

SECTION 4
NORTH DELTA MISSISSIPPI ENTERPRISE
COMMUNITY

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**NORTH DELTA
MISSISSIPPI
ENTERPRISE COMMUNITY
DEVELOPMENT
CORPORATION**

**POLICIES AND
PROCEDURES MANUAL**

October, 1996

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1. Introduction

North Delta Mississippi Enterprise Community Development Corporation, hereinafter referred to as NDMECDC, headquarters in Sardis, Mississippi, is an agency established to serve as liaison between local community residents and the various state, regional and federal agencies, and other non-profit organizations involved in development of economic, community and human resources. It serves North Panola, Southern Quitman County, South Western Tallahatchie County and Charleston, Mississippi. Local, state, federal and private funds are used to operate a wide range of program activities.

Purposes: The purposes for which the Corporation is created are as follows:

- a. To assist any municipality, county, or any other political subdivision of the State of Mississippi (the "Governmental Unit") within the service area of the North Delta Planning and Development District, Inc., Clarksdale, Mississippi (the District) and thus lessen the burdens of the Governmental Unit by acquiring, financing, constructing, reconstructing, remodeling, enlarging altering, repairing, operating, managing, leasing (as Lessee or Lessor), selling or otherwise disposing of any buildings, equipment or other facilities of any type or kind that may be useful to or useable by the Governmental Unit; and
- b. To conduct such other programs, and perform such other activities, as the Board of Directors of the Corporation may from time to time determine to be appropriate on behalf of or for the benefit of the Governmental Unit's exclusively for public purposes.

The NDMECDC is governed by a twenty-two (22) member Board of Directors. It is administered by an Administrator, hired by the Board and staffed by personnel appointed by the Administrator and approved by the Board of Director of the NDMECDC. The Administrator is responsible to the Board; all other personnel are responsible to the Administrator.

This handbook is designed to futher acquaint you with the NDMECDC and provide you with information about working conditions, employee benefits, and policies affecting your employment. Employees are expected to read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the NDMECDC to benefit employees. One of

Our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. Therefore, the NDMECDC reserves the right to revise, supplement or rescind any policies of this handbook as they occur.

We welcome you as a member of the NDMECDC staff and we endeavor to provide a work place that is supportive to you. We hope you have a pleasant, productive and enriched experience with the NDMECDC as you work toward your personal goals.

BOARD JOB DESCRIPTION: BOARD MEMBER

Job Title: Board Member

Purpose of Organization:

Minimum Qualifications:

Tolerance for dissent; time available for meetings and preparation for meeting; good will; ability to listen to all sides with an open mind before making decisions; commitment to the organization and its purpose; public support of the organization; ability to abide by the will of the majority, respect the rights of the minority, and be positive in support of decisions made by the Board; time available for orientation and training.

Responsibilities: To carry out the will and desires of the community as it relates to the benchmarks and the strategic plan of the EC.

Time Required: As needed to fulfill members, fiduciary responsibilities

Length of Commitment: Term of office

Training Provided: Yes

Responsible To: The community as it relates to the benchmarks and strategic plan

Benefits:

- Increased awareness of community impact on, and of, organizational decision
- Opportunity to work with individuals of diverse backgrounds
- Development of skills needed to make effective decisions
- Expansion of knowledge of group dynamics and relationships
- The exhilaration of being involved in accomplishments that you as an individual could not do, but you, as a part of this group, can

BOARD JOB DESCRIPTION: TREASURER

Job Title: Treasurer

Purpose of Organization:

Minimum Qualification:

- experience with financial operations, knowledge of bookkeeping
experience with money management
all the qualification of a Board Member

Responsibilities:

- Receive all Moines of the organization and make deposits to the bank.
- Pay all bills as provided in the budget and as approved by the organization.
- Make a cash report at each board meeting of income and money spent showing the net balance.
- Prepare a budget comparison report (usually quarterly) showing actual income and expenditures to date compared with the budget.
- Prepare Annual Treasurer's Report for the Annual Meeting collect dues, if any.
- Other duties as outlines in the by-laws of the organization.

Time Required: As needed to carry out members Fiduciary responsibilities

Length of Commitment: Term of office

Responsible To: The community as it relates to the strategic plan and Benchmarks

Benefits:

- development of accounting skills
- use of current financial equipment
- acquisition of knowledge concerning financial matters and structure of economic policy
- practice of accounting skills, use of technological and fiduciary systems, banking techniques
- all the benefits of a Board Member

BOARD JOB DESCRIPTION: SECRETARY

Job Title: Secretary

Purpose of Organization:

Minimum Qualification: Ability to transcribe notes for minutes of meeting; all the qualifications of a Board member.

Responsibilities:

- Record minutes
- custodian of records, constitution, by-laws, policies standards, rule of order and/or standing rules (whatever the organization has developed) kept in one place with arrangement made to enter any addition, amendment, or other change immediately. Keep custody of all records of the organization.
- Send meeting notices;
- Keep attendance records
- Other duties as outlined in the organization by-laws

Time Required: To carry out the will and desires of the Community as it relates to the Benchmarks and the Strategic Plan of the EC

Length of Commitment: As needed to fulfill members Fiduciary responsibilities

Training Provided: Yes

Responsible To: The Community as it relates to the benchmarks and the Strategic plan

Benefits:

- Recognition of key performance
All the benefits of a Board member

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- Send meeting notices;
- Keep attendance records
- Other duties as outlined in the organization by-laws

Time Required: To carry out the will and desires of the Community as it relates to the Benchmarks and the Strategic Plan of the EC

Length of Commitment: As needed to fulfill members Fiduciary responsibilities

Training Provided: Yes

Responsible To: The Community as it relates to the benchmarks and the Strategic plan

Benefits:

- Recognition of key performance
All the benefits of a Board member

BOARD JOB DESCRIPTION: CHAIRMAN/CHAIRWOMAN/CHAIR

Job title: Chair

Purpose of Organization:

Minimum Qualification: Previous experience in administrative volunteer position, i.e., board membership, chair of large (50 or more) event, leader of regular meeting group; ability to speak effectively; ability to remain neutral in demeanor and speech; vote only in tie breaking situations; all the qualifications of a Board member.

Responsibilities:

- To the community as it relates to the benchmarks of the strategic Plan.
- Attend all meetings; prepare agenda
- Arrive prepared to start meetings at the announced time
- Have a basic understanding of parliamentary procedure as practiced by the group; know when there is a need to call in expert help.
- Be aware of basic qualities necessary for an organization to function smoothly and effectively (administrative skills and human relationship characteristics)
- When openings arise for board/officers, strive for appointments or
- nominations of members who will round out the necessary capabilities
- Know the qualities inherent for good leadership and assess your abilities as a leader; in areas where you might lack the expertise or skill needed, have some work with you to "take-up slack"

Time Required:

To carry out the will and desires of the community as it relates to the benchmarks and strategic plan

Length of Commitment: Term of office

Benefits:

- Expanded ability in administration of organizational activity; practical application and development of leadership skills; all the benefits of a Board Member

BOARD JOB DESCRIPTION: VICE-CHAIRPERSON

Job Title: Vice-Chair

Purpose of Organization:

Minimum Qualifications: Previous experience in administrative volunteer position. Leader of regular meeting groups; ability to speak effectively; all the qualification of a Board member.

Responsibilities:

- Perform the duties of the Chairman in the event of the absent of the Chairman.
- Serve as advisor to the Chairman
- Assume other duties assigned to him/her by the chairman or the Board of Directors.
- Coordinate the work of the program committee and all standing or special committees
- Enforce due observance of the Bylaws.
- Serve as one of the signatories in all accounts of the EC.

Time Required: As needed to fulfill member Fiduciary responsibilities

Length of Commitment: Term of office

Training Provided: Yes

Responsible To: Board Chair

Benefits:

- Recognition of key performance
All the benefits of a Board Member

- To work with the Education Committee to develop those programs necessary to improve the workforce to encourage business development.
- To work with existing businesses (agricultural and industrial) to provide support as needed in their needs to expand and be retained in the EC.

D. Time of reporting:

- Written meeting notes and minutes are required within 30 days of each scheduled meeting.
- Progress reports are made monthly at regular board meetings as needed. Written annual report due in October for publication on past, current and future.

E. Name of Committee: Economic Development and Infrastructure

F. Coordination with Other Committees:

- The Economic Development and Infrastructure Committee will work with the Finance Committee to set annual program/grant budgets and with the Community Participation group to ensure that community participation requirements are being met by participating entities as well as the NDMECDC.

Other Duties and Responsibilities:

- To work with task forces and task force leaders from the three counties to develop priorities for infrastructure programs within the EC. Infrastructure programs include water, sewer, land and buildings (non-home ownership), roads, environmental, issues, transportation and telecommunications.
- To prioritize implementation of programs across counties based on current needs.
- To coordinate the grant making process for all infrastructure related programs funded by the EC
- To recommend to the board those entities to be supported with EC designation letters for the purpose of receiving "extra points" by serving the EC residents.
- To assist with the appeal process from residents on decisions made by the board of director
- To work with local governments on consolidating those local activities that would be more cost effective than if operated separately.

Committee Definition Sheet

Date: April 11, 1996

A. **Name of Committee:** Education, Health and Human Services

B. **Purpose:** Fact-finding, advisory, program

C. **Specific Duties and Responsibilities:**

- To work with task forces and task force leaders from the three counties to develop priorities for infrastructure programs within the EC. Health care projects include primary and preventive care as emergency projects. Health care also includes physical and mental health, include issues related to racism, prejudice, sexism, domestic violence, and child abuse.
- To prioritize implementation of programs across counties based on current needs.
- To coordinate the grant making process for all infrastructure related programs funded by the EC.
- To recommend to the board those entities to be supported with EC designation letters for the purpose of receiving "extra points" by serving the EC residents.
- To assist with the appeal process from residents on decisions made by the board of director.
- To work with local governments on consolidating those local activities that would be more cost effective than if operated separately.
- To review proposal and make recommendation to the Board of Directors.

D. **Time of Reporting:**

- Written meeting notes and minutes are required within 30 days of each scheduled meeting.
- Progress reports are made monthly at regular board meetings as needed.
Written annual report due in October for publication on past, current and future activities.

E. Coordination with Other Committees:

- **The Education, Health and Human Services Committee will work with Staff and the Finance Committee to set annual program/grant budget and goals, and with the Community Participation committee to ensure that community participation requirements are being met by participating entities as well as the NDMECDC. This committee also works with the Economic Development committee to develop those programs necessary to support business development and expansion activities within the EC and surrounding industrial hubs.**

Other Duties and Responsibilities:

- **To work with task forces and task force leaders from the three counties to develop priorities for programs and projects related to educational development within the EC. These programs will relate to workforce preparedness, job training, improvements in the educational system K-12, headstart and daycare. Areas covered include delivery of educational services, curriculum development, extracurricular activities, adult skills training and business-community partnerships.**
- **To prioritize implementation of programs across counties based on needs.**
- **To coordinate the grant making process for all education related programs funded by the EC board.**
- **Written meeting notes and minutes are required within 30 days of each scheduled meeting.**
- **Progress reports are made monthly at regular board meetings as needed.**
- **Written annual reports due in October for publication on past, current and future activities.**

Committee Definition Sheet

Date: April 11, 1996

A. Name of Committee: Housing

B. Purpose: Fact-finding, advisory, program

C. Specific Duties and Responsibilities:

- To review proposals and make recommendation to the Board
- To work with task forces and task force leaders from the three counties to develop priorities for housing programs within the EC. Housing programs include single family and multiple family and dwelling, and emergency shelter accommodations.
- To prioritize implementation of programs across counties based on current needs.
- To coordinate the grant making process for all housing related programs funded by the EC.
- To recommend to the board those entities to be supported with EC designation letters for the purpose of receiving "extra points" by serving the EC residents.
- To assist with the appeal process from residents on decisions made by the board of director

D. Time of Reporting:

- Written meeting notes and minutes are required within 30 days of each scheduled meeting.

E. Coordination with Other Committees:

- The Housing Committee will work with Staff and the Finance Committee to set annual program/grant budget and goals, and with the Community Participation committee to ensure that community participation requirements are being met by participating entities as well as NDMECDC. This committee also works with the Economic Development committee to develop those programs necessary to support business development and expansion activities within the EC and surrounding industrial hubs.

Committee Definition Sheet

Date: April 11, 1996

A. Name of Committee: Community Participation

B. Purpose: Fact-finding, advisory, public relations

C. Specific Duties and Responsibilities:

- To review proposals and make recommendations to the Board
- To work with program committees to ensure that community participation is being utilized in program and project development.
- To keep the public informed about the purposes, goals, activities and accomplishments of the EC.
- To advise the board on PR opportunities and make recommendations for appropriate coverage's.

Time of Reporting:

- Written meeting notes and minutes are required with 30 days of each scheduled meeting.
- Progress reports are made monthly at regular board meetings as needed.
- Written annual report due in October for publication on past, current and future activities.

E. Coordination with Other Committees:

- The Community Participation committee works with all other committees to ensure that community participation requirements are being met by participating entities as well as the NDMBCDC.

Committee Definition Sheet

Date: April 11, 1996

A. Name of Committee: Public Safety

B. Purpose: Fact-finding, advisory, program

C. Specific Duties and Responsibilities:

- To review proposals and make recommendations to the Board.
- To work with task forces and task force leaders from the three counties to develop priorities for safety programs within the EC. Public safety program include violence prevention, crime, and gang elimination as well as recreational activities.
- To prioritize implementation of programs across counties based on current needs.
- To coordinate the grant making process for all housing related programs funded by the EC.
- To recommend to the board those entities to be supported with EC designation letters for the purpose of receiving "extra points" by serving the EC residents.
- To assist with the appeal process from residents on decisions made by the board of director.
- To work with local governments on consolidating those local activities that would be more cost effective than if operated separately.

D. Time of Reporting:

- Written meeting notes and minutes are required within 30 days of each scheduled meeting.
- Progress reports are made monthly at regular board meeting as needed.
- Written annual report due in October for publication on past, current and future activities.

E. Coordination with Other Committees:

- The Public Safety committee will work with Staff and the Finance Committee to set annual program/grant budget and goals, and with the Community participation committee to ensure that community participation requirements are being met by participating entities as well as the NDMECDC. This committee also works with the Economic Development committee to develop those programs necessary to support business development and expansion activities within the EC.

Committee Definition Sheet

Date: April 11, 1996

EXEC. COMMITTEE

A. Name of Committee: Personnel and Finance Committee (Administrative Committee).

B. Purpose: Advisory, monitors and oversees the daily operation of the EC

C. Specific Duties and Responsibilities:

- To oversee the Grievance Procedure and report to the Board Chairman any negative finding.

⑥

To recommend to the board the annual operating budget and program budget in conjunction with hired staff.

- To recommend fundraising activities to the board as proposed by staff or other members of the EC community.
- To select and recommend the auditor in conjunction with hired staff.
- To recommend amendments to the budget as needed based on project activity and goals.

To conduct the activities necessary to establish and maintain the operations of the NDMECDC operations for all activities.

- To recommend personnel to the board for hiring, probation, and termination for the Executive Director/Administrator.

⑦

To review and recommend changes to the personnel policies and procedures to the Board of Directors.

- To hear appeals from employees regarding changes in personnel status, particularly as the appeals relate to termination.
- To evaluate the Administrator and submit a written report to the Board.

• SUPPORT LETTER PROCESS

D. Time of Reporting:

- Reports are due ^{monthly} quarterly and as necessary. The Committee will review the annual fiscal report as prepared by staff and submit to the Board.

E. Coordination with Other Committees:

- **The Finance and Personnel Committee works with all committees on establishing the annual operating budget.**

FISCAL POLICIES AND PROCEDURES
JULY 2, 1996

- The NDMECDC financial Accounting System makes it possible both: (a) to present fairly and with full disclosure the financial position and results of financial operations of the funds and account groups of the NDMECDC in conformity with generally accepted accounting principles, and (b) to determine and demonstrate compliance with finance-related legal and contractual provisions.
- The NDMECDC accounting system is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entry with a self-balancing set of accounts recording cash and other financial resources, together for the purposes of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- Only the minimum number of funds consistent with legal and operating requirements are established to ensure efficient financial administration, flexibility and due complexity.
- The current funds maintained by the NDMECDC are the Social Service Block Grant from the Enterprise Community Award, the local funds which includes donations from organizations and local governments. The NDMECDC will avoid indirect costs to the degree possible so that at the end of the 10 years of operations any fund balance will be distributed back to the organization of origin.

Fixed Assets and Long-term Liabilities:

- All fixed assets and long term liabilities are attributed to the specific project for which the asset or liability is funded. Long term liability is to be repaid from the program income generated from the specific project for which the liability is incurred.

Fixed Assets Valuation:

- Fixed assets are accounted for at cost or, if the cost is not practically determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair value at the time received.

Depreciation:

- Of fixed assets is recognized in those accounts where expenses, net income and or capital maintenance is measured. Depreciation is determined by the estimated useful life of the equipment. For computer equipment the useful life is estimated at 5 years, vehicles is estimated at 8 years, and buildings is estimated 15 years.

Basis of Accounting:

- The modified accrual is used in measuring financial position and operating results. That is, revenues should be recognized in the accounting period which they become available and measurable. Expenditures should be recognized in the accounting period in which the fund liability is incurred, except for inmatured interest on general long term debt, which should be recognized when due.
- Transfers should be recognized in the accounting period in which the interfund receivable and payable arise.

Budget and Budgetary Accounting:

- An annual budget will be established in each October for the annual operating costs of the NDMECDC. This budget is approved first by the Finance and Personnel Committee, and then by the full board at the annual meeting. This budget is then entered into the accounting system to provide basis for statements and schedules for funds for which an annual budget has been adopted.

Classification and Terminology:

- Interfund transfer and proceeds of long term debt issues are classified by fund and source. Expenditures are classified by fund, function (or program), activity, and object classification.

Financial Reporting:

- Appropriate interim financial statements and reports of financial position, operating results, and other pertinent information should be prepared to facilitate management control of financial operations and for external reporting purposes. A comprehensive annual financial report covering all funds and account groups of the reporting entity will be prepared and issued within 60 days after the close of the fiscal year.

Internal Controls:

- To ensure that the funds are properly secure, the following internal controls have been adopted to insure the integrity of the financial records.

Deposits:

- A. All deposits will be sent directly to the First Security Bank in Sardis, MS and deposited by the bank officer in charge. This person is currently J. C. Burns. The account number is 141755. The bank officer is instructed to call the Administrator who logs the deposits in the deposit log and into the he accounting system.
- B. If a check is received at the NDMECDC office, it is stamped with "FOR DEPOSIT ONLY, NORTH DELTA MS ENTERPRISE COMMUNITY DEVELOPMENT CORPORATION" bank account number 141755. The Administrator logs the check in the deposit log and takes the check to the bank to be deposited into appropriate account.
- C. This log is presented to the Board Secretary on a monthly basis to reconcile the NDMECDC bank statements.

Purchasing:

- All purchasing is requested by staff to the Chair of the Finance Committee through the form of a purchase order request. All purchases are approved by the Chair of the finance committee prior to the actual purchases. Each purchases for more than \$3000 requires at least three quotes prior to submission to the committee chair.
- The NDMECDC is a non-profit organization under the incorporation of the State of Mississippi. It is therefore responsible for the following taxes.
 - State withholding taxes for individuals
 - Federal Social Security Withholding from employee
 - Federal Social Security Withholding-employer match to employee withholding
 - Federal Medicare Withholding from employees
 - Federal Medicare Withholding-employer match to employee withholding
 - State sales and excise taxes
- The organization is not liable for any corporate taxes.
- State and federal withholding taxes are paid at the end of each fiscal quarter (March, June, September, and December). Federal withholdings are paid at the First Security Bank in Sardis. The federal amounts for Medicare, social security and tax withholding are calculated on an independent basis and compared with the amounts in the general ledger. The amounts should be equal prior to the submission of the payment, or at least reconciled prior to submission. State withholdings are paid to the MS Department of Revenue. The state amounts are calculated independently of the general ledger and reconciled prior to the submission of the quarterly report.

Correction to the General Ledger:

- Any corrections to the general ledger must accompany a general ledger journal sheet. The journal log should indicate the day the correction was made, why the correction was made, and who made the correction.

Requests for Cash:

- The NDMECDC currently has a cost reporting contract with the MS Department of Human Services. Cash requests will be submitted monthly after each board meeting to draw down the amount approved for grantees and for administrative purposes. Each cash request will be accompanied by a cost report of all funds expended, the balance of the previous cash request and a detailed explanation of the current cash request amount. The request is also accompanied by the board minutes of the meeting to show that the amount is consistent with the board approval. After approval of the cash request, the request is sent to the Department of Human Service (359-4779) who obtains all the necessary MDHS approvals and processes the check. The checks are always requested to be sent to the bank for internal control purposes.

Budgeting:

- Amendments to the Budget:
- Accounts Payable:
- The invoices are prepared for payment by the creation of an accounts payable log and then entered into the computer system. The checks are written by an independent account/bookkeeper who writes the checks but has no access to the invoices or deposits. The checks presented for payment must reconcile with the accounts payable batch form and attached invoices. The checks are presented to and signed by two of the for approved signatories. The current approved signatories are the board chair, board vice chair, treasurer and chair of the of the finance committee.
- The bank statements are mailed to the post office box of the NDMECDC. Bank statements are reconciled monthly by the Secretary. Any discrepancies are reported to the Board Chair in writing prior to returning the bank statement and checks to the Administrator for filing.
- The Administrator prepares monthly budget comparisons for the Finance Committee. Financial statements and schedules are prepared quarterly for presentation at the monthly board meetings.

Grants Payable:

- All grantees are required to submit two original contracts to the NDMECDC prior to the receipt of the first grant disbursement. The contract will state when the subgrantee will receive disbursements. This disbursement will be equal quarterly payments for contracts covering at least one year or more; and for over \$50,000. For contracts under a year or under \$50,000, the disbursements will be made in two equal payments. The first disbursement is made within the first month after receipt of the signed contracts. The grantee is required to submit an expense report prior to the receipt of the subsequent disbursement.

Personnel Expense Reporting:

- All personnel are required to sign an employment contract with the NDMECDC confirming their salary and employment status of either part time or full time. Part time employees' contract will indicate the pro rata full time status. Each employee shall be probationary during the first two months of employment. At the end of that period, if the person's status is changed to permanent, the employee will become eligible for vacation and sick time from the first day of employment.
- Each person is required to submit a time sheet one day prior to the 15th and the end of the month, or to the day closest to payroll day if the 15th or end of the month falls on a weekend. The time sheet must be approved by the supervisor prior to being submitted to the Chair of the finance committee for approval.

Travel:

- All board travel must be approved by a majority of the board prior to making arrangements for the trip, or by the board chair in the event of an emergency. Board member are to be reimbursed \$.30 per mile for road travel in their vehicle. No board member shall be reimbursed for mileage expenses incurred while traveling with another member.
- A budgeted amount is established for staff travel during the annual budget process. After the approval of the budget, staff need only inform the board chair of travel plans for instate travel. Out of State travel requires the approval of the board of directors. Staff shall be reimbursed for local travel at a rate \$.30 per mile. Local travel includes travel to meetings in conjunction with NDMECDC business.
- For local travel, board members and staff are reimbursed a maximum \$20 per day for meals for instate travel except the Gulf Coast, and the federally approved rates per day for out of state travel. Generally, the amount per day for meals is \$5 for breakfast, \$6 for lunch, and \$9 for dinner for partial day travel, and proportionate increases for the federal level of allowance. An additional amount may be allowed for locations requiring ground transportation. For board approved travel, board

members and staff may request up to 100% of expected out of pocket expenses in advance. Upon presentation of receipts after the trip, the board and staff may be reimbursed for the difference between the advance and the actual expenses not to exceed the per diem. If the total expenses incurred are less than the travel advance, the board or staff member is expected to immediately return the difference to the bank for deposit into the NDMECDC bank account. No receipts are required for meal allowance.

Contracts for Professional Services:

- All professional services needed by staff must be approved by the Board of Directors. All consultants are required to submit a proposal including the scope of work and the costs for said services. The consultant must be approved by the board for a scope of work and cost for said services is over \$5,000. Otherwise, the choice of consultant is at the discretion of the Administrator but the professional services must be approved by the board.

Training:

- All training for board members must approved by a majority of the board prior to making the arrangements for attendance. If the NDMECDC has incurred any costs in relation to the requests training, the board member must attend except in the case of an disasters or death of an immediate relative. personal illness will be considered on a case by case basis. If the board member fails to attend the training, the board member will become responsible from the board after the second offense.
- All training for staff is at the discretion of the Administrator unless it requires a change in the budget. If the NDMECDC incurs any costs in relation tot he training, and a staff member does not attend, the staff person becomes responsible for the expenses incurred, and will be relieved from employment after the second offense.

Prepaid Travel:

- Prepaid travel is subject to the same guidelines as the training.

III. EMPLOYMENT POLICY

A. Non-Discrimination Policy

1. It is the policy of the NDMECDC and any delegate agencies that no person shall be discriminated against in employment or participation in any program activity receiving funds from the NDMECDC because of race color, religion, creed, sex, age, national origin, disability, or any other characteristic protected by law.
2. NDMECDC will make accommodations in accordance with other American Disabilities Act for qualified individuals with known disabilities. This policy governs all aspects of employment, including advertisement selection, assignment, compensation, discipline, termination, all other personnel actions, access to benefit and training.
3. In addition to a commitment to provide equal employment opportunities to all qualified individuals, NDMECDC has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.
4. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the immediate supervisor or the Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination or employment.

B. Sexual Harassment

1. NDMECDC is committed to providing a work environment that is free of unlawful harassment. Actions, word, jokes, or comments of a sexual connotation will not be tolerated. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.
2. Other forms of harassment based on an individual's race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.
3. Any employee who wants to report an incident of sexual or other harassment should promptly report the matter to the immediate supervisor. If the

supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Administrator. Employees may raise concerns and make reports without fear of reprisal.

4. Any supervisor or manager who becomes aware of possible sexual or other harassment should promptly advise the Administrator. The Administrator will conduct an investigation and take appropriate action based on a finding of facts. Any allegations against the Administrator must be reported in writing to the President of the Board of Directors and the Chair of the Personnel Committee. The matter will be handled in a timely and confidential manner.
5. Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including termination of employment.

C. Recruitment and Employment of Staff

1. Each position will have a job description outlining the duties and responsibilities of the job. Should additional duties be assigned, a revised job description will reflect these changes. The job description will in no way limit the duties to the areas described therein.
2. At any time a vacancy occurs or a new position is available, an in-house memorandum will be posted for five (5) work days. Employees who apply and meet position qualifications will be interviewed by the administrator and will be given first consideration. The Administrator will ensure compliance with the Equal Employment Policy.
3. Vacancies not filled by promotion may be advertised in local publications and with the State Employment Service. Also, notices are sent to colleges, universities, and organizations in the area including community based organizations such as churches, credit unions and any other organization where community members tend to congregate and receive information.
4. Each applicant must furnish information by completing those documents required by federal, state and local employment. If interviews are necessary, applicants will be given a convenient appointment date. Applicants will be required to give authorization for a background review and to provide certificates, license, transcripts, and references before employment.
- 5. The Administrator screens applicants and makes appointments.
6. Applications are kept on file for one (1) year after receipt and are considered for future job openings of any title.

D. Nature of Employment

1. Policies set forth in this handbook are not intended to create a contract, nor are they to be constructed to constitute contractual obligations of any kind or a contract of employment between the NDMECDC and any of its employees. The provisions of this handbook have been developed at the discretion of management and, except for its policy of employment at will may be amended or canceled at the NDMECDC sole discretion at any time.
2. Employment with the NDMECDC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the NDMECDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.
3. There are no other agreements concerning employment, and the at-will status of employment may be changed only upon a written agreement signed by the employee and the Board of Directors.
4. These provisions supersede all existing policies and practices and may not be amended and added to without the expressed written approval of the Board of Directors.

E. Initial Appointment Period

1. The purpose of the initial appointment period is to give the individual an opportunity to demonstrate a capacity to perform the duties of the position and to determine if the individual is suited for NDMECDC employment. All employees of the agency will be considered on an initial appointment status until completion of one (1) year of service.

There will be a formal evaluation of the employee's performance during the initial appointment period. The written document will be completed in the eleventh (11th) month of the initial appointment period.

2. Termination of employment during the initial appointment period will not be subject to an appeal unless the employee alleges discrimination. Then, the employee's grievances shall be given prompt and fair consideration on the same basis as a permanent employee.

F. Immigration Law Compliance

1. NDMECDC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.
2. In compliance with Immigration Reform and Control Act of 1986, each new employee, as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with NDMECDC within the past three (3) years, or if their previous I-9 is no longer retained or valid.
3. Employees with question or seeking more information on immigration law issues are encourage to contact the Administrator. Employees may raise questions or complain about law compliance without fear of reprisal.

IV. OFFICE HOURS

- A. Normally employees work between 8:00 A.M. and 5:00 P.M. Monday through Friday, or as designated by the Administrator Lunch period is one (1) hour. And two 15 minutes breaks per day may be taken when conducive to office operation.
- B. The staff of the NDMECDC are employed for the duty required of them without respect to hour whenever the Administrator deems it necessary.
- C. Any change in hour of employment can be made only upon written approval of the Administrator. Also, to work in the office after the regular hours must be approved by the Administrator.
- D. For the purpose of the Fair Labor Standards Act, the work week run from 12:00 A.M. (Midnight) Sunday to 11:59 P.M. the following Saturday.
- E. **Overtime: (paid in comp time not monetarily)**
 1. When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours.
 2. When possible, advance notification of these mandatory assignments will be provided.

3. All overtime work must receive the supervisor's prior authorization.
 4. Overtime assignment will be distributed as equitably as practical to all employees qualified to perform the required work.
 5. Overtime pay is paid to all non-exempt employees in accordance with federal, state, wage and hour regulation.
 6. Overtime compensation is based on actual hour worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.
 7. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.
 8. Time off for working over forty (40) hours in a workweek is granted to full-time exempt personnel, and is prorated for part-time exempt personnel. Exempt employees are to maintain records of all time worked and turn in the record(s) at the end of each month.
- F. No overtime compensation is allowed for hours worked beyond working hours, when the amount of hours worked in a work week is less than forty (40) hours. Any hours worked over 40 is considered overtime.
- G. An employee may not be granted time away from duty and allowed to make up time later.

V. LEAVE POLICY

A. Charging and Recording Leave

1. All leave shall be charged and recorded to the nearest one-quarter (1/4) hour.
2. All leave shall be subject to approval by the Administrator.
3. Annual leave may not be taken in advance of it being earned.
4. Accrual begins after the first (1st) full month of employment.
5. Leave forms are to be completed as early as possible. The immediate supervisor will approve or disapprove leave requests in writing.

B. Annual Leave

1. Each full-time employee shall earn annual leave as followings:

<u>Service Time</u>	<u>Annual Leave</u>
01 - 23 months	10 hours per month
24 - 59 months	12 hours per month
60 - 119 months	14 hours per month
120- and over	16 hours per month

2. Part-time employees who work on a permanent basis shall earn annual leave on a pro rata basis. Contractual and temporary employees are not eligible to earn annual leave.
3. Employees may carry over a maximum of one hundred-twenty hours (120) (15 days) annual leave into a new calendar year.
4. Accrued annual leave shall be granted at such time as it will least interfere with efficient operations of the NDMECDC.
5. Official State Holidays, Saturdays, and Sundays are not chargeable to annual leave when they fall within a period of annual leave.
6. Annual leave may be used to supplement sick leave.
7. Unused annual leave will be remitted to terminated employee. Employees leaving the NDMECDC staff will be paid for unused annual leave.

C. Sick Leave: Full time employees may take sick leave with pay in the following circumstances.

1. Each full-time employee shall earn sick leave after the first (1st) full month of employment at the rate of eight (8) hours per month.
2. Unused sick leave may accrue to a maximum of two hundred and forty (240) hours (30 days).
3. Part-time employees who work on a permanent basis shall earn sick leave on a pro rata basis. Contractual and temporary employees do not earn sick leave.
4. Employees who are absent from duty due to sickness/illness will be expected to notify, or have someone notify, their supervisor by 9:00 AM

of the necessity of such absence.

5. Sick leave may be taken for sickness or illness of the employee or where the presence of the employee is actually required in the case of sickness or illness of the spouse, or a son, daughter, or parent of the employee.
6. When sick leave is exhausted, unused annual leave may be used subject to approval by the Administrator.
7. A medical certificate will be required in connection with all absences due to illness in excess of three (3) consecutive days.
8. Official State Holidays, Saturdays, and Sundays are not chargeable to sick leave when they fall within a period of sick leave.
9. There will be no payment for unused sick leave at termination of employment.

D. Maternity Leave

1. NDMECDC will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave request will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook.

E. Family and Medical Leave: Full time employees may take family and medical leave without pay for the following circumstances

1. Eligible NDMECDC employees shall be entitled to twelve (12) work weeks of family and medical leave during any twelve (12) month period without pay.

An eligible employee is one who has been employed with the NDMECDC at least a twelve (12) month period, "With the exception of pregnancy;

2. Authorization for family and medical leave shall be based on one of the following reasons:
 - a. Because of the birth of a son or daughter of the employee and in

order to care for such son or daughter.

- b. Because of the placement of a son or daughter with the employee for adoption or foster care.
 - c. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the employee.
3. The entitlement to family and medical leave under reason a) and b) above shall expire at the end of the twelve (12) week period beginning on the date of the child's birth or placement.
 4. The entitlement to family and medical leave under reasons c) and d) above shall expire at the end of the twelve (12) week period beginning on the date of the employee's first family and medical leave occurrence.
 5. If an employee, under reasons c) or d) above, requests intermittent leave that is based on a foreseeable plan for medical treatment, the Administrator may require the employee to temporarily transfer to an available alternative position for which the employee is qualified. This alternative position shall have the pay and benefits of the employee's regular position, yet better accommodates recurring periods of leave.
 6. Except as provided in paragraph 7 below, family and medical leave will be an authorized absence from employment without pay.
 7. The employee will be required to include accrued annual and/or sick leave as part of twelve (12) work week period for family and medical leave approved for reasons a), b), c), d) above.
 8. The employee will provide thirty (30) days notice prior to the anticipated beginning of any family and medical leave when possible.
 9. If a request for family and medical leave is based on reasons c) and d) above, the employee is required to provide to the NDMECDC written certification of the serious health condition from the health care provider. The certification should be submitted in a timely manner and contain the following information.
 - a. The date on which the serious health condition commenced.

- b. The probable duration of the condition.
 - c. The appropriate medical facts
 - d. The basis for the need of the employee to provide care as stipulated under reason E. 2. c) above, or
 - e. The basis for the inability of the employee to perform job functions as stipulated under reason E. 2. d) above.
 - f. The dates on which the planned medical treatment is expected to be given and the duration of such treatment (when the employee has requested intermittent leave).
10. If the Administrator of the NDMECDC doubts the validity of the certification required in paragraph 9 above, the employee may be required to acquire the opinion of a second health care provider. The NDMECDC will designate or approve the second health care provider and will be responsible for payment of expenses incurred.
11. Re-certifications of the serious health condition may be required on a reasonable basis by the Administrator. Payment for expenses incurred for required re-certification will be the responsibility of the NDMECDC.
12. The employees will be expected to return to work as would be evident under each described reason for family and medical leave. If reason E.2.d) above is the basis for family and medical leave, the employment must provide the Administrator written certification from the health care provider that the employee is able to resume work.
13. The employee will be entitled to restoration of the employment position held prior to commencement of family and medical leave or to an equivalent employment position with equivalent benefits, pay status, and other terms a conditions. Any entitled rights gained employment benefits accrued prior to an absence for this type leave will not be lost. No additional rights will be gained nor employment benefits accrued during the absence.
14. Employees are prohibited from directly or indirectly coercing other employees or interfering in any manner with other employees ' need to exercise their right to family and medical leave. Prohibited behavior or action will also include: intimidation; promises to confer, or conferring, benefited; or threats to take, or taking reprisals.

F. Military Leave

1. Military leave shall be administered in accordance with Mississippi Code Annotated, 1972, Section 33-1-19 and 33-1-21. These guidelines are to assist with the record keeping relative to Military Leave.

2. Active Duty

- a. All employees who are members of the military of the United States or be National Guard of the State of Mississippi shall entitled to military leave from their respective duties during days on which they shall be ordered to duty with troops or field exercises or for instructions for a total period not to exceed a total of fifteen (15) calendar days in any calendar year.
- b. During military leave, the NDMECDC will pay the employee the amount, if any, the employees NDMECDC salary exceeds the military salary.
- c. The employee shall submit a copy of the military orders along with the request for military leave. Requests for this leave shall be made in writing to the Administrator thirty (30) days before the first day of leave when possible.
- d. All such leave in excess of fifteen (15) calendar days in any one calendar year shall be charged to annual leave or leave without pay.
- e. Those employees called to active duty shall be on leave without pay and receive all rights in accordance with State law.

G. Bereavement Leave

- 1. Bereavement leave totaling twenty four (24) hours per calendar year per relative may be used to plan and to attend the funeral, etc., of the following relatives: husband, wife, child, father, mother, brother, sister, grandchild, grandparent, brother-in law, sister-in law, father-in-law, or mother-in-law. Written approval of the Administrator is necessary.
- 2. The leave request shall state the relationship of the deceased to the employee. Leave in excess of two (2) hours to attend funeral services of others shall be charged to annual leave or leave without pay, subject to approval of the Administrator.

II. Civil Leave

1. An employee who has been subpoenaed by a court for jury duty or a witness may be allowed civil leave. Except in cases of emergencies, this leave is to be scheduled in advance and approved by the Administrator.
2. A copy of the summons shall be available and presented if requested.
3. The employee is required to report to work when not required to be present at the legal proceeding.
4. The employee will be entitled to draw regular pay while on civil leave.

I. Leave Without Pay

1. Leave without pay may be authorized for an employee who has taken all accumulated annual and/or sick leave, as appropriate, if the Administrator feels that it is in the best interest of all concerned. Leave without pay status may be granted for up to an accumulated total of twelve (12) months during an employee's term of employment.
2. Requests for such leave should be made in writing to the Administrator and should state the time and circumstances involved. Payment for holidays occurring during the period of leave without pay shall not be allowed, except in those instances when the holiday occurs on the day the employee is due to report back to work.
3. If an employee accepts a position of employment with pay during the leave without pay period, employment with the NDMECDC will be terminated automatically.
4. Leave without pay shall not, under any circumstances, be considered as employment time for purposes of accruing leave, retirement, etc.

VI. HOLIDAYS

- A. Holidays to be granted by the NDMECDC Office shall be those proclaimed as holidays and approved by the Administrator. Generally, holidays will be:

New Year's Day - the 1st day of January

Martin Luther King's/Robert E. Lee's Birthday - the 3rd Monday of January.

Good Friday - the Friday before Easter Sunday

Memorial Day - the last Monday of May

Independence Day - the 4th of July

Labor Day - the 1st Monday of September

Thanksgiving - noon of the 4th Wednesday and the 4th Thursday & Friday of November

Christmas - 2 days

- B. The Board has the discretion to determine any additional holidays and any employee's request for annual leave time immediately preceding or following a holiday and any act of God.

VII. FEDERAL LAW ON POLITICAL ACTIVITY (HATCH ACT)

- A. All employees are governed by the provisions of the Federal Law on political activity. (The Hatch Act)
- B. In accordance with this law and the current provisions of the guideline, part-time or full-time employees shall:
1. not use official authority or influence for the purposes of interfering with an election or a nomination for office, or affecting the results thereof, or
 2. not directly or indirectly coerce, attempt to coerce, command, or advise any other such officer or employee to pay, lead, or contribute any parts of his/her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.
 3. not take an active part in a political campaign, solicit or receive contributions during work hours.
 4. shall retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.
- C. Upon recommendation from the Administrator, the Board of Directors will set the date on which a leave of absence will begin for an employee who register to run for an elected office.

- D. The employee may apply for payment of unused annual leave. If approved, payment will be during the leave of absence period.

VIII. EMPLOYEE CONDUCT

- A. To ensure orderly operations and provide the best possible work environment, the NDMECDC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.
- B. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:
1. Theft or inappropriate removal or possession of property.
 2. Falsification of time-keeping records.
 3. Working under the influence of alcohol or illegal drugs.
 4. Possession, distribution, sale, transfer or use of illegal drugs in the workplace.
 5. Possession or use of alcohol while on duty.
 6. Refusal to submit to a drug test when suspected of being under the influence of alcohol or illegal drugs while on duty.
 7. Fighting or threatening violence in the workplace.
 8. Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
 9. Sexual or other unwelcome harassment.
 10. Insubordination or other disrespectful conduct.
 11. Violation of personnel policies.
 12. Unsatisfactory performance or conduct.
 13. Excessive use of leave, especially occasions of leave without pay.

14. No Profanity.

C. The Administrator may place an employee on administrative leave without pay when it is in the best interest of the NDMECDC. Formal disciplinary procedures will begin within a reasonable time.

D. **Absence Without Authorization**

1. Absenteeism by an employee without due cause or authorization, or consistently late reporting for work shall be considered justification for deduction pay from the employee's salary in the amount of the hourly rate times the unauthorized time lost.

E. **Gifts and Gratuities**

1. In view of the fact that funds are received from the United States Government, all rules and regulations, established for Federal Government employees regarding accepting gifts, money gratuities, etc., will apply to all NDMECDC employees. This means that no employee will be permitted to accept any free gifts, or any other type of payment whether cash or in-kind, so long as employed by the NDMECDC.
2. Gifts that are for "the staff" from companies at Christmas time are not prohibited by this policy.

F. **"Use of NDMECDC Property"**

1. Employees may not use NDMECDC supplies and/or property for any purpose other than NDMECDC business.

G. **Conflict of Interest**

1. Any staff relationships by blood or marriage or any other relationship that is or that would potentially cause a conflict of interest as defined in the Mississippi Code, Amended, Section 25-4-105, shall be brought to the Administrator's attention, and in the case of the Administrator, to the Chair of the Personnel Committee.
2. Employees may not directly or indirectly benefit from a contract administered by the NDMECDC.

IX. PERFORMANCE REVIEW

- A. Every employee shall be appraised annually. For purposes of performance review, important responsibilities/duties of an employee's position shall be communicated to the employee and documented.
- B. The important responsibilities/duties will be translated into specific activities or projects when possible.
- C. The appraisal of the employee's job performance shall be conducted by the supervisor who has direct authority over the employee.
- D. An employee shall have been in a position for no less than ninety (90) calendar days before being eligible to receive a summary job performance rating.
- E. The rating supervisor for a job performance appraisal report shall generally be considered to be the last person to have supervised the employee for a period no less than ninety (90) calendar days at the time of appraisal.
- F. An employee who is detailed or temporarily assigned to a different position for a period expected to be at least one hundred and twenty (120) calendar days shall be provided the duties of the detailed or temporarily assigned position.
- G. The supervisor shall conduct a formal appraisal interview with the employee at the end of the appraisal period (annually, normally) to discuss the employee's level of job performance as documented in writing and as rated by the Supervisor.
- H. When job performance is unsatisfactory during the year, the supervisor shall conduct a meeting in which the employee will be given an explanation of the unsatisfactory performance and will be given instructions on what is necessary to improve performance to an acceptable level.
- I. The job performance ratings, attendance, and Standard of Conduct and Work Rules issued shall be used as sources for personnel actions.

X. LIFE HEALTH, AND RETIREMENT

- A. Full-time employees and employees who work thirty (30) hours per week or more are eligible health insurance. The NDMECDC pays the premiums for eligible employees. Employees are required to pay any cost of eligible dependent coverage. All eligible employees of the NDMECDC should request information from the Administrative Assistant of the benefits available under the program.**

- B. Upon termination of employment, employees and their dependents are entitled to remain under the health program through the provisions of federal law known as the Consolidated Omnibus Budget Reconciliation ACT (COBRA). The period to remain in the health program is (18) months after termination. The employee is required to pay the premiums set by the NDMECDC. In case of death of the employee or divorce, the dependents may remain in the COBRA program for thirty-six (36) months.**

XI. TRAVEL EXPENSES

- A. Employees required to travel in connection with the performance of their officially assigned duties shall be reimbursed for the cost of meals, lodging and other necessary expenses incurred in the course of official travel. Prior approval from the Administrator to incur travel expenses is necessary. Upon completion of officially authorized travel, employees are to submit itemized expense accounts on the prescribed form. Employees are to consult the Administrative Assistant for procedures and guidelines guidelines prior to incurring travel expenses.**

- B. Mileage expenses are normally incurred through travel by personal automobile between the NDMECDC office and a business destination(s). Any mileage expenses that will result from travel originating from other locations and/or between other locations requires prior approval. Only the normal distance in mileage between locations will be reimbursed.**

- C. Since over-night travel is not required within NDMECDC,
no
meals or lodging will be reimbursed.**

- D. Lunch will be reimbursed when traveling outside the NDMECDC on official business and overnight stay is not required. Breakfast and dinner will be reimbursed only in unusual circumstances and must be approved by the Administrator in advance.
- E. Airline travel shall be reimbursed at the rate of tourist accommodations. Receipts for parking must always be presented to be reimbursed. Every effort is to be made to secure a receipt for taxi or limousine service. A reasonable amount will be allowed without a receipt. Personnel wishing to travel out-of-state in their personal vehicle or commercial carrier other than air travel, will be reimbursed at the standard rate per mile or the amount that would be required to purchase the most economical ticket, whichever is smaller. The cost of airline tickets vary depending on the dates of the meeting, etc. The Administrator is to give prior approval of the cost of these tickets.
- F. For per diem purpose, time involved in business travel will be determined by the time of departure from phone and by air travel. Any other time taken to travel or ride other carriers will be charged to annual leave.

XII. DISCIPLINARY ACTION, SUSPENSION, OR EMPLOYMENT TERMINATION

- A. Disciplinary action may consist of verbal or written reprimand, suspension with or without pay, demotion, employment termination, etc.
- B. When it is in the best interest of the NDMECDC, the Administrator may suspend with or without pay, or terminate employment of, any employee. When possible, the Administrator will meet with the employee to discuss the issue(s). The employee has the right to follow the grievance procedure.

XIII. EMPLOYEE GRIEVANCE PROCEDURE

A. Step 1

1. An employee who has a grievable complaint must identify the grievance in writing to the immediate supervisor within five (5) work days of becoming aware of the grievable issue.
2. The immediate administrator or supervisor shall have three (3) work days from the date of the initial discussion to verbally inform the employee of the response. (The immediate supervisor shall write a memorandum for record and request the aggrieved employee to sign it.)

B. Step 2

1. If the employee is not satisfied with Step 1 or does not receive a response, the employee may submit a grievance form to the Administrator. The grievance must be submitted within three (3) work days following receipt of the immediate supervisor's response.
2. The Administrator is required to meet with the aggrieved employee within five (5) work days after receipt of the grievance form. This meeting will be informal with only the employee, Administrator and the appropriate witness(es) present. The Administrator will notify any employees(s) who will be a witness(es) to attend the meeting. The employee is to tell the Administrator the name of the employee(s) who will serve as witness(es) at least three (3) work days before the meeting.
3. The Administrator is required to give the employee a written response within three (3) work days.

C. Step 3

- 1. If the employee is not satisfied with the Step 2 written decision or does not receive a response, the employee may submit a grievance form to the President of the Board of Directors. The grievance must be submitted within ten (10) work days following receipt of the Administrator's response.**
- 2. The President is required to acknowledge receipt of the appeal to the aggrieved party and direct the Administrator to place on the next Board meeting agenda a time to hear the grievance. The aggrieved party may not appear before the Board with anyone other than legitimate legal council. The Board may request anyone that it feels is qualified to fairly reach a decision.**
- 3. The decision of the Board will be made in executive session and the Administrator will inform the aggrieved party within ten (10) calendar days the decision of the Board. The decision of the Board of Director will be final and any futher action would be in a court of law.**
- 4. The President's decision is final.**

D. Grievance Time Limit

- 1. If grievance is not presented within the time limit as set forth above, it will be considered concluded. If a grievance is not appealed to the next step within the specified time limit or agreed extension thereof, it will be considered settled on the basis of the immediate supervisor's last answer.**
- 2. Time limits on each step may be extended by mutual written agreement of the parties involved.**

XIV. RESIGNATION.

- A. Employees shall give no less than two (2) weeks written notice of resignation. Failure to give two weeks notice could result in loss of benefits.**
- B. The resignation of the Administrator shall be submitted to the President of the Board of Directors of the NDMECDC.**
- C. All other notices of resignation shall be submitted to the Administrator who will inform the Personnel Committee of said action.**
- D. Employees are to turn over all NDMECDC property to the Administrative Assistance at the time of employment termination.**

XV. ACCESS TO PERSONNEL FILES

- A. NDMECDC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application resume, records of training, documentation of performance appraisals and salary increases, and other employment records.**
- B. Personnel files are the property of NDMECDC, and access to the information they contain is restricted.**
- C. Generally, only the Administrator and the Chair of the Personnel Committee of NDMECDC has a legitimate reason to review information in a file and is allowed to do so, unless the matter came before the Board. The file then will be made accessible to the Board.**
- D. Any documents indicating an employee has a disability, as defined by the Americans with Disabilities Act, will be maintained in a separate confidential file.**

- E. Employees who wish to review their own file should contact the Administrator. With reasonable advance notice, employees may review their own personnel files in NDMECDC'S offices and in the presence of the Administrator.

XVI. PAYROLL

- A. Employees receive their paychecks on the fifteenth (15th) and last day of the month, or the last work day before those days.
- B. Semi-monthly time sheets shall be submitted to the Administrative Assistant immediately upon the completion of the pay period, or as otherwise specified. Employees must submit a time sheet for the work period ending, prior to receiving a paycheck.

FISCAL/CONTRACT OFFICER
for
NDMECDC

INTRODUCTION:

- This position is a contractual position, responsible directly to the Board of Directors performs a wide range of accounting, fiscal, and budgetary duties in administering financial activities in the E/C community.

Duties:

- Provides accounting support for the Board and finance committee, and staff by recording, monitoring and retrieve accounting data. Uses the accounting system to the fullest practical extent to minimize paperwork and maintenance of manual records while providing a wide range of available accounting information.
- Oversees the recording, validating, and reporting of data to various state, local, and federal agencies. This includes preparing contractual documents for proposals funded to assure that they conform to state, federal and Congressional requirements.
- Provides written financial reports, advice and assistance to Board finance command staff in the development of proposals and budgets. Develops procedural instructions on policy for use by staff in planning and estimating project's needs.
- Monitors the use and rate of expenditures of funds for specific projects through continuing dialogue with staff.
- Advises staff on the status and availability of funds in different budget accounts and all aspects of the budget process which applies to specific areas.
- Examines the accuracy, legality, compliance with regulation, and justification of vouchers, invoices, claims, and other request for (1) goods and services provided (2) reviews the breach of contract or default in fulfilling contractual obligations; and (3) reimbursement of expenditures made for travel, labor and transportation.
- Assures that NDMECDC's property is classified in the accounting system. This is an internal control mechanism designed to prevent the loss of expensive property items through fraud, waste and abuse.

JOB DESCRIPTION ADMINISTRATOR

for

NDMECDC

Position Summary:

- NDMECDC is a not-for-profit group dedicated to improving the economy of the Delta Region of Mississippi. This position requires a person who has a broad base of skills to work with manufacturers, educators, parents, community leaders, government employees, and other officials. This person must have strong oral and written communication skills. The ability to create and foster partnerships and networks is important. It is critical that the Administrator, under the direction of the Board of Directors be able to identify and/or develop programs to further the goals of the NDMECDC. The Administrator shall work at the will and pleasure of the NDMECDC Board.

Selection Criteria:

- Job performance will be decided by the quality, timeliness, and efficiency of coordinating and administering the responsibilities of the position and according to the professional attitude, knowledge, skills, and experience with which the following roles and responsibilities are executed in fostering NDMECDC's goals.
- Guide the critical process through which the long term strategic plan will be monitored, evaluated, and revised as needed.
- Administer E/C funds by ensuring the following:
- Consistent maintenance of records and program activity documentation.
- Timely execution of correspondence and communication related to E/C initiatives.
- Maintenance of all required reports and documentation.
- Support of the process by which the E/C meets and deliberates, including coordination of the planning, organization, and facilitation, and activities. This process includes scheduling meetings and making logistical arrangements.
- Help with the coordination, management, facilitation, and administration of any workshops, conferences, and/or training sessions sponsored by the E/C.

POSITION REQUIREMENTS:

1. Minimum Educational Requirements:

- **The applicant employee must have a Bachelor's Degree in Accounting and/or related experience. Also, a minimum of three (3) years of professional on the job experience.**

2. Knowledge Required by the Position:

- - a. **Comprehensive and detailed knowledge and understanding of accounting policies, and procedures, generally accepted accounting practices, as they relate to non-profit organizations, state, and federal agencies.**
 - b. **Working knowledge of automated accounting systems.**
 - c. **Ability to communicate accounting information to staff and Federal, State, and Local Commission members in a clear and concise, in an meaningful way.**
 - d. **Knowledge of accounting systems sufficient to follow individual funds and specific moneys from initiation through expenditure stages in order to trace discrepancies in the system.**


North Delta Mississippi Enterprise Community Development Corporation

JOB DESCRIPTION for COMMUNITY COORDINATOR

Position Summary

North Delta Mississippi Enterprise Community Development Corporation is a not-for-profit group dedicated to improving the economy of the North Delta Region of Mississippi. This position requires a person who has a broad base of skills to work with manufacturers, educators, parents, community, business and financial leaders, government employees, and other officials. This person must have strong oral communication skills. The ability to create and foster partnerships and networks is important. It is critical that the Coordinator, under the direction of the Administrator, be able to identify and/or develop programs, organize/monitor groups, liaison, outreach and network to further the goals of the NDMECDC. The Coordinator shall work under the direction of the Administrator.

1. Job performance will be decided by the quality, timeliness, and efficiency of coordinating and administering the responsibilities of the position and according to the professional attitude, knowledge, skills, and experience with which the following roles and responsibilities are executed in fostering NDMECDC's goals.
2. Assist the Administrator in guiding the critical process through which the long term strategic plan will be monitored, evaluated, and revised as needed.
3. Assist the Administrator by ensuring the following:
 - Monitor grants and programs as directed by the Administrator. Maintain records and reports as required on these programs.
 - Keep the Administrator and other appropriate EC personnel apprised of resource opportunities, NOFA's, training opportunities and other constructive expansion possibilities for the EC. Assist with resource development.
 - Actively assist with the formation of appropriate collaborative groups to plan, establish economics of scale for projects and work together on community building programs.
 - Serve as liaison between the EC and other community development agencies, businesses, non-profits and government units and reciprocally from the agencies to the EC.

- Excellent oral and written communication skills and the ability to make formal presentation in a diversity of roles and before a wide range of audiences.
- Apply practical development ideas to ensure a comprehensive approach to collaboration for system change.
- Make regular visits to the satellite offices established by the Board
Initiate and complete tasks and projects in a timely, consistent manner with a high degree of excellence.
-  Recruitment, hires subordinate staff.
- Attend meeting in and out of state as needed to provide written report to the Board of Directors at all meeting of the E/C.

Minimum Qualifications:

- The Administrator of the NDMECDC requires a person with no less than a Master's degree or comparable experience in community development. The Administrator should have practical experience in dealing with diverse groups of individuals, grant-writing and fund-raising skills.

- Assist with the EC's public relations efforts in the community and with the media.
- Make regular visits to satellite offices established by the Board and other duties as assigned by the Administrator.

**SECRETARIAL POSITION
NDMECDC**

INTRODUCTION:

- This position with the North Delta MS Enterprise Community Development Corporation requires the performance of secretarial and clerical duties for the NDMECDC office.

Duties:

- Types a variety of materials from rough draft, pencil notes, forms and oral information.
- Assists in maintaining office files in accordance with prescribed procedures which includes classifying materials, furnishes materials from files upon request, disposes of obsolete records in accordance with prescribed disposition schedule.
- Greets office visitors and answers the telephone in a friendly, and professional manner. Receives all incoming mail, logs, sorts and distributes to co-workers.
- Maintains necessary supplies and equipment.

POSITION REQUIREMENTS:

1. Minimum Education Requirements:

- a. The applicant must have a HS diploma or its equivalent and at least two two years of clerical experience. Professional clerical training preferred, but not required.

2. Knowledge Required by the Position:

- a. Experience in operating an electric typewriter and computer word processor (ex. Word Perfect). The incumbent must type a minimum of 40 wpm.
- b. Experience with data entry and maintenance of data files in computers.
- c. Knowledge of grammar, spelling, capitalization and punctuation needed to type a variety of materials accurately from written sources or voice recordings.

Proposal Guidelines

Section I: Cover Sheet

- A. Name of Organization as it appears on the Articles of Incorporation.
- B. Common name, if different
- C. Chief Executive Officer's name
- D. Organization's street address, mailing address, e-mail address, telephone and fax numbers
- E. Project Director's name, addresses and telephone if different
- F. Title of project
- G. Strategic Plan action number and related Benchmark
- H. Amount of Request
- I. Amount of matching funds and whether the funds are committed, expected or will be requested
- J. Name of collaborating partners
- K. Beginning and ending date for this project
- L. Five sentence project summary/abstract

Section II: Proposal Narrative

- A. Goals and Objectives of the projects
- B. Statements of the issues the project will address, especially as it pertains to the EC strategic plan and Benchmarks
- C. Plan of Action
- D. Anticipated Outcomes
- E. Plan for assessment and evaluation
- F. Plan for sharing results of project

Section III: Organizational Information

(A strategic plan or business plan may be substituted or this section.)

- A. Mission
- B. Date founded
- C. Distinctive Accomplishments
- D. Capacity to complete Project
- E. Qualifications of the project director and other key staff

Section IV: Time Line

Section V: Proposal Budget and Budget Justification

Section VI: Letters of commitments from Collaborators Letter of Commitments from community members

Section VII: Date and location of Discussion with community members

Date task force approved project

Section VIII: resumes of key staff members

Section IX: List of members of the board of directors

Section XI: Organization's financial information for most recent audited year

- Reporting Requirements for Grantees
- Quarterly Reports (April, July, October, January) with the following information:
 - Any changes in staffing
 - Progress towards reaching goals
 - Lessons learned thus far
- Final Report (at the end of the period and due within 60 days after end of project)
 - Evaluations from participants
 - Whether or not goals were reached
 - What was good about the project
 - What could be learned from the project
 - Final Fiscal Report

II. EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about NDMECDC, Inc. and I understand that I should consult with the Administrator regarding any questions not answered in the handbook. The Administrator will consult with the board if the question be a policy matter.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of the NDMECDC has the ability to adopt any revisions to the policies in the handbook.

Furthermore, I acknowledge that the handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

ADMINISTRATOR

APPLICATION

This program is open to small businesses located within the Enterprise Community (EAC) or any one doing business within the EAC.

The following information is required for initial processing of your application for participation in the Enterprise Community. Accurate and complete answers are important, since this application will be used as a basis for providing services. Any documents submitted will become the property of EAC Financial Institution and will not be returned, whether or not the loan is approved.

NAME OF BUSINESS: _____

BUSINESS TELEPHONE: () _____
HOME TELEPHONE: () _____

ADDRESS: _____
STREET: _____ CITY: _____ COUNTY: _____ STATE: _____ ZIP CODE: _____

DATE ESTABLISHED: _____ TYPE OF BUSINESS: _____

BUSINESS ID NO. _____ SOCIAL SECURITY NO. _____

NAME OF BUSINESS OWNER: _____
LAST FIRST MI

BUSINESS OWNER'S DATE OF BIRTH _____
MO. DAY YEAR

AMOUNT OF LOAN REQUESTED \$ _____

PURPOSE OF LOAN REQUEST _____

TERMS OF LOAN _____

A. COMPANY HISTORY

1. What is the Company's product or services? _____
2. How many employees work full time? _____
3. How many paid employees work part-time? _____
4. How many new jobs will be created? _____
5. Is this a minority company? Yes _____ No _____

B. MANAGEMENT

1. List the managers of the company, including job title and job description

Name (Last, First, MI)	Title	Job Description
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

C. Miscellaneous

1. List the banks or other financial institutions with which the company has outstanding loans or checking accounts:

a. _____	c. _____
b. _____	d. _____

D. Ownership

1. Indicate whether the company is a corporation, partnership, or proprietorship _____

2. If the company is a corporation, list all the stockholders and the percentage of total stock which each owns

Name	% Total Stock	Name	% Total Stock
_____	_____	_____	_____

North Delta Mississippi Enterprise Community Development Corporation

Post Office Box 330
Sardis, Mississippi 38666

Telephone: (601) 487-1968
(601) 487-3866

Fax: (601) 487-0088
Email: stewart@panola.com

Board of Directors

Robert Avant, President
G.A. Johnson, Vice President
Carolyn Talley, Treasurer
Helen Ingram, Secretary

Administrator

Stewart Guernsey

Community Coordinator

Johnny B. Thomas

DATE: May 12, 1997

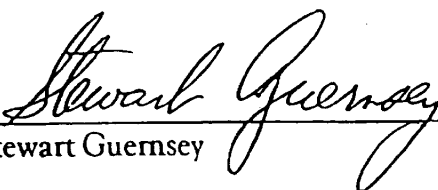
TO: Cheryl James, Secretary
Johnny B. Thomas, Community Coordinator

FROM: Stewart Guernsey, Administrator

SUBJECT: Official Notice of Changes in Manual

When we each began our employment with the Enterprise Community, we signed an Employee Acknowledgment Form. At that time, the Policy Manual had not even been formally passed by the Board. Since then, the manual has been adopted, along with a job description for the Community Coordinator's job.

The manual requires that changes be communicated through official notices. Please regard this as such a notice. I am deeming your original signature as sufficient to inform you of the policies in the manual and your responsibility to comply with them.


Stewart Guernsey

North Delta Mississippi Enterprise Community Development Corporation

JOB DESCRIPTION for COMMUNITY COORDINATOR

Position Summary

North Delta Mississippi Enterprise Community Development Corporation is a not-for-profit group dedicated to improving the economy of the North Delta Region of Mississippi. This position requires a person who has a broad base of skills to work with manufacturers, educators, parents, community, business and financial leaders, government employees, and other officials. This person must have strong oral communication skills. The ability to create and foster partnerships and networks is important. It is critical that the Coordinator, under the direction of the Administrator, be able to identify and/or develop programs, organize/monitor groups, liaison, outreach and network to further the goals of the NDMECDC. The Coordinator shall work under the direction of the Administrator.

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 - Actively assist with the formation of appropriate collaborative groups to plan, establish economics of scale for projects and work together on community building programs.
 - Serve as liaison between the EC and other community development agencies, businesses, non-profits and government units and reciprocally from the agencies to the EC.

- Assist with the EC's public relations efforts in the community and with the media.
- Make regular visits to satellite offices established by the Board and other duties as assigned by the Administrator.

NORTH DELTA
 ENTERPRISE COMMUNITY

BI-MONTHLY TIME SHEET

NAME: _____

DATE	AM / PM	# HOURS	ACTIVITY / LOCATION
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
TOTAL HOURS		OVERTIME	

I certify that this is an accurate statement of my time expenditure to the best of my recollection.
 This is the _____ day of _____, 19_____.

Approved:

 Employee

 Supervisor

NORTH DELTA
ENTERPRISE COMMUNITY

BI-MONTHLY TIME SHEET

NAME: _____

DATE	AM / PM	# HOURS	ACTIVITY / LOCATION
16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____
20	_____	_____	_____
21	_____	_____	_____
22	_____	_____	_____
23	_____	_____	_____
24	_____	_____	_____
25	_____	_____	_____
26	_____	_____	_____
27	_____	_____	_____
28	_____	_____	_____
29	_____	_____	_____
30	_____	_____	_____
31	_____	_____	_____
TOTAL HOURS		OVERTIME	

I certify that this is an accurate statement of my time expenditure to the best of my recollection.

This is the _____ day of _____, 19____.

Approved:

Employee

Supervisor

