

# Personnel Policies & Procedures

A Manual for  
League Employees

*Revised 2017*

*League of Women Voters of Texas  
League of Women Voters of Texas Education Fund*

The logo consists of the letters 'LWV' in a bold, blue, serif font. A thick, red, brush-stroke-like underline is positioned beneath the letters, starting under the 'L' and extending past the 'V'.

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# Personnel Policies & Procedures

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*Adopted by the League of Women Voters of Texas Board of Directors  
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## Introduction

The policies contained in this manual are not to be construed as being any terms and/or conditions of an employment contract expressed or implied. These policies are simply general pronouncements discussing employer expectations and staff guidelines. They do not affect an employee's status as an at-will employee of the League of Women Voters of Texas and/or League of Women Voters of Texas Education Fund (League). The League personnel policies are subject to change, modification, or suspension, interpretation, or cancellation, in whole or in part, by a decision of the state League board of directors as circumstances may warrant.

## Section 1. General Policies

### 1.1 Equal Employment Opportunity Policy

The League offers equal employment opportunity to all job applicants and gives all employees equal consideration in employment practices. The League abides by the applicable local, state and federal laws regarding equal employment opportunity. Every person who applies for a job, or who works for the League, will be considered solely on her or his qualifications and performance in connection with hiring, placement, pay raises, promotions, and all other aspects of employment.

### 1.2 Respectful Work Environment

The League is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to race, creed, physical, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical attributes or mental issues, veteran status, military obligations, and marital status. It is our policy to maintain a respectful, nondiscriminatory, positive working environment free from intimidation, harassment, bias, or inappropriate conduct.

### 1.3 Drug-Free Workplace Policy

The manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on the League premises or while conducting League business off the premises is strictly prohibited. Violations of this policy may result in disciplinary action, up to and including discharge.

### 1.4 Smoke-Free Workplace Policy

The League enforces a smoke-free workplace policy that provides for the protection of its employees, volunteers, customers, and visitors.

### 1.5 Obligation to Report Violations

Any staff member who observes, or has knowledge of, an action or condition in the workplace that the staff member reasonably believes to be unsafe or to violate applicable laws, policies, regulations, or directives shall promptly report such observation or knowledge to the executive administrator or board president. Where investigation confirms the allegation, prompt, corrective disciplinary action, up to and including discharge, will be taken.

## 1.6 Indemnification and Limitation of Liability

The directors and all officers or other appointed representatives of the League shall be indemnified, and their liability shall be limited to the fullest extent authorized by the Texas Non-Profit Corporation Act, 32 TEX. CIV. CODE ANN. § 9-1396.2.22A; Texas Charitable Immunity & Liability Act of 1987, 4 TEX. CIV. PRAC. & REM. CODE § 84; and Volunteer Protection Act, 42 U.S.C. § 14501 *et seq.* as those provisions now exist or hereafter may be amended.

## 1.7 League Work Standards

**1.7.1** At the League, an employee who fails to maintain, at all times, proper standards of conduct, League policies, or who violates the following standards, will be subject to corrective action, up to and including discharge. The purpose of these standards is to advise all employees as to the reasonable rules of good conduct necessary to protect the health and safety of everyone.

**1.7.2** The League work standards forbid the following acts:

- 1.7.2.a** Theft or removal without authorization from its proper place, any property of the League or of its staff, volunteers, or visitors
- 1.7.2.b** Falsification of records, reports, or employment documents
- 1.7.2.c** Misuse of records, reports, or employment documents
- 1.7.2.d** Failure to adhere to media relations policy
- 1.7.2.e** Refusal to follow directions of supervisor
- 1.7.2.f** Participation in fighting, use of profanity or abusive language to fellow workers, supervisors, volunteers, customers, or visitors
- 1.7.2.g** Use, possession of, or under the influence of nonprescribed drugs or intoxicants
- 1.7.2.h** Divulgence of any confidential information or use of database information for personal gain
- 1.7.2.i** Acting in a manner that is not in the best interest of the League
- 1.7.2.j** Failure to follow safety regulations, practices, and procedures
- 1.7.2.k** Bringing firearms or weapons onto League property or to a League event

### 1.7.3 Confidentiality

Member and donor information is confidential. Except for routine practices such as the information in the *League Handbook* and normal donor recognition, names and contact information will not be released or made public without board authorization.

## 1.8 External Communication

**1.8.1** All communication in whatever form with the media (print, electronic, radio) shall be conducted by the president or designee.

**1.8.2** Letters representing a League viewpoint or policy to non-Leaguers shall be approved and signed by the president or designee.

**1.8.3** All media releases shall be approved by the president or designee and shall be sent out from the state office after that approval has been received in the state office.

**1.8.4** All electronic communications are the property of the League. Records and electronic documents shall be maintained in standard business formats (.doc, .rtf, .xls, .pdf) for document maintenance and destruction. Historic documents are to be moved to archives. See Retention Schedule for Business Records and Documents for transferring documents to archives (page [7](#)).

## 1.9 Website

**1.9.1 Privacy.** The League places a high priority on protecting your privacy. This privacy policy was created in order to demonstrate our firm commitment to the privacy of our members and

website users. This policy explains what types of information is collected by the League website, [www.LWVTexas.org](http://www.LWVTexas.org), and how this information is used.

**1.9.1.a Collection of personally identifiable information.** League members that register for the [www.LWVTexas.org](http://www.LWVTexas.org) website and individuals that sign up to receive League electronic communications voluntarily provide us with contact information (e.g., name, email address). We may use this information for specific, limited purposes. You may always opt out, either now or at any time in the future, if you do not wish to receive our messages.

**1.9.1.b IP addresses.** The League uses your IP address to help diagnose problems with our server, to administer the [www.LWVTexas.org](http://www.LWVTexas.org) website, and for statistical metrics used to track website visitor traffic.

**1.9.1.c Cookies.** The League website [www.LWVTexas.org](http://www.LWVTexas.org) uses cookies to automatically help provide better services. They remind us who you are and your preferences for our website based on what you've done and told us before. The cookie is placed in your computer and is read when you come back to our website. Cookies let us take you to the information and features you're particularly interested in. They also let us track your usage of the [www.LWVTexas.org](http://www.LWVTexas.org) website, so we know which parts of our sites are most popular. You can reject cookies or cancel them by instructing your Web browser accordingly.

**1.9.1.d Use of personal information.** We use your personal information to provide you with personalized service, send email alerts to you, answer your requests, process your membership application, etc. You may choose to opt out at any time, which will cease all communications from us. We may also use your information to track a visitor of our website. This lets us see which of our features are the most popular so we can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example) to outside parties.

**1.9.1.e Email privacy.** Personal information will be shared only with those third-party service providers who perform functions on our behalf, including processing credit card payments, providing customer service, removing repetitive information from customer actions, analyzing data, and providing marketing assistance.

**1.9.1.f External links.** The website [www.LWVTexas.org](http://www.LWVTexas.org) includes links to external websites. These links do not fall under the [www.LWVTexas.org](http://www.LWVTexas.org) website domain, and the League is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

**1.9.1.g Modifications.** The League may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy policy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.

**1.9.2 Copyright.** The League website and materials posted via the website shall be copyrighted using the Creative Commons Attribution-Noncommercial-ShareAlike 3.0 United States License or a similar license.

**1.9.3 Disclaimer.** The information contained on the League website is provided by the organization for general informational purposes only. None of the information on the website is intended or should be construed to be legal advice or a legal opinion. While every effort has been made to ensure that the information contained on the website is as accurate as possible, omissions and errors may occur. Also, because of the nature of website development, maintenance and updating, the information contained on the website may not reflect the most current developments. The League and its contributing authors expressly disclaim all liability to any person with respect to the consequences of any act or omission committed based upon reliance in part on any of the contents of the website.

**1.9.4 Links.** At certain places on the League website, live links to other Internet addresses (aka third-party sites) can be accessed. Such third-party sites contain information created, published, maintained, or otherwise posted by institutions or organizations independent of the League. The League does not endorse, approve, certify, or control these third-party sites and therefore cannot

guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of information located at such addresses.

**1.9.5 No warranty.** The information on the League website and third-party sites is provided as is and without warranties of any kind, either express or implied. To the fullest extent permissible pursuant to applicable law, the League disclaims all warranties, express or implied, including but not limited to, implied warranties, express or implied, including but not limited to, implied warranties of merchantability and fitness for a particular purpose. Use of any information obtained from such third-party sites is voluntary, and reliance upon it should only be undertaken after an independent review of its accuracy, completeness, efficacy, and timeliness. Reference therein to any specific commercial product, process, or service by trade name, trademark, service mark, manufacturer, or otherwise does not constitute or imply endorsement, recommendation, or favoring by the League.

## 1.10 Record and Document Retention & Archiving

**1.10.1** The schedule for retention and archiving League records follows on page 7. Preliminary drafts of documents should not be saved. Items such as coupons for a drawing or pledge cards for a donation should not be saved after 1 year has lapsed from the drawing or the time the pledge was made, with the exception of pledges of \$100 or more that have not been paid.

**1.10.2** State board members should send copies of completed documents that need to be retained to the state office by electronic means. State board members should also back up their documents on a regular basis to guard against losses from a computer crash.

**1.10.3** To preserve the long history of the League, its historical records are located in the Texas Tech University Southwest Collection/Special Collections Library, Lubbock, Texas 79409; [www.swco.ttu.edu](http://www.swco.ttu.edu). See Retention Schedule for Business Records and Documents for transferring documents to archives (page 7).

**1.10.4** Local Leagues should adopt the retention and archiving schedule of records and documents as applicable. Local Leagues will make arrangements for archiving records in a location that is readily accessible in their local community.

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## Retention Schedule for Business Records and Documents

Record / Document	Retained in Office	Permanent Archives
<b>Financial Records</b>		
A/P, A/R, cancelled checks, invoices, payroll tax returns, statements, etc.	7 years (Must be kept for 6 full years after tax returns are filed because of IRS audit rules)	
Audit reports	7 years	After 7 years
Financial statements (end of year)	7 years	After 7 years
General ledgers, journals	7 years	After 7 years
Tax returns	7 years	After 7 years
<b>Administrative Records</b>		
Bylaws, charter	Current copy and one previous copy	Expired copies
Contracts, notes, mortgages, leases	7 years after expiration	
Correspondence (routine)	7 years	After 7 years
Deeds, mortgages, bills of sale	7 years	After 7 years
Employment applications	3 years	
Insurance policies (expired)	3 years	
Insurance claims, lawsuits	7 years	After 7 years
Minutes of board meetings, conventions, councils, board actions	5 years	After 5 years
Personnel files	3 years after termination	
Property records, including costs, depreciations, reserves, blueprints	Until property is disposed of	After property is disposed of
<i>Texas Voter</i>	6 years	After 6 years
<b>Local League Information</b>		
Achievement goals/awards (final summaries only)	2 years	After 2 years
Bylaws and policies	Current copies	Expired copies
Minutes, publications	2 years	After 2 years
Disbanded Leagues	2 years	After 2 years
<b>Legislative Information</b>		
Legislative interviews	4 years	After 4 years
Testimony	10 years	After 10 years
Issue papers	10 years	After 10 years
Legislative newsletters	10 years	After 10 years
<b>Development Information</b>		
Annual reports	10 years	After 10 years
Actions of contributors	3 years	After 3 years
<b>League Program</b>		
Program planning	5 years	After 5 years
State studies: <i>Facts &amp; Issues</i> , consensus reports, significant background materials	10 years	After 10 years
<i>Voters Guides</i>	8 years (at least 10 copies)	After 8 years (1 copy)
National program: <i>Impact on Issues</i> , other publications	2 years (current edition)	
Completed education projects	7 years	After 7 years

Approved 11 Jan 2015  
LWV-TX Board of Directors

# Section 2. Employment

## 2.1 Preamble

The responsibilities of current staff persons are indicated on their job descriptions. These are subject to change as determined by the executive administrator and the members of the Fiscal Management and Administration (FM&A) Committee. The FM&A Committee shall have the authority to hire, promote, and terminate all staff.

## 2.2 Classification of Employees

**2.2.1 Full-time.** These employees work a regularly scheduled 7½-hour day and/or 37½ hours per week.

**2.2.2 Part-time.** These employees work less than 7½ hours a day. Employees filling part-time positions must have an established schedule, approved by the executive administrator, which is normally worked every week. Such employees are eligible for benefits per these personnel policies.

**2.2.3 Temporary.** These employees are paid hourly under a letter of agreement for a specified period of time. Temporary employees are not eligible for benefits unless otherwise stipulated in the letter of agreement, but they must be advised of and comply with these personnel policies.

**2.2.4 Salaried positions.** The position executive administrator and other salaried positions are classified as exempt; all other positions are nonexempt for the purposes of the Fair Labor Standards Act.

## 2.3 Probationary Period

**2.3.1** All newly hired, regular employees will be subject to a probationary period of 3 months. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The employer uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the employer may end the employment relationship at will during the probationary period, with or without cause or advance notice.

**2.3.2** Employees who are promoted must complete a 3-month probationary period for their new position.

**2.3.3** All new regular, full- and part-time, employees will be evaluated at the end of this probationary period. The FM&A Committee will perform the 3-month review of the executive administrator.

## 2.4 Hours of Work and Compensation

### 2.4.1 Hours of work

#### 2.4.1.a Workweek

**2.4.1.a1** The League office shall be open to the public Monday through Friday from 9 a.m. to 5 p.m. Employees shall take a 30-minute break for lunch.

**2.4.1.a2** Based on the needs of the office and nature of the job, there may be some flexibility in an employee's scheduled workweek based upon negotiated terms.

**2.4.1.a3** Part-time shall work an established schedule as approved by the executive administrator. Any variation in hours must be approved in advance by the executive administrator.



**2.4.1.a4** Any variation in the executive administrator's hours must be authorized by the president or designee after discussion with the Fiscal Management and Administration (FM&A) Committee.

**2.4.1.a5** The executive administrator must be authorized by the president or FM&A Committee chair before closing the state office.

**2.4.1.b Compensatory time and overtime pay (exempt employees)**

**2.4.1.b1** Compensatory and overtime for exempt employees may not be accumulated beyond your contract period. This concept of compensatory time is aligned with generally accepted standards and spirit of professional conduct.

**2.4.1.b2** Compensatory and overtime pay time for the executive administrator shall be approved by the president.

**2.4.1.c Unscheduled absences**

**2.4.1.c1** The League recognizes that from time to time situations may arise which require an employee's occasional absence from work. Employees unable to report to work must directly inform the executive administrator at the earliest possible time. Absences that are typically scheduled and approved in advance (e.g., paid vacation, holidays, bereavement days, and jury duty) are viewed as excused absences.

**2.4.1.c2** If an emergency arises and an employee asks the executive administrator's permission to miss work to attend to that emergency, leave may or may not be granted. If leave from work is granted, the employee will not be paid for time missed.

**2.4.1.c3** An employee who is away from the job for 3 consecutive days without notification will be considered to have voluntarily terminated employment with the League.

**2.4.1.d Inclement weather/emergency circumstances.** The office will close for a full or partial day because of emergency or inclement weather when the state, county, and/or city government is declared closed for the full or partial day because of weather conditions.

**2.4.2 Salary.** Persons employed by the League in a full- or part-time capacity, except those persons in nonexempt positions, will earn a salary negotiated at the time of recruitment that will not be based upon an hourly wage. At the time of hire, new employees will receive an offer of employment letter, a job description, salary and benefits detail, and a copy of the personnel policies. Evaluations will be conducted at least annually at which time salary and compensation will be reviewed.

**2.4.2.a Salary approval authority.** The LWV board shall approve salaries and salary changes upon recommendation of the FM&A Committee following the annual work performance reviews.

**2.4.2.b Salary payments**

**2.4.2.b1** The League pay period is semi-monthly.

**2.4.2.b2** Payroll deductions from salary shall include the mandatory deductions of federal, state, and city income tax, and FICA.

**2.4.2.b3** Provisions for additional deductions for items such as benefit programs also will be taken. (See Section 2.5 for further information about benefits.)

**2.4.3 Reimbursable employee expenses.** All employees shall be reimbursed for mileage when driving their own vehicles for approved League business. Reimbursement shall be at a rate determined by the board of directors and may be reviewed from time to time.

## 2.5 Employee Benefits

The following employee benefits are provided based on the employee's hiring anniversary date and classification:

**2.5.1 Health insurance.** The League offers a health insurance plan; participation is optional and is offered to all regular employees. The plan includes hospital, surgical, and major medical benefits. The League pays 100% of monthly insurance premiums for all regular employees. The rate of contribution by the League is subject to change with state board approval. New employees may apply for coverage immediately upon hiring.

**2.5.2 Holidays.** All regular employees will receive 8 paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas; and 2 extra days with approval of the president and/or FM&A chair.

With the approval of the president and/or FM&A chair, the office may be closed on Monday if a holiday falls on Tuesday or may be closed on Friday if a holiday falls on Thursday.

**2.5.3 Vacation**

**2.5.3.a** All regular, full-time employees are granted paid vacation days annually after the probationary period. The number of days for which each employee qualifies is based on his/her original service anniversary date, regardless of position and the current service year. The following table shows vacation eligibility based on service anniversary dates and current service year:

Length of Employment	Vacation Days Earned
After 6 months	5 days
After 12 months	An additional 5 days
After 24 months	10 days
After 36 months	15 days

**2.5.3.b** Employees will begin to accrue vacation leave on the first day of employment.

**2.5.3.c** Employees may use their vacation days as earned if absence from the workplace does not unduly provide an impediment for completion of their work assignments. The executive administrator must approve scheduled absences, and the employee should request leave as soon as possible, with a minimum of 2 weeks notice. The executive administrator's leave shall be approved by the president or designee.

**2.5.3.d** Employees are expected to take vacation allotted during their service year. A maximum of 5 days will be allowed to be carried over from one service year to the next. All other accrued leave would be forfeited on the employee's anniversary date. Vacation credits may not be used in increments of less than one-half day.

**2.5.4 Sick leave**

**2.5.4.a** For all regular, full-time employees, sick leave for illness shall be granted at the rate of 10 days per year. The sick leave is granted to the employee at the start of each service year. In order to be paid for sick leave, employees must notify the executive administrator at the beginning of each workday that they will be away, stating the nature of his/her illness or that of an immediate family member. Immediate family includes: parent, spouse/domestic partner, child, brother, sister, grandparent, and grandchild.

**2.5.4.b** An employee who is hospitalized or has an illness that extends beyond the available sick leave days need only make a single phone call at the beginning of the absence, estimating the date of return. However, a doctor's statement is to be turned in to the executive administrator when the employee returns to work.

**2.5.5 Personal leave.** The executive administrator and/or president or designee is authorized to approve or disapprove a request for personal leave. Such leave shall be leave without pay.

**2.5.6 Bereavement leave.** All regular, full-time employees may receive up to 3 days off with pay in the event of a death in the immediate family. Immediate family consists of grandparent, grandchild, father, mother, brother, sister, spouse/domestic partner, son, or daughter. A regular, full-time employee may be granted 1 day off with pay for attendance of funeral services for other family members.

**2.5.7 Jury duty.** All regular, full-time employees will be excused for jury duty. The employee shall receive up to 2 weeks compensation equal to the difference between his/her compensation as a juror and her/his regular wages per calendar year. The executive administrator should be notified of summons as soon as possible.

## 2.6 Personnel Files

Employees may view their personnel files while in the presence of the board president or designee and may copy all or part of their files. The League will maintain the confidentiality of all personnel files.

## 2.7 Performance Review

**2.7.1** An employee's performance is evaluated on: (a) the standards and duties of the job description which are provided at the time of employment, and (b) the objectives and special work functions to be as established mutually by supervisor and employee. Employees also are given the opportunity to identify and plan for future advancement interest. Work performance matters may be discussed at any time. Evaluations of all staff members will be conducted and completed on or near the employee's anniversary date of hire for his/her currently held position by the executive administrator. The FM&A Committee will initiate annual reviews of the executive administrator.

**2.7.2** The performance review form for the executive administrator is found on page **15**.

## 2.8 Workplace Conditions/Employee Rights

**2.8.1 Open door policy.** Staff members are urged to bring any suggestions for the workplace to the executive administrator who will present them to the Fiscal Management & Administration (FM&A) Committee. This includes comments regarding job descriptions and applications of these personnel policies.

### **2.8.2 Staff member rights**

**2.8.2.a** No staff member shall be disciplined, penalized, restrained, coerced, or otherwise prejudiced in his or her employment for exercising the right provided in this complaint process.

**2.8.2.b** The employee may present his or her complaint or grievance individually or through a representative.

**2.8.2.c** The organizations may not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against an officer/employee in the terms and conditions of service/employment if the officer/employee reports suspected fraud.

**2.8.2.d** Any reporting person who reasonably believed that fraud had occurred or that fraud was indicated shall be protected from retaliation.

## 2.9 Termination of Employment

Resignation. All employees are expected to give written notice to their supervisor of their intention to resign at least 2 weeks in advance of the effective date. Two weeks notice must not include vacation or sick leave. Prior to the effective date, an exit interview should be arranged with the executive administrator to finalize all League and employee obligations.

## 2.10 Resolving Differences

Should any difference arise between an employee and his/her supervisor or the League, the following procedure is available:

**2.10.1 Step 1.** Informal discussion of problem with immediate supervisor. If unresolved, proceed to Step 2.

**2.10.2 Step 2.** Submit written statement of problem to the next level supervisor, i.e., board president and/or FM&A Committee chair within 2 working days of informal discussion with immediate supervisor. The president or FM&A Committee chair shall render a written response within 5 working days.

**2.10.3 Step 3.** Submit written request for review by the president or her/his designee and FM&A Committee chair within 2 working days of receipt of response in Step 2. The president shall render a written response within 5 working days.

## 2.11 Receipt of Employment Policies

**2.11.1** The *Personnel Policies & Procedures* manual has been designed as a useful reference guide about the League and the benefits of employment. This document is not, and is not intended to be, a contract of employment, either express or implied, or a guarantee of benefits. Rather, it describes the League general philosophy concerning policies and procedures. Additionally, the League has reserved the right to change this document unilaterally at any time it finds necessary to do so. Employees, who are unclear about any League policies or work rules, should talk to the president.

**2.11.2** Each employee must acknowledge receipt of the *Personnel Policies & Procedures* manual by signing a Receipt of Employment Policies Form, obtaining the signature of his/her supervisor on the form, and submitting the form to the executive administrator within 2 weeks of employment. The form is found on page **14**.

# SECTION 3. STUDENT INTERNS AND VOLUNTEERS

## 3.1 Student Interns

**3.1.1 Definition.** Student interns participate in

...experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. (National Association of Colleges and Employers, 2011, <http://tinyurl.com/guwbjm5>)

**3.1.2 Criteria.** Unpaid interns participate in work activities that serve only their own educational interests and do not regularly perform the routine work of the organization on a recurring basis. An internship is not employment under the FAIR LABOR STANDARDS ACT if it:

**3.1.2.a** is similar to an educational environment.

**3.1.2.b** primarily benefits the student.

**3.1.2.c** does not augment the existing workforce.

**3.1.2.d** provides no immediate benefit to the organization.

**3.1.2.e** is of fixed duration without the expectation of a job at the conclusion of the internship period.

**3.1.2.f** is understood by both the student and organization that the intern is not entitled to wages during the internship period.

(U.S. Department of Labor Wage and Hour Division, 2010, *Fact Sheet #71*, available at <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>)

## 3.2 Student Volunteers

**3.2.1 Definition.** A League student volunteer is a student member of the state League participating in an internship as defined in Sec. 3.1.1 that does not meet all of the criteria for an unpaid internship in Sec. 3.1.2.

**3.2.2 League membership.** In lieu of compensation, the state or local League shall pay the annual student membership fee for the intern as long as the student continues as a volunteer. A League member may pay the membership fee for the state or local League if the member so desires.

### 3.3 League Responsibilities

The League is responsible for ensuring an internship experience with the following characteristics (NACE, 2011, <http://tinyurl.com/guwbjm5>):

**3.3.1 Experiential learning.** Provide work activities that:

**3.3.1.a** allow for student application of knowledge gained through coursework.

**3.3.1.b** increase skills/knowledge that may transfer to other employment settings.

**3.3.1.c** meet student academic learning objectives and professional goals.

**3.3.2 Material resources.** Ensure that there are material resources, equipment, and facilities to support the student academic learning objectives and professional goals.

**3.3.3 Supervision.** Provide supervision by the executive administrator.

**3.3.4 Feedback.** Provide routine feedback by the executive administrator.

**3.3.5 Internship period and qualifications.** The job description for the internship has a defined time period and desired student qualifications.

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League of Women Voters® of Texas

1212 Guadalupe #107, Austin, TX 78701
(512) 472-1100
LWVTexas@LWVTexas.org | www.LWVTexas.org

RECEIPT OF EMPLOYMENT POLICIES FORM

MEMO

To: Executive Administrator
From:
Date:
Subject: Receipt of Employment Policies

The Personnel Policies & Procedures manual has been designed as a useful reference guide about the League and the benefits of employment. This document is not, and is not intended to be, a contract of employment, either express or implied, or a guarantee of benefits. Rather, it describes the League general philosophy concerning policies and procedures. Additionally, the League has reserved the right to change this document unilaterally at any time it finds necessary to do so. Employees, who are unclear about any League policies or work rules, should talk to the president.

By signing below, I acknowledge that I have received a copy of the League Personnel Policy and Procedures manual. I understand my obligation to familiarize myself and comply with the policies and procedures set forth therein. I also acknowledge that the above action of items has been explained to me, and I fully understand them. I understand and accept the fact that I must conform to the standards, regulations, and policies of the League, and that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of myself or the League. Finally, I understand that no one, without prior written approval of the League Fiscal Management and Administration Committee, has the authority to enter into any agreement for employment.

I understand that all statements relating to benefit coverage in the Personnel Policy and Procedures manual are the final words in terms of eligibility and coverage.

Employee name (printed) Job title
Employee signature Date
Supervisor signature Date

Return the original copy to the executive director for placement in your personnel file. Keep one copy for your own records.



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EXECUTIVE ADMINISTRATOR PERFORMANCE REVIEW FORM

Executive administrator name

Date

Evaluator name

Evaluator position

Administration and Board Support

- 1. Acts as the official staff representative for the League of Women Voters of Texas
2. Works with the board of directors and committees to implement policies and programs of the League
3. Plans work to meet deadlines with ample time for board review and input prior to deadline.
4. Coordinates all office operations
5. Fields correspondence, including mail, telephone, and email; and responds or forwards to board members as appropriate.
6. Designs, reviews, and updates all publications and makes suggestions for content and appearance.
7. Facilitates and maintains communications with local Leagues, members, media, and the public.
8. Handles routine website updates and coordinates updates with board members and webmaster.
9. Coordinates news releases and media events with president and board members.
10. Effectively manages the expenses and maintenance of the state office.
11. Processes membership inquiries and new membership, deferring to local Leagues when appropriate.
12. Coordinates and attends quarterly weekend meetings of the state board; assists in planning and organizing other events.

13. Makes timely reports as directed by the Fiscal Management and Administration Committee.  
 Exceeds expectations       Meets expectations       Needs improvement

**Financial Matters**

14. Processes all donations and other incoming payments and makes deposits.  
 Exceeds expectations       Meets expectations       Needs improvement
15. Maintains member/donor database and coordinates mailings. May include supervising interns, volunteers, or others in this and other routine tasks.  
 Exceeds expectations       Meets expectations       Needs improvement
16. Acknowledges all donations received, following set guidelines.  
 Exceeds expectations       Meets expectations       Needs improvement

**Fundraising**

17. Researches and drafts grant proposals with input from the president and Development & Marketing Committee chair.  
 Exceeds expectations       Meets expectations       Needs improvement
18. Cultivates corporate sponsorships of projects and events.  
 Exceeds expectations       Meets expectations       Needs improvement
19. Works with the president and the Development & Marketing Committee chair to create an annual fund development plan and calendar.  
 Exceeds expectations       Meets expectations       Needs improvement
20. Participates with the board in fundraising activities and special events.  
 Exceeds expectations       Meets expectations       Needs improvement

**General**

21. Follows state office personnel procedures.  
 Exceeds expectations       Meets expectations       Needs improvement
22. Is an effective liaison between state board, members, and committees.  
 Exceeds expectations       Meets expectations       Needs improvement
23. Displays tact and diplomacy when dealing with others.  
 Exceeds expectations       Meets expectations       Needs improvement

Is any action(s) being suggested to help the executive administrator improve performance?

- Yes       No

*If so, please specify:*

I have reviewed this performance evaluation. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

---

Executive administrator signature

---

Date





# League of Women Voters<sup>®</sup> of Texas

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## VOLUNTEER CONFIDENTIALITY AGREEMENT

I, the undersigned, in consideration of my participation as a volunteer with League of Women Voters of Texas, hereby agree to the following Confidentiality Agreement.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with League of Women Voters of Texas. I shall not, at any time either during or subsequent to this participation with League of Women Voters of Texas, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by League of Women Voters of Texas. Proprietary information includes, but is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any League of Women Voters of Texas employee, volunteer, agency partner, or donor, whether in written, oral or electronic form.

All employer records and information relating to League of Women Voters of Texas or its volunteers, agency partners, and donors are confidential and I will treat all matters accordingly. This includes any information protected under any applicable state or federal privacy law. No League of Women Voters of Texas related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of League of Women Voters of Texas) may be removed from League of Women Voters of Texas premises without written permission from League of Women Voters of Texas staff. Additionally, the contents of League of Women Voters of Texas's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside League of Women Voters of Texas. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I will ask the League of Women Voters of Texas staff member supervising my actions as a project for clarification before disclosing the information.

Proprietary information and trade secrets are created at substantial cost and expense to League of Women Voters of Texas. Unauthorized use or disclosure of confidential or proprietary information would cause irreparable injury to League of Women Voters of Texas. I agree that monetary damages would not be a sufficient remedy for any breach of this agreement by me, and that, in addition to all other remedies, League of Women Voters of Texas shall be entitled to seek (a) specific performance and (b) injunctive or other equitable relief as a remedy for any such breach, and I further agree to waive any requirement for any bond in connection with such remedy. When I cease my participation as a volunteer with League of Women Voters of Texas, I will return all League of Women Voters of Texas-related information and property that I have in my possession, including without limitation passwords, documents, files, records, manuals, information stored on a personal computer, personal data assistant or computer disk, supplies, and equipment or office supplies.

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Printed name

Signature

Date