

Employee Compensation Policy

For Newington Community Association (NCA)

Terms of Employment

NCA has the right to terminate employment or benefits at any time without cause. This right is upheld through a majority vote of the Board held at a regularly scheduled meeting of the Board.

Employee Positions

Position: Community Manager

Number in Position: 1

Exempt/Non Exempt: Non-exempt, Hourly

Pay Range: \$20.00 to \$40.00 per hour

Supervisor: The CM reports directly to the elected President and offers support to the Board of Directors.

Position: Assistant Community Manager

Number in Position: 1

Exempt/Non Exempt: Non-exempt, Hourly

Pay Range: \$10.00 to \$25.00 per hour

Supervisor: The Assistant Community Manager reports directly to the Community Manager and offers support to the Board of Directors.

Compensation

All positions are assigned to a salary range that are competitive with rates in the external labor market consistent with the Newington Community Association's ability to pay. Number of employees, salary ranges, actual salaries, and the Employee Compensation Policy shall be reviewed on an annual basis by the NCA Board of Directors or when the need to fill an essential position is warranted.

Payroll will be on a semi-monthly basis. Pay can be direct deposited with the proper documentation.

Hours of Work

The normal work week for Newington Community Association shall consist of five (5), five (5) hour days. Ordinarily, work hours are between 9:00 a.m. - 5:00 p.m., Monday through Friday. Employees may request to work a flexible schedule. The Board President and the Community Manager will review work assignments and determine occasional changes in hours or a more permanent flexible schedule as needed.

Overtime

Under the Fair Labor Standards Act, employees classified as non-exempt are entitled to overtime at one and a half times their hourly rates, if they work over 40 hours in one work week. Exempt employees are excluded from this rule. Employers do not have to track their hours or pay them overtime, no matter how many hours they work.

Benefits: Insurance (worker's comp, crime, life, health)

NCA currently does NOT provide health, life or dental insurance benefits for part-time employees. NCA presently covers worker's compensation insurance and a fidelity bond on its employees.

Benefits: Vacation

Vacation leave is paid to the Community Manager based on the schedule below:

Years of Total Service	Hours Granted Each Year
Less than 5 years	8 hours
5 but less than 10 years	12 hours
10 but less than 15 years	16 hours
15 but less than 20 years	20 hours
20 years or more	24 hours

Employees are allowed up to two weeks (consecutive or non-consecutive) unpaid vacation time per year as needed and approved by their direct supervisor, assuming their duties can be fulfilled while absent.

Benefits: Holidays

NCA recognizes 9 unpaid holidays per year where the office will not be required to be open. They include New Year's Day, Martin Luther's King Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

Benefits: Sick leave

Non-exempt employees do not qualify for sick time.

Benefits: Compensation time

Non-exempt employees do not qualify for compensation time.

Benefits: Awards

Employees are considered for a year end bonus based on satisfaction with their performance and a desire to retain them as employees. The bonus is presented as a motion by the Board President at the December monthly meeting and issued by December 15th. The motion must pass by a majority vote.

Bonus pay is limited based on years of service:

Years of Total Service	Maximum Each Year
Less than 5 years	\$500 (Manager); \$250 (Assistant Manager)
5 but less than 15 years	\$1,000 (Manager); \$500 (Assistant Manager)
15 + years	\$1,500 (Manager); \$750 (Assistant Manager)

Annual Review

The Board of Directors of NCA is responsible for reviewing recommendations made by the employee's supervisor and will give final approval before August 1st each year. 5% will be the fixed based annual increase for all employees unless justification is presented for a lesser amount. Justification must include a written report that addresses performance, behavior and/or economical concerns which is due to the Board of Directors no later than June 1st.

Timeline:

- Annual review by direct supervisor held with employee by May 1st (based on work from May of previous year through April of current year).
- Recommended annual increase presented to Board of Directors by employee's direct supervisor at June monthly board meeting or June 7th, whichever is first, as a motion. The Board will vote at the June meeting. The Board may not table the vote more than one month.
- Employee has right to appeal any disagreement with the motion to the Board of Directors one month after the vote. Appeal must be in writing and will be followed by an opportunity to meet before a majority of the Board within one month of the written appeal.
- Approval of annual increase from Board due by September monthly board meeting or September 7th, whichever is first.
- Annual increases are effective January 1st following the approved budget in November.

Disciplinary Actions

In the event a Supervisor has a concern about work habits or abilities of an employee, the Supervisor is required to put those concerns in writing. The statement must include what is expected from the employee to correct the concern. Disciplinary action for the Community Manager must be approved

by a majority of the Board. The statement must be signed by both the Supervisor and employee. The statement will require follow up within 90 days and include acknowledgment if concern has been corrected or not. Some infractions could result in immediate termination.

Withholding Taxes

Federal and State taxes will be withheld from each employee's salary. W-2's will be issued to employees by the end of January of following year in which salary was paid.

Severance Pay

NCA will not compensate employees with severance pay.

Approved: July 1, 2015