Hoc Committees” - For the specific purpose, case, or situation at hand.  1.22 “Exempt Employee” – An exempt employee is any employee who is employed in an administrative, executive or professional capacity, and whose work is primarily intellectual, managerial, or creative and requires the exercise of discretion and independent judgment may be considered “exempt” from provisions of the Federal Fair Labor Standards. Exempt employees do not receive overtime compensation.   1. PERSONNEL POLICY PREFACE    1. These Personnel Policies and Procedures are authorized and established for the purpose of defining and regulating the conditions and methods of employment and the relationships and responsibilities of all Frontier Community Coalition employees. A copy of this manual is available to review upon request. To handle situations not covered by written policies, the Director may take action in order to advise the Board as to an appropriate resolution. Thus, significant outcomes may indicate a need for future development of formal policies. All appropriate prevention program records shall be kept for a minimum four years.    2. All employees are required to:       1. Carry out the duties as described in his/her job description.       2. Assist in other areas of the Coalition when called upon to do so.       3. Attend meetings, functions, institutes, and training sessions when requested both during and after normal, regularly scheduled working hours, in and out of the Tri-County area.       4. Conduct themselves in such a manner as to project a professional image to all concerned.       5. Uphold all policies and procedures as set forth by the Board of Directors.    3. The Frontier Community Coalition Director or appointing authority, under the direction of the Board of Directors, shall administer the Personnel Policies and Procedures as set forth in this manual. The Director or appointing authority is authorized, with the concurrence of the Board of Directors, to establish appropriate regulations, controls, and procedures in accordance with these policies or applicable State and/or Federal regulations.    4. Amendments to these rules shall be submitted to the Board of Directors by the Director or voting Coalition member. Amendments shall become effective upon adoption by the Board of Directors. Advance notice shall be given to employees on any amendments that affect wages, hours, and other terms and conditions of employment.    5. An annual review of these policies will be initiated by the Director with appropriate changes being considered and recommended to the Board of Directors for final adoption.   2.6 Violation of these policies may be grounds for disciplinary action, up to, and including termination.   1. AFFIRMATIVE ACTION POLICY    1. The Frontier Community Coalition is committed to ensuring equal opportunity and participation to all of its employees, applicants for employment, and volunteers consistent with federal, state, and local laws.    2. The Frontier Community Coalition will take affirmative action to ensure that each employee, applicant, or volunteer will be accorded equal treatment with respect to all terms, conditions, and privileges of employment and services received including recruitment, selection, and advancement regardless of race, sex, color, religion, national origin, age, disability, political affiliation or belief.    3. Candidates for employment are selected on the basis of job qualifications, experience, education and ability.    4. All employees of the Frontier Community Coalition will not be discriminated against in terms of compensation, schedules, training, and advancement opportunities.    5. The Frontier Community Coalition Board of Directors and Director responsible for the recruitment and employment of job applicants will regularly review the Affirmative Action Policies to ensure that no potential employee suffers discrimination. Employment policies are based on extending equal employment opportunities to all persons.    6. Recruitment for job positions will be from a variety of sources, including organizations and media utilized by minorities and disabled individuals. Employment advertisements will contain assurances that the Frontier Community Coalition is an Equal Opportunity Employer.    7. Applications and resumes for employment with the Frontier Community Coalition will be kept on file for a period of one year and may be reviewed whenever job positions become available within the Coalition. Employment records of Coalition employees will also be reviewed non-discriminately with respect to training and promotion opportunities.    8. The Director or appointing authority has the responsibility of the internal implementation of the Coalition’s Affirmative Action Policy. The Director will keep abreast of Federal, State, and local guidelines affecting Affirmative Action and will make appropriate recommendations to this policy in keeping with the spirit and intent of Affirmative Action. 2. HARASSMENT POLICY    1. It is the stated policy of the Frontier Community Coalition that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. No employee, either male or female, should be subject to any form of harassment.       1. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, religion, national origin, age, or disability. Harassment also includes sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of sexual nature.       2. No employee shall suffer reprisal or retribution of any sort for filing a formal or informal complaint of harassment.       3. Any violation of this policy will not be tolerated and will result in immediate and appropriate disciplinary action, up to and including termination. 3. DRUG-FREE ENVIRONMENT    1. In accordance with the Drug-Free Workplace Act of 1998, 45 CFR Part 76, the Frontier Community Coalition hereby states that the Coalition will follow the following guidelines:       1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Coalition’s workplace.       2. Establish an ongoing drug-free awareness program to inform employees about: 4. the dangers of drug use in the workplace. 5. coalition’s policy of maintaining a drug-free workplace. 6. any available drug counseling, rehabilitation, and assistance programs. 7. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.    * 1. Notifying the employee that, as a condition of employment, the employee will:   a) Abide by the terms of this Personnel Policies and Procedures; and  b) Notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.   * + 1. The Frontier Community Coalition will take one of the following actions, within 30 calendar days of receiving notice under section 5.1.3(b), with respect to any employee who is convicted:        - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or          2. Require such employee, at the employee’s cost, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the Board of Directors.     2. The Frontier Community Coalition will make a good faith effort to maintain a drug-free workplace through the implementation of section 5.0.  1. TOBACCO-FREE ENVIRONMENT    1. In accordance with Public Law 103-227, also known as the Pro-Children Act of 1994, the Frontier Community Coalition hereby states that the Coalition will follow the following guideline:       1. Tobacco products of any kind will not be permitted in any portion of any indoor facility owned, leased, rented, or occupied by the Frontier Community Coalition. 2. EMPLOYMENT PROCEDURES    1. Public notice of each job opening may be given. Announcements may include information such as job duties, minimum qualification, application deadlines, and address where applications will be received.    2. Every applicant for job openings shall file an application in the office of the Director or the appointing authority in compliance with the deadline contained in the job announcement. Such applications, when filed, shall be the property of the Coalition.    3. The Frontier Community Coalition may not employ a relative of a Coalition Board of Director or employee within the third degree of consanguinity or affinity, unless approved by the Board of Directors.    4. All employees/volunteers of the Frontier Community Coalition are required to notify the Coalition of “any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction,” as per the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F.    5. All applicants for employment shall provide, as a minimum, all of the personnel data requested in a written application provided by the Coalition. A vitae or resume may also be requested.    6. All reference and past employment shown on the employee’s original employment application may be checked for accuracy and documented.    7. Competitive examinations may be written, oral, or in the form of demonstration of skills, an evaluation of training and experience, or any combination of these. Investigations of personality, character, education and experience and any tests of intelligence, capacity, technical knowledge, manual skills, or physical fitness may be conducted if deemed appropriate for a specific position within the Coalition.       1. The Coalition may also require the investigation of certificates of citizens, physicians, public officers, or others having knowledge of the applicant. Documentary evidence may be requested of an applicant substantiating such facts as citizenship, honorable discharge from the Armed Forces of the United States, possession of valid licenses for various purposes, or other evidence of identification, fitness, and qualification.    8. The Frontier Community Coalition acknowledges and supports Section 504 of the Rehabilitation Act of 1973 and is committed to the implementation thereof in its Personnel Policies and Procedures.    9. The Frontier Community Coalition is committed to the safety, welfare, and confidentiality of our clients and staff. The Frontier Community Coalition requires fingerprinting for a State of Nevada and Federal Bureau of Investigations background check. Fingerprinting may be completed during employment orientation. Employment may begin pending results; however, continuation of employment is contingent upon those results.       1. In the event that a criminal history check results in findings, the Director and Board of Directors will be responsible for reviewing the results and determining a course of action. Each case will be reviewed individually with consideration given to the nature of the offense, how long ago the offense occurred, the nature of the Frontier Community Coalition’s program or programs concerned and what steps the offender has taken since the occurrence (i.e., rehabilitation, successful completion of probation, etc.).       2. In making a decision regarding employment status, the Frontier Community Coalition, will also take into consideration any legal or contractual requirements with respect to criminal history checks for employees, which may be a condition of the funding source.       3. Criminal history is privileged information and is for the Frontier Community Coalition’s exclusive use. It may be disclosed only to authorized personnel, for the purpose of making appropriate decisions concerning the contents of the history.       4. The Frontier Community Coalition will have documentation on file verifying that Nevada Repository and FBI background checks were conducted on all staff, volunteers, and consultants.       5. The Board of Directors hires and terminates the Director. The Director hires and terminates all other employees.    10. The Frontier Community Coalition acknowledges the need for services in the community in regard to other entities and agrees to allow employees to engage in approved “moonlighting” procedures.        1. Employees must obtain approval from the Director before accepting a second job with any other entity or agreeing to serve on a board of directors, an advisory board, or on a committee of any entity.        2. The Director must obtain approval for same activities from the Frontier Community Coalition Board or designated Board representative.        3. The Director must be fully informed about any moonlighting activity by an employee.        4. Moonlighting activities and schedules must be submitted in writing, in advance, to the Director.        5. The Disclosure of Moonlighting Activity Form must be used. 3. **ORIENTATION OF NEW EMPLOYEES**    1. An initial verbal orientation for new employees will be conducted by the Director. This will include an explanation of the requirement, qualifications, conditions of employment, and organizational structure. Each new employee will also be provided with a copy of the Personnel Policies and Procedures, a written job description, and other pertinent information.    2. ~~A second verbal orientation will be conducted for new employees by the LCC Board Representative. This will include an explanation of the local community plan and other pertinent information.~~    3. Each new employee is required to become familiar with the contents of the Personnel Policies and Procedures. 4. **PERSONNEL RECORDS**   9.1 An individual personnel record shall be kept on each employee by the Director for at least 4 years after separation. The personnel records shall contain the employment history of each employee including:   * + 1. Employment Application     2. Resume     3. Time and attendance records     4. Travel and mileage records     5. Job description and expectations     6. Evaluations     7. Other pertinent information including both positive and negative comments made by the Board of Directors, voting Coalition members, and community.   1. All information in the personnel records shall be confidential. Release of any information in the personnel record to other organizations shall be granted only upon written request and approval of the employee whose record is being requested.   2. At any time during regular working hours, an employee may be allowed to see his or her personnel records. Requests will be handled by the Director.   3. Only the following administrative staff can review personnel records without the employee’s consent: Director or Board of Directors, or legitimate funding inspectors.   4. Staff may request viewing of personnel records by submitting request to Director who shall allow viewing at his/her discretion.   5. Personnel records shall not leave the premises and are to be reviewed in the presence of the Director or a Board of Directors.   6. Requests by an employee for copies of information within the personnel record will be at the discretion of the Director or Board of Directors.  1. **EMPLOYEE PROBATION AND EVALUATION PERFORMANCE**    1. The first six months after an employee has been hired or promoted shall be a probationary period during which he/she will be considered in training. This period is an extension of the examination process and the employee’s performance shall be carefully observed. The employee’s performance shall be formally evaluated by the Appropriate Authority (Board of Directors for the Director and Director and local community board member for all other staff) in the 3rd and 6th months of the probationary period and annually thereafter.    2. If the employee’s performance has been satisfactory, and if advancement to permanent status is warranted, the Appropriate Authority shall so state in the employee evaluation report. Following approval, the employee shall then be advanced to permanent status on the first day of the nearest payroll period during which his/her 6th month anniversary falls. If the employee’s performance has not been satisfactory, the Appropriate Authority shall so state in the employee’s evaluation report and will make a recommendation regarding the continued status of the employee. The following options will be considered by the Appropriate Authority for final approval:   10.2.1 The employee shall be terminated no later than the day proceeding his/her six month anniversary date of hire, with the exception of promoted employees who may be returned to their previously held position.  10.2.2 The probationary period shall be extended for no longer than an additional six months; during this extended probationary period, evaluations must be completed at 30-day intervals.  10.2.3 After completion of the extended probationary period, the Appropriate Authority must recommend permanent status or dismissal.   * 1. Probationary employees may be terminated at any time without cause and without the right of appeal. Notification of termination shall be given in writing and shall be given to the employee with copies filed in the personnel record.   2. The Appropriate Authority (the director and a local community board member) will perform evaluations in conjunction with the employee and provide him/her the opportunity to have written and oral input into their evaluations. Evaluations will be signed by Appropriate Authority and employee. The employee has the option to disagree with his/her evaluation (see grievance procedure).   3. All records regarding the performance evaluation will become a permanent part of the employee’s personnel record.   4. Except as stated in section 10.1, evaluations will be completed on or before December 1 of each calendar year.   10.7 Current evaluation reports may serve as partial documentation for promotion and disciplinary actions.   1. **DISCIPLINARY AND CORRECTIONAL ACTION**    1. The Director shall advise and recommend action to the Board of Directors in all major personnel issues.    2. Whenever an employee’s performance falls below standard, the Director shall inform the employee promptly and specifically of such lapse. If appropriate and justified, and following a discussion of the matter, a reasonable period of time for improvement or correction may be allowed before initiating disciplinary action. In situations where an oral warning has not resulted in a correction of the condition or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy placed in the employee’s personnel record.    3. If a written reprimand is not effective, or in those cases where the seriousness of the offense or condition warrants it, an employee may be suspended without pay by the Director for a period not to exceed 30 calendar days.    4. When other forms of disciplinary or correctional action have proven ineffective or when the seriousness of the offense warrants it, the Director may dismiss the employee.    5. Any employee terminated by the Frontier Community Coalition, except an Employee on probationary status, shall have the right to appeal the decision through the grievance procedure, provided the employee has not already been given the option of an extended probationary period.    6. When an employee is released for cause, the employee shall receive a written notice of termination of employment.    7. Reasons for dismissal, demotion, or suspension may include, but are not limited to, the following:       1. Failure to comply with the policies and procedures set forth by the Board of Directors.       2. Actions which may cause defamation of the Coalition’s reputation or which may subject the Coalition to civil or criminal liability.       3. Failure or refusal to perform the normal and reasonable duties of the position or those duties to which the employee is assigned.       4. Reduction in staff because of budgetary problems or the elimination of a program.       5. Conviction of a felony or conviction of any misdemeanor, which would adversely affect employment including crimes against children.       6. Dishonesty.       7. Fraud in securing appointment.       8. Embezzlement.       9. Immoral conduct.       10. Incompetence.       11. Substance abuse/habituation.       12. Unprofessional conduct.       13. Insubordination.    8. In cases where the employee’s capability of performing his/her job is in question, or when there is question that disciplinary action is to be taken, the Director may approve the temporary assignment of leave with or without pay pending conduct of investigations or hearings to determine the extent of disciplinary action. Persons on leave with pay shall continue to accrue and be eligible for all benefits and leaves throughout these personnel policies.    9. At no time are unlawful, uncontrolled substances allowed on Coalition premises. Alcoholic beverages are not allowed on Coalition premises unless otherwise approved for special occasions by the Board of Directors.       1. As per the Drug-Free Workplace Act, all employees will be required to notify the Coalition of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so may result in termination.       2. Within thirty (30) days of receiving notice of such conviction, the Coalition will take appropriate personnel action against such an employee, up to and including, termination.       3. Employees are also required to notify the Director when taking prescription medication that may impair their job performance.       4. The Frontier Community Coalition will encourage any employee suffering from a substance abuse/habituation problem to seek and receive treatment. 2. **GRIEVANCE PROCEDURES**    1. For purposes of this manual, a grievance is a dispute by one or more employees concerning the interpretation, application, or claimed violation of an expressed provision of these Personnel Policies and Procedures.    2. A grievance may relate to any condition arising out of the Coalition/employee Relationship including, but not limited to, compensation, working hours, Affirmative Action, harassment, interpretation of policies, or disagreement.    3. Every effort shall be made to resolve any grievances at the lowest possible level. The following steps will serve as a guide for the resolution of grievances:       1. An aggrieved employee shall make known any grievance to their immediate supervisor who will notify the Director who must respond, in writing within ten (10) working days.       2. In the event that the grievance has not been resolved in Step 12.3.1, the aggrieved employee has the right to put his/her grievance in writing and present it to the Board of Directors within five (5) working days, at which time they will arrange a conference for the parties involved and/or initiate the investigation process as specified in Section 12.5. If a conference is deemed appropriate, it must take place within five (5) working days. The Board of Directors will then respond to the aggrieved employee within ten (10) working days following the conference.    4. No employee will be discriminated against in his/her employment because of the employee’s utilization of the grievance procedure. Complaints regarding allegations of reprisals should be submitted in writing to the Board of Directors.    5. Employee complaints, either formal or informal, will be kept confidential and disclosure made only to the extent necessary for purposed of investigation or corrective action. The Director and Board of Directors are responsible for conducting the investigation. The investigation will follow these guidelines:       1. Specific details will be obtained dealing with when, who, what, where, how often, who else, time, place, history, contemporaneous events and reports.       2. A chronology of events will be prepared and confirmed by complainant.       3. Other persons may be interviewed whom work with or near the persons involved in the grievance.       4. The investigation will be limited to obtaining sufficient information for decision-making. Every attempt will be made to complete the investigation within five (5) working days of the last action taken by the Director or the Board of Directors.       5. Evidence will be collected and evaluated to identify any inconsistencies between the people interviewed regarding the grievance. Re-interviews may be necessary to clarify.       6. A written summary of the investigation including the evidence used to determine the merit of each allegation will be prepared.       7. The Director and Board of Directors will make a final determination within ten (10) working days of the filing of the complaint based upon facts gathered through the investigation and take appropriate corrective action.       8. All documentation will be marked confidential and filed in a secure place within the Coalition.       9. The Director and Board of Directors will follow up with the complainant to ensure that the problem has stopped and that he/she is not receiving reprisal actions.    6. For the purposes of this manual, the same general grievance procedure will be followed in handling a grievance from the general public. 3. **COMPENSATION**   13.1 In establishing salaries for employees, the Frontier Community Coalition shall give consideration to the following factors:   * + 1. Availability of funds.     2. Available cost-of-living information.     3. The level of prevailing rates for comparable work in private and public employment.   1. A cost-of-living salary increase may be granted to employees on an annual basis by the Board of Directors, dependent upon the availability of funds. A cost-of-living increase approved by the Board of Directors shall not affect the anniversary date of any employee.   2. Salaries shall be paid by check or direct deposit twice each month. There are twenty-four (24) pay periods per year. If a holiday falls on a payday, a reasonable attempt will be made to pay employees on the preceding day.   3. It is the responsibility of the Director to recommend Coalition positions and salaries to the Board of Directors. The Director, with prior approval of the Board Chairman or designated authority, can open a position and establish a salary where funding is immediately available and time does not exist for full Board approval. All such situations must be reported to the full Board and receive approval at the next scheduled meeting.  1. **BENEFITS**    1. All employees are covered by Workman’s Compensation Insurance and/or other similar insurance for accidents sustained while in the performance of their duties on or off the premises of the Coalition. All injuries must be reported to the Director immediately, in order that proper contact and/or arrangements can be made.    2. All employees and volunteers are covered by liability insurance while in the performance of their duties and will be compensated in the form of mileage when operating personally owned/maintained vehicles in the performance of their duties.    3. A health insurance stipend of $250 per month is available to full-time and part-time employees of the Coalition after completing ninety days of full-time employment.       1. In the event the ninety day anniversary falls after the 1st of the month, the stipend will begin on the first day of the pay period in which the ninety day anniversary falls.       2. In the event of a separation from employment, the stipend will be pro-rated only through the last working day of that month.    4. A cellular telephone stipend of $35 per month is available to full-time and part-time employees of the Coalition. The employee must submit a cellular telephone stipend agreement to the Board of Directors for approval. Upon approval, the employee must comply with all terms of the cellular telephone stipend agreement.       1. If the employee already has a personal cell phone, there is no requirement to obtain a second phone. The employee may modify the plan rate to accommodate both personal and business usage.       2. The employee’s cellular phone stipend is taxable income.       3. Payment will be made as an addition to the employee’s payroll check.       4. The cellular telephone and cellular telephone service is personally owned, and may therefore be used for both personal and business calls. An employee with a cellular telephone stipend must maintain an active cell phone contract for the life of the stipend.  **Note** that misuse of the phone – using it in ways inconsistent with FCC policy or with local, state or federal laws – will result in immediate cancellation of the cellular telephone stipend.       5. The employee will bear the cost of any fees associated with any changes the employee makes in the cellular telephone service contract.       6. When using cellular telephones or communication devices, employees shall exercise appropriate measures to ensure their personal safety and the safety of those around them.       7. By accepting this stipend, the employee agrees to provide the cell phone number to all staff and other deemed necessary individuals as determined by the Director, and to have the phone available for incoming calls during business hours and other hours as deemed necessary as part of job description.    5. A longevity stipend of $500 per month is available to all employees of the Coalition that are considered over 0.5 full-time equivalent after completing ninety days of employment and the Executive Director will have a longevity stipend of $1500 per month and the Deputy Director will have a longevity stipend of $1000.       1. In the event the ninety-day anniversary falls after the 1st of the month, the stipend will begin on the first day of the pay period in which the ninety day anniversary falls.       2. In the event of a separation from employment, the stipend will be pro-rated only through the last working day of that month.    6. The employment date is the first day on which the employee reports to work. It is this date that is used to determine such benefits as annual leave, sick leave, or leaves of absence.    7. Persons employed on a contractual basis are not eligible for benefits. 2. **ATTENDANCE**    1. The normal work day/week shall be established by the Director and reviewed annually by the Board of Directors.    2. The normal work week for full-time Coalition employees shall be thirty (32) or more hours. Office hours shall be 8:00 a.m. to 5:00 p.m. each day except Saturday, Sunday, and holidays provided in Section 16.1 of this manual.    3. The normal work week for part-time Coalition employees shall be twenty (20) up to thirty-one (31) hours. Office hours shall be 8:00 a.m. to 5:00 p.m. each day except Saturday, Sunday, and holidays provided in Section 16.1 of this manual.    4. An employee who is absent from duty shall report the reason thereof to the Director within an hour of the start of the working day.    5. All unauthorized absences shall be considered absence without leave, and deduction of pay shall be made for each period of such absence. Such absences are grounds for disciplinary action, which may include termination if the unauthorized leave extends beyond three (3) days. 3. **HOLIDAYS AND LEAVE**   The following recognized holidays shall be observed with pay for full-time employees:  New Year’s Day  Martin Luther King Day  President’s Day  Memorial Day  Juneteenth  Independence Day  Labor Day  Nevada Day  Veteran’s Day  Thanksgiving and Family Day  Christmas Day   * 1. Annual leave will accrue during the first six months of continuous employment but may not be taken until after the initial six-month period.   2. Each full-time employee shall accrue annualleave as follows:      1. Less than three (3) years of continuous employment, two weeks per year pro-rated to reflect hours worked.      2. More than three (3) years of continuous employment, three weeks per year pro-rated to reflect hours worked.      3. Annual leave shall be accrued only through the last working day for which the employee is entitled to pay.      4. Employees will be encouraged to take their annual leave each year. No more than eighty (80) hours of annual leave may be carried over into the next calendar year for full-time employees.   3. Each part-time employee shall accrue annual leave as follows:      1. Less than three (3) years of continuous employment, two weeks per year pro-rated to reflect hours worked.      2. More than three (3) years of continuous employment, three weeks per year pro-rated to reflect hours worked.      3. Annual leave shall be accrued only through the last working day for which the employee is entitled to pay.      4. Employees will be encouraged to take their annual leave each year. No more than forty (40) hours of annual leave may be carried over into the next calendar year for part-time employees.   4. Requests for annual leave must be submitted in writing and approved in advance by the Director and will be granted after considering seniority, office coverage, and workload needs. Requests for annual leave by the Director must be submitted in writing and approved in advance by the Board of Directors.   5. The Director shall be immediately notified by the employee upon his/her receipt of a jury summons. Exceptional circumstances may necessitate a request for release from jury duty to be made to the Jury Commission. The employee shall be paid the regular salary while on court. This policy also applies when an employee is engaged in National Guard Service.   6. Under no circumstances shall a cash payment for unused annual leave be made while an employee is on permanent employment status.   7. Sick leave will accrue during the first six months of continuous employment but may not be taken until after the initial six-month period.   8. Each full-time employee shall accrue sick leave as follows:      1. Less than three (3) years of continuous employment, two weeks per year pro-rated to reflect hours worked.      2. More than three (3) years of continuous employment, three weeks per year pro-rated to reflect hours worked.      3. Sick leave shall be accrued only through the last working day for which the employee is entitled to pay.      4. No more than forty (40) hours of sick leave may be carried over into the next calendar year for full-time employees.   9. Each part-time employee shall accrue sick leave as follows:      1. Less than three (3) years of continuous employment, two weeks per year pro-rated to reflect hours worked.      2. More than three (3) years of continuous employment, three weeks per year pro-rated to reflect hours worked.      3. Sick leave shall be accrued only through the last working day for which the employee is entitled to pay.      4. No more than twenty (20) hours of sick leave may be carried over into the next calendar year for part-time employees.   10. When an employee is ill, the employee shall notify his/her immediate supervisor no later than 9:00 a.m. (or within one hour of normal arrival time) and on a daily basis thereafter during the illness.   11. The Director shall approve sick leave only after having ascertained that the absence was for an authorized reason. For absences in excess of three (3) days, or cases of apparent abuse, the Director may require the employee to submit substantiating evidence including, but not limited to, a physician’s certificate.   12. Under no circumstances shall a cash payment for unused sick leave be made while an employee is on permanent employment status.An employee who is separated from employment, for any reason, from the Coalition shall not be entitled to a cash payment for unused sick leave.   13. An employee is entitled to use accrued sick leave for the following reasons:       1. When incapacitated to perform the duties of their position due to sickness, injury, pregnancy, or childbirth;       2. When quarantined.       3. When receiving required medical or dental service or examination.       4. In the event of an illness in the employee’s immediate family where such illness required his/her attendance. For purposes of this paragraph, “immediate family” means the employee’s spouse, parents, stepparents, children, stepchildren, and, if living in the employee’s household, includes relations by marriage corresponding to those relative and foster children, parents, brothers and sisters (up to five (5) working days or extension upon approval);       5. In the event of a death in the employee’s immediate family, the employee may use accrued sick leave not to exceed five days for each death. For purposes of this paragraph “immediate family” means the employee’s spouse, parents, stepparents, children, stepchildren, and, if living in the employee’s household, includes relations by marriage corresponding to those relatives and foster children, parents, brothers, and sisters; and       6. Two days of sick leave each year may be used as “personal” or “wellness” leave.   14. If an employee is on pay status, he/she will earn sick and annual leave while on leave. If an employee is on leave without pay, he/she shall not earn sick or annual leave during the time they are on leave.   15. If, after exhausting accumulated sick leave, an employee needs additional time off from work, annual leave, without pay, may be granted for any additional time with authorization from the Board of Directors.   16. All unauthorized and unreported absences shall be considered absence without leave. After three (3) consecutive working days, absences of this nature may be grounds for termination.   17. An employee separated from employment because of absence without leave may not be restored to his/her position unless, a satisfactory explanation is made for the absence and the Board of Directors approves reinstatement.   18. The Board of Directors may grant an employee a leave of absence without pay for up to three (3) months. After three (3) months, the leave of absence may be extended if authorized. A leave of absence must be requested in writing with the reasons for the request stated. Approval and conditions of the leave must also be in the position held at the time leave was granted. Failure to report promptly after expiration shall be cause for discharge. Employees on leaves of absence without pay shall not accrue sick and annual leave. The granting of any leave without pay exceeding thirty (30) calendar days shall result in a new anniversary date for the employee. Such date shall be based on his/her original salary date plus the number of calendar days of his/her leave in excess of thirty (30) calendar days.   19. The Frontier Community Coalition will comply with all aspects of the Family and Medical Leave Act.  1. **COMP TIME/FLEX TIME**   17.1 If a full-time employee, is required to work more than forty (40) hours during any one week, all time worked in excess of forty (40) hours shall be compensated, by compensatory time off. Compensatory time off shall be accrued at a rate of one and one-half (1½) hours for every hour worked in excess of the forty (40) hour week.  17.2 All employees shall complete a Projected Schedule Form prior to each work week. Submit this form to the Director for approval prior to working in excess of forty (40) hours during any one week. Staff will not be compensated for unapproved (unauthorized) overtime.  17.3 Compensatory time off shall be used by the employee with in three (3) months of the pay period in which it was accrued. In no event shall an employee accrue more than 16 hours of compensatory time off during any three-month period. An employee shall use the compensatory time off only with the prior approval of the Director.   1. **OUT-OF-TOWN TRAVEL AND PER DIEM POLICY**   18.1 All travel requests must be submitted in writing to the Director. The Director may deny or approve the travel request and shall have the authority to grant travel advances for expenses, such as transportation costs, per Diem, and conference registration.   * 1. When an employee travels on Coalition business, the following applies:      1. Receipts are required for all expenses.      2. The Coalition will pay for coach or economy airfare only.      3. Mileage allowance for auto will comply with the State of Nevada standards.      4. Employees traveling by auto by choice rather than necessity will not be reimbursed for additional lodging or meals other than those they would have received had they used air travel.      5. Air travelers will be reimbursed the actual cost for ground transportation to and from airports.      6. Employees will receive the State of Nevada standard per-Diem rates.      7. Individuals are responsible for incidental expenses; i.e. movies, valet, telephone, unless approved for reimbursement by the Board of Directors.   2. Upon completion of travel, a claim will be filed with the Director, no later than the last day of the month for processing. The claim shall be approved by the Director prior to the settlement of the claim. Reimbursements for mileage and per Diem meals are reimbursed on a monthly basis.  1. **TIME KEEPING PROCEDURES**    1. Accurate records of earned and used annual, sick, and compensatory time shall be the responsibility of the contract CPA/Bookkeeper.    2. Time sheets must be signed by both the Director and employee.    3. Time sheets shall be turned in to the Director by 9:00 am every Monday and by   9:00 am on the next workday following the last day of the pay period for payroll purposes. The Director will review and submit time sheets to the contract CPA/Bookkeeper. The CPA/Bookkeeper will process payroll.   * 1. Time sheets must be accurate and reflect the actual time worked. Any falsification of these records may result in appropriate disciplinary action, up to and including termination.   2. Attestation of time and effort will be maintained on Source of Funds form to document the amount charged to federal grants, falsification of these records may result in appropriate disciplinary action, up to and including termination.   3. Pay period is defined as the1st through 15th days of the month and 16th through last day of the month.   4. Paychecks are distributed semi-monthly on the 15th and last day of the month.   Paychecks may be picked up from the Director.   * 1. Contract employees will be mailed their checks in accordance with the conditions stated on their contract.   2. Prior approval from the Director must take place for any out-of-pocket expenses.  1. **SEPARATIONS**    1. An employee may resign by notifying the Director in writing of the reason thereof and the effective date. Failure to give at least two weeks’ notice constitutes cause for denial of future employment with the Coalition. The Director shall report the resignation to the Board of Directors. The written resignation of the employee shall be placed in his/her personnel file.    2. An employee terminated by the Coalition, except an employee terminated while on probation, shall have the right to appeal through the grievance procedures, provided the employee has not already been given the option of an extended probationary period.    3. When an employee is released for cause, the employee shall receive a written notice of termination of employment.    4. If layoffs are necessary due to reasons such as lack of funds, employees will be notified in writing as soon as possible before the effective date thereof.    5. It shall be the policy of the Coalition to protect its employees to the fullest extent possible. Efforts shall be made to avoid layoffs through advance planning such as attrition, reassignments, leaves, retraining assignments, and voluntary reductions in time worked. In the event preventive or alternative measures do not eliminate the need for layoff, the Director, after consulting with the Board of Directors, shall implement layoff procedures.    6. Layoff of employees shall be made with consideration of Coalition staffing requirements, personnel qualifications, and past performances.    7. In lieu of layoff, an employee may elect demotion or transfer to another position for which he/she is qualified. Such demotions or transfers are based on availability of funds or vacancies and will be at the discretion of the Board of Directors. | | 1. RULES AND REGULATIONS    1. Any product (whole or part) purchased, created, rented, leased, or borrowed by the Frontier Community Coalition will be treated as property of the Coalition and will remain with the Coalition. No employee, present, past or future may take any part of a product for personal or professional use. Violation of this policy may be grounds for disciplinary action, which may include dismissal and may be subject to legal action.    2. All media contacts are to go through the Director. At no time is an employee allowed to talk to media concerning any policies, procedures, programs, etc. regarding the Coalition or its employees without prior approval from the Director.    3. Any contributions, nominations, and/or solicitations are to be handled by the Director. At no time is an employee to discuss the needs, requirements, donations, contributions, or nominations of employees or the Coalition without prior approval from the Director.    4. No employee should accept any gratuity or favor for performing his or her job. Accordingly, employees shall not solicit or accept gratuities, gifts, or favors, other than promotional gifts of nominal value, for themselves or their families. Employees shall not accept food, transportation, or entertainment unless directly related to Frontier Community Coalition business. 2. MEDICAL EMERGENCIES    1. When an employee is in need of emergency medical treatment, the Director, or designee will contact EMS, and take appropriate, subsequent action.    2. The employee’s emergency contact will be notified and requested to meet the employee at the place of medical service.    3. An incident report will be made and kept on file with the Director.    4. First aid equipment and precautions:       1. A first aid kit will be kept at the Coalition office.       2. Latex gloves are included in the first aid kit for use by all employees to avoid.   Contact with blood borne pathogens, body fluids, and blood.   1. CONTRACTORS    1. Frontier Community Coalition may utilize contractors to fulfill the scope of work of the agency. Contractors will be utilized when it is in the best interest of the Coalition to retain such services. Contractors shall be used to accomplish a specific body of work. Contractors will not normally be retained for a set number of hours per week for routine tasks.    2. All contractors shall work according to a contract that describes expected deliverable, rate of payment, and frequency of payment. All contracts shall be reviewed and approved by the Board of Directors. The contract shall be reviewed by the contractor and the Board of Directors at least once a year. If deliverables are not fulfilled in a timely manner, the Board of Directors may terminate the contract.    3. All contractors shall be held to the same professional standards as Frontier Community Coalition employees, as reflected in these policies.    4. All contracts shall stipulate that either party may terminate any contract with thirty (30) days’ notice.    5. The Director shall manage all contracts and review them as needed with the Board of Directors. 2. CODE OF ETHICS    1. Preamble       1. The Principles of Ethics are a model of standards of exemplary professional conduct. These Principles of the Code of Ethical Conduct for Prevention Professionals express the professional’s recognition of his/her responsibilities to the public, to service recipients and to colleagues. They guide members in their professional responsibilities and express the basic tenets of ethical and professional conduct. These Principles should not be regarded as limitations or restrictions, but as goals for which prevention professionals should constantly strive. They are guided by core values and a commitment to honor, even at the sacrifice of personal advantages.    2. Principles       1. Nondiscrimination          1. A prevention professional shall not discriminate against recipients or   colleagues based on race, religion, national origin, sex, age, sexual orientation, economic condition or physical or mental disability, including persons testing positive for AIDS-related virus. A prevention professional should broaden his/her understanding and acceptance of cultural and individual differences and in so doing render services and provide information sensitive to those differences.   * + 1. Competence      * + - 1. A prevention professional shall observe the professions technical and ethical standards, strive continually to improve personal competence and quality of service delivery and discharge professional responsibility to the best of his/her ability. Competence is derived from a synthesis of education and experience. It begins with a mastery of knowledge and skill competencies. The maintenance of competence requires a commitment to learning and professional improvement that must continue throughout the professional’s life.   24.2.2.1. A. Professionals should be diligent in discharging responsibilities.  Diligence imposes the responsibility to render services carefully and promptly, to be thorough and to observe applicable technical and ethical standards.  24.2.2.1. B Due care requires a professional to plan and supervise adequately any professional activity for which she or he is responsible.  24.2.2.1. C A prevention professional should recognize limitations and boundaries of competencies and not use techniques or offer services outside his/her competencies. Each professional is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed.  24.2.2.1. D When a prevention professional is aware of unethical conduct or practice continued on the part of an agency or prevention professional, he or she has an ethical responsibility to report the conduct or practices to appropriate authorities or to the public.   * + 1. Integrity        1. To maintain and broaden public confidence, prevention professionals should perform all professional responsibilities with the highest sense of integrity. Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle.   24.2.3. 1.A Personal gain an advantage should not subordinate service and the public trust. All information should be presented fairly and accurately. Each professional should document and assign credit to all contributing sources used in published material or public statements.  24.2.3.1. B Prevention professionals should not misrepresent either directly or by implication professional qualifications or affiliations.  24.2.3.1. C A prevention professional should not be associated directly or indirectly with any services or products in a way that is misleading or incorrect.   * + 1. Nature of Services        1. Above all, prevention professionals should do no harm to service recipients. Practices shall be respectful and non-exploitative. Services should protect the recipient from harm and the Professional and the profession from censure.   24.2.4.1. A. Where there is evidence of child or other abuse, the prevention professional shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.  24.2.4.1. B. Where there is evidence of impairment in a colleague or a service recipient, a prevention professional should be supportive of assistance or treatment.  24.2.4.1. C. A prevention professional should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment for him/her.  24.2.5 Confidentiality  24.2.5.1 Confidential information acquired during service delivery shall be safe-guarded from disclosure, including not limited to-verbal disclosure, unsecured maintenance of records or recording of an activity or presentation without appropriate releases.    24.2.5.2 An operator shall ensure that the program complies with all applicable confidentiality and recordkeeping provisions with what the current CFR reflects.  In the event of a conflict in the confidentiality requirements set forth in the current C.F.R. and any other applicable confidentiality laws, the more restrictive law will apply.   * + 1. Ethical Obligations to Community and Society      * + - 1. According to their consciences, prevention professionals should be pro.   -active on public policy and legislative issues, when allowed by law and ethics. The public welfare and the individual's right to services and personal wellness should guide the efforts of prevention professionals who must adopt a personal and professional stance that promotes the wellbeing of all humankind.   * + 1. Respect for the Constitution and Law        1. Prevention professionals should conduct themselves in accordance with the constitutional ideals of equality, fairness, representativeness, and due process of law. Prevention professionals should strive to understand and apply all applicable law and regulations in their provision of services. Prevention professionals must also embrace the idea that dissent and debate is crucial to maintaining an open and progressive community.     2. Sources: National Association of Prevention Professionals and Advocates, Inc1995; American Society for Public Administration, 1999.  1. ANTI-VIOLENCE POLICY    1. General Zero Tolerance Violence Policy       1. The Frontier Community Coalition has a zero-tolerance policy regarding violence in the work place. This means that employees of the Frontier Community Coalition will not engage in violent activities while performing their duties as employees of the Coalition, and employees are also urged to conduct themselves in accordance with this policy at all times. In addition, the Coalition strictly prohibits the use of any Coalition Property, as defined in this Manual, in the perpetration of any act of violence. Acts of violence constitute violations of this policy and will result in disciplinary action up to, and including termination.    2. Violence Defined       1. Violence will be defined herein as physically harming another, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening harm.    3. Weapons       1. The Frontier Community Coalition prohibits the possession of weapons in or on property belonging to or being used by the Coalition. The definition of weapons includes guns, explosives, knives of excessive length, and other items intended to inflict harm. The Board of Directors is charged with the responsibility of determining what constitutes a weapon when and if questions arise. Disciplinary action will be taken against employees found in violation of this policy.          1. Law Enforcement Exemption   25.3.1.1. A Furthermore, as a partnership of community agencies and  community members the Frontier Community Coalition acknowledges that law enforcement members play a role in the Coalition and thusly Police Officers, Sheriff’s Deputies, Deputy District Attorneys, and others at the discretion of the Director will not be subject to this policy because the Coalition does not seek to hamper the effective performance of their law enforcement duties.   * + 1. Concealed Weapons   25.3.2.1.A The Coalition also recognizes the prevalence of concealed weapon permit holders in its service area; however the Coalition currently operates in governments facilities in which concealed weapons are prohibited by Nevada Revised Statutes, and in the future will strive to maintain this standard.   * 1. Reporting Violence      1. The Frontier Community Coalition encourages all employees and clients to report any act of violence to the Director at their earliest possible convenience. The Director will conduct a thorough investigation, as outline in section 12.5 of this manual, and will report to the Board of Directors and suggest appropriate action.   2. Grievance      1. Any grievance resulting from the enforcement of this policy, or a decision made by the Director with respect to this policy will be handled in accordance with the grievance procedure outline in section B. 12.0 of this Manual.   3. Ongoing Efforts      1. The Frontier Community Coalition is committed to reducing violence in Humboldt, Lander and Pershing Counties as indicated by its focus on youth violence as a problem behavior. With this said, the Frontier Community Coalition is committed to undertaking efforts to reduce violence, and this commitment extends to the workplace. Hence, the Coalition will implement new strategies for violence prevention, as they become available or warranted among its employees.  1. STAFF DEVELOPMENT      * 1. Staff Development is the process of improving the skills and performance of FCC’S employees through a variety of formal and informal activities. Coaching, mentoring, constructive feedback, continuing education, interpersonal skills development, and other types of professional development and training are typical methods used to achieve increased productivity and a higher level of employee engagement and commitment to FCC’S mission.   2. The Coalition Director shall initiate the staff development process with the use of an employee’s performance appraisal. Through the Performance Evaluation (PE) system, an assessment is made of the training and development needs of the Coalition the employee.   3. The Coalition Director shall:      1. Develop and present training courses, or      2. Offer training material and advice as to applicable methods for achieving training objectives.      * 1. The following training is mandatory for all employees:      1. New employee orientation within 30 calendar days after their first date of employment.      2. All employees shall participate in the Performance Evaluation process within 90 days after their first date of employment.  1. GRIEVANCE PROCEDURES BETWEEN FCC AND SUB-RECIPIENTS    1. For purposes of this manual, a grievance is a dispute between Frontier Community Coalition and their sub-recipients concerning the interpretation, application, or claimed violation of an expressed provision of FCC’s Policies and Procedures.    2. A grievance may relate to any condition arising out of the relationship including, but not limited to, compensation, working hours, Affirmative Action, harassment, interpretation of policies, or disagreement.    3. Every effort shall be made to resolve any grievances at the lowest possible level.   27.3.1 The following steps will serve as a guide for the resolution of grievances:  27.3.2 A sub-recipient shall make known any grievance to the Director who must respond, in writing within ten (10) working days.   * + 1. In the event that the grievance has not been resolved in Step 3.1,1 the sub-recipient has the right to put their grievance in writing and present it to the Board of Directors within five (5) working days, at which time they will arrange a conference for the parties involved and/or initiate a investigation process. The Board of Directors may or may not seek legal counsel at this time. If a conference is deemed appropriate, it must take place within five (5) working days. The Board of Directors will then respond within ten (10) working days following the conference.   1. Complaints, either formal or informal, will be kept confidential and disclosure made only to the extent necessary for purposed of investigation or corrective action. The Director and Board of Directors are responsible for conducting the investigation. The investigation will follow these guidelines:      1. Specific details will be obtained dealing with when, who, what, where, how often, who else, time, place, history, contemporaneous events and reports.      2. A chronology of events will be prepared and confirmed by complainant.      3. Other persons may be interviewed whom work with or near the sub-recipient involved in the grievance.      4. The investigation will be limited to obtaining sufficient information for decision-making. Every attempt will be made to complete the investigation within five (5) working days of the last action taken by the Director or the Board of Directors.      5. Evidence will be collected and evaluated to identify any inconsistencies between the people interviewed regarding the grievance. Re-interviews may be necessary to clarify.      6. A written summary of the investigation including the evidence used to determine the merit of each allegation will be prepared.      7. The Director and Board of Directors will make a final determination within ten (10) working days of the filing of the complaint based upon facts gathered through the investigation and take appropriate corrective action.      8. All documentation will be marked confidential and filed in a secure place within the Coalition.  1. LOBBYING PROCEDURES    1. Frontier Community Coalition shall not use grant funds funded through the Division of Public and Behavioral Health of the Nevada Department of Health and Human Services for any activity related to the following:       1. Any attempt to influence the outcome of any Federal, State or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.       2. Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.       3. Any attempt to influence:          1. The introduction or formulation of Federal, State or local legislation; or          2. The enactment or modification of any pending Federal, State or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.       4. Any attempt to influence the introduction, formulation, modification or enactment of a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity.       5. Any attempt to influence:          1. The introduction or formulation of Federal, State or local legislation;          2. The enactment or modification of any pending Federal, State or local legislation; or          3. The introduction, formulation, modification or enactment of a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.   FISCAL OPERATIONS   1. FISCAL RECORDS   1.1 The Director shall be responsible for maintaining complete copies of all fiscal records with assistance from the contract CPA/Bookkeeper.  1.2 An operator shall ensure that the program complies with all applicable confidentiality and recordkeeping provisions set forth in the current C.F.R. and any other applicable confidentiality laws pertaining to the services provided by the program.  In the event of a conflict in the confidentiality requirements set forth in the current C.F.R and any other applicable confidentiality laws, the more restrictive law will apply.  1.3 All records shall be kept by the Director for at least 4 years after completion. These include all records pertaining to FCC business.   1. INTERNAL CONTROLS   2.1 Deposits   * + 1. The Deputy Director or Administrative Assistant shall receive and review all coalition mail. Checks will be reviewed and logged by the Administrative Assistant. The Director will sign off that she/he has received funds to deposit. The Director will prepare and submit funds for deposit. A copy of the incoming checks submitted for deposit will be sent to the contract CPA/Bookkeeper monthly.   2.2 Expenses  2.2.1 *The Director shall be responsible for paying all bills.*  2.2.1. A. All requests for payments shall be submitted to the Director. The Director will review.  all invoices, and initial the invoice, signifying approval.  2.2.1. B. The Deputy Director or Administrative Assistant is responsible for logging all invoices into Quickbooks.  2.2.1. C. The Director will authorize the payment of bills.  2.2.1. D. The Deputy Director or Administrative Assistant will enter and print checks, for the authorized bills.  2.2.1. E. The Director will review all invoices, sign the accompanying checks, and then present checks and backup documents to an authorized Board member for review and second signature prior to release.  2.2.1. F. The Deputy Director or Administrative Assistant should retain, for the Coalition’s fiscal binder, copies of the invoices being paid, including the check number.  2.2.2 The Deputy Director or Administrative Assistant shall be responsible for obtaining Requests for Reimbursements from Sub-Recipients. The Director shall be responsible for reviewing the Requests for Reimbursements. The Director shall submit the requests to the contract CPA/Bookkeeper no later than the 15th of each month. The Director or qualified designee is responsible for reviewing and submitting those Requests for Reimbursement to the granter agency.  2.3 Fund Transfers  2.3.1 Frontier Community Coalition will maintain checking accounts at federally insured financial institutions.  2.3.2 In the event that a savings account is opened, the Board of Directors will determine a reasonable amount of money to be kept in the checking and saving accounts. The Executive Director will be responsible for determining if a transfer needs to be made to cover checks written out of the checking account.  2.4 Check Signing  2.4.1 The Deputy Director or Administrative Assistant will prepare the checks and send the checks to the Director.  2.4.2 The Director, Deputy Director, and members of the Board of Directors may be listed as signatories on the checking account.  2.4.3 All checks shall require a minimum of two signatures by authorized signatories who shall review supporting documentation to ensure the validity of all checks issued.  2.4.4 After review of documentation, the Director will obtain needed signatures and release checks.  2.5 Monthly Procedures  2.5.1 The Deputy Director or Administrative Assistant will record monthly transactions. See Sec. 2.1 and 2.2.  2.5.2 The contract CPA/Bookkeeper will verify monthly transactions, analyze the accounts, prepare the bank reconciliations, and prepare financial or tax reports.  2.5.3 Revenue and expenditures will be clearly differentiated by Federal, State or other applicable program. Revenue and expenditures will be tracked through a chart of accounts in Quick books, which again clearly differentiates between programs.  2.5.4 Monthly financial reports will be retained in the fiscal binder.  2.5.5 The Director will submit a fiscal report at each Board of Director’s meeting.  3.0 FISCAL AUDIT  3.1 An annual fiscal audit will be conducted in accordance with granter requirements or A133 if applicable.  4.0 PROCUREMENT PROCEDURES  4.1 The Board of Directors of the Frontier Community Coalition adopts the following procurement procedures when purchasing goods and services with grant money received from the Federal Government. These procedures are pursuant to the Code of Federal Regulations, Part 70, and Section 70.44:  4.1.1 Recipients (Frontier Community Coalition) avoid purchasing unnecessary items.  4.1.2 Where appropriate, all lease and purchase alternatives be competitive of  obtaining at least 3 bids to determine which would be the most economical.  and practical procurement for the Federal Government.  4.1.3 Solicitations for goods more than $10,000 provide for all of the following:  a. A clear and accurate description of the technical requirements for the material, product to be procured. In competitive procurements, such a description must not contain features, which unduly restrict competition.  b. Requirements which the bidder must fulfill and all other factors to be used in evaluating bids or proposals.  c. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standard.  d. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.  e. Preference, to the extent practicable and economically feasible, for products that conserve natural resources and protect the environment and are energy efficient.  f. A minimum of 3 bids shall be required unless fewer than 3 bidders are able to respond.  g. Bids shall be requested once a clear and accurate description of the technical requirements for the material, or product to be procured is established.  h. After bids are received, the Coalition Director shall review all bids and they will be submitted to the Board of Directors for approval.   1. DRAWDOWN/ REIMBURSEMENT PROCEDURES   5.1 The Board of Directors of the Frontier Community Coalition adopts the following procedures when completing a draw down under the U.S. Department of Health and Human Services awards: These procedures are pursuant to the current Code of Federal Regulations;  5.1.1 Drawdowns under U.S. Department of Health and Human Services awards should be timed in accordance with the actual immediate cash requirements of carrying out the approved project.  5.1.2 Drawdowns under U.S. Department of Health and Human Services awards should not be made to cover future expenditures.   1. FINANCIAL STATEMENTS   6.1 The monthly statements will reflect all income and expenses. See Sec. 2.5.3.  7.0 PETTY CASH  6.1 Petty cash will be maintained by the Director. Receipts must document use of funds and be submitted to the contract CPA/Bookkeeper prior to reimbursement. The Director and the contract CPA/Bookkeeper will reconcile the petty cash funds frequently in order to ensure compliance.   1. CREDIT CARD USE    1. The company credit card may only be used for authorized purchases for the Frontier Community Coalition and may not be used for personal use.    2. The credit card will remain in the possession of the Director.    3. All expenditures must be pre-approved by the Director.    4. The credit card will only be used for those expenditures that cannot be invoiced to the Coalition.    5. A single expenditure cannot exceed $999.    6. All receipts must be submitted for review and comparison to that statement to which it applies.   9.0 IN-KIND DONATIONS  9.1 In kind donations will be tracked and submitted to the Director by the last day of each month. The Director will be responsible for sending correspondences and tax write off paperwork to donating agency.  10.0 ASSET MANAGEMENT / INVENTORY CONTROL  10.1 A permanent property log or database is to be maintained by the Administrative Assistant for all fixed assets purchased by the Frontier Community Coalition.   * 1. The log should contain the following information:      1. date of purchase      2. description of item purchased.      3. received by donation or purchased.      4. donor or funding source, if applicable      5. identification/serial number (if appropriate)      6. vendor name and address (if available)      7. warranty period      8. inventory sticker number (all fixed assets should be tagged with a unique identifying number)      9. physical location of the asset      10. staff member in possession of asset   2. At least annually, a physical inspection and inventory should be taken of   FCC fixed assets.   * 1. All unused materials deemed still useable shall be placed in storage until item can be donated to another organization, discarded or returned to granting agency, at which time item will be taken off of inventory list.   2. All unusable items will be taken off inventory list and discarded or returned to granting agency if grant agreement states items purchase with grant must be returned to granting agency.   3. The Coalition Director should be informed, in writing, of any material changes in the status of property and equipment.     GRANTS MANAGEMENT   1. COALITION GRANTS    1. Grants may be applied for and administered through the Frontier Community Coalition. Such grants will be written and implemented by the Frontier Community Coalition under the leadership of the elected board. Funds may be sub-granted to agencies or organizations based upon goals, objectives, methods/strategies, and outcomes as presented in the approved grant application. 2. SUB-RECIPIENTS    1. The Frontier Community Coalition anticipates that funds will be made available to the community for prevention programs and services. The Coalition will distribute a Request for Applications (RFA). RFAs will be issued with adequate time for response, prior to the beginning of a funding cycle. The RFA will outline eligibility, purpose, funding sources, strategies and priorities, restrictions and requirements, target populations, evaluation plan, special initiatives, scope of work development, and budget. Each RFA will have the most current information relating to that cycle of funding.    2. Eligible organizations and agencies may apply through a formal, open and competitive application process for those funds with the following criteria:       1. Guidelines set forth by funding source that has granted funds to the Frontier Community Coalition.   2.2.1. A. The Coalition will comply with all requirements outlined in the Administrative Manual of the funding source (e.g., Substance Abuse Prevention and Treatment Administration Manual).   * + 1. Criteria established by the Frontier Community Coalition that reflects the established Comprehensive Community Prevention Plan goals.     2. Applicant must show demonstrated ability to apply, write, and administer grant. Demonstrated ability includes but is not limited to acceptable accounting procedures or fiscal agent approved by the board, have a Federal employer identification number, conduct an independent annual audit as required by funding source or if they receive $25,000.00 or more, practice nondiscrimination, and must meet and provide proof of all applicable insurance and actual dollar match requirements as required.     3. Application review is based upon a three-level process, which includes a technical review, an internal objective review, and an external objective review.     4. The Coalition Board will make final approval of all awards.     5. The Coalition shall award funds to sub-grantees based upon a written Scope of Work, which shall include measurable deliverables with dates for completion.     6. Sub-recipient must agree to comply with all evaluation requirements.     7. Sub-recipient must agree to submit written progress reports based on the Scope of Work on a quarterly basis.     8. The Coalition will conduct an annual monitor of the progress of sub-recipients based upon the criteria of the guidelines set forth by the funding source and whenever possible, will use funding source tools, forms and other instruments to measure progress of the sub-recipient.     9. The Coalition will provide sub-recipient with written feedback following each quarter report and monitor. If sub-recipient is not meeting the agreed upon scope of work, the Coalition will provide technical assistance aimed at meeting the scope of work within an agreed upon time line.     10. The Frontier Community Coalition Board shall receive quarterly reviews and copies of all reports as required by funding agency.     11. In the event that the applicant is unable to provide documentation, or the sub-recipient falls below the required expectations outlined in the sub-grant award document, the Director will contact the Board of Directors to seek permission to freeze funds.   2.2.12. A. The Board of Directors will meet to discuss the reason of noncompliance and create a technical assistance plan. If no such plan is feasible, then the Board of Directors will reallocate funds, based on original funding guidelines and procedures.  2.2.13 Sub-recipient may request an amendment to an approved budget based upon the criteria of the guidelines set forth by the funding source and wherever possible, will use funding source tools, forms and time-lines  2.2.13. A Request for amendment must be submitted in writing to the Coalition Director and must be received not less than 90 days prior to the end of the funding period.  2.2.13. B The Coalition Director shall review and respond to the request within 10 business days following receipt of request.     1. GRANT WRITING / STRATEGY MEETINGS    1. When applicable, grant writing may take place through group process whereby interested members of the Coalition will design, write, and strategize particular grant proposals. Allocation of grant funds may be made to a particular agency or organization through the Frontier Community Coalition during the grant writing process. 2. EXPEDIENCY CLAUSE    1. The Coalition Board, consisting of the Chair and two other Coalition members may take preliminary action on a grant request for the purpose of meeting specific deadlines. Preliminary action will consist of provisional approval with the condition that final approval is subject to a majority vote of the Coalition board. 3. NHIPPS    1. It shall be the policy of FCC to adhere to the standards established by the Nevada Division of Mental Health and Developmental Services Substance Abuse Prevention and Treatment Agency for the reporting of data and request for reimbursement.    2. The FCC Director will be the NHIPPS administrator and only person to have the password to the NHIPPS business and treatment system. The FCC Director will have access to his/her own confidential password to access prevention only.    3. FCC shall provide to Substance Abuse Prevention and Treatment Agency for the creation of accounts in the NHIPPS system for the sub grants awarded and administered by FCC:       1. Copies of all sub grant awards       2. Copies of sub grantees scope of work       3. Copies of sub grantees budgets and amendments    4. Upon verification of the creation of session activity reports and reimbursement request forms, FCC shall:       1. Verify the Scopes of Work       2. Verify the budget categories.       3. Establish user identifications and temporary passwords for the security staff of the sub grant award.       4. Establish user identifications and temporary passwords for the staff of the sub grant award.       5. Provide sub grantees with user identifications and temporary passwords.       6. Provide sub grantees with budget spreadsheets for the documentation of reimbursement requests.       7. Review the process of entering session activity details in the NHIPPS system.       8. Review the process of entering reimbursement requests in the NHIPPS system.    5. FCC Director shall be the sole individual who shall have authorization to submit the monthly reimbursements.    6. The FCC Director and Administrative Assistant will prepare reimbursement requests, including all backup documentation. The FCC Director will log onto the NHIPPS system, attach reimbursement spreadsheet and submit on or before the 5th of each month.    7. Prevention providers shall be responsible for entering the session activity detail which includes aggregate demographic data, numerical participant counts, and session detail such as time and place.    8. Prevention providers shall be responsible for the submission of on-line reimbursements and session activity data by the 15th of each month.    9. Prevention providers shall be responsible for the submission of backup documentation by the 15th of each month.    10. FCC shall:        1. Review the backup documentation submitted by the sub recipients.        2. Review and submit online reimbursement requests to SAPTA for processing of the reimbursement request.        3. Submit backup documentation to SAPTA for the processing of reimbursement requests.        4. Provide support to sub recipients for the correction/amendments to requests when required.        5. Monitor payment status of reimbursement requests.        6. Monitor session activity detail reports submitted by the sub recipients.        7. Review the assigned status of security administrator for each of the sub recipients.        8. Assign as the Security Administrator of FCC the Director and or additional staff members as deemed necessary.    11. All FCC personnel and FCC sub-recipients must sign a confidentiality agreement regarding NHIPPS use.        1. Signed agreements shall be kept in personnel file or sub-recipient grant file.    12. FCC Board shall give approval of monthly Requests for Reimbursements in the case of conflict of interest between Security Administrator and/or Director and funded sub recipients.        1. Signed “moonlighting” agreements shall be kept in personnel file or sub-recipient grant file.    13. FCC shall provide ongoing NHIPPS training for all sub recipients.   QUALITY MANAGEMENT PLAN  1.0 QUALITY MANAGEMENT   * 1. The Frontier Community Coalition’s vision reads, “To strive to foster communities that promote physical, emotional, educational, psychological and spiritual well-being and encourage a substance abuse free lifestyle.” The Coalition’s mission thus reads, “Building partnerships to support healthy communities” and towards this end, the Coalition has established the following quality management plan. This plan exists in order to assure that Frontier Community Coalition is functioning within the confines of its bylaws and established policies and procedures.   2. The fundamental procedures of the Quality Management Plan are as follows:      1. A Board of Directors shall be elected from the General Membership of the Coalition, to fulfill the duties of the Board as outlined in the Bylaws.      2. The Board of Directors will appoint a Director to handle the day to day business of the Coalition as outlined by the Duties/responsibilities of the Director document included in the Policies and Procedures Manual. These duties will include the fiscal management of the Coalition.      3. The Board of Directors shall meet quarterly to review the work of the Director and ensure the continued quality management of the Coalition. This review will include a review of the fiscal reports of the Coalition, and the Treasurer of the Board of Directors will be charged with this primary responsibility. Evidence of this review will be detailed in the minutes of the Board of Directors meeting and in correspondence.      4. The Board of Directors shall review grant applications prior to submittal and this will be documented in the minutes of the meetings of the Board.      5. The Director, in cooperation with appropriate agencies, shall ensure all grant reporting and management requirements are met in a timely fashion.      6. The Director shall monitor the progress of all sub-recipients based on the agreed upon Scope of Work using the tools, forms, evaluation requirements, and other required documentation.      7. The Director will deposit all funds into the Coalition’s bank account. Deposits will be documented in a monthly fiscal report.      8. Two (2) signatures will be required on all checks. The signatories shall include designated members of the Board, and the Director. The Coalition “check book” will be managed and maintained by the Director, and the contract CPA/Bookkeeper.      9. The Frontier Community Coalition shall contract with a third-party accountant to review all fiscal reports made by the Director.      10. The Coalition will conduct General Membership meetings on a quarterly basis to ensure that the needs of the community, as indicated by the General Membership, are being met.      11. In the case that the General Membership finds that the Coalition is not performing its functions in accordance with their wishes and community needs; appropriate steps will be taken by the Membership, Board, and Director to ensure future compliance with the Coalition’s mission and vision, and to ensure improvement in Coalition’s management.   Conflict of Interest Policy  1.0 Conflict of Interest Policy   * 1. A conflict of interest cannot be defined, without subject of interpretation. Certain situations or issues involving ethical judgment may not always be free from ambiguity. The Frontier Community Coalition considers the actual existence of a conflict of interest but also the impression of a situation or issue may make on people, who for good reason judge and interpret the situation or issue. To ensure appropriate conduct by all applicant parties the highest standards of honorable and ethical conduct will be observed at all times. In general a conflict of interest is defined as any financial or other interest, which prevents or appears to prevent an impartial action or decision on behalf of the coalition.      1. A conflict of interest may apply to:   a. A member of the Board of Directors  b. Employee of the coalition  c. Consultant  d. Volunteer  e. Review committee  f. Local Coalition Committee Chairs  g. A person in a decision-making capacity for the coalition  1.2.1 A conflict of interest may include:  a. Self-dealing, in which public and private interest collide, for example issues surrounding family or privately held business interest,  b. Outside employment, in which interests of one job contradicts another,  c. Accepting benefits, including bribes and other gifts,  d. Use of one’s position to influence decision-making,  e. Unauthorized distribution of confidential information  1.3.1 Procedures  1.3.1. A The use of a signed conflict of interest statement will be used by the coalition as needed. (Grant review process, funding sub committees, etc.) Copies of the signed conflict of interest statements shall be kept in the coalition office for documentation.  1.3.1. B. All applicant parties are expected to remain free of interests that appear to be detrimental to the best interests of FCC. Should a situation occur, the person involved must disclose to the Board of Directors all relevant facts and circumstances relating to the perceived conflict of interest. The Board of Directors shall review all facts and decide if a conflict of interest applies, and what actions need to be followed. The disclosure and discussion shall be recorded in the meeting minutes and retained in the coalition office.  1.3.1. C. In the case of real or perceived conflict of interest in relation to a Board member, the Board member shall not be entitled to vote on the matter in which the conflict of interest arises.  1.3.1. D. Violation of the conflict-of-interest policy could result in disciplinary action, including termination of employment or removal from the Board. In this situation the policies set in the coalition’s by-laws for removal of officers shall be followed.  1.3.1. E. In cases where a resolution cannot be made by the Board of  Director’s the applicable funding source may be contacted.  APPENDIX A:  ARTICLES OF INCORPORATION  APPENDIX B:  BYLAWS  APPENDIX C:  JOB DESCRIPTIONS  Frontier Community Coalition  Building Partnerships to Support Healthy Youth and Families  Title: Executive Director  Position: Exempt Employee/Salaried  Qualifications:   1. Two years of college, with an associate or bachelor’s Degree preferred. 2. Computer Skills - The ideal candidate will also be proficient in using office computer applications, such as MS Word and MS Excel. 3. Must have good clerical skills, and an educational background that demonstrates critical thinking skills and an ability to work independently when required. 4. Experience in the Public Health, Social Services, or Youth Service fields 5. Experience working with youth. 6. Public speaking experience 7. Excellent written and verbal communication skills. 8. Must be a resident of Lander, Pershing and/or Humboldt County   Duties and Assignments:   1. Responsible for oversight of all programmatic and fiscal areas of the Coalition. 2. Participate in all scheduled trainings, conferences, and meetings related to the business of the coalition. 3. Recruit, train, supervise, schedule, evaluate, promote, terminate, and provide leadership to all Coalition Staff. 4. Develop and manage contracts for services as approved in annual budget. 5. Work with the Board of Directors and consultants to develop and update sustainability plan, budgets, strategic plans, Policies & Procedures, and practices as necessary to optimize the operation of the Coalition. 6. Oversee the day-to-day operations of the Coalition based upon the criteria outlined in the Policy & Procedure Manual. 7. Work with and support the CPA/Bookkeeper to maintain fiscal fidelity of the Coalition. 8. Provide assistance to LCC Chairs to develop agendas for each scheduled meeting. 9. Attend all LCC meetings in the tri-county area. 10. Prepare agendas for Board meetings and facilitate arrangements for Board meetings. 11. Prepare and submit programmatic and fiscal status reports at each Board meeting. 12. Develop and carry out strategic plans which meet the scope of work for each grant award. 13. Submit reports to all funding sources as required. 14. Prepare and submit applications for new and continued funding to support the Coalition. 15. Maintain comprehensive records of all of the coalition activities in compliance with the grant requirements. These include but are not limited to:     1. All funding proposals     2. All funding awards.     3. All funding communications     4. All reports     5. Board meeting agendas     6. Board meeting minutes     7. LCC agendas     8. LCC meetings     9. Activities and services provided by the coalition.     10. Evaluation and outcome data     11. Training and Registration forms     12. Personnel Records     13. Inventory     14. Passwords and Online security Information     15. Backup records for all electronic Information 16. Promote the work of the Coalition in the community and further the mission by encouraging participation from all segments of the communities served. Emphasize inclusiveness and support diverse representation.   Frontier Community Coalition  Building Partnerships to Support Healthy Youth and Families  Title: Deputy Director  Position: Exempt Employee/Salaried  Qualifications:   1. Two years of college, with an associate or bachelor’s Degree preferred. 2. Computer Skills - The ideal candidate will also be proficient in using office computer applications, such as MS Word and MS Excel. 3. Must have good clerical skills, and an educational background that demonstrates critical thinking skills and an ability to work independently when required. 4. Experience in the Public Health, Social Services, or Youth Service fields 5. Experience working with youth. 6. Public speaking experience 7. Excellent written and verbal communication skills. 8. Must be a resident of Lander, Pershing and/or Humboldt County   Duties and Assignments:   1. Responsible for assisting Director with programmatic and fiscal areas of the Coalition. 2. Participate in all scheduled trainings, conferences, and meetings related to the business of the coalition. 3. Work with the Executive Director to assist and update sustainability plan, budgets, strategic plans, Policies & Procedures, and practices as necessary to optimize the operation of the Coalition. 4. Work with and support the Executive Director to maintain fiscal fidelity of the Coalition. 5. Provide assistance to LCC Chairs to develop agendas for each scheduled meeting. 6. Attend all LCC meetings in the tri-county area. 7. Develop and assist with strategic plans which meet the scope of work for each grant award. 8. Submit reports to all funding sources as required. Including WITS. 9. Assist in preparing and submitting applications for new and continued funding to support the Coalition. 10. Receive and screen visitors, telephone calls, and take messages as needed. 11. File paperwork: meeting notes, general reports, fiscal statements, billing information, etc. 12. Travel to the Tri-County area (Lander, Humboldt, and Pershing) to gather and enter data. 13. Aid in the collection of data to complete reporting requirements. 14. Update and maintain coalition membership and other distribution lists. 15. Update and maintain inventory. 16. Proof all documents and other items for accuracy, completeness, punctuation, spelling and grammar. 17. Complete all mailings. 18. Aid in the creation of documents, data bases, and other forms as needed. 19. Compile information for meetings and presentations. 20. Travel to the Tri-County area to attend and record minutes at all Tri-County Coalition and Board of Directors meetings. 21. Prepare general correspondences. 22. Process all incoming and outgoing mail. 23. Process monthly billings and enter data into the Quick Books system. 24. Complete various grant requirements. 25. Duties as assigned by Director. 26. Promote the work of the Coalition in the community and further the mission by encouraging participation from all segments of the communities served. Emphasize inclusiveness and support diverse representation.   Frontier Community Coalition  Building Partnerships to Support Healthy Youth and Families  Title: Coalition Coordinator  Position: Part Time or Full Time (as deemed necessary): Hourly Employee  Qualifications:   1. High School degree, or equivalent 2. Computer Skills - The ideal candidate will also be proficient in using office computer applications, such as MS Word and MS Excel. 3. A background that demonstrates critical thinking skills and an ability to work independently when required. 4. Experience in the Public Health, Social Services, or Youth Service fields 5. Experience working with youth. 6. Public speaking experience 7. Excellent written and verbal communication skills. 8. Must be a resident of Lander, Pershing and/or Humboldt County   Duties and Responsibilities  Under the supervision of the Director, the duties of the Coalition Coordinator shall include but not be limited to such functions as assisting the Director to:   1. Actively participate in developing and sustaining a unified and effective team of Coordinators working in the three counties served by FCC. 2. Develop and maintain open lines of communication and an environment that supports a successful Coalition. 3. Complete the objectives of the scope of work. 4. Collaborate with FCC staff to effectively market the Frontier Community Coalition. 5. Attend meetings as identified and or requested by the Director, which may require travel outside of the immediate work location. 6. Collaborate with FCC staff to develop and distribute the FCC quarterly newsletter to providers and funding sources. 7. Collaborate with FCC staff to schedule community member and partner trainings. 8. Schedule and facilitate quarterly and special Local Community Coalition (LCC) Meetings. Prepare meeting notices and minutes. 9. Distribute materials to community members and partners. 10. Identify in-kind resources, funding resources, and or opportunities; inform the Director of such opportunities. 11. Attend required trainings and or conferences as requested by the Director. 12. Conduct data collection, processing, analysis, evaluation, and complete reporting requirements. 13. Collaborate with FCC staff to distribute and collect Community Surveys. 14. Manage Coalition member and partner applications, attendance, and training records. 15. Submit all records and reports to the Director. 16. Provide Director with information for web site updates/expansion. 17. Secure information from Community Partners for web site updates. 18. Collaborate with FCC staff in updating and implementing all coalition plans including but limited to the comprehensive community prevention plan and the strategic plan. 19. Assist the Director with the day-to-day operations of the Coalition. 20. Conduct and plan fundraising. 21. Other duties as identified and described by the Director. | |

Frontier Community Coalition

Building Partnerships to Support Healthy Youth and Families

Title: CHW

Position: Part Time or Full Time (as deemed necessary): Contract Employee

Qualifications:

1. High School degree, or equivalent
2. Computer Skills - The ideal candidate will also be proficient in using office computer applications, such as MS Word and MS Excel.
3. A background that demonstrates critical thinking skills and an ability to work independently when required.
4. Experience in the Public Health, Social Services, or Youth Service fields
5. Experience working with youth.
6. Public speaking experience
7. Excellent written and verbal communication skills.
8. Must be a resident of Lander, Pershing and/or Humboldt County

Duties and Responsibilities

Under the supervision of the Director, the duties of the Coalition Coordinator shall include but not be limited to such functions as assisting the Director to:

1. Develop and maintain open lines of communication and an environment that support a successful Coalition.
2. Complete the objectives of the scope of work.
3. Collaborate with FCC staff to effectively market the Frontier Community Coalition.
4. Attend meetings as identified and or requested by the Director, which may require travel outside of the immediate work location.
5. Collaborate with FCC staff to develop and distribute the FCC quarterly newsletter to providers and funding sources.
6. Collaborate with FCC staff to schedule community member and partner trainings.
7. Schedule and facilitate quarterly and special Local Community Coalition (LCC) Meetings. Prepare meeting notices and minutes.
8. Distribute materials to community members and partners.
9. Identify in-kind resources, funding resources, and or opportunities; inform the Director of such opportunities.
10. Attend required trainings and or conferences as requested by the Director.
11. Conduct data collection, processing, analysis, evaluation, and complete reporting requirements.
12. Collaborate with FCC staff to distribute and collect Community Surveys.
13. Manage Coalition member and partner applications, attendance, and training records.
14. Submit all records and reports to the Director.
15. Provide Director with information for web site updates/expansion.
16. Secure information from Community Partners for web site updates.
17. Collaborate with FCC staff in updating and implementing all coalition plans including but limited to the comprehensive community prevention plan and the strategic plan.
18. Other duties as identified and described by the Director.