



Virgin Islands Resource Conservation &  
Development Council, Inc.

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# Personnel Policy Manual

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## 2009

For the part of the team that gets paid to  
*Make Things Happen!*

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# VIRGIN ISLANDS RC&D COUNCIL PERSONNEL POLICY MANUAL

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# Virgin Islands RC&D Council

## Personnel Policy Manual

### 1. PURPOSE

The *Virgin Islands Resource Conservation and Development Council, Inc. (V.I. RC&D)* helps people in the territory plan and implement activities that increase conservation of natural resources, support leadership development, and enhance the environment and standard of living in our communities. Because V.I. RC&D is locally organized, sponsored and led, the Council provides the ideal way for residents to join together to decide what is best for our community and islands.

Virgin Islands RC&D members come from all walks of life. The V.I. RC&D Council takes pride in being able to recruit a diverse Board who possess a unique island focus. Citizens can have confidence that Board members maintain only the highest degree of honesty, integrity and impartiality. Each employee is expected to maintain those same characteristics.

This Personnel Policy sets forth the rules and regulations under which each V.I. RC&D employee shall conduct themselves. It prescribes the standards of conduct and responsibilities each employee shall adhere to regarding financial reporting and openness.

The additional purpose of this manual is to guide the staff about the roles of the Virgin Islands RC&D Council in the communities in which we work. Each person must understand their rights and the rights of others across many social and economic lines, as well as understand their responsibilities as an employee and the responsibilities of the employer.

### 2. V.I. RC&D BACKGROUND

A provision of the Food and Agriculture Act of 1962 created the RC&D program. The Secretary of Agriculture delegated the responsibility for administering the program to the U.S. Department of Agriculture (USDA) - Natural Resources Conservation Service (NRCS). Local partners joined together in 1970 to apply for designation of the U.S. Virgin Islands as an RC&D Area. That designation was approved in February 1971, and V.I. RC&D was incorporated as an independent, locally-administered, non-profit, 501(c)3 organization in June 1990. The V.I. RC&D Council receives administrative and technical assistance and office facilities from the USDA-NRCS.

V.I. RC&D effectively develops partnerships with governmental, non-governmental and private organizations. These alliances provide the necessary tools and resources that allow V.I. RC&D to accomplish its goals and objectives.

V.I. RC&D helps people in the territory plan and carry out activities that increase conservation of natural resources, support leadership development, and enhance the environment and standard of living in our communities. Because V.I. RC&D is locally organized, sponsored, and led, the Council provides an ideal way for residents to join together to decide what is best for the community and islands.

The V.I. RC&D Council is managed by a five-member Board of Directors that is elected by its members. Members of V.I. RC&D represent various local and federal agencies, non-governmental organizations, community groups, and individuals who volunteer their valuable time and resources for the betterment of the Virgin Islands community.

V.I. RC&D is successful because it provides people with the means to solve natural resource problems and promote sustainable use of natural resources at the local level.

Our process is collaborative, fostering a spirit of working together that involves a deep commitment to shared vision, trust, respect, and mutual give-and-take between all members of the community. The results of this kind of inclusive process are well-planned and implemented solutions that develop community pride, empower community leadership, and ultimately, make the community a better place to live.

### **3. VISION & MISSION**

Our values create a solid foundation for our organization, model the values required for a sustainable community, and give us the structure for our interactions with others.

#### ***Vision***

Balancing growth and development with a quality environment.

#### ***Mission***

To enhance the quality of life for the people of the Virgin Islands through the conservation of natural and cultural resources, and the stimulation of growth and development.

#### ***Areas of Interest***

##### **Land Conservation & Water Management**

V.I. RC&D helps implement erosion & sediment control, pollution prevention, water quality improvement, storm water and flood control, and farm water supply conservation practices to conserve and wisely use the Virgin Islands' natural resources.

## **Land Management**

V.I. RC&D supports projects that improve trash & litter management, conserve energy, promote alternate energy sources, protect and restore fish & wildlife habitat, provide environmental education, and promote sustainable agriculture.

## **Community Development**

V.I. RC&D helps communities help themselves. With assistance ranging from grant writing training to strategic planning to organizational development, V.I. RC&D works to empower local efforts.

# **4. POLICY STATEMENT**

V.I. RC&D will make every effort to treat each employee fairly and with integrity. Nonetheless, employees sometime leave because of family considerations, changing career goals, or other reasons. Likewise, V.I. RC&D retains the right to enlarge, reduce, make changes in or terminate staff. V.I. RC&D reserves the right to terminate the employment of any employee at any time, for any or no reason, with or without notice, at the will of the majority of the V.I. RC&D Board of Directors.

Only the V.I. RC&D Board of Directors may enter into employment agreements with V.I. RC&D. Any agreement made with V.I. RC&D's Board must be in writing or it shall not be binding.

To implement these responsibilities, the Virgin Islands Resource Conservation & Development Council, Inc. hereby adopts these Personnel Policies effective September 25, 2009. These policies supersede all past policies and apply to all V.I. RC&D employees.

# **5. TEAM MEMBER RESPONSIBILITIES**

It is understood that all V.I. RC&D employees will be under the general supervision of the Board of Directors and under the day-to-day supervision of the designated supervisor or Project Manager. Initiative will be required on the employee's part to schedule program activities to accomplish the goals and objectives set forth by the Project Plan of Work, Annual Plan and Area Plan adopted by V.I. RC&D. Beyond that, there are more formalized responsibilities for the Board, Council members, the RC&D Coordinator, and the employees of the organization:

## Virgin Islands RC&D Board of Directors

- Sets policy
- Hires, reviews performance, terminates
- Approves or disapproves Project Measure Applications
- Enters into contractual agreements
- Makes every attempt to meet the needs of employees in order to maintain a high-performing team and high employee morale

## Virgin Islands RC&D Council Members

- Nominate and Manage projects
- Promote Council projects and programs
- Recruit Council members
- Conduct fund-raising for the Council

## USDA-NRCS RC&D Coordinator

- Supervises all USDA staff assigned to the RC&D Office & maintains knowledge of and serves as the primary point of access to USDA programs that support the V.I. RC&D Area Plan.
- Ensures that all federally-assisted activities are carried out in accordance with applicable statutes.
- Reports progress to USDA through NRCS reporting systems.
- Provides technical assistance and guidance on civil rights and equal employment opportunity compliance.
- Provides technical assistance and guidance for project implementation.
- Reviews and recommends policies for proper nonprofit management.
- Reviews and makes recommendations on project measure applications.
- **The RC&D Coordinator is PROHIBITED BY LAW from directly managing the human or financial resources of an RC&D Council, lobbying any form of government on behalf of an RC&D Council, or in any other way committing an RC&D Council to any action or agreement regardless of the intent by the RC&D Council.**
- **Cannot personally engage in fundraising on behalf of the Council.**
- May help develop an inventory of projects worthy of funding, help the Council identify prospective Federal and non-Federal funding sources, and work on the justifying documents. ***However, the Coordinator cannot "market or pitch" the projects to potential funders and cannot "represent" the Council before any agency of the Federal Government.***

## USDA-NRCS RC&D Secretary

- Provides clerical and administrative support for the RC&D office.
- Assists the Council and Coordinator in carrying out the vision, mission, objectives and goals of the Area Plan
- Assists the Coordinator, Council and committees with project tasks.

## Virgin Islands RC&D Council Employees

- Follow policies set forth by the V.I. RC&D Board of Directors
- Operate within the authorities of the employee's approved position description
- Make every attempt to fulfill the purpose and mission of the Virgin Islands RC&D Council
- Report to the RC&D Board of Directors, Project Manager, and the RC&D Coordinator on project progress and performance measures
- Keep Board and Coordinator apprised of project successes, delays, difficult and/or controversial issues, and unique problems.
- Take action to effectively solve problems before they have an adverse impact on the project, Council, or staff.
- Attend meetings as requested by V.I. Board of Directors or Project Managers

## 6. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY

Although our organizational values and human resources philosophy are very strong statements about inclusiveness, respect, and equity, the following additional policies reflect our special emphasis on civil rights as an organization that is sponsored by the Federal government.

### Civil Rights Policy

The following information will help the VI RC&D Council meet the intent of Civil Rights laws and acts.

**Outreach Activities** – Area Plans will include proposed outreach activities (based on the Area's outreach plan) and include the USDA nondiscrimination statement.

**Public Meetings** – Council meetings must be open to the public with advance announcements requesting that people with disabilities notify the Council that they will attend and will require specific assistance. The Council must provide the assistance to disabled members of the public upon request.

**Meeting Facilities** – Council meeting facilities must be accessible to people with disabilities.

**Nondiscrimination Statement** – The Council must use the USDA nondiscrimination statement (see below) on all public documents produced – publications, news articles, newsletters, posters, annual reports, fact sheets, web pages, job vacancy announcements, etc. (Note: If not sure, include the statement).

**Participation on Council** – The Council should have an aggressive outreach program to encourage eligible females and minorities to become Council members and employees, or to participate on Council projects. The Council should document the process used.

**Signed Agreement** – The Council should have on file a copy of a signed agreement between NRCS and the Council stating that the RC&D Program will be run in a non-discriminatory way.

## **USDA Non-Discrimination Statement**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (tdd).

## **Sexual Harassment**

The VIRGIN ISLANDS RC&D COUNCIL, INC. is committed to providing a work environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is illegal under both Territorial and Federal law and will not be tolerated. This policy applies to all phases of employment including: recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination rates of pay, benefits and selection for training, travel, or V.I. RC&D social events.

Prohibited harassment includes:

1. Any unsolicited and unwelcome contact that has sexual overtones including: written contact, verbal contact, physical contact, and visual contact;
2. Offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations for or reclassifications in exchange for sexual favors;
3. Implicit or explicit coercive sexual behavior used to control, influence or affect the career, salary or job of any employee; or
4. A situation of a sexual nature that creates a hostile work environment.

Any employee who believes that he or she has been treated unfairly as a result of sexual harassment should promptly report the incident to a member of the Board of Directors he or she feels comfortable approaching or the RC&D Coordinator.

Complaints will be handled and resolved in a confidential manner according to established practices modeled after USDA.

Any employee found to have violated this policy, shall be subject to appropriate disciplinary action, including: warnings, reprimand, suspension or discharge according to the findings of the complaint investigation.

Any employee bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished.

## **7. EMPLOYMENT CLASSIFICATION**

A. Full-Time Grant Employee: An employee who has been hired to fill a grant-funded position requiring a minimum of 40 hours per week of work for the duration of a specific grant project. The employee is entitled to leave as described in Section 11.

B. Part-Time / Seasonal Grant Employee: An employee who has been hired to fill a grant-funded position requiring less than 40 hours per week on a regular or recurring schedule for the duration of a specific grant project. The employee will not be entitled to leave benefits.

C. Temporary/Hourly Employee: An employee who has been hired to fill a position of limited duration and/or is paid an hourly wage for the hours actually worked and receives no fringe benefits.

## **8. EMPLOYMENT**

### **Hiring Process**

The Virgin Islands RC&D Board of Directors is ultimately responsible for all employee-related matters, including, but not limited to hiring, firing, and performance evaluations. The V.I. RC&D Board of Directors shall work collaboratively with the RC&D Coordinator and other staff on these issues.

The Virgin Islands RC&D Council will follow equal opportunity and non-discrimination hiring and personnel procedures. Additionally, V.I. RC&D will strongly discourage nepotism, i.e., hiring immediate family members of V.I. RC&D Board or Council members, employees, or USDA Natural Resources Conservation Service (NRCS) personnel. "Immediate family" shall mean: children, spouse, siblings, siblings of spouse, parents, parents of spouse, grandparents and grandparents of spouse. The

V.I. RC&D Board of Directors may grant an exception in the case of a temporary position.

V.I. RC&D will use the following procedure to hire employees.

1. The RC&D Coordinator will assist the RC&D Staff and Board of Directors with the development of a job description for each position.
2. The RC&D Coordinator will make specific recommendations for addressing outreach and civil rights compliance during the job advertisement process.
3. RC&D Staff will document the process used to make the job advertisement available widely to a diverse audience.
4. Due to the limited size of the Virgin Islands RC&D Council staff, an employment service or search firm may be used as a method to outsource the search process.
5. A Standing Committee consisting of designated Board & Council members, with assistance from the USDA RC&D staff, will screen qualified applicants by phone or in person. Applicable background checks will be conducted including personal and professional reference checks.
6. A face-to-face or telephone [for off-island applicants] interview will be conducted with the Board of Directors or a subcommittee of the Board of Directors and project managers and partners. Staff can be present if desired.
7. A majority vote of the Board of Directors will be required to hire the candidate recommended for the position with an employment offer to the applicant containing a salary and a start date. This offer will be followed up with a formal Letter of Appointment, which shall stipulate the job description, rate of pay, employment type, and contract length, if applicable. A copy of this Letter of Appointment signed by the prospective employee will constitute an Employee Contract.
8. A personnel file with all the required personnel documents will be developed & maintained by the RC&D Board or their designee for all employees on or prior to the start date. Employee payroll & deduction actions will be arranged.

All legal requirements for employment must be met:

- INS (Immigration and Naturalization) regulations to prove eligibility and identification, citizenship or residency
- Social Security Card
- Drivers license

All employees will be treated equally with respect to applicability of contract terms and in accordance with the policies set forth in this manual, other Virgin Islands RC&D Council policies, and V.I. and Federal law.

## **Probationary Period**

The first 120 days of employment are considered an initial probationary period. This time is for mutual evaluation by the Virgin Islands RC&D Council and the employee. A new employee may resign or be discharged with appropriate notice during the probationary period. If, at the end of the probationary period work performance is satisfactory, the probation period ends. If, at the end of the probationary period, work performance is not satisfactory, the Virgin Islands RC&D Board of Directors will evaluate whether to continue employing the respective individual or if constructive measures can be implemented to improve the employee's performance. If an employee is discharged during the probationary period, they shall have the recourse of an appeal meeting before the Board.

## **Position Descriptions**

All Virgin Islands RC&D Council positions have a job description approved by the Board of Directors outlining duties, requirements, responsibilities, essential functions, physical requirements and conditions of the work assignment. Each job description reflects general characteristics associated with the performance of each position, as well as relationships with the other staff, RC&D Board and Council members, and the RC&D Coordinator.

## **Performance Evaluations**

The V.I. RC&D Board of Directors and Project Manager (if applicable) will conduct a performance evaluation with new employees at the end of the first three months of employment. Annual performance evaluations will be conducted with all employees to assess the employee's performance and determine whether the employee fully satisfies requirements of the position held. Evaluations will be conducted on the employee's anniversary date before the end of the fiscal year, or at any other time deemed necessary by the Board.

Evaluations will be based on performance standards set for each duty that is developed for a position. These standards will be stated in terms of quantity and quality and will be mutually agreed upon in advance by the employee, the Board (and his/her designated supervisor or advisory committee, where applicable).

The V.I. RC&D Board of Directors, designated supervisor and/or Project Manager (where applicable) will conduct annual performance evaluations. Every Employee will have the right to an appeal to resolve grievances, concerns, complaints or decisions reached during an evaluation. Every attempt should be made to resolve differences at the lowest possible level on an informal basis.

The Virgin Islands RC&D Council may use different evaluation formats based on unique positions on the team. Upon completion, the evaluation form is signed and becomes a permanent part of the personnel file. The employee will also have a comment section available and will be included as part of the performance evaluation. Performance appraisals will be conducted periodically, but at a minimum will be conducted annually.

## **Hours of Work**

Virgin Islands RC&D Council supports a flexible-working schedule. Each job is unique and scheduling must be agreed to in advance with the Board, Project Manager and staff to ensure that the needs of the organization are adequately met.

V.I. RC&D office hours are 8:30 a.m. to 5:00 p.m. daily. Full-time employees are required to work a 40-hour work week; meal time is not paid time. Employees may also be required to work in the field outside of office hours to complete project duties and requirements.

Full-time employees are expected to work at least 40 hours per week. Part-time employees shall work less than 40 hours per week based on generally accepted industry standards.

## **Conflict of Interest**

No member of the Virgin Islands Resource Conservation & Development Council, Inc. (V.I. RC&D) Board of Directors, or any of its Committees or Council, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the V.I. RC&D. Each individual shall disclose to the V.I. RC&D any personal interest which he or she may have in any matter pending before the VI RC&D and shall refrain from participation in any decision on such matter.

Any member of the V.I. RC&D Board, any Committee or Council who is an officer, Board member, a committee member or Council member of a borrower organization or a loan applicant agency shall identify his or her affiliation with such agency or agencies; further, in connection with any credit policy committee or board action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the VI RC&D Board, its Committees, Council or Staff member shall refrain from obtaining any list of VIRC&D clients for personal or private solicitation purposes at any time during the term of their affiliation.

**Members of the Board of Directors may never be employed by the Virgin Islands RC&D Council.**

## **Resignation**

Virgin Islands RC&D Council requests that at least two weeks' notice is given before an employee resigns, but additional notice is desirable considering the nature of the work and training a replacement.

## Termination

An employee will be subject to termination for the following reasons:

1. Unsatisfactory/unacceptable job performance or personal behavior, repeated minor offenses of misconduct, and/or a single major offense of misconduct [as described on the following page under Employee Conduct].
2. Unsatisfactory job performance or minor offenses of misconduct will result in disciplinary action(s) taken in accordance with the Virgin Islands RC&D Council's progressive disciplinary action process. That process is as follows:
  - a. Verbal discussion on area of concern with a designated Board member
  - b. Written letter from the Board of Directors on a similar misconduct with a copy to the personnel file
  - c. Upon the third offense, dismissal by the Board of Directors
3. The direct funding source from which the employee is paid becomes unavailable and other funds or similarly funded projects are not generated.

Virgin Islands RC&D Council shall offer any terminated (not in probationary period) employee two weeks notice with pay, unless said employee is terminated due to misconduct as discussed above.

## Case-by-Case Complaint Procedure

As a small non-profit organization, the Virgin Islands RC&D Council will use a case-by-case complaint procedure or for addressing conflicts within the organization as follows:

1. Maintaining an open door policy - An open door policy means that when employees have a problem or complaint, they are free to discuss it with each other, their designated supervisor, the RC&D Coordinator, or confidentially with a member of the Board of Directors.
2. Periodic employee meetings – Any conflicts or issues can be addressed at normal staff meetings, or special staff meetings can be called as needed to deal with conflicts. Some problems or complaints may be not be suitable for group discussion, so a combination of these approaches may be appropriate.

Any conflicts or complaints that cannot be resolved through the above process will need to be addressed by the Board of Directors with guidance from the RC&D Coordinator. The Board of Directors shall make its written recommendation for resolving the issues to the supervisor and employee. The Board's recommendation will be considered final.

## 9. EMPLOYEE CONDUCT AND RESPONSIBILITIES

The job performance and personal conduct of each employee reflects directly upon the image and reputation of the Virgin Islands Resource Conservation and Development Council. It is expected that each employee will conform to the established V.I. RC&D policies and that dealings with clients, Council members, federal staff, and fellow employees will at all times reflect honesty and the highest ethical standards.

Additionally, employees are expected to conduct themselves in a courteous and professional manner at all times, achieve maximum productivity, utilize appropriate telephone courtesy, refrain from misrepresentation of Council policy, and conform with the Council's Civil Rights, Non-Discrimination and Sexual Harassment Policies.

The following lists of behaviors considered to be either minor or major offenses will be used to deal with disciplinary action or termination. These lists are not all-inclusive. Each situation will be fully evaluated and investigated prior to moving to a formal step in this process.

**Examples of minor offenses where the progressive disciplinary action process is used:** Disregard for values of organization, tardiness or absenteeism, misuse or abuse of equipment, disregard of safety, failure to report an injury within 24 hours, failure to adhere to standards of quality, disruptive or demoralizing activity, disrespect of fellow team members, inappropriate language or actions, negligence or conduct leading to damage or destruction of property.

**Examples of major offenses where discharge can be immediate:** theft of any kind; use of alcohol; use of illegal drugs and/or improper use of prescription drugs; falsification of records or time sheets; hostile, vulgar or abusive language or physical threats to others; sexual or other unlawful harassment; possession of dangerous or unauthorized materials in the workplace such as firearms or explosives; abuse of equipment; unsafe work practices; being dishonest; engaging in criminal activity; behaving violently at work; gambling; pornography; and disclosing confidential information to outsiders.

### Drug-free Workplace

In accordance with the Drug-Free Workplace Act, Federal agreements, and in consideration of employee, client and customer safety, Virgin Islands RC&D Council employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, consumption or use of a controlled substance. This includes any employee at the workplace or while conducting business outside of the V.I. RC&D office.

Additionally, employees shall not use illegal drugs while employed with V.I. RC&D. Employees shall not drink alcohol during normal business hours or when driving on company business. Employees who take prescription medication that may impair their driving ability should notify their supervisor so that other travel arrangements may be made. If an employee is suspected of using illegal drugs, abusing prescription drugs or drinking alcohol on the job, they may be asked to undergo a

urine or blood test to determine if drugs or alcohol are in their system. If the results are positive for drugs or alcohol, the employee may be disciplined up to and including termination.

Employees must submit notice to the Virgin Islands RC&D Council in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction. V.I. RC&D will require convicted employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The Virgin Islands RC&D Council Board of Directors reserves the right to terminate any convicted employee.

## **Safety**

Safety is to be given primary importance in every aspect of planning and performing Virgin Islands RC&D Council activities. V.I. RC&D seeks to provide a place of employment free from recognizable hazards that may endanger health or well being. It is the duty of each employee to correct or report any hazardous condition. It is also the duty of each employee to use safe methods and use proper safety equipment. Any employee who is injured on the job is required to report the injury immediately.

# **10. COMPENSATION**

## **Determining Pay**

V.I. RC&D's employee recruiting and retention objective is to compensate employees as competitively as possible with other employers in the marketplace in compliance with all applicable statutory requirements.

The basis for determining pay rate is influenced by:

1. The nature and the scope of the job
2. What other employers pay locally their employees for comparable jobs
3. Occasionally, qualifications of the individual that may further indicate additional compensation.

## **Timesheets/Pay Periods**

Employee's time is recorded weekly and submitted to the Bookkeeper or Grant Accounts Manager on a biweekly basis, after a verification signature by the Project Manager or designated supervisor. Timesheets should indicate the number of hours spent on each program or project to adequately account for project expenses. There are two (2) weeks in each pay period, beginning at 12:01 a.m. Monday and ending the second following Sunday at midnight. Paychecks will be issued biweekly.

## **Payroll Deductions**

V.I. RC&D is required by law to deduct local income taxes, Social Security payments and Worker's Compensation Insurance. Garnishments as required by law will also be deducted.

## **Expense Reimbursements**

Virgin Islands RC&D Council may reimburse employees for all legitimate work expenses with prior Board approval and based upon project budget(s). Employees incurring minor expenses such as emergency supplies may request reimbursement in accordance with the V.I. RC&D Council's Financial Policies & Procedures.

Travel reimbursements for expenses made by employees traveling on V.I. RC&D business must be made in accordance with the V.I. RC&D Travel Policy.

# **11. BENEFITS**

## **Annual Leave**

New Full-time Grant Employees will earn 1 week (5 business days) of annual leave per year. Employees will be eligible to use annual leave after their 120-day probationary period subject to the approval of the V.I. RC&D Board or Project Manager. Part-time/Seasonal Grant Employees and Temporary/Hourly Employees do not accrue annual leave.

Because of time and budgetary planning constraints, an employee may not carry over a vacation balance.

## **Sick Leave / Bereavement Leave**

Sick leave, leave for family illness, and/or bereavement leave may be negotiated by the Board on a case-by-case basis. Appropriate documentation [eg. Doctor's note] may be required by the Board.

## **Holidays**

Virgin Islands RC&D observes all Federal holidays plus two local holidays:

New Year's Day	Fourth of July
Three Kings Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

Employees will be eligible for the above paid holidays, subject to the following requirements:

- Holiday pay will be the equivalent of eight (8) hours at the employee's current rate of pay.
- Students, interns, temporary and part-time employees are not eligible for holiday pay.
- There is no special conversion privilege which allows employees to receive cash instead of holiday pay.

## **Early Leave / Inclement Weather**

In the event the USDA-NRCS St. Croix Field Office authorizes early closing of the office due to the holiday season, inclement weather [eg., a hurricane] , or any other reason, only those employees scheduled for work will be credited for administrative leave. Full-time employees will receive the full, authorized amount of leave. Part-time employees will be pro-rated. Temporary/seasonal employees are entitled to leave, but shall not be paid.

## **Workers Compensation Insurance**

V.I. RC&D carries insurance in accordance with the Workers Compensation Law and by law, is required to investigate and report all injuries. In order to be protected by this program, employees must observe all safety training and regulations, and report all work-related injuries immediately.