

Policy 1: Policy Distribution and Availability

The EPCC shall establish a policy to ensure the effective distribution and availability of all approved policies to the Libertarian National Committee (LNC) as well as members of staff. Following a vote on policies, the EPCC shall work in close collaboration with the Secretary of the LNC and the Executive Director for distribution purposes. The policy shall include the following guidelines:

1.1. After the EPCC has voted on and approved a policy, the EPCC Chairperson or a designated member of the EPCC shall provide a copy of the approved policy to the Secretary of the LNC and the Executive Director.

1.2. The Secretary of the LNC, as the chief record-keeper of the committee, shall be responsible for distributing the approved policy to all members of the LNC in a timely manner. The Executive Director shall be responsible for distributing EPCC policies to members of staff. This may be done through email, an online document sharing platform, or other approved methods.

1.3. The EPCC shall maintain a comprehensive and updated document containing all approved policies. This document shall be readily accessible to members of the LNC and members of staff at all times.

1.4. Whenever a policy is updated or amended, the EPCC shall ensure that the updated policy is provided to the Secretary for distribution to the LNC, as well as to the Executive Director, and the changes are incorporated in the master document of policies.

1.5. The EPCC shall periodically review this policy to ensure that it is serving its purpose of ensuring that all LNC members have timely access to the most current and accurate policy information. The EPCC shall work collaboratively with the Secretary and other relevant members of the LNC to address any challenges or barriers to effective policy distribution and access.

Policy 2: Complaint Procedure

The EPCC shall develop a written procedure for handling complaints from staff regarding the workplace environment, observed violations of the policy or employment manual, as well as disputes between LNC members and staff. The complaint procedure shall include the following steps:

2.1. Complaints shall be submitted in writing to the EPCC.

2.2. Upon receiving a complaint, the EPCC shall provide a copy to the Chair and the Executive Director, unless they are a subject of the complaint. The EPCC shall open a case and acknowledge receipt of the complaint to the submitting party.

2.3. The EPCC shall conduct an impartial investigation into the complaint, gathering relevant information and interviewing involved parties as necessary.

2.4. The EPCC shall strive to resolve the complaint in a fair and timely manner. A written synopsis of the complaint and findings shall be submitted to the Chair, communicating the outcome to the submitting party and taking appropriate action based on the findings.

Policy 3: Performance Standards and Key Performance Indicators (KPIs)

The EPCC shall establish specific performance standards and KPIs for each staff position, based on their respective job descriptions. The policy shall include the following guidelines:

3.1. Performance Metrics: The Executive Director, in consultation with the EPCC, shall establish specific performance metrics, key performance indicators (KPIs), or other measurable criteria for evaluating each employee's job performance. Performance standards and KPIs shall be objective, measurable, and relevant to the employee's job function. These metrics should be tailored to the employee's job duties and responsibilities and aligned with the organization's goals and objectives.

3.2. The EPCC shall ensure that performance standards and KPIs are communicated clearly and in writing to employees during the onboarding process and throughout their employment.

3.3. Performance standards and KPIs shall be used as the basis for annual performance reviews, providing a consistent framework for assessing employee performance.

Policy 4: Progressive Disciplinary Action Process

The EPCC shall develop a written process for progressive disciplinary action, including a warning system and a three-strike rule, with the third strike leading to penalties up to and including termination. The policy shall include the following steps:

4.1. The EPCC shall provide standardized forms for documenting incidents and ensure that these forms are consistently used across the organization.

4.2. Supervisors shall address performance issues in a timely manner, providing clear communication of expectations and consequences to the employee.

4.3. The progressive disciplinary action process shall include escalating interventions, such as verbal warnings, written warnings, and suspension, before considering termination.

4.4. In the event of gross misconduct, inability to perform a duty, violation of the law, or other serious matters, termination may be considered immediately.

4.5. All disciplinary actions shall be documented and submitted to the EPCC for record-keeping and review.

Policy 5: Inclusion of EPCC in Executive Director and Director-Level Interviews

The EPCC shall be involved in the interview process for the Executive Director and director-level candidates. The policy shall include the following guidelines:

5.1. The EPCC shall provide input on candidate selection and participate in interviews as needed.

5.2. The EPCC shall assess each candidate's fit with the organization's culture and values and make informed recommendations to the LNC.

Policy 6: Credit Reviews and Criminal Record Checks

The EPCC shall establish a process for conducting credit reviews for director level positions and criminal record checks for all prospective employees. The policy shall include the following steps:

6.1. The Executive Director or Chair shall be responsible for conducting credit reviews for director level positions and criminal record checks prior to extending an offer of employment.

6.2. The EPCC shall provide guidance on the appropriate services to use for conducting these checks

Policy 7: Staff Check-Ins and Feedback Collection

The EPCC shall establish a procedure for conducting semi-annual check-ins with staff members to gather feedback, assess employee satisfaction, and identify areas for improvement. The purpose of these check-ins is to provide a semi-anonymous channel for employees to share their experiences and concerns, allowing the EPCC to address potential issues proactively. The policy shall include the following guidelines:

7.1. The EPCC shall schedule semi-annual check-ins with staff members at a frequency determined by the organization's needs and resources.

7.2. Check-ins may be conducted in various formats, such as individual interviews, focus groups, or anonymous surveys, as deemed appropriate by the EPCC.

7.3. During check-ins, the EPCC shall ask open-ended questions to encourage candid feedback.

7.4. The EPCC shall maintain the confidentiality of employee feedback, sharing aggregated data and trends with the LNC without revealing individual identities, unless explicit consent is provided by the employee.

7.5. The EPCC shall review the feedback collected during check-ins and work with the LNC, Executive Director, and other relevant parties to develop and implement appropriate action plans to address identified issues and improve the overall work environment.

Policy 8: Confidentiality and Disclosure of Pressing Issues to the LNC

The EPCC shall maintain the confidentiality of employee feedback and information, except in cases where there is a pressing need to disclose specific information to the LNC to protect the organization or its employees. The policy shall include the following guidelines:

8.1. The EPCC shall uphold the principle of confidentiality in all interactions with staff, ensuring that employees feel comfortable sharing their experiences and concerns without fear of retribution.

8.2. The EPCC shall only break confidentiality and disclose specific information to the LNC in executive session.

8.3. In cases where the EPCC determines that confidentiality must be broken, the following steps shall be taken: - The EPCC shall inform the LNC of the pressing issue, providing relevant details while minimizing the disclosure of personal or sensitive information. - The EPCC shall

work closely with the LNC to address the pressing issue and take appropriate action to protect the organization and its employees.

8.4. The EPCC shall continually review and update its confidentiality guidelines, ensuring that they remain in line with the organization's values, legal obligations, and best practices for protecting employee privacy and well-being.

Policy 9: Employee Files and Access Rights

The EPCC shall work with the Executive Director to establish and maintain a comprehensive employee file for each staff member, containing essential information and documentation related to their employment with the organization. The policy shall include guidelines on the contents of employee files, storage and retention of files, and employees' rights to access their own files.

9.1. Contents of Employee Files: Employee files shall contain the following information and documents, as applicable: - Personal information (e.g., name, address, contact details, emergency contact information) - Employment application and/or resume - Job description and any updates or revisions - Signed employment contract or agreement - Tax forms (e.g., W-4, I-9) - Performance reviews and evaluations - Payroll information and paystubs - Records of disciplinary action, if any - Documentation of training and professional development activities - Any other relevant documentation related to the employee's job duties and performance

9.2. Storage and Retention of Employee Files: The EPCC shall ensure that employee files are securely stored, protected against unauthorized access or loss, and retained in accordance with applicable laws and regulations.

9.3. Employee Access Rights: Employees shall have the right to access and review their own employee files under the following guidelines: - Employees may request access to their employee file in writing, specifying the information or documents they wish to review. - The EPCC shall respond to access requests in a timely manner, providing the requested information or documents for review, subject to any legal or regulatory restrictions. - Employees shall have the right to request corrections or updates to their employee file if they believe the information is inaccurate or incomplete. - Employees shall not have access to any confidential documents or information related to other employees or the organization's internal operations.

9.4. The EPCC shall regularly review and update this policy to ensure compliance with applicable laws and regulations and to maintain the accuracy and relevance of employee files.

Policy 10: LNC Communication with Staff

The EPCC shall establish guidelines for communication between the LNC and staff members to ensure a clear chain of command, maintain professionalism, and protect the confidentiality of sensitive information. The policy shall include the following guidelines:

10.1. General Communication: LNC members should primarily communicate with the Executive Director regarding organizational matters, who will then relay relevant information to staff as necessary. This helps maintain a clear chain of command and ensures that staff receive consistent and accurate information.

10.2. Direct Communication: In cases where direct communication between LNC members and staff is necessary, the following guidelines shall apply: - LNC members shall treat staff with respect and professionalism, recognizing the boundaries between their roles and responsibilities. - LNC members should inform the Executive Director of any direct communication with staff, ensuring transparency and consistent messaging. - Direct communication should be limited to matters relevant to the staff member's job duties or areas of expertise, avoiding interference in day-to-day operations or micromanagement.

10.3. Confidential Information: LNC members shall be mindful of the sensitive nature of certain information and should not discuss confidential matters with staff, unless explicitly authorized by the LNC or the Executive Director.

10.4. Dispute Resolution: If a staff member has concerns about an LNC member's communication or behavior, they should report the issue to the EPCC or the Executive Director, who will address the matter in accordance with the organization's policies and procedures.

10.5. The EPCC shall regularly review and update this policy to ensure that communication between the LNC and staff remains effective, professional, and consistent with the organization's values and goals.

Policy 11: Annual Performance Reviews

The EPCC shall establish a policy for conducting annual performance reviews for all employees during the fourth quarter (Q4) of each year. The performance reviews shall be conducted by the Executive Director, following guidelines and procedures developed by the EPCC. The policy shall include the following guidelines:

11.1. Objective: The purpose of annual performance reviews is to assess each employee's job performance, provide constructive feedback, identify areas for improvement, and set performance goals for the upcoming year. Performance reviews also serve to recognize employees' accomplishments and contributions to the organization.

11.2. Timing: Performance reviews shall be conducted during Q4 of each year, allowing for sufficient time to review each employee's performance over the past year and set goals for the upcoming year.

11.3. Performance Metrics: The Executive Director, in consultation with the EPCC, shall establish specific performance metrics, key performance indicators (KPIs), or other measurable criteria for evaluating each employee's job performance. These metrics should be tailored to the employee's job duties and responsibilities and aligned with the organization's goals and objectives.

11.4. Review Process: The Executive Director shall follow a standardized review process, which may include: - A self-assessment completed by the employee, outlining their accomplishments, challenges, and goals for the upcoming year. - A review of the employee's job performance, based on established performance metrics and any additional relevant information. - A one-on-one meeting between the employee and the Executive Director, during which the performance review is discussed, feedback is provided, and goals for the upcoming year are established. - A written summary of the performance review, including the employee's performance rating, feedback, and agreed-upon goals, which is provided to the employee and added to their employee file.

11.5. Confidentiality: Performance reviews shall be treated as confidential, with access limited to the employee, the Executive Director, and relevant members of the EPCC.

11.6. The EPCC shall regularly review and update this policy to ensure that performance reviews remain an effective tool for employee development and organizational growth.

Policy 12: Exit Interviews

The EPCC shall establish a procedure for conducting exit interviews with departing staff members. The purpose of these interviews is to gather feedback on the employee's experience, identify areas for improvement, and address any unresolved issues. The procedure shall include the following steps:

12.1. Upon receiving notice of an employee's resignation or termination, the EPCC shall contact the employee to schedule an exit interview.

12.2. The exit interview shall be conducted by a designated member(s) of the EPCC.

12.3. During the exit interview, the employee shall be encouraged to share their insights, feedback, and suggestions for improvement.

12.4. The EPCC shall document the exit interview and share the results with the Executive Director. Feedback shall be incorporated into ongoing efforts to improve the work environment and employee satisfaction.