

BETMAR ACRES CLUB, INC.

**A 55+ Older Community
Operating Policy and Procedure**

120

PERSONNEL MANAGEMENT POLICY

Effective Date: 02/12/2010

Last Revision: 4-20-2023

Version 120.1

SCOPE: This policy is to provide guidance for Betmar Acres Club, Inc. Human Resources and Board of Trustees for the management of employees. Federal and State regulations shall guide the content.

PURPOSE: The purpose is to provide an index to the employee handbook and describe termination /appeals procedures for employers and employees.

POLICY:

1. Human Resources will maintain and review the handbook every five (5) years or as needed if Federal/State regulations change. The Human Resource attorney will be consulted when changes occur..
2. The Betmar Acres Club, Inc. Employee Handbook will be the guiding document for Human Resources, Board of Trustees and the employee. It includes the following:
 - a. Nature of Employment
 - b. Employee Relations
 - c. Equal Employment Opportunity
 - d. Business Ethics and Conduct
 - e. Immigration Law Compliance
 - f. Conflicts of Interest
 - g. Non-disclosure
 - h. Disability Accommodation
 - i. Performance Evaluation
 - j. Employee Categories
 - k. Holidays
 - l. Funeral Leave
 - m. Jury Duty
 - n. Paid Time Off
 - o. Workers' Compensation Insurance
 - p. Progressive Discipline
 - q. Attendance and Punctuality

- r. Time Keeping
- s. Paydays
- t. Overtime
- u. Pay Deductions and Setoffs
- v. Smoking
- w. Use of Phone
- x. Solicitation
- y. Computer and E-mail Usage
- z. Internet Usage
- aa. Workplace Violence Prevention
- bb. Workplace Monitoring
- cc. Pregnancy Related Absences
- dd. Employee Conduct and Work Rules
- ee. Drug and Alcohol Use
- ff. Drug Testing
- gg. Sexual and Other Unlawful Harassment
- hh. Personal Appearance
- ii. Termination of Employment
- jj. Employee Acknowledgment Form

3. Termination and Appeals

- a. A quorum of Betmar Acres Club, Inc. Board of Trustees will review personnel records of employee recommended for termination and approve or disapprove.
- b. A committee of five (5) Betmar Acres Club, Inc. Board of Directors, in conjunction with the employee's immediate supervisor and Human Resources will serve as a grievance committee for Betmar Acres Club, Inc. employees.
- c. An exception to the above is a grievance by office personnel will be taken by the affected employee directly to the Chairman and Vice Chairman of Betmar Acres Club, Inc. and then to a of five (5) member committee of the Betmar Acres Club, Inc. Board of Directors.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
120	Owners Board of Directors	02/12/2010		unknown
120.1	Acres Board of Directors	4-20-2023	Replaces policy 120 dated 2-12-2023	P & P committee

120.1 Approved:

Policy and Procedure Chairperson: _____
Date: _____

President Betmar Acres Club, Inc. _____
Date: _____

Three (3) Year Policy and Procedure Committee Review Date: 2026

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2029

Signed: _____

