

PERSONNEL POLICY

The Administrative Team will be responsible for the Personnel Policy:

Responsibility

Full-time staff members are also employees of the Association. When a vacancy occurs the Administrative Team will work with the Director of MissionsAMS and Personnel Team to determine the staff need and the qualifications of the person to be sought. In concert with the Director of MissionsAMS, the Administrative Team will make a recommendation to the Executive Board to extend a call to the individual. A three-fourths majority vote shall be necessary to extend the call.

Part-time and Support Personnel will be hired by the Director of MissionsAMS in consultation with other Associational staff and the Administrative Team.

Job descriptions for all employees shall be approved by the Director of MissionsAMS and the Administrative and Personnel Team and will be kept on file in the Association office.

Termination

All employees and support staff members will give at least two weeks, but not more than 30 days notice to the Director of MissionsAMS that they are terminating their employment. All accrued and unused vacation time shall be taken during the final month of employment.

Employees and support staff members whose service is terminated by the association shall be notified in writing and shall cease service immediately. Dismissal of staff members shall be by the Executive Committee with prior recommendation by the Director of MissionsAMS and Administrative and Personnel Team.

Dismissal of the Director of MissionsAMS shall be by the recommendation of Administrative and Personnel Team to the Executive Board. All accrued and unused vacation time plus at least one month's salary and benefits shall be paid to the terminated Director of MissionsAMS. Upon recommendation of the Administrative Team and approval by the Executive Board this one-month period may be extended. Failure to fulfil the requirements of the job description of these general personnel policies, or any conduct deemed detrimental to the association shall constitute grounds for dismissal. An employee has the right to appeal his case to the Administrative Team and in consultation with the Director of MissionsAMS may recommend other actions to the Executive Board.

Termination in Case of Retirement: In case of retirement, the employee shall be paid all accrued and unused vacation time. Sick leave is not a benefit that is paid upon termination or retirement.

In case of death of the employee or staff member or his total disability, the Administrative and Personnel Team shall investigate and make recommendation to the Executive Board. At

least one month's additional salary shall be paid the disabled employee and/or surviving family. The association will investigate the possibility of continuing all salary and benefit until such time as insurance and disability coverage would begin.