Resist Board Meeting, June 2, 1988

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Dear Resist board member,

Below is the agenda for this meeting. If you have any other suggestions, please call the office. Since the Personnel Policy is fairly complex, it would be a good idea to review it before the meeting and come with any suggestions/changes. Also those board members not able to attend should either call or write with their input before the meeting on this or any other item on the agenda.

Enclosed you will also find a letter from Tatiana on suggestions she has for future newsletter articles. This will not be on the agenda of this meeting since we have plenty to discuss. Tatiana does want feedback, though, so please write or call.

Agenda

* Personnel Policy - discussion on policy worked on by the staff

* Expectation of active board members - Kate Cloud and Tess Ewing will have a proposal for discussion.

* Funding priority issues - On Feb. 9, 1987, we decided that "While Resist is clearly interested in continuing to fund a whole range of groups working on various issues, for the next six months it would give priority to good left/radical groups working on: Middle East; Sexual Politics (including anti-homophobia, gay/lesbian; feminist and reproductive rights); C.A. work around Honduras and Guatemala; and Anti-Racist work which includes the following: Native American issues and organizing, white or multi-racial groups doing anti-racist organizing, and organizing by autonomous people of color." At a board meeting on Sept. 27, 1987, we voted to continue those priorities for the next 6 months or so and also decided to add another priority sector groups doing Asian Pacific work, Korea specifically and groups working for a nuclear free and independent Pacific.

Our present discussion will review the above with
suggestions for continuing, changing or adding to the list.

* Groups not directly working on organizing of North Americans -
  At the NYC board meeting in May, it was suggested that we talk
  about this at our policy meeting. Should we fund such groups;
  what criteria do we have?

* New Board members - The board outreach committee will be
  talking with a candidate before this meeting and might want to
  make a recommendation for discussion.

* Community Building Corporation - This seems to be going
  nowhere and I need some guidance from the board.

Note: We obviously have a lot to discuss with the above so it's
possible we might not get to everything above. We might think of
how to deal with those items we don't have time for.

If you have any questions on the above, need further info,
please call the office.

For peace and justice,

Nancy Moniz
Resist staff
Resist Policies Board Meeting
Minutes
June 2, 1988
Thursday, 7pm


Expectations of Active Board Members: Kate handed out copies of draft proposal. We will discuss this at next regular board meeting.

Funding Priority Issues: If we have time, we will discuss this at next board meeting.

New Board Members: Postponed till next board meeting.

Community Building Corporation: Postponed till next board meeting.

Personnel Policy:

I have included the revised personnel policy with these minutes. In addition I have tried to highlight, below, the major issues that came up in our discussion.

We had a discussion about whether or not to have a personnel policy, and whether to have a personnel committee (PC). Once we agreed to have a personnel policy, and a personnel committee, we had a discussion about whether or not staff should be on the personnel committee. Some felt that since staff were on board then they should be on personnel committee, otherwise we were creating unnecessary divisions. Others felt it didn't make sense to have staff on personnel committee, where there would be times when things might be discussed that would best be done, at least initially, without staff. The staff itself was split on this particular point. The compromise that was agreed to was that staff would be involved in all stages of pc committee work except when staff is under discussion. It was agreed the Personnel Committee (which we still need to appoint) would come up with guidelines for self-evaluation. (Enclosed you will find guidelines from Haymarket People's Fund.)

From page 2 of the policy we had a brief discussion about the one month evaluation period. Was this too short, or was it needed at all? We decided (as far as I can remember) to leave it as is.

We agreed the hiring committee would operate by consensus if possible, and by 2/3 majority if necessary.

Tess pointed out that on page 5 of the personnel policy the words "dismissal", "worker termination" and then "dismissal or forced resignation" are all used. Staff needs to go over this and see why so many different words were used. (This was taken from Haymarket's personnel policy.)

In the section on staff with dependent children we had a discussion
about whether or not to leave this in or take it out. Wechsler felt we couldn't really afford it. Others felt it was unfair. Others felt it would be good if we could afford it. It was agreed that we would take it out for now and re-discuss it at some future point. We did agree, however, to leave in the sentence "Full health coverage is provided for a full dependent if the child is not covered under another policy." And we added: "A partner could buy in to a family group health policy." We had a brief discussion of domestic partner coverage (i.e. for unmarried and gay people) but the fact is that most health insurance companies do not offer this coverage.

On page 6, under misconduct, we had a serious discussion about whether or not to leave some of these things in—particularly if it seemed like they were grounds for immediate dismissal. In particular, "making false statements," (which seemed very vague), and "reporting to work under the influence of alcohol or narcotics." A question was raised about "breaching of donor or worker confidential records." Nancy Moniz raised the issue of whether or not other discussions or records were confidential. The compromise was to change it to read "breaching of confidential records." The board should discuss at some future time what discussions/records it considers confidential. It seemed to me at the meeting that people had different perceptions of the confidentiality of our board meeting discussions. Also it was agreed that those items listed under "misconduct" would not be grounds for immediate dismissal but rather we would head the section with the sentence: "If any of the following issues become a problem with the staff person, the pc will address it with the person."

Another major area of discussion was that of leaves: vacation, sick time, personal leave, and holidays. This discussion highlighted what it means to have or not have a personnel policy. For instance, Nancy Moniz said when she was hired she was under the impression that she had 12 sick days a year. Nancy Wechsler recalls being told that sick days were unlimited, and were to be taken as necessary. Neither had any idea if personal days were granted, but both probably assumed that they could be considered to fall under the general heading of sick leave, if necessary.

Having unlimited sick leave is very different from having a set number of days. As Tess pointed out at the meeting, going from unlimited to a set number represents a big change for the organization. When employees have a set number of sick/personal days they tend to consider them part of the benefit package, like vacation days and holidays, and take them all. If this happens, and staff end up taking all their vacation time, personal time, holiday time, sick leave time— that would come to 3 weeks vacation, 2 weeks of holidays, 2 weeks and 2 days of personal/sick leave with the possibility of additional sick leave if necessary and if approved by the board, and up to five days a year emergency leave (see page 11). We have also included maternity/paternity and adoptive leave. Please see page 9-11 of the personnel policy for details about leaves.

Unused vacation time can be carried over from one year to the next. At this point health leave and personal leave can also be carried over from one year to the next. These two issues were somewhat controversial. Staff and some board felt strongly that vacation time should be carried over. Some board members felt it protected the staff from overworking to insist they take their vacation time within the year it was earned. The health/personal
leave seemed more confusing—particularly since they were lumped together. This seemed like an area to re-evaluate at the time when the whole policy is re-evaluated. Is it working for staff? Is it working for the organization as a whole?

**Salary Discussion:** The board accepted the staff's salary recommendations. (See sheet "Salary Proposal for Resist.") The board added "Flat rate increase of 50-75 cents/hour could be decided each year by the board and would depend on the financial condition of Resist." The board also agreed to add "At the point of any new hiring, the board will determine the starting salary."

**Health Insurance:** See Wechsler's letter to the board/staff. It was agreed that Wechsler would change to the $1000/year deductible and that Resist would pay the $59/month premiums plus give her a check each month for the difference between that policy's premiums and HCHP's. At this point that comes to $45/month. That money would go towards covering part of the deductible. Should HCHP's rates rise, so would this figure.

*Remember:* We need to form a personnel committee. The PC needs to come up with guidelines for self evaluation. Staff needs to clarify all the different terms used for dismissal/resignation. Staff needs to check into the possibility and cost of disability insurance. Board needs to discuss what, if any, discussions are confidential.

That's it. At least I think that's it! Please read over the enclosed PP/salary/health insurance pages. We went through this rather quickly, and it represents a real change for Resist. We should make sure we all feel comfortable with what we ended up with. We need to take seriously the commitment to re-evaluate the policy from time to time, making adjustments where necessary.

Nancy Wechsler, Resist Staff
1. INTRODUCTION

Resist, a non-profit corporation, presents this manual as the current statement of the foundation's Personnel Policies. In adopting these policies, the Board recognizes that good personnel administration is founded on a set of principles and practices designed to ensure the dignity and rights of all staff members. These principles and practices include at least the following:

1. There shall be established within practicable limits, working conditions, privileges and benefits which are conducive to both individual well-being and program achievements. These policies are intended to protect both the organization and the workers. Resist staff are considered full voting members of the Resist Board.

2. The Personnel Committee (PC) shall be constituted by and represent the Board and staff in personnel matters. The PC shall consist of an equal number of Board and staff members. The PC shall designate a chair for the committee. The PC will negotiate all personnel policy changes with the staff and conduct the staff evaluation. Changes to this policy may be initiated by the PC but are not binding without approval of the Board. Board members on the PC should serve for 1 year terms, but may be re-appointed at the appropriate Board meeting.

3. Each staff person shall be responsible for maintaining all vacation, leave, and comp time benefit records.

4. These policies shall be reviewed by the PC at least every two years. This will be done to ensure that the policies are providing the organization and staff enough structure and safeguards and also enough flexibility to protect Resist and paid staff.

We gratefully acknowledge the work that Haymarket, North Star, the Funding Exchange and Vanguard put into their personnel policies, since we have included many of their policies as ours.

2. GENERAL EMPLOYMENT PRACTICES

2.1 Process for Hiring

All positions will be advertised with sufficient exposure and intensity to attract as many qualified applicants as possible, with particular emphasis on reaching and hiring: women, people of color, differently abled people, older people, gay men and lesbians and working class people.

After discussion with the Board, the staff and hiring Committee will determine the job description for the new employee. The Board has the option of final approval of the job description unless it gives the HC that responsibility.
The Board will select a Hiring Committee, which will include at least two Board members and two staff members. The hiring committee will put good faith effort into achieving for itself, a balance by race and ethnic background and gender (i.e. the idea here is that the hiring committee be balance). After hiring, the PC will conduct the one month evaluation (for part-timers this period will be equal to one months worth of full time work). The Board allocates full decision making in hiring to the constituted hiring committee.

The Hiring Committee will screen all resumes. Candidates who meet minimum requirements of the announced position will be screened thoroughly. Those who do not possess the minimum qualifications will be informed in writing that the requirements have not been met. Interviews will be set up with the remaining applicants. Care will be taken to treat all interviewees equally, i.e., the same list of questions will be used for each person.

The Hiring Committee will make its decision by consensus when possible. If consensus can not be reached, the Hiring Committee will makes its decision by a two-thirds majority.

Questions which may affect the hiring process which come up during it will be brought to the Board. If no meeting is scheduled, the concerns will be brought to the attention of the Board by telephone polling of members or the setting up of a special meeting. The types of concerns include, but are not limited to: the need to change the focus of the job description; the fact that no present candidate is appropriate for the job and more outreach should be done; or the committee is at an impasse between two candidates and seeks assistance from the Board.

The selected candidate will be contacted to receive instruction regarding orientation procedures.

2.2 Procedures for Advertising

Advertisements will be placed with newspapers, community newsletters and papers, and key contacts in community/movement groups. To reach the targeted communities, Resist must advertise in those communities, e.g. Gay Community News, The Banner, etc. Resist's commitment to affirmative action will be reflected in all announcements and all advertising efforts.

2.3 Classification of Workers

Full-time worker: The work week is 32 hours and up per week. This includes a 1 hour lunch break per day.

Part-time worker: An employee whose regular work schedule is less than 32 hours per week, and at least 10. Part time workers receive benefits pro-rated by the amount of time they work, except health benefits which would be converyed in full.

Consultant: A person who is self-employed and works part-time at Resist but for whom no with holding tax and no benefits are paid.
3. ORIENTATION OF NEW WORKERS

3.1 Policy

An orientation will be provided to newly hired employees. During this time the current staff will be responsible for orienting the new person to Resist and coordinate training in the areas to which they are to be responsible.

3.2 First 1 month

During the first month, employment may be terminated with two week's notice by either the worker or Resist. At the discretion of the PC, salary may be paid as severance in lieu of the employee's work for Resist for those two weeks.

3.3 Orientation Program

The orientation program includes, but is not limited to:

a. orientation to Resist's goals, structure, philosophy
b. review of Resist's policies, including personnel policies
c. training specific to the job description under which the employee was hired
d. the organization should secure, as necessary, any outside training required for the new worker.

The chair of the PC will be responsible for assuring that the new employee is evaluated as defined below.

3.4 Evaluation of New Staff

1. At the end of the first month, the staff will sit down with the new person to review how well training is proceeding, and to consider any problems. A member of the Board will attend this meeting; the minutes from the meeting will be sent to the PC. (A member of the board will be keeping in touch with the new person during this orientation/evaluation period.) This will also give the new person a chance to raise any problems.

2. The Board must ratify a recommendation by the PC to dismiss a staff person during the 1st month. A meeting of the Board at which at least ten people are present is required to make this decision. A 2/3 majority of that number must agree to the dismissal. The decision can be done in one of the following ways:

a. a conference call (or) b. an emergency meeting

3. In cases of dismissal or resignation of a new staff person, the PC will negotiate the date of termination with the new person and the rest of the staff. Time needs to be taken for the staff who has been terminated to pull together his/her work so that someone else will be able to carry on. This should be done as quickly as possible, and the person should be paid for those days, which should not exceed one week. The person will also receive two weeks severance pay.

Health insurance coverage will continue until the next payment is due.
4. These terms may be made more generous by a 2/3 majority of the Board (with 10 members present) at the time of their decision to terminate employment. (For example, they may consider comp time and vacation time.)

5. If the staff person decides to quit at the end of this initial one month period, or is dismissed, it shall be considered as occurring without cause or prejudice, except in the case of misconduct, as defined under Section 4.4.

4. STAFF EVALUATION, PROBATION, AND TRAINING

4.1 Policy

It is the policy of Resist that the staff is evaluated on a regular annual basis and that written evaluations shall be used as the basis for appropriate personnel actions. A good evaluation will help provide the workers with the necessary direction, support, training and guidelines to improve their work and expand their vision of the job. Consequently, it is a tool benefitting both the workers and Resist.

4.2 Procedure for Yearly Evaluation

1. Staff evaluation will be conducted once a year by the PC, usually in April or May. The PC chair will be responsible to see that the evaluation process begins on time and as described. Evaluation guidelines will be drawn up by the PC.

2. The purpose and structure of this evaluation will be approved beforehand by the PC with input from the Board. The process may begin with each staff member writing a self evaluation, and might include an evaluation of the entire staff, the division of staff responsibilities, and the Resist structure. These would be shared with other staff.

3. The self evaluations and copies of the current job descriptions, will be sent to the PC. After receiving these reports, the PC will speak to people in the different part of Resist (Board and Staff) to ask questions which arise from the evaluations and job descriptions. This will cover grantmaking, fundraising, general administration, special projects and newsletter.

4. The PC should meet with each staff member individually to discuss the evaluation; and then meet with the staff as a whole to do group evaluation.

5. The PC may, at their own discretion or at the request of the staff, prepare written evaluations of both individual staff members (which are sent to each confidentially) and/or of the entire staff.

6. PC will report to the Board on evaluations.

7. If a staff member is dissatisfied with this evaluation and discussion, that person may bring the evaluation to the Board.
8. During the course of the year, the chair of the PC may be in touch with the staff on a periodic basis to review the work of the office. If during the year, problems arise within or between the staff and others in the organization, the parties concerned should make an effort to resolve the problems themselves. Should this fail, any member of the organization can go to the PC and arrange mediation.

4.3 Dismissal

1. If the PC decides, either during the annual staff review or during the year that a staff member is seriously deficient in his/her work and are considering a recommendation for dismissal, the PC should state clearly in writing the reasons, the time period in which they expect improvement, and the committee's expectation at the end of that time period, including the criteria and process for a final evaluation.

2. All of this should be made clear to other staff members, and the PC should define what role if any other staff have in monitoring or helping the person during that time period.

3. At the end of that time period, the PC will re-evaluate the staff member according to the pre-established criteria, consulting with the other staff, and whomever else may have appropriate information. They would then meet with the staff member and discuss their recommendation to the Board. The Board will always make the final determination of dismissal. Decision must be made by a 2/3 majority of the Board at a meeting with at least 10 people present.

4. Any recommendation for dismissal by the PC may be appealed to the Board, which would conduct a hearing and make a decision within a month.

4.4 Worker Termination

1. Policy

Workers who are separated from employment because of misconduct or unsatisfactory performance of job duties are considered dismissed for cause.

2. Termination

In the event of dismissal or forced resignation, the PC shall set the date for termination. They may decide the person should leave immediately or in up to two weeks. A dismissed staff member is entitled to one month's severance pay, after the termination date. That staff member must additionally receive any unused vacation and comp time, but will lose all unused personal time. If the staff member leaves before their termination date, she/he will forfeit any severance pay. These terms may be made more generous by a two-thirds majority decision of the Board at the time of their decision to terminate the staff member.
3. Misconduct

If any of the following issues become a problem with the staff person, the PC will address it with the person.

a. making false statements
b. embezzlement
c. theft
d. willful neglect of job
e. threatening, intimidating, coercing or interfering with fellow workers or others in the organization
f. willfully misusing, destroying or damaging foundation property or property of another worker
g. provoking or instigating a fight or fighting during worker hours on Resist property
h. reporting to work under the influence of alcohol or narcotics
i. possessing firearms or explosives on Resist property
j. breaching of confidential records

Termination for misconduct requires no compensation. Any charge of misconduct must be reported to the personnel committee and be reviewed by the Board.

4.5 Appeals

1. Policy

The right to appeal shall be provided to all employees from the beginning of employment except that a worker cannot appeal dismissal during the first month.

Workers may consult with the PC concerning interpretation of personnel policies, working conditions, and other personnel matters.

Any employee who feels she/he has been the victim of discrimination because of color, race, sex, religion, national origin, age, sexual preference, disability or marital status has the right to seek resolution of his/her complaint through the PC, provided the established grievance procedure is followed.

2. Grievance Procedure

a. unresolved grievances will be put in writing and sent to the PC
b. the Board shall consider any grievance unresolved by the PC
c. Grievances should be taken up and resolved as quickly as possible.

5. LAY-OFFS

5.1 Policy

Recognizing that the ongoing success of Resist is dependent upon the quality of the staff, we must also recognize that the quality of a person's work is partially dependent upon job security and openness of communication. The
following lay-off procedures are written with this in mind. A reduction in funds available for salaries will result in a collective reduction in wages for all staff. Lay-offs will be initiated as a last resort.

5.2 Authority

A need for cutback in budget for salaries and the method to be used for the reduction will be determined by the Board. Some examples of methods include: cutback in salary, leave without pay, or a shortened work week. In case of a temporary or indefinite lay-off, the Board shall make the final determination of person subject to lay-off and shall prepare appropriate written notice.

5.3 Notice of Lay-Off

Any regular employee affected by a lay-off will be given four weeks written notice. At the discretion of the PC, an employee subject to lay-off maybe paid salary in lieu of written notice to a maximum of two weeks. Under emergency circumstances, the minimum allowable notice shall be two weeks with no requirement of additional severance pay. Such circumstances must be approved by the Board. The employee will be covered by unemployment insurance.

5.4 Special Considerations

Guidelines for laying off personnel include the following factors, in order of priority:

1. Job performance/versatility of experience and skills
2. Affirmative Action goals
3. Seniority

5.5 Health Benefits

For temporary lay-offs (three months or less), health benefits will be continued for the duration of the lay-off. For indefinite lay-offs of three months or more, health benefits will continue at the current rate for three months, then payment must be made by the worker. Benefits will be discontinued if the individual becomes re-insured.

6. RESIGNATION

1. Policy

Employees who voluntarily separate from employment are considered to have resigned.

2. Notice by worker

Staff are expected to give three months notice prior to leaving. A six month notification of intent is considered desirable. Minimum notification is one month; otherwise severance pay may be forfeited.

Staff are expected to participate in the training of their replacement.
3. Resignation Pay

If the staff is not eligible for unemployment compensation, then staff are to be given one month's salary as severance pay. Staff will receive vacation time prorated on the current calendar year. However, if staff fail to give one month notification, they may not take unused vacation time but will be given compensation.

7. STAFF TRAINING

7.1 Policy

Staff training is important in enabling the staff to develop skills which will enhance their job performance, and hopefully increase their job satisfaction.

In making decisions about training, three things should be kept in mind: the benefit to the organization and the worker; the cost of the training; and the amount of time the person will not be at the office.

Staff should bring up training needs at Board/staff or Board meetings.

8. HOURS OF WORK

8.1 Compensatory time

Resist staff are expected to attend board meetings, for which they will be given comp time. In addition, staff will be given comp time for any Resist-related work or meetings done above the normal work week.

The Part time newsletter editor should be able to take compensation time.

8.2 How Job Responsibilities are Decided

1. Policy

Each staff person shall have a written job description, which is reviewed annually during staff evaluation. The PC may initiate, and will oversee significant changes in job descriptions, with the final authority resting with the Board.

Staff are encouraged to think about how their jobs can be done more efficiently and effectively and to suggest changes which will facilitate that.

8.3 Timesheets

Staff is to keep a log of all time taken off for comp time, sick leave, maternity/paternity/adoptive/parent leave, leave of absence, and vacations.

9. CONFIDENTIALITY

Anyone employed by or doing volunteer work for Resist will agree to respect
and maintain the confidentiality of donors, gift amounts, financial and other privileged information.

Donor lists, names and address are not to be sold, traded or given away for fundraising purposes unless approved by the Board. This does not include the direct mail lists held by Names in the News, a mailing house.

Confidentiality will continue following the resignation or dismissal of any employee or volunteer at which time access to all donor information is forfeited.

10. LEAVES

10.1 Policy

Leave policy applies to all regular employees (not consultants).

10.2 Vacation

1. Purpose

The object of vacation leave is to provide each employee an opportunity to enjoy a continuous period for rest and recreation.

2. Accrual

Vacation leave is 3 weeks per year. An extra day of vacation is granted for any approved holidays observed within an employee's vacation period. Vacation leave may be carried over to the next year.

3. Restrictions

Vacation leave must be negotiated between the staff in order that the office needs are met.

4. Unpaid Vacation Leave

Additional unpaid vacation leave must be approved by the board in consultation with the staff.

10.3 Health Leave/Personal Leave

Health/personal leave is 16 days per year and may be used either for illness, medical/dental appointments or personal reasons.

10.4 Extended Health Leave

1. If a worker develops a serious chronic or terminal illness, each situation should be treated individually. The PC would make a recommendation to the Board, after meeting with the person and the rest of the staff. The Board will make the final determination on the organization's responsibility to the staff person.
2. During extended health leave, vacation and holiday leaves are not accrued, but health insurance is continued.

3. The staff will research the cost of disability insurance.

4. When a staff person uses up more than their allotted health leave and they do not want to use their vacation time to cover the time missed from work, the following are options which can be discussed with the PC:
   a. The staff person presents a plan for making up the hours taken in such a way that the person does not jeopardize their health. For instance, two weeks of time could be made up in the next 6 months.
   b. The staff could ask the PC to extend their health leave up to 5 extra days that year. Any request over 5 days would have to go to the Board for ratification.

10.5 Procedures for health/personal leave

Every employee is required to call in the morning if she/he is unable to come to work due to illness or accident. Whenever possible employees are expected to tell staff in advance of personal leave.

10.6 Maternity/Paternity/Adoptive Parent Leave

Parent leave is provided to an employee after one year of employment for time off around the birth or arrival of a new child.

Time is available for up to 8 weeks, paid, to be taken at the discretion of the worker. Extended leaves, up to 3 months without pay, can be negotiated with the PC. The final decision rests with the Board, since this amount of leave might require that a temporary worker be hired.

A request for parental leave must be submitted to the PC at least two months in advance of the beginning date of the requested leave, except in cases of adoption where it may not be possible to know that far in advance.

10.7 Holidays

All staff are entitled to 14 days of paid holidays. The office will be closed on: (Staff may work these days, if they choose, and take another day off in exchange.)

New Year's Day; Martin Luther King Day; President's Day; Memorial Day; International Worker's Day; Fourth of July; Labor Day; Thanksgiving and the day after; Christmas and the day after; Columbus Day.

10.8 Jury Duty/Court Appearances

Leave with pay shall be allowed for jury duty when subpoenaed. Any compensation received for jury duty, excluding transportation reimbursement shall be remitted to the foundation.
10.9 Emergency Leave

Up to 5 days leave with pay may be used for absence due to death or critical illness of a member of a worker's family or a very close friend.

10.10 Political Leave

Staff may use paid time to attend demonstrations or participate in civil disobedience actions with the consent of the other staff and sensitivity to the needs of the organization.

Staff may use paid time for political work on specific projects agreed upon by the Resist Board. The amount of time must be negotiated among and agreed upon by the staff.

11. Smoking

Smoking is permitted only with the consent of all staff or if the smoker is the only worker present and no other staff are expected in.

12. Consultants

The staff, in consultation at the bd/staff lunch, will have the authority to hire part-time temporary workers.

13. Staff with dependent children

Full health coverage is provided for a full dependent if the child is not covered under another policy. A partner can buy in to a family health plan, paying his/her share of the cost.

14. Salary and Benefits

The Board will have final approval of salary and benefits for full and part-time employees.

See next page for salary/health benefits.
Salary Proposal for Resist

Proposed by Tatiana Schreiber, Nancy Moniz, Nancy Wechsler

Purposes:
1. Assure starting workers of minimal standard of living.
2. Reduce wage gap between lowest and highest paid workers.
3. Assure Resist that salaries will not rise unreasonably.

Proposal:
1. Our goal is to change from our present system of getting a cost of living raise every January plus a 10% raise on our hiring anniversary to a cost of living every January plus a flat rate each year (say .50 to .75/hour). We propose to reach this goal by taking the following steps:

2. Raise Tatiana's salary now to be equal to Wechsler's. In other words give her a 10% raise now instead of waiting till December (her anniversary date).

3. In April, 1989 Tatiana and Wechsler still get 10% raise. (This is Wechsler's anniversary date... and will be the beginning of her fourth year at Resist. Moniz got this 10% raise 5/88.)

4. In May 1989, the beginning of her fifth year at Resist, Moniz begins new system by taking flat raise.

5. By 1990 everyone takes flat raise.


7. New workers start at higher wage to be decided. They are on new system of flat raise plus cost of living.

Flat rate raise of between 50-75 cents/hour would be decided each year by the board, depending on finances of organization.

At the point of new hiring, the board will determine the starting salary.
Resist Board and Staff:

When I was hired by Resist it was agreed that Resist would pay for me to be able stay on Workers Trust health insurance, as Harvard Community Health Plan would not at all meet my needs. At that time Workers Trust was $89/month, not that much more than HCHP. Workers Trust then went up to $99/month. In September of 1987 there was another rate increase. My rates were raised to $170/month, penalizing me for making use of the plan. At that point I started looking into other health plans. I also checked about changing the deductible, to lower the monthly rates. Workers Trust switched insurance companies, and no change of deductible was allowed.

It has not been possible, so far, to find another health plan that would take on a new group as small as Resist where only one or two people want the new plan. Blue Cross/Blue Shield is as expensive as my current policy. I can't get a new individual plan as only group plans waive the exclusion for pre-existing conditions.

I am concerned about the high rates of my current policy both for Resist, and for myself. Should I leave Resist, these rates are beyond my ability to keep paying.

After a lengthy discussion with the people from the new carrier for Workers Trust, Consumers United Insurance Company, I was informed that if I choose a $1000 deductible that would take me off of the Workers Trust scale that I was on, and put me on their regular, and lower, rate scale. Specifically, with a $1000 deductible, my monthly premiums would be $59. I am assuming that after a few years of being on the $1000 deductible I would be able to move to a lower deductible at their lower rates.

Moving to the higher deductible means, in the long run, a chance to get back to a more normal insurance rate. In the short run, however, it means considerably more out-of-pocket expense for me, while considerably less for Resist. I am wondering if we can agree to a compromise which would still allow me to switch to the higher deductible, but not make me be the one to pick up the total cost (as it is almost assured that I will go through the deductible in the course of a year). I am open to suggestions about this. For instance, Resist could agree to pay the $59/month health insurance premiums and give me $45/month ($540/year) toward the deductible. That would make the cost of my insurance equal to the cost of what Resist pays for Harvard Community Health Plan. Or, Resist could decide to give me less than $45/month for the next 10 months since it paid higher rates for me during the last 10 months. The other two options are for Resist to pay the $59/month premiums and no more; for me to stay on my current deductible with my current $170/month premiums. I am open to suggestions about what staff and board think is fair.

Nancy Wechsler, Resist Staff

The June 2nd Resist board meeting agreed to pay the $59/month premiums for a policy with a $1000 deductible, as Wechsler proposed. They also agreed to make up the difference between that monthly cost and HCHP's. See board minutes.
Present Salaries

Tatiana Schreiber

$8.47/hr $105.82 gross/week = $5502.64/year

at 40 hours/week that would be $338.62 or
$17,608.45 yearly

health insurance paid in full: $104.21/month

Nancy Wechsler

$9.31/hr $297.99 /32 hour week = $15,495.48/year
$223.49 /24 hour week (which I sometimes work)

at 40 hours/week that would be $372.40 or
$19,364.80/yearly

health insurance paid in full. currently it is
$170/month. I am looking into a higher deductible
which would lower monthly premiums.

Nancy Moniz

$10.31/hr $412.25/week
$21,436.96/yearly

health insurance paid in full: $104.21/month

New Hire (if someone was to start now, on our old wage system
they would get what Wechsler started at, plus the two cost of
living raises-- $7.0912 plus 2% plus 6.4% or:

$7.70/hour = $307.84 full time/week
$16,007.66/year

health insurance paid in full