

ORGANIZATIONAL POLICY

November 8, 2007 (v5)

HIRING POLICIES



HIRING PRACTICES

- 1) The Handcrafted Soap & Cosmetic Guild (HSCG) does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation or age in its programs, activities or in its hiring practices.

If a person feels they have been discriminated against, he/she may file a formal complaint with the HSCG Ethics Committee and/or file a charge by mail or in person at the nearest Equal Employment Opportunity Commission Office which can be located at <http://www.eeoc.gov/offices.html>

- 2) All funding for a position must be established and included in the annual budget.
- 3) Employees will be selected on the basis of qualifications, proven competency and past work performance. A written application or resume must be received from any applicant by the due date specified for the position and placed on file at the HSCG Office.
- 4) All independent contractors must be bonded and insured if the position allows access to any HSCG funds and must release HSCG from any liability for their actions.

CONFLICT OF INTEREST

The HSCG may employ a person who is also a member of the HSCG or an HSCG board member provided that compliance of the current HSCG Policy Conflict of Interest is met.

No employee shall be allowed to run for any elected office. If an employee is hired while serving in an elected capacity, the employee shall be allowed to remain in that position up to one year or until a replacement has been appointed by the Board of Directors.

EMPLOYMENT OF RELATIVES

To ensure compliance with Equal Employment Opportunity guidelines and to preserve and promote non-discrimination regarding hiring, promotion and employment practices, the Executive Committee of the HSCG will regulate the reporting relationships of individuals who are related by blood or marriage in order to avoid the appearance of conflict of interest, influence, or favoritism. Relative is defined as any of the following including those by virtue of blood, marriage, or remarriage: spouse, partner, children, parent, grandparents and siblings. This applies to all employees and elected officials of the HSCG.

- 1) Individuals who are related may be employed by the HSCG provided there is no direct reporting relationship between the relatives.
- 2) It is considered to be an unacceptable reporting relationship when an employee or elected official works under the immediate supervision of a relative or in any position for

which a relative could participate or show favoritism in the decision to employ, promote, recommend or approve salary adjustments, terminate employment or sway a decision of the board.

The HSCG will not allow relatives to be placed or promoted into supervisor/manager reporting relationships. If such relationships exist, the employee or board member must disclose the relationship immediately and steps must be taken by the Executive Committee to eliminate any real or potential authority or control one employee or board member has over the other and must be set forth in writing by the Secretary and filed in the employee's personnel files.

RECRUITMENT AND SELECTION PROCESS

The purpose of this procedure is to furnish specific guidance for effective personnel recruitment and selection in accordance with all applicable employment laws. These procedures and guidelines explain how employees are recruited and hired by the HSCG. It is important that all steps are understood and adhered to by those delegated with Hiring Authority.

- A. When a position vacancy occurs, either through attrition or by the creation of a properly funded new position, the following procedures should be implemented.
 - 1) During the recruitment, hiring, and orientations process, no statement should be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment agreement is to be used. The HSCG will publicize any employment opportunities through appropriate venues to reach qualified applicants. Any publication will include the duties and responsibilities of the position, and the preferred method of response. Resumes may be accepted by mail, email, or fax.
 - 2) Once sufficient resumes are received or the cut-off date is reached (whichever comes first), all resumes will be reviewed, phone interviews will be conducted with the most likely candidates.
 - 3) Following the phone interviews, candidates are selected for a face-to-face interview. Applicants that do not appear to meet the minimum qualifications will not be forwarded for an interview.
 - 4) All questions asked during the interview must relate to their potential for fulfilling the duties of the job. All proficiency testing (e.g. typing, grammar, or any form of vocational test, etc.) must be job related and designed to determine the skill level that is required for the position.
 - 5) Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring. Upon completion of the application, the candidate becomes an applicant for purposes of HSCG recordkeeping.
 - 6) After the interview process is complete, the Hiring Authority will determine whether the successful applicants have the legal right to work in the United States and where appropriate, will conduct credit, personal reference, driving record, and criminal conviction checks. A prior conviction, taken by itself, will not necessarily disqualify an applicant. If the applicant accepts the offer and a medical examination is required, the Hiring Authority should arrange it.

- 7) If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the HSCG, the applicant will be refused employment or if already employed, may be terminated without recourse.
 - 8) The Hiring Authority has the responsibility to determine whether an applicant has the technical qualifications for the open position and meets the other job-related criteria necessary to perform the job. Following a decision to hire the applicant, the Hiring Authority will make an offer of employment which should include any necessary contingencies or disclaimers. The Supervisor is responsible for orientation of new employees and the processing of their employment forms. Any necessary job training will be assigned by the employees supervisor.
- B. The HSCG is taking affirmative action as required by law to employ and advance in employment qualified disabled veterans, covered veteran's status, membership in the Uniformed Services, and qualified disabled individuals. The HSCG also is taking affirmative action as required by law to employ and advance in employment qualified individuals without regard to race, sex, religion or national origin.
 - C. Former employees who left the HSCG in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. A former employee who is reemployed will be considered a new employee for the date of reemployment unless the break in service is less than thirty days, in which case the employee will retain accumulated seniority. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.
 - D. The employee's duties, term of engagement and compensation shall be properly defined under a written agreement which clearly states the parameters of the job, payment schedule, benchmarks for production and any other information required to define the rights, responsibilities and obligations of both parties under the agreement.

NEWLY HIRED EMPLOYEES

All newly hired employees are required to comply with the following:

- 1) Before commencing employment, each new hire must read and agree to the Employee Handbook, and sign a document stating they have done so.
- 2) To comply with the Immigration Reform and Control Act of 1986, as amended all new hires are required to present, upon hire certain documents that established their authority to work in the United States. All new employees are required to complete an Employment Verification Form I-9. An employee is allowed three days to furnish the required documentation to verify citizenship and work authorization. Failure to do so will result in immediate dismissal without recourse.
- 3) All new hires are required to complete a Notification of Previous Injury or Illness form. This form shall be completed before a new employee begins work. This form is confidential and shall be placed in a separate medical file. The information required by this form is used for resolving any future Worker's Compensation claims

- 4) All new hires in safety sensitive positions will be required to submit to a drug test, and may be subject to a physical examination. Testing will be conducted at a site to be determined prior to the start of employment.
- 5) To comply with IRS regulations, all new employees are required to complete a Form W-4 which must be completed before the new employee begins work. All new contractors must complete a W-9 form.
- 6) To comply with Social Security Administration (SSA) regulations, all new hires are required to produce an original Social Security Card (SSC) before they begin work. A photocopy of the employee's SSC shall kept on file at the HSCG Office. The employee's name and social security number will be entered into the payroll system exactly as it appears on the SSC in compliance with SSA formatting requirements.
- 7) If an employee cannot produce an original SSC, they must apply for a new or duplicate card at the SSA office prior to beginning work. The SSA office will issue a statement letter verifying the name and SSN and stating that a new or duplicate card has been applied for and sent to the employee. The new hire must present this statement letter to the bookkeeper prior to beginning work. The employee will then have forty-five (45) days from the date of hire to produce the original SSC. Failure to do so will result in immediate dismissal without recourse.
- 8) In the course of employment with the HSCG, if an employee obtains a legal name change, their payroll records will not be changed to reflect the name change until the employee produces an original showing the new name and SSN match. The new card will be photocopied and placed in the employee's secure payroll file.

CONFIDENTIALITY

All employees of the HSCG must agree to limit disclosure of Confidential Information within its own organization to its directors, officers, members and/or employees having a need to know and shall not disclose Confidential Information to any third party (whether an individual, corporation, or other entity) without the prior written consent of the Board of Directors.

FILES

The HSCG shall maintain complete personnel files on each employee and independent contractor in a secure location at the HSCG Office.

Approved November 8, 2007
by the Board of Directors

History:

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| Nov 8, 2007 | (v1) Original publication date. Written by Policies Procedures and Bylaws Committee |
| May 2, 2009 | (v2) Revised to add Point #7 under Hiring Practices and to clarify what positions an HSCG member may concurrently hold. |
| April 14, 2011 | (v3) Significantly revised to include provisions for hiring employees (not covered in original), and to specify the procedures and requirements for doing so. |
| October 7, 2013 | (v4) Modified to update Recruitment and Selection Process and to make minor grammar and typographical changes. |
| May 4, 2018 | (v5) Added requirement for employee to read and agree to Employee Handbook. Reformatted document. |