Proposed New/ Update Personnel Policies

1. Updated Cost of Living Adjustment policy in the CLHO Personnel Policies

Below you will find the entire current policy. To avoid confusion I’ve just re-written the policy using the current data available from the Bureau of Labor Statistics (BLS). The old policy was no longer available as the Portland-Salem CPI no longer exists in the Bureau of Labor Statistics website. This new policy is modeled after AFSCME negotiated language in some local government contracts and includes a minimum and maximum, which would be good for the employees and the organization.

Old Policy - Compensation for the Executive Director and any other staff shall be reviewed annually and adjustments made through the following processes;

* Cost of Living (COLA) raises will be based on the average of % change in Portland-Salem, CPI from 2nd half of previous year and 1st half of current year.
* **https://www.bls.gov/regions/west/news- release/consumerpriceindex\_portland.htm**
* Merit raises of 3% will be provided annually as part of new budget year, provided employees have received a satisfactory performance review.
* Performance review for the Executive Director will be completed by the current chair and the Executive Director will conduct performance reviews for all employed staff.

New Proposed Policy – Compensation for the Executive Director and any other staff shall be reviewed each year and any adjustments in salary would be made through the following process:

* **Cost of Living Adjustments (COLA) shall be increased by an amount equal to the annual percentage increase in the US Consumer Price Index (CPI-W: Urban Wage Earners and Clerical Workers, West Region All Items, Year to Year Change in Annual Average, as reported by the US Department of Labor), with a minimum of 2% to a maximum of 5%**
* Merit raises of three percent will be provided each year upon successful completion of performance review unless employee has reached the salary cap in the salary schedule then they are only eligible for COLA.
* Performance reviews for the Executive Director will be completed by the current chair with the sign-off from the Executive Committee and the Executive Director will conduct performance reviews for all employed staff.

1. Proposed New Holidays added

Add the Juneteenth Holiday to the list of Holidays

Add Veterans Day to the list of Holidays

1. Adjust Salary schedule for the Executive Director (to comply with current negotiations as approved by the Executive Committee)

2021 Salary Schedule;

Executive Director $96,746-$~~131,238~~ $134,620 (2.6 % increase)

Program Manager $51,459 - $~~67,261~~ $69,278 (3% increase)

1. **New** Fiscal Policy for a CLHO Credit Card

The CLHO Executive Director will be issued a credit card for business use only. The credit card may not be used for the purchase of alcohol and recreational drugs.

Guidelines

1. The Board of Directors will approve the issuance a credit card to the Executive Director once hired for CLHO-related work only.
2. Credit cards will be issued in the name of the employee.
   * 1. Current policy authorizes one user, the Nonprofit Network Executive Director.
3. The card will have a credit limit of $5,000.
4. The card may be used only for the purchase of goods or services for official business of the Oregon Coalition of Local Health Officials.
5. All purchases will be within current budget line-item amounts.
6. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and Board Chair if it is lost or stolen.
7. The person issued the card must immediately surrender the card to the current Board Chair or Vice Chair when affiliation with the CLHO has ended.
8. The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action.

Report Requirements

As part of the Bank Statement reconciliation review the CLHO Treasurer will review credit card statements, along with receipts for all items to be paid by CLHO. This process will happen on on a monthly basis by the Executive Director and put forward to the Treasurer for oversight.

Receipts must show the date, purpose, and name(s) for which the expense was incurred.