

The Workforce Connection, Inc.**Policy Title: HUMAN RESOURCES PERSONNEL and
PAYROLL****Reference Number: 2016-100-02****Approved: 4/7/2015****Effective: 4/7/2015****Status: Active****Modifications: 05/01/2017****Name Change****08-03-2021****Add Telecommuting
Policy****Purpose/Introduction:**

The purpose of the Human Resources Personnel and Payroll Policy is to establish policies and procedures governing hiring and compensation of staff to The Workforce Connection (TWC); and establish and implement procedures to clarify and support the *Agreement for Workforce Investment Board Staff* with the City of Rockford (Attachment A) in effect as of June 1, 2004.

References: The authority for this Policy is established in the Workforce Investment Act of 1998 (WIA) – Sec. 117(d)(3)(B)(ii) STAFF.- The local board may employ staff; and the Workforce Innovation and Opportunity Act (Public Law No: 113-128) – Sec. 107(f) STAFF.- (1) IN GENERAL.- The local board may hire a director and other staff to assist in carrying out the functions described in subsections(d) using funds available under sections 128(b) and 133(b) as described in section 128(b)(4). This policy clarifies roles within the TWC Board and outlines procedures to be followed.

Background: The Workforce Connection is releasing a Human Resources Personnel and Payroll policy to clarify and support the *Agreement for Workforce Investment Board Staff* with the City of Rockford.

Responsible Party: The Workforce Connection officers and the City of Rockford.

Definitions:**Policy:**

- a. City of Rockford (the City) shall serve as the employer of record for staff of The Workforce Connection.
- b. As the employer of record for The Workforce Connection (TWC) staff, the City shall make available to TWC staff fringe benefits upon the same terms and conditions as available to non- represented City employees.
- c. The City shall provide all employment-related mandatory benefits and coverage as may from time to time be mandated by law or regulations, including, without limitation, workers' compensation and unemployment compensation benefits.
- d. The TWC will approve staffing levels and position type, including general responsibilities, when positions are originally established in the TWC staffing structure. Additionally, the TWC shall also determine when staffing levels and/or positions are to be eliminated, when they are to be changed in status (e.g. from full-time to part-time), etc.
- e. The City Human Resources Department provides services to include, but not limited to, review of position job descriptions; establishment of appropriate pay scales; and recruitment services that include posting open positions, oversight/participation in the interview process, appropriate assessments, reference checks, drug testing, developing offer letters and new employee orientations.

- f. The City of Rockford Finance Department, Payroll Division, processes payroll for TWC staff on the same pay schedule as other non-represented City employees; and is reimbursed by the fiscal agent upon receipt of actual monthly expenditures.
- g. TWC staff abides by the City of Rockford Personnel Rules and Regulations and the City of Rockford Holiday Schedule and adhere to TWCs Human Resources Personnel and Payroll Policy. If there is a conflict in Personnel policies, TWC policy takes precedent.
- h. TWC staff record time worked in the automated City system and has access to the *Employee Self- Service System* for automated record keeping of payroll deposits, fringe benefits, and W-2 tax records.
- i. TWC Board Officers shall be responsible for the direction and oversight of the Executive Director.
- j. The TWC Executive Director shall be responsible for direction and oversight of the TWC staff, utilizing the expertise and guidance of City of Rockford Human Resources for personnel-related issues. The Executive Director's tasks include, but are not limited to, the assessment and direction of staff; recommendations to the City Human Resources Department concerning discipline, suspension and/or discharge matters; etc. Additionally, wherever practical the Executive Director will provide advance notice to the TWC Board Officers (through its Chairperson) prior to any formal written discipline, suspension and/or discharge action taking place involving a TWC staff member.

Telecommuting:

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek at the Executive Director's discretion. The Board Chair determines the appropriate balance of telecommuting for the Executive Director and sets clear expectations for the role. The Workforce Connection considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting in no way changes the terms and conditions of employment with TWC.

- a. The Executive Director will determine which employees are eligible for telecommuting based on business needs of the organization, job responsibilities, suitability, and availability of resources.
- b. The Executive Director will set clear expectations and procedures for appropriate communication between the employee and other TWC staff members.
- c. The Executive Director will determine the appropriate equipment needs for each telecommuting arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by TWC, will be maintained by the employee. TWC accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by TWC is to be used for business purposes only.
- d. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for immediately notifying the employer of such injuries. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- e. Any telecommuting arrangement made may be discontinued at will and at any time at the request of either the employee, the Executive Director or the Board Chair.

Staff Positions and Compensation Levels:

- a. The Executive Director of TWC will approve staffing levels and position type, including general responsibilities, when positions are originally established in the TWC staffing structure. Similarly, the Executive Director will determine when positions shall be eliminated, restructured or otherwise changed.
- b. Board members will be informed of staff changes (resignations, retirements, etc.) through announcements at Board meeting.
- c. When positions are established, City of Rockford Human Resources will review job descriptions and establish appropriate pay ranges commensurate with the job responsibilities and duties. If responsibilities and/or job duties change over time, guidance will be obtained from and a review of the changes will be conducted by City of Rockford Human Resources.

- d. Compensation changes for the Executive Director will be the responsibility of the TWC Board Chair with the approval of the Board Officers.
- e. TWC staff will be provided general salary adjustments commensurate with general salary adjustments as approved by the City Council and provided to non-represented City employees.
- f. TWC staff may be eligible for annual *Pay for Performance* merit increases in accordance with City of Rockford policy and provided TWC appropriates the funds.

Performance Reviews:

- a. Performance Reviews for TWC staff will be conducted annually on a calendar year basis and completed no later than June 30th. The completion of Performance Reviews (for TWC staff other than the Executive Director) shall be the responsibility of the Executive Director.
- b. An annual Performance Review of the Executive Director will be conducted by the TWC Board Chair and reviewed by the Board Officers in accordance with the TWC fiscal year / program year, to be completed no later than December 31st.
- c. Completed Performance Reviews will be submitted to City of Rockford Human Resources Department to be maintained in the staff members' confidential personnel file.

Budget:

- a. The TWC staffing and operations budget will be presented to the Finance Committee for approval and recommendation for TWC Board approval annually.
- b. The Finance Committee will review expenditures for TWC staffing and operations at a minimum on a quarterly basis.
- c. The TWC Executive Director, in coordination with City of Rockford Department of Finance, will provide budget information for TWC staff for inclusion in the City of Rockford budget. The City budget line items will include, at a minimum, salaries and related costs and risk management.
- d. In addition to the risk management covered by the City of Rockford self- insurance for TWC staff, TWC will purchase Directors' and Officers' Liability, Employment Practices Liability, General Liability (rented premises and hired/un-owned autos) and Cyber Insurance.
- e. In coordination with the City of Rockford Department of Finance, TWC will establish a vacation leave accrual account and reconcile the account on a quarterly basis to ensure the availability of grant funds to meet the unused vacation liability should staff changes occur.

Action Required: This information should be disseminated to TWC Board members and staff.

Inquiries: Questions regarding any aspect of this policy should be directed to The Workforce Connection Executive Director.

Effective Date: April 7, 2015