

dLCV Personnel Committee

December 8, 2022

In attendance: Tom Walk, Sally Conway, Tina Stelling, Randy Reus, Colleen Miller

Absent: Carol Tuning (gave notice), Gavriel Legynd

The Committee discussed possible measures of success for the 35 hour work week, as proposed by the management team:

1. Comparison of staff retention and departures
2. Comparison of leave bank requests
3. Survey relating to work life balance and job satisfaction – Tina offered to assist with this.
4. Monitoring who works more than 35 hours
5. Poll of managers pre-implementation: anticipated time to manage
6. Changes in overall work plan (objectives) as a result of 35 hour work week

The committee agreed that we will need to change holiday leave to 7 hours per day, as of January 1.

The committee discussed and recommends for approval a plan to give staff an additional place to lodge a complaint of workplace harassment. dLCV has negotiated with HR Business Solutions to receive a confidential, but not anonymous, complaint. The proposed policy change to accompany this, under workplace harassment (policy manual, p.19), is:

Staff and third parties should report incidents of workplace harassment as soon as possible after the incident occurs. Staff seeking to remedy workplace harassment may file a complaint with any manager or the Director. **Alternatively, staff may file a complaint with dLCV's HR consultant firm, HR Business Solutions, at 804-740-7952. Staff will receive a response from HR Business Solutions within two work days.**

**Complaints will be treated with the greatest confidentiality possible, but may not be anonymous.** Under no circumstances shall the individual alleging harassment be required to file a complaint with the alleged harasser. Staff also may file a complaint with the federal Equal Employment Opportunity Commission. Employees and third parties who make complaints of workplace harassment, or provide information related to such complaints, will be protected against retaliation. If retaliation occurs, the employee(s) should report the retaliation through the harassment complaint procedure.

Management should take any appropriate interim remedial action including possible reassignment **or suspension with pay** of the alleged perpetrator. The manager **or HR consulting**

**firm** will promptly notify the Executive Director who will review the complaint and appoint an investigator. If the Executive Director is the alleged perpetrator, the complaint will be forwarded to the Board Executive Committee which will appoint an investigator.