



Policy Number: 5

Adopted: February 2011

Revised : May 2012

General Personnel Policy

The Board of Directors and other members of the HFHRWC affiliate are volunteers and receive no pay. However, the Executive Director is a paid position. The HFHRWC Board of Directors has deemed it desirable to formally adopt a policy to document a General Personnel Policy for the Board of Directors and the Executive Director position.

Policy for the Board of Directors:

Persons volunteering as a board member for RWC Habitat for Humanity will agree by signature to adhere to responsibilities defined in the Board Member Agreement defined in this policy.

Criminal and Sate of Virginia Sex Offender check:

The Habitat International Quality Assurance Program requires that all Habitat affiliate Board of Director members have their names checked through the Virginia Sex Offender database on the state's web site. A person identified on this site is deemed not acceptable as a volunteer or an employee of Habitat affiliates.

Minimum Job Requirements:

- Serve the number-year terms defined in the RWC Habitat for Humanity by-laws
- Demonstrate interest in the affiliate's mission and goals.
- Have experience and/or knowledge in at least one area: human resources, planning, fund raising, building, finance, community relations, information technology, church affiliation, or organizational operation.
- A willingness to expand knowledge of board responsibilities through orientation and ongoing education.
- A willingness to represent Habitat to the community.
- Give a personal gift to support the affiliate's goals.
- Volunteer six to ten hours per month distributed among board meetings, committee meetings, committee functions, or special request.

Board Members Agreement:

Habitat Policy

It is the policy of Habitat to welcome all who desire to be part of this work, regardless of religious preference or background. We have always built along in partnership with people in need regardless of race, religion, age, or sex. In addition, we welcome volunteers and supports from all backgrounds.

Our Goal:

Is to "Provide Low-Cost Housing for People in Need"

Our Mission:

"To develop partnerships, build affordable houses with and for God's people in need, which promotes self-reliance through home ownership, affirms the dignity of families, and creates communities."

As a **board member** of the Habitat for Humanity of Richmond and Westmoreland Counties, I am fully committed and dedicated to the mission and pledge to carry out this mission. I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with other board members, for the Habitat for Humanity affiliate of Richmond and Westmoreland Counties. I understand financial procedures of the affiliate. I will take an active part in reviewing, approving, and monitoring the budget, expenditures, and fund- raising.
2. I know my legal responsibilities for the affiliate and those of my fellow board members. I am responsible to know and oversee the implementation of policies and programs.
3. I accept the by- laws as operating principles.
4. I will make what is for me a meaningful personal time and financial contribution.
5. I will actively engage in fundraising for this organization in whatever ways are best suited for me.
6. I will actively promote the work of my affiliate and encourage and support its officers and staff.
7. I will attend board meetings, be available for phone consultation, and serve on at least one committee.
8. I will make personal visits with guests (such as at a kick- off, dedication or special event).

In signing this document, I understand that no quotas are being set, that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Signed _____ Date _____
(Board Member)

Signed _____ Date _____
(Current Board President)

HABITAT FOR HUMANITY OF RICHMOND AND WESTMORELAND COUNTY
112 Peach Grove Ln. #9 I Montross, Virginia 22520

Policy for the Executive Director Position:

Person employed in this position will meet all qualification and adhere to the responsibilities defined in the Executive Director job description.

Criminal and Sate of Virginia Sex Offender check:

The Habitat International Quality Assurance Program requires that all Habitat affiliate paid employees have their names checked on the Virginia Sex Offender database through the state's web application. A person identified on this site is deemed not acceptable as a volunteer or an employee of Habitat affiliates.

Work Hours:

The Executive Director is responsible for operations of the Richmond and Westmoreland Counties Habitat for Humanity business office. The number of hours of operations is regulated by the Board of Directors through the budget process. The Executive Director has the responsibility to recommend the number of hours necessary to operate the office efficiently and effectively as a budget recommendation. Operational hours will be posted on the website and outside the business office door. The open and close times are determined by the Executive Director.

The affiliate operational hours can be supplemented by volunteers recommended by the Executive Director and approved by the Board of Directors. The Executive Director will supervise all volunteer tasks.

The Executive Director is required to attend board meetings, fundraising events, And other meetings deemed necessary to represent the HFHRWC. The Executive Director will be paid for attendance at these meetings and events.

The Executive Director will keep an Excel timesheet log of all hours worked both in the office and outside and will submit it to the Treasurer twice per month for approval. (As per pay schedule biweekly)

Employees working five or more hours per day will take an unpaid lunch break.

Holiday Schedule:

Since this is a part time position, there are no paid holidays.

The affiliate office will be closed in observance of the following holidays:

Good Friday	Thanksgiving
Memorial Day	Christmas Eve
July Fourth	Christmas Day
Labor Day	New Year's Day

Vacation/Personal Time Off:

Since this is a part time position, there is no paid vacation.

Compensation Time:

No compensatory time.

Sick Leave:

Since this is a part time position, there is no paid sick leave.

Jury Duty:

Since this is a part time position, there is no pay for jury duty.

Telephone Facilities:

No personal long distance calls using HFHRWC business phones.

Honoraria:

Any honoraria received by Habitat employees for speaking on behalf of Habitat is the property of Habitat and should be promptly remitted to the Habitat office.

Use of personal vehicles:

Reimbursement for the use of an employee's vehicle for Habitat business will be made at the US Government mileage rate in effect at the time of use. Approval by the Treasurer or President of HFHRWC is required for reimbursement. A memo or e-mail is sufficient and a record of the reimbursement must be recorded in the financial systems.