

Unalaskans Against Sexual Assault & Family Violence provides safety, education, and advocacy services to empower people and create a culture of nonviolence and respect.

**USAFV BOARD OF DIRECTORS REGULAR MEETING
MONDAY, MARCH 28, 2022 - 17:30
ZOOM MEETING DUE TO SOCIAL DISTANCING**

MEETING MINUTES:

BOARD MEMBERS PRESENT:

Karen Kresh, Chair (Seat C – Exp 03/24)
Juliette Vries, Vice-Chair (Seat D – Exp 03/22)
Shirl Treiber, Sec/Treas (Seat B – Exp 03/23)
Carlos Tayag (Seat E - Exp 03/23)
Bea Dietrick (Seat F - Exp 03/24)
Erica Aus (Seat I – Exp 03/24)
Vacant (Seat G - Exp 03/22)
Vacant (Seat H – Exp 03/23)

STAFF PRESENT:

M. Lynn Crane, Ex. Dir

GUESTS PRESENT:

Remy Levar Tayag

BOARD MEMBERS ABSENT:

Jay King (Seat A – Exp 3/22)

1. **CALL TO ORDER:** Kresh called the meeting to order at 17:32.
2. **ROLL CALL:** A quorum was present.
3. **READING OF MISSION STATEMENT:** Crane read the mission statement.
4. **APPROVAL OF THE AGENDA:** Vries moved to approve the Agenda, Dietrick seconded. Agenda approved by consensus.
5. **APPROVAL OF MINUTES:**
 - Tayag moved to approve the draft minutes of the 02/07/22 Regular Meeting; Vries seconded. Motion passed by unanimous voice vote.
6. **REGULAR REPORTS:**
 - **ED NARRATIVE REPORT:** Board reviewed the ED narrative report.
 - **YTD FINANCIAL REPORT:** Vries moved to accept the FY22 Financial Report as of 03/24/22; Dietrick seconded. Board discussed the financial report. Motion passed by unanimous roll call vote: Treiber – Aye; Tayag – Aye; Aust – Aye; Dietrick – Aye; Vries – Aye; Kresh – Aye.
7. **UNFINISHED BUSINESS:**
 - **ITEM – RECOMMENDED REVISIONS TO USAFV STRATEGIC PLAN:** Dietrick moved to approve the recommended revisions to the USAFV Strategic Plan; Aus seconded. Board discussed the Strategic Plan and directed ED to explore practical ways the Board can advocate for funding for health insurance for dependents. Motion passed by unanimous roll call vote: Vries – Aye; Tayag – Aye; Treiber – Aye; Aus – Aye; Dietrick – Aye; Kresh – Aye.
8. **NEW BUSINESS:**
 - **ITEM – RECOMMENDED REVISIONS TO FY22 BUDGET:** Vries moved to approve the proposed revisions to the FY22 Budget; Tayag seconded. Board discussed proposed revisions. Motion passed by unanimous roll call vote: Dietrick – Aye; Treiber – Aye; Aus – Aye; Tayag – Aye; Vries – Aye; Kresh – Aye.

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- **ITEM – RECOMMENDED REVISIONS TO USAFV FISCAL POLICY:** Aus moved to approve the recommended revisions to USAFV’s Fiscal Policy; Dietrick seconded. Board discussed the proposed revisions. Motion passed by unanimous roll call vote: Treiber – Aye; Tayag – Aye; Vries – Aye; Dietrick – Aye; Aus – Aye; Kresh – Aye.
- **ITEM – RECOMMENDED REVISIONS TO USAFV EMPLOYEE HANDBOOK:** Dietrick moved to approve the recommended revisions to USAFV’s Employee Handbook; Aus seconded. Board discussed the proposed revisions. Motion passed by unanimous roll call vote: Vries – Aye; Tayag – Aye; Treiber – Aye; Aus – Aye; Dietrick – Aye; Kresh – Aye.

9. OTHER BUSINESS/DISCUSSION ITEMS:

- **COMMITTEE MEETINGS & REPORTS:** None.
- **OTHER:**
 - **Board Membership:** ED reminded Board that they must be members
 - **Board Terms:** ED reminded Board that terms of Seats A & D expire in March 2022; Board directed ED to add this to the agenda for April’s meeting, along with Election of Officers.
 - **Open Board Seats:** Board discussed potential Board Members.
 - **Preliminary Succession Plan:** Board received a sample succession plan for review, discussed it, and directed ED to keep working on it.

10. CORRESPONDENCE: None.

11. ANNOUNCEMENTS: None.


12. PUBLIC INPUT: None.

13. FOR THE GOOD OF THE ORDER: Board received the Strategic Plan approved 09/23/19; Board received WH Fact Sheet about the reauthorization of VAWA for Board Education.

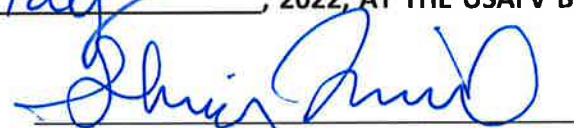
14. SCHEDULE NEXT MEETING: Next Regular Board Meeting is scheduled for Monday, April 25, 2022, at 17:30.

15. ADJOURNMENT: Meeting adjourned at 18:50.

PASSED AND APPROVED THIS 3RD DAY OF May, 2022, AT THE USAFV BOARD OF DIRECTORS MEETING, IN UNALASKA, ALASKA.



Karen Kresh, Board Chair



Shirl Treiber, Board Secretary/Treasurer

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THE FOLLOWING REVISIONS TO THE FY22 BUDGET WERE APPROVED AT THE USAFV BOARD OF DIRECTORS REGULAR MEETING ON 03/28/22:

A/PIA	FY22 BUDGET APPROVED 02/04/22	ED REC REVISIONS 03/28/22	DIFFERENCE + / (-)
PERSONNEL	\$ 29,778.81	\$ 25,778.81	\$ (4,000.00)
FACILITIES	\$ 1,191.53	\$ 1,191.53	\$ -
COMMODITIES	\$ 11,143.57	\$ 11,143.57	\$ -
OTHER/CONTRACTUAL	\$ 25,000.00	\$ 29,000.00	\$ 4,000.00
TOTAL	\$ 67,113.91	\$ 67,113.91	\$ -
XFKP (CHRISTMAS FOR KIDS PROGRAM)	FY22 BUDGET APPROVED 02/04/22	ED REC REVISIONS 03/28/22	DIFFERENCE + / (-)
COMMODITIES	\$ -	\$ 1,681.25	\$ -
OTHER/CONTRACTUAL	\$ 4,425.00	\$ 2,743.75	\$ -
TOTAL	\$ 4,425.00	\$ 4,425.00	\$ -
RASM	FY22 BUDGET APPROVED 02/04/22	ED REC REVISIONS 03/28/22	DIFFERENCE + / (-)
COMMODITIES	\$ -	\$ 5,000.00	\$ 5,000.00
TOTAL	\$ -	\$ 5,000.00	\$ 5,000.00
TOTAL	FY22 BUDGET APPROVED 02/04/22	ED REC REVISIONS 03/28/22	DIFFERENCE + / (-)
PERSONNEL	\$ 414,215.92	\$ 410,215.92	\$ (4,000.00)
TRAVEL	\$ 25,000.00	\$ 25,000.00	\$ -
FACILITIES	\$ 46,650.53	\$ 46,650.53	\$ -
COMMODITIES	\$ 66,536.97	\$ 73,218.22	\$ 6,681.25
EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ -
OTHER/CONTRACTUAL	\$ 164,515.89	\$ 166,834.64	\$ 2,318.75
TOTAL	\$718,419.31	\$723,419.31	\$5,000.00

SEE PAGES 4 – 21 FOR DETAILS OF STRATEGIC PLAN, FISCAL POLICY, AND EMPLOYEE HANDBOOK REVISIONS APPROVED AT THE 03/28/22 BOARD MEETING



CORE PURPOSE	To Create Safer Communities
CORE VALUES	Safety ♦ Shelter ♦ Equality ♦ Justice ♦ Advocacy ♦ Empowerment
CORE PROGRAMS	Shelter ♦ Education ♦ Advocacy ♦ Food Assurance

ENVISIONED FUTURE (2025): By 2025, USAFV will be:

- Have a sustainable staffing infrastructure – that USAFV is the best place to work in Unalaska/Dutch Harbor, with competitive salaries and health insurance for staff and dependents
- Operating under a solid organizational foundation, with high-performing policies and procedures
- Financially sound, maximizing fiscal resilience with access to a more diversified, unrestricted revenue stream
- Governed by one of the highest-performing nonprofit boards in town
- Operating in the highest, best-use facilities incorporating a Food Bank and transitional housing

STRATEGIC OPERATING PRIORITIES (FY 2020 – FY 2021)

PRIORITY: Sustainable Staffing

- Provide ongoing Trauma Informed Services training to staff and volunteer advocates as part of building a culture of wellness within USAFV (Training, PCR Pass for FT Staff, etc.)
- Ad-Hoc Board Committee to develop/finalize E.D. Succession Plan, addressing planned and unplanned ED departure, including exploration of adding a Deputy Director position
- Explore expanding staff benefits package to provide health insurance to staff dependents
- Finalize updated Employee Handbook/Policies and Procedures
- Complete community salary survey to determine competitiveness of USAFV staff salaries

PRIORITY: Solid Organizational Foundation

- Finalize and implement a Social Media Policy
- Complete a re-vamp of the USAFV website, to include a “donate button” allowing for monthly credit card draws from donors, and at various levels of giving
- Explore the best use of technology in USAFV programs, including texting capacity in the Crisis Line

PRIORITY: Strong Financial Footing

- Begin a plan to significantly expand the ability of USAFV to generate donated dollars, in particular enhancing the role of the board, in attracting securing charitable donations

PRIORITY: Robust Governance

- Review Board Member Agreement to ensure applicability and accountability for board members
- Incorporate annual Board Self-Evaluation into board governance
- Clarify the board training requirement – set up protocols for board members to take at least one Foraker Group or other relevant board training per year
- Incorporate Sexual Assault/Family Violence Board Education Moment at the end of each board meeting under “For the Good of the Order” to connect board members to the work of USAFV

PRIORITY: High-Performing, Best-Use Facilities

- Complete a Three-Year Capital Improvement Plan that describes the best/highest-functioning of current and potential new facilities/land acquisitions, including a fully functioning food pantry
- Begin exploring USAFV’s role as provider or partner in transitional housing
- Determine the need for, and potential of, adding volunteers to run the Food Bank

old strat plan

MISSION STATEMENT: Unalaskans Against Sexual Assault & Family Violence provides safety, education, and advocacy services to empower people and promote well-being.

CORE PURPOSE: To Create Safer Communities

CORE VALUES Safety ♦ Shelter ♦ Equality ♦ Justice ♦ Advocacy ♦ Empowerment

CORE PROGRAMS: Shelter ♦ Education ♦ Advocacy ♦ Food Security

ENVISIONED FUTURE (2026)

By 2026, USAFV will be:

- Sustaining a reliable staffing infrastructure: USAFV will be the best place to work in Unalaska, offering desirable salaries and competitive benefits which include health insurance for full-time staff and their dependents
- Financially sound, maximizing fiscal resilience with access to a more diversified, unrestricted revenue stream
- Governed by one of the highest-performing nonprofit boards in town
- Expanding housing opportunities for USAFV Program Participants and others by consistently maintaining & improving the USAFV shelter facility, and actively pursuing opportunities for the creation of new transitional housing

STRATEGIC OPERATING PRIORITIES (FY2022-FY2023)

PRIORITY: USAFV will Maintain Sustainable Staffing by:

- Providing ongoing Trauma Informed Services training to staff and volunteer advocates as part of promoting a culture of wellness and self-care within USAFV (Training, PCR Pass for FT Staff, etc.)
- Improving partnership and collaboration between Advocates and Law Enforcement through mutual training opportunities
- Creating an Ad-Hoc Board Committee to develop and finalize an ED Succession Plan which addresses:
 - Planned and unplanned ED departure
 - Development of a binder describing ED duties
 - Protocol and training for Board hiring a new ED
- Exploring the expansion of staff benefits package to include health insurance to staff dependents



Strat Plan Approved
at 03.28.22 Board meeting (continued)

PRIORITY: USAFV will Create Solid Financial Footing by:

- Developing a plan to significantly expand the ability of USAFV to generate donated dollars, in particular enhancing the role of the Board in attracting and securing charitable donations
- Developing a sustainable giving and legacy plan

PRIORITY: USAFV will Maintain Robust Governance by:

- Annually reviewing and, when necessary, revising the USAFV Board Member Agreement to ensure applicability and accountability for board members
- Operating under protocols for board members to take at least one Foraker Group or other relevant board training per year
- Incorporating a “Board Education” moment at the end of each board meeting under “For the Good of the Order,” in order to connect board members to the work of USAFV

PRIORITY: USAFV will Maintain High-Performing, Best-Use Facilities by:

- Operating under a comprehensive Facilities Maintenance & Improvement Plan that ensures the long-term functionality of current shelter facility
- Actively Exploring USAFV’s role as provider or partner in transitional housing

Revisions to Fiscal Policy
approved at 03.28.22
Board meeting

V. COST POLICY

In accordance with the State of Alaska Council on Domestic Violence & Sexual Assault (CDVSA) grant regulation 13 AAC 95.140, USAFV does not use CDVSA funds to pay for the following:

- A. Interest costs on loans;
- B. Contingencies;
- C. Lobbying;
- D. Fines, Penalties, or Bad Debts;
- E. Contributions or donations; or
- F. Entertainment, including luncheons, banquets, gratuities, or decorations
- F.G. Activities that compromise survivor safety and recovery.

~~Per CDVSA grant regulation 13 AAC 95.220, when using State of Alaska CDVSA funds, USAFV will obtain CDVSA approval before entering into a subcontract that exceeds 10% of the CDVSA grant amount.~~

VI. PURCHASE POLICY:

- A. All purchases of supplies and equipment that exceed \$35,000 for an individual item are subject to competitive bid or quotation, and will be awarded to the lowest qualified bidder except when:
 - 1. The purchase is of specialized equipment where no competition exists.
 - 2. When quality is essential to purpose of use, the lowest bidder is an unknown brand or an unknown quality.
- B. All service contracts between USAFV and independent contractors that exceed \$35,000 shall be awarded to the lowest bidder after requests for proposals have been solicited through public advertisements. The following are exceptions:
 - 1. The purchase of specialized service or equipment where no competition exists;
 - 2. Contracts for services for which time is of the essence and any delay would endanger life, property, or funding availability.
- C. No member of the Board of Directors or employee of USAFV or their families shall accept gratuities from any supplier of materials or services to USAFV. Board Directors having financial interest in any contract to be awarded by USAFV shall abstain from voting at the time of consideration of award.
- D. USAFV shall provide prompt payment to vendors for all goods and services received.
- E. In order to use CDVSA funds for an equipment purchase, USAFV must request approval from CDVSA prior to making the purchase. USAFV will submit an Equipment Purchase Request Form to CDVSA, and must receive approval.

Revisions to USAFV Fiscal Policy Approved
at 03-28-2022 (cont)

- F. Within 30 days of purchasing equipment with CDVSA funds, USAFV will submit an Equipment Retention/Disposal Certification form to CDVSA.
- ~~D-G. At the end of each fiscal year, USAFV will submit an Equipment Retention/Disposal Certification form to CDVSA for each item purchased with CDVSA funds with an original value of \$5000 or greater.~~
- ~~E. USAFV will obtain approval of the CDVSA prior to entering into a subcontract that exceeds 10% of the CDVSA grant amount.~~

VII: DISPOSAL OF ASSETS POLICY

- A. Equipment valued at \$500 or more that are no longer needed for USAFV purposes shall be documented on a Disposal of Assets form and subsequently disposed of in one or more than one of the following manners:
1. By public outcry auction to the highest bidder;
 2. By public sealed auction to the highest bidder;
 3. To an educational, religious, charitable, or non-profit association or corporation providing services to residents of Unalaska; or
 4. To the United States, to the State of Alaska, or to an Alaska municipal corporation or any agency thereof.
- B. Equipment valued at \$499 or less that is no longer needed for USAFV shall be disposed of in one or more than one of the following manners:
1. By public outcry auction to the highest bidder;
 2. By public sealed auction to the highest bidder;
 3. To an educational, religious, charitable, or non-profit association or corporation providing services to residents of Unalaska; or
 4. To the United States, to the State of Alaska, or to an Alaska municipal corporation or any agency thereof.
 5. With the approval of the Executive Director, to USAFV clients.
- C. Equipment not disposed of by one of the preceding options shall be held for future disposal, or, if deemed appropriate, taken to the landfill.

VIII. EQUIPMENT CAPITALIZATION POLICY:

USAFV will capitalize equipment purchases over \$2,500. USAFV shall place equipment valued at \$2,500 or more on the fixed asset list, and shall depreciate them accordingly. Items under \$2,500 will be expensed in the same year of purchase.

IX. Shelter Resident Fee Policy

USAFV does not charge fees of any kind for its services.

X. CONSULTANTS POLICY:

Revisions to USAFV Fiscal Policy approved at
03.28.22 Board meeting (cont)

- A. Consultants will be used to provide expert services beyond the scope of available Board and Staff resources when it becomes apparent that the expertise of such consultants is essential to the well-being of agency clients, administration, or personnel.
- B. Prior to such consultation, the Executive Director shall determine that a consultant's services must be essential to the grant project, and that such expertise cannot be provided by a person whose salary is paid, in whole or in part, with grant funds.
- C. Essential services include, but are not limited to accounting, mediation, legal assistance, professional training, and any additional essential services which may be deemed necessary and approved by the Board.
- D. Whenever possible, the Executive Director or designee will seek bids from a minimum of three consultants prior to selection of a consultant. The consultant's fee will be commensurate with the qualifications of the consultant, the consultant's normal fees, and the nature of the services rendered by the consultant.
- E. All consultant hiring and contracts/agreements should be in writing with a copy maintained in support of payables to contractors. The agreement should clearly state scope of work, deliverables, and proposed compensation on terms generally acceptable to the Board.
- F. Fee payment will occur as contracted or upon satisfactory receipt of promised services. Under no circumstances will payment of fees in advance exceed one-half of the total contracted fees, unless approved prior to payment by the Board of Directors.

XI. CREDIT CARD POLICY:

- A. USAFV may obtain a credit card for the organization. The credit limit on the USAFV corporate credit card shall not exceed \$340,000.
- B. In order to accrue airline miles, USAFV shall use the credit card whenever possible to pay for both regular monthly expenses, and to pay for items customarily not offered by vendors with whom USAFV has an established credit account; to secure accommodations and transportation for business related travel; and/or to secure transport for Program Participants when approved by the Executive Director or designee.
- C. Purchases shall be made by the Executive Director or designee in accordance with the purchasing procedures outlined in these Fiscal Accounting Policies.
- D. The credit card(s) shall be kept in a secure location in the USAFV office.
- E. USAFV shall pay the credit card charges in full each month prior to the payment due date in order to avoid interest charges.
- F. The credit card may not be used for cash advances of any kind.
- G. Violation of this policy by a USAFV employee will result in disciplinary action, up to and including termination and legal prosecution.
- H. Airline mileage accumulated through use of USAFV credit card purchases shall belong to USAFV, not to the employee cardholder.

Revisions to USAFV Fiscal Policy
approved at 03 28 22 Board meeting (cont)

- Cost of airfare or other transportation, for which, in all cases, coach or tourist accommodations must be used;
 - Days, dates, and amount of per diem requested
 - Accommodations requested, including location & cost; and
 - Other travel expenses requested, such as car rental.
- b. The Travel Request Form shall include an agreement, signed by the person requesting the travel, to attend all meetings, training sessions, and other engagements necessary to fulfill the nature of the trip.
- c. The Travel Request Form must be approved and signed by the Executive Director in order for travel and per diem costs to be paid or reimbursed. In the case of Executive Director travel, the form must be approved and signed by a Board member.
2. If the travel requested is not included in the approved budget, the Executive Director will submit the request for the Board for approval.
3. Should the traveler wish to layover for personal reasons, the following shall apply:
- a. A Board Director must request approval from the Board of Directors;
 - b. The Executive Director must request approval from the Board of Directors; and
 - c. A staff member or volunteer must request approval from the Executive Director.
- ~~4. CDVSA funds may be used for out-of-state travel only with prior approval of CDVSA.~~
- 5.4. Upon return from any travel for USAFV, the employee will complete a written report, and, when requested, will give an oral report to either the Board of Directors or to shelter staff and volunteer advocates. The written report will be kept on file in the Employee's Personnel file.

B. Per Diem

1. Per diem refers to the daily rate of payment for meals to an employee, consultant, regional service provider, or Board member traveling for training, education, or other USAFV business.
2. Per diem cannot be incurred without prior authorization of the Executive Director or of the Board of Directors for the Executive Director.
3. Per diem begins when an employee, consultant, regional service provider, or Board member leaves her or his place of residence or duty station for the purpose of travel on official USAFV business.

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of ten (10) hours per pay period, based on a 80-hour work week (formula is number of hours worked divided by 8 = number of hours of PL accrued). Staff may take Personal Leave as soon as it is accrued and approval is obtained. Accrual begins immediately upon employee's date of hire.

b – The established leave year is from July-1 to June 30.

c. A full-time employee requesting leave must complete a "Leave Request Form," which must be signed by a Board Officer for the Executive Director, and by the Executive Director for all other employees.

- i. It is the responsibility of the employee to verify the amount of leave time they have available.
- ii. Failure to return to work on the date approved on the "Leave Request Form" may be considered job abandonment, and could result in the loss of employment with USAFV.
- iii. If an employee is unable to return to work on the date agreed upon, the employee must contact their supervisor as soon as possible.
- iv. Leave without Pay is for extraordinary and/or emergency circumstances.
- v. Leave without Pay requires prior approval of a majority of the Board of Directors, except in case of a medical or other emergency.
- vi. If Leave Without pay is approved by the Board, the employee may be responsible for all costs associated with health insurance benefits which would normally be paid by USAFV.

d. Employees must use at least ten (10) consecutive days of accrued personal leave each year. Upon the approval of the Executive Director, hourly employees may carry over a maximum of one hundred and sixty (160) two-hundred and forty (240) hours of accrued personal leave from one leave year into the following established leave year.

e. An employee may cash out up to eighty (8120) hours of personal leave once per year, provided that at least forty (40) hours of personal leave remains in the employee's personal leave bank following the cash out. The employee can only use this cash out option can only be utilized in the 20th or 22nd pay periods of the fiscal year; in other words, in either the pay period ending on May 15th or the one ending on May 31st

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factors that do not relate to the performance of an individual's duties. Such factors include but are not limited to the following: gender, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, change in marital status, citizenship status, pregnancy or parenthood, sexual orientation, gender identity, political affiliation, or other protected group status.

USAFV will make an active attempt to recruit staff from all segments of the community in an effort to reflect the Program Participant population of USAFV

13. Program Participant Children

It is the policy of USAFV to provide services in a manner that enhances the safety and protection of children. Employees of USAFV will be screened and monitored to ensure compliance with this objective. *Except in emergencies*, it is the policy of USAFV to structure work schedules, to the greatest extent possible, to ensure that employees will not be left alone with Program Participants' children or child victims. Whenever possible, children are to be in the physical presence of their parent or guardian.

C. Job Descriptions

USAFV will provide each new employee with a written job description. All job descriptions are included in the Employee Handbook. The Board of Directors & Executive Director will review job descriptions annually and revise them as needed. USAFV will provide employees with revised job descriptions as needed.

D. Employee Benefits for Paid Staff

1. Personal Leave Policy – It is the policy of USAFV to grant Personal Leave (PL) with pay to all full-time employees.

- a. The established leave year is from July 1 to June 30.

- a.b. As of March 16, 2022, Full-time hourly employees shall accrue Personal Leave at the rate of four-six (6.6) hours per pay period, based on an 80-hour pay period (formula is number of hours worked divided by 13.33 = number of hours of PL accrued); After two (2) years of employment, staff shall accrue personal leave at the rate of six-eight (6.8) hours per pay period, based on a 80-hour pay period (formula is number of hours worked divided by 10 = number of hours of PL accrued). After four (4) years of employment, FT staff shall accrue PL at a rate

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Revisions to Emp Handbook
approved at 03.28.22
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- f. All employee personal leave in excess of three (3) days must be authorized by the Executive Director at least two (2) weeks in advance. Except in the case of illness or medical emergency, the timing of an employee's leave will be determined by agency scheduling priorities and approval by the Executive Director. The Executive Director must notify the Board of Directors of their leave plan in excess of three (3) working days.
 - g. Paid personal leave hours are not included in the calculation of overtime for the workday and/or work week, and are not included in the accrual of additional personal and/or sick leave. In other words, only hours actually worked shall be included in the calculation of overtime for the workday and/or work week, and in the formula for the accrual of additional personal and/or sick leave.
 - h. Upon separation, USAFV will pay an employee all unused personal leave.
2. Sick Leave Policy – It is the policy of USAFV to grant sick leave with pay to all full-time employees. Sick leave accrues at the rate of four (4) hours per pay period, based on an eighty (80) hour pay period. Accrual will be pro-rated based on the actual hours worked, not to exceed eighty (80) hours period (formula is number of hours worked divided by 20 = number of hours of PL accrued). If the employee begins or ends employment in the middle of a pay period, leave accrual will be prorated. If sick leave is exhausted, personal leave may be used with prior consent of the Executive Director. If personal leave is exhausted, leave without pay will be granted subject to the approval of the Executive Director on a case-by-case basis. Sick leave accrual begins immediately upon the employee's date of hire.

Sick leave may be used for the following:

- a. Leave taken by an employee when they are sick
- b. Leave taken by an employee when a member of the employee's immediate household is sick and requires that the employee be with the immediate household member.
- c. Leave taken by an employee to attend health care appointments.
- d. Leave taken by an employee in order to travel to and from health-care appointments outside of Unalaska.

When an employee takes sick leave, the employee is responsible for notifying their immediate supervisor as soon as possible. When an employee is using sick leave for a medical appointment, the

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employee will notify their immediate supervisor at least one day before taking the leave.

Paid sick leave hours are not included in the calculation of overtime for the workday and/or work week, and are not included in the accrual of additional personal and/or sick leave. In other words, only hours actually worked shall be included in the calculation of overtime for the work day and/or work week and in the formula for the accrual of additional personal and/or sick leave.

~~Employees cannot cash out Unused sick leave, cannot be cashed out and USAFV does not pay out unused sick leave is not paid out upon termination of employment.~~

3. Donated Leave – If an employee exhausts all of their earned sick and personal leave, other employees may donate a portion of their sick and personal leave to that employee.
 - a. The employee in need of additional leave time may communicate their need to the Executive Director.
 - b. The Executive Director will determine the appropriateness of the request and, in cooperation with the employee, determine the best process for notifying other employees.
 - c. Donation of Leave requires approval of a majority of the Board of Directors.
 - d. An employee may donate no more than one-half (½) of their accrued personal and/or sick leave.
 - e. Staff wishing to donate personal and/or sick leave to a co-worker will communicate this information to the Executive Director in a signed and dated written document designating the number of hours to be donated. The Executive Director will submit this information to the Board of Directors for their approval.
 - f. If the Executive Director wishes to donate leave to another employee, the Executive Director will notify the Board of Directors in a signed and dated written document which designates the number of hours to be donated. The Board of Directors must approve the donation.

4. Administrative Leave Policy

- a. The Executive Director may, at their discretion, place Regular Full-Time employees on paid Administrative Leave for up to fifteen (15) working days per fiscal year when the Executive Director believes doing so would be in the best interests of the organization.



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- b. The Board of Directors may, at their discretion, place the Executive Director on paid Administrative Leave for up to fifteen (15) working days per fiscal year when the Board of Directors believes doing so would be in the best interests of the organization.

5. Holidays – The following holidays are recognized as days off with pay for full-time employees:

New Year's Day (January 1)
Martin Luther King Day (Third Monday in January)
President's Day (Third Monday in February)
International Women's Day (March 8)
Earth Day (April 22)
Memorial Day (Last Monday in May)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (First Monday in September)
Alaska Day (October 18)
Thanksgiving Day (Fourth Thursday in November)
Two Winter Holidays (December)
Four Mental Health Days (one per quarter)
Employee Birthday (Varies)

Holidays falling on a Saturday will be observed on the previous Friday, and holidays falling on a Sunday will be observed on the following Monday.

Holiday Pay: USAFV will pay full-time employees holiday pay for one shift (8 hours) at their regular established (straight time) rate of pay on days recognized by USAFV as a holiday. These hours are not included in the calculation of overtime for that work week, and are not included in the accrual of hours for additional personal and sick leave.

USAFV will pay full-time employees who work on a day recognized by USAFV as a holiday at their established overtime rate of pay (1.5 times their straight time rate) for hours actually worked, in addition to holiday pay.

6. Workers' Compensation and Employment Security Compensation – All USAFV employees are covered by Worker's Compensation and Employment Security Compensation.

Disabilities, illnesses, or injuries that arise out of and in the course of employment with USAFV are compensable through USAFV's Workers' Compensation insurance carrier. An employee who

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Unalaskans Against Sexual Assault & Family Violence – USAFV
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completely and accurately. The employee is responsible for verifying that the account information is correct.

- b. It usually takes two pay periods for new enrollments or changes to existing enrollments to take effect.
- c. Employees are responsible for any errors in the information they submit. The company is responsible for any errors in transmitting the employee's information to the Federal Reserve. The employee should contact their own bank about any errors made by the bank.
- d. Employees may deposit to only one account.
- e. There are circumstances for which payment by check, rather than direct deposit, is necessary or suitable, such as
 - 1. When issuing a new employee's first paycheck
 - 2. When issuing an employee's last paycheck
 - 3. When issuing a check for a temporary employee hired for less than ninety (90) days. If employment is extended, the direct deposit option will be offered.
- f. To cancel a direct deposit, the employee must complete a Cancellation for Direct Deposit of Employee Pay form.
 - 1. Employees should never close account(s) until they know the cancellation has taken effect.
 - 2. If an employee closes the account prior to the cancellation of the direct deposit, the bank will eventually notify the Executive Director. The Bookkeeper or Executive Director will then cancel the direct deposit information and issue a check.
- g. Each employee is responsible for verifying the deposit has been made prior to spending the funds.
- h. Any discrepancies should be reported immediately to the Executive Director and the Bookkeeper.
- i. Employees who have questions or need assistance with these guidelines should contact the Executive Director or the Bookkeeper.

10. **Anniversary Travel Benefit Bonuses**

Full-Time employees shall receive an annual anniversary bonus of \$3,500, to be paid once per fiscal year, on the payroll date which is closest to the anniversary of that employee's date of hire for their current position. The anniversary bonus is taxable income and will be subject to payroll taxes as required by law.

The USAFV Board of Directors reserves the right to award fiscal year-end bonuses to part-time employees and volunteers as they see fit, depending on program circumstances.

- 11. As of August 1, 2020, USAFV will match an Employee's contribution to USAFV's 403(b) plan up to a maximum of 5% of the Employee's gross annual salary for eligible full- and part-time employees in



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Enrollment in this account will go into effect the first of the month after 30 days of employment.

These and other benefits are subject to elimination and change

For an accurate, detailed description and eligibility requirements regarding the benefits noted above, employees should refer to USAFV's 403(b) Summary Plan Description.

12 USAFV Wellness Support for Staff & Volunteers

All paid employees and Volunteer Crisis Line Advocates are entitled to use the USAFV Corporate Pass at the City of Unalaska Department of Parks, Culture, & Recreation

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E Performance Standards:

1. Employee Hours

- a. USAFV's regular office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. All full-time employees are expected to take on-call or be on back-up shifts as needed to ensure that the shelter and crisis line are always covered.
- b. The established workweek for all full-time, part-time, and temporary employees is Monday through Sunday. All full-time, part-time, and temporary employees shall be paid at their established overtime rate of pay (1.5 X straight-time rate) for all hours worked in excess of eight (8) straight-time hours in one day or shift, and for all hours in excess of forty (40) straight-time hours in the established work week of Monday through Sunday.
- c. Time cards are the official record of time worked, and must reflect the actual hours worked. Falsification of time cards may result in immediate dismissal. Any mistakes or corrections on a time card must be crossed out and initialed by the employee. No white out fluid or correction tape is to be used on time cards.
- d. Time cards are to be completed during and at the end of the shift worked. Time cards are to be completed in 15-minute increments.
- e. All USAFV employees are paid semi-monthly. The established pay periods are for hours worked from the 1st of



RANGE		1	2	3	4	5	6	7
MINIMUM STARTING HOURLY RATE		\$15.00	\$ 15.50	\$ 16.00	\$15.00	\$ 16.75	\$ 17.80	\$ 18.84
STARTING YEARLY RATE		\$7,800	\$ 8,060	\$ 8,320	N/A	\$ 17,420	\$ 18,512	\$39,187
YEARLY INCREASE - YEAR 1 3%	Hourly		\$ 15.97	\$ 16.48		\$ 17.25	\$ 18.33	\$ 19.41
	Yearly		\$ 8,302	\$ 8,570		\$ 17,943	\$ 19,067	\$40,363
YEARLY INCREASE - YEAR 2 3%	Hourly		\$ 16.44	\$ 16.97		\$ 17.77	\$ 18.88	\$ 19.99
	Yearly		\$ 8,551	\$ 8,827		\$ 18,481	\$ 19,639	\$41,574
YEARLY INCREASE - YEAR 3 3%	Hourly		\$ 16.94	\$ 17.48		\$ 18.30	\$ 19.45	\$ 20.59
	Yearly		\$ 8,807	\$ 9,091		\$ 19,035	\$ 20,229	\$42,821
YEARLY INCREASE - YEAR 4 3%	Hourly		\$ 17.45	\$ 18.01		\$ 18.85	\$ 20.03	\$ 21.20
	Yearly		\$ 9,072	\$ 9,364		\$ 19,606	\$ 20,835	\$44,106
YEARLY INCREASE - YEAR 5 3%	Hourly		\$ 17.97	\$ 18.55		\$ 19.42	\$ 20.64	\$ 21.84
	Yearly		\$ 9,344	\$ 9,645		\$ 20,195	\$ 21,460	\$45,429
YEARLY INCREASE - YEAR 6 3%	Hourly		\$ 18.51	\$ 19.10		\$ 20.00	\$ 21.25	\$ 22.50
	Yearly		\$ 9,624	\$ 9,935		\$ 20,800	\$ 22,104	\$46,792
YEARLY INCREASE - YEAR 7 3%	Hourly		\$ 19.06	\$ 19.68		\$ 20.60	\$ 21.89	\$ 23.17
	Yearly		\$ 9,913	\$10,233		\$ 21,424	\$ 22,767	\$48,195
YEARLY INCREASE - YEAR 8 3%	Hourly		\$ 19.63	\$ 20.27		\$ 21.22	\$ 22.55	\$ 23.87
	Yearly		\$10,210	\$10,540		\$ 22,067	\$ 23,450	\$49,641
YEARLY INCREASE - YEAR 9 3%	Hourly		\$ 20.22	\$ 20.88		\$ 21.85	\$ 23.22	\$ 24.58
	Yearly		\$10,516	\$10,856		\$ 22,729	\$ 24,154	\$51,130
YEARLY INCREASE - YEAR 10 3%	Hourly		\$ 20.83	\$ 21.50		\$ 22.51	\$ 23.92	\$ 25.32
	Yearly		\$10,832	\$11,181		\$ 23,411	\$ 24,879	\$52,664
YEARLY INCREASE - YEAR 11 3%	Hourly		\$ 21.46	\$ 22.15		\$ 23.19	\$ 24.64	\$ 26.08
	Yearly		\$11,157	\$11,517		\$ 24,113	\$ 25,625	\$54,244
YEARLY INCREASE - YEAR 12 3%	Hourly		\$ 22.10	\$ 22.81		\$ 23.88	\$ 25.38	\$ 26.86
	Yearly		\$11,492	\$11,862		\$ 24,837	\$ 26,394	\$55,872
YEARLY INCREASE - YEAR 13 3%	Hourly		\$ 22.76	\$ 23.50		\$ 24.60	\$ 26.14	\$ 27.67
	Yearly		\$11,836	\$12,218		\$ 25,582	\$ 27,185	\$57,548
YEARLY INCREASE - YEAR 14 3%	Hourly		\$ 23.45	\$ 24.20		\$ 25.34	\$ 26.92	\$ 28.50
	Yearly		\$12,191	\$12,585		\$ 26,349	\$ 28,001	\$59,274
YEARLY INCREASE - YEAR 15 3%	Hourly		\$ 24.15	\$ 24.93		\$ 26.10	\$ 27.73	\$ 29.35
	Yearly		\$12,557	\$12,962		\$ 27,140	\$ 28,841	\$61,052
LONGEVITY STEP INCREASE I - YEAR 16 - 18 5%	Hourly		\$ 25.36	\$ 26.17		\$ 27.40	\$ 29.12	\$ 30.82
	Yearly		\$13,185	\$13,610		\$ 28,497	\$ 30,283	\$64,105
LONGEVITY STEP INCREASE II - YEAR 19 - 21 5%	Hourly		\$ 26.62	\$ 27.48		\$ 28.77	\$ 30.57	\$ 32.36
	Yearly		\$13,844	\$14,291		\$ 29,922	\$ 31,797	\$67,310
LONGEVITY STEP INCREASE II - YEAR 22 - 24 5%	Hourly		\$ 27.95	\$ 28.86		\$ 30.21	\$ 32.10	\$ 33.98
	Yearly		\$14,537	\$15,005		\$ 31,418	\$ 33,387	\$70,676

Range 1: Temporary Shelter Project Worker (PT - estimate 520 hours per year)

Range 2: Student Advocate (PT - estimate 520 hours per year)

Range 3: Shelter Assistant (PT - estimate 520 hours per year)

Range 4: Shelter Advocate (PT - On-Call; On-Call Shelter Advocates have no assigned shifts and are compensated at Range 4 for ST, and Range 4 X 1.5 for OT)

Range 5: Program Advocates (PT - estimate 1040 hours per year)

Range 6: Rural Immigrant Victim Advocate/Program Advocate (PT - estimate 1040 hours per year)

Range 7: Program Services Advocate (FTE - estimate 2080 hours per year), Program Services Coordinator

The initial hire wage for all hourly employees shall be determined using the Salary Scale & Starting Pay Worksheet, unless pre-determined by grant conditions for specific projects or positions. Full-time employees will be eligible for a step increase at the successful completion of the orientation period, and at the completion of each successful annual evaluation, unless otherwise specified in the letter of hire and/or employment agreement. The Executive Director is authorized to deviate from the scale under special circumstances, including when there has been a substantial change in the duties and responsibilities for a position, and where recruitment and retention is market driven. A report of this deviation must be presented to the Board of the Directors at the next regular meeting.

Longevity Step Increase (LSI): An employee compensated at the final step for his or her position, upon completion of a positive annual evaluation, is eligible for the first of three "Longevity Step Increases." The first LSI will increase the base salary by 5% for a period of three years (ie, FY12 salary is \$35,000; Salary for FY13 through FY15 will be \$36,750). At the end of the first three-year period, the employee will be eligible for a second LSI, then a third under the same conditions, including requirement of continued positive annual evaluations.

Because USAFV relies on public funding sources that change from year to year, this salary scale, which is an Attachment of the Employee Handbook, is not intended to create a binding contract for staff salaries or for pay increases. Should funding be reduced or eliminated, programs may have to be reduced, reorganized, or eliminated. As a result, staff salaries, stipends, and benefits may be frozen or reduced. Any reduction in salary will be done in accordance with Alaska Statute AS 23.05.160, which states:

Sec 23.05.160. Notice of wage payments. An employer shall notify an employee in writing at the time of hiring of the day and place of payment, and the rate of pay, and of any change with respect to these items on the payday before the time of change. An employer may give this notice by posting a statement of the facts, and keeping it posted conspicuously at or near the place of work where the statement can be seen by each employee as the employee comes or goes to the place of work. (§ 43-2-11(a) ACLA 1949; am § 2 ch 34 SLA 1949)

Comment

USAFV EMPLOYEE HANDBOOK - ATTACHMENT A1: Salary Scale Worksheet for Hourly Employees
REVISIONS TO USAFV EMPLOYEE HANDBOOK APPROVED AT 03/28/22 BOARD MEETING

RANGE		1	2	3	4	5	6	7
MINIMUM STARTING HOURLY RATE		\$ 15.00	\$ 15.50	\$ 16.00	\$ 15.00	\$ 16.75	\$ 17.80	\$ 18.84
STARTING YEARLY RATE		\$ 7,800	\$ 8,060	\$ 8,320	N/A	\$ 17,420	\$ 18,512	\$ 39,187
YEARLY INCREASE - YEAR 1	Hourly		\$ 16.28	\$ 16.80		\$ 17.59	\$ 18.69	\$ 19.78
up to 5%	Yearly		\$ 8,463	\$ 8,736		\$ 18,291	\$ 19,438	\$ 41,147
YEARLY INCREASE - YEAR 2	Hourly		\$ 17.09	\$ 17.64		\$ 18.47	\$ 19.62	\$ 20.77
up to 5%	Yearly		\$ 8,886	\$ 9,173		\$ 19,206	\$ 20,409	\$ 43,204
YEARLY INCREASE - YEAR 3	Hourly		\$ 17.94	\$ 18.52		\$ 19.39	\$ 20.61	\$ 21.81
up to 5%	Yearly		\$ 9,330	\$ 9,631		\$ 20,166	\$ 21,430	\$ 45,364
YEARLY INCREASE - YEAR 4	Hourly		\$ 18.84	\$ 19.45		\$ 20.36	\$ 21.64	\$ 22.90
up to 5%	Yearly		\$ 9,797	\$ 10,113		\$ 21,174	\$ 22,501	\$ 47,632
YEARLY INCREASE - YEAR 5	Hourly		\$ 19.78	\$ 20.42	\$ 16.50	\$ 21.38	\$ 22.72	\$ 24.05
up to 5%	Yearly		\$ 10,287	\$ 10,619	N/A	\$ 22,233	\$ 23,627	\$ 50,014
YEARLY INCREASE - YEAR 6	Hourly		\$ 20.77	\$ 21.44		\$ 22.45	\$ 23.85	\$ 25.25
up to 5%	Yearly		\$ 10,801	\$ 11,150		\$ 23,344	\$ 24,808	\$ 52,515
YEARLY INCREASE - YEAR 7	Hourly		\$ 21.81	\$ 22.51		\$ 23.57	\$ 25.05	\$ 26.51
up to 5%	Yearly		\$ 11,341	\$ 11,707		\$ 24,512	\$ 26,048	\$ 55,140
YEARLY INCREASE - YEAR 8	Hourly		\$ 22.90	\$ 23.64		\$ 24.75	\$ 26.30	\$ 27.84
up to 5%	Yearly		\$ 11,908	\$ 12,292		\$ 25,737	\$ 27,351	\$ 57,897
YEARLY INCREASE - YEAR 9	Hourly		\$ 24.05	\$ 24.82		\$ 25.98	\$ 27.61	\$ 29.23
up to 5%	Yearly		\$ 12,504	\$ 12,907		\$ 27,024	\$ 28,718	\$ 60,792
YEARLY INCREASE - YEAR 10	Hourly		\$ 25.25	\$ 26.06	\$ 18.00	\$ 27.28	\$ 28.99	\$ 30.69
up to 5%	Yearly		\$ 13,129	\$ 13,552	N/A	\$ 28,375	\$ 30,154	\$ 63,832
YEARLY INCREASE - YEAR 11	Hourly		\$ 27.14	\$ 28.02		\$ 29.33	\$ 31.17	\$ 32.99
up to 7.5%	Yearly		\$ 14,114	\$ 14,569		\$ 30,503	\$ 32,416	\$ 68,619
YEARLY INCREASE - YEAR 12	Hourly		\$ 29.18	\$ 30.12		\$ 31.53	\$ 33.51	\$ 35.46
up to 7.5%	Yearly		\$ 15,172	\$ 15,661		\$ 32,791	\$ 34,847	\$ 73,766
YEARLY INCREASE - YEAR 13	Hourly		\$ 31.37	\$ 32.38		\$ 33.89	\$ 36.02	\$ 38.12
up to 7.5%	Yearly		\$ 16,310	\$ 16,836		\$ 35,251	\$ 37,460	\$ 79,298
YEARLY INCREASE - YEAR 14	Hourly		\$ 33.72	\$ 34.81		\$ 36.44	\$ 38.72	\$ 40.98
up to 7.5%	Yearly		\$ 17,533	\$ 18,099		\$ 37,894	\$ 40,270	\$ 85,245
YEARLY INCREASE - YEAR 15	Hourly		\$ 36.25	\$ 37.42		\$ 39.17	\$ 41.63	\$ 44.06
up to 7.5%	Yearly		\$ 18,848	\$ 19,456		\$ 40,736	\$ 43,290	\$ 91,639
LONGEVITY STEP INCREASE I - YEAR 16 - 18	Hourly		\$ 39.87	\$ 41.16		\$ 43.09	\$ 45.79	\$ 48.46
up to 10%	Yearly		\$ 20,733	\$ 21,402		\$ 44,810	\$ 47,619	\$ 100,803
LONGEVITY STEP INCREASE II - YEAR 19 - 21	Hourly		\$ 44.86	\$ 46.30		\$ 48.47	\$ 51.51	\$ 54.52
up to 12.5%	Yearly		\$ 23,325	\$ 24,077		\$ 50,411	\$ 53,572	\$ 113,403
LONGEVITY STEP INCREASE II - YEAR 22 - 24	Hourly		\$ 51.58	\$ 53.25		\$ 55.74	\$ 59.24	\$ 57.25
up to 15%	Yearly		\$ 26,823	\$ 27,689		\$ 57,973	\$ 61,607	\$ 119,073

- Range 1: Temporary Shelter Project Worker (PT - estimate 520 hours per year)
- Range 2: Student Advocate (PT - estimate 520 hours per year)
- Range 3: Shelter Assistant (PT - estimate 520 hours per year)
- Range 4: Shelter Advocate (PT - On-Call; On-Call Shelter Advocates have no assigned shifts and are compensated at Range 4 for ST, and Range 4 X 1.5 for OT)
- Range 5: Program Advocates (PT - estimate 1040 hours per year)
- Range 6: Rural Immigrant Victim Advocate/Program Advocate (PT - estimate 1040 hours per year)
- Range 7: Program Services Advocate (FTE - estimate 2080 hours per year), Program Services Coordinator (FTE - estimate 2080 hours per year)

Recommended Revised

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The initial hire wage for all hourly employees shall be determined using the Salary Scale & Starting Pay Worksheet, unless pre-determined by grant conditions for specific projects or positions. Full-time employees will be eligible for a step increase at the successful completion of the orientation period, and at the completion of each successful annual evaluation, unless otherwise specified in the letter of hire and/or employment agreement. The Executive Director is authorized to deviate from the scale under special circumstances, including when there has been a substantial change in the duties and responsibilities for a position, and where recruitment and retention is market driven. A report of this deviation must be presented to the Board of the Directors at the next regular meeting.

The hourly wage for a Shelter Advocate increases after five years of employment from \$15 per hour to \$16.50 per hour. After ten years of employment, it increases to \$18 per hour.

After 15 years of employment, an hourly employee in Range 2, 3, 4, 6, or 7 who has reached the top of the designated wage range for their position scale will be eligible for a longevity bonus of UP TO \$500 per year for each year of employment. The award of such bonuses will be at the discretion of the Board of Directors, and will depend on the financial well-being of the organization at the time.

Because USAFV relies on public funding sources that change from year to year, this salary scale, which is an Attachment of the Employee Handbook, is not intended to create a binding contract for staff salaries or for pay increases. Should funding be reduced or eliminated, programs may have to be reduced, reorganized, or eliminated. As a result, staff salaries, stipends, and benefits may be frozen or reduced. Any reduction in salary will be done in accordance with Alaska Statute AS 23.05 160, which states:

Sec 23.05.160. Notice of wage payments. An employer shall notify an employee in writing at the time of hiring of the day and place of payment, and the rate of pay, and of any change with respect to these items on the payday before the time of change. An employer may give this notice by posting a statement of the facts, and keeping it posted conspicuously at or near the place of work where the statement can be seen by each employee as the employee comes or goes to the place of work. (§ 43-2-11(a) ACLA 1949; am § 2 ch 34 SLA 1949)

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Recommended
Revised

