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RESIST BOARD MEETING
AUGUST 6, 1995
Cheryl Smith's House

Present: Cheryl Smith, Louis Kampf, Wayne O'Neil, Renae Scott, Nancy Wechsler (minutes), Larry Goldsmith

We spent virtually the entire meeting going over a new draft of our Personnel Policy and making changes in it. A copy of the amended Personnel Policy will be included with these minutes. Board members should look over the policy and note any questions or concerns they have. The final adoption of the policy should take place at the September 17th meeting of the Board. Please bring this copy of the Personnel Policy with you to the next board meeting.

We tabled two emergency grant requests, as we did not have time to look at them. They will be handled by the staff, or at a bd/staff lunch.

Nancy Moniz had written Louis about whether or not she would be eligible for COBRA after October 6th. October 6th is the day she is being paid through, and we are covering her health insurance through that day as well. We discussed the fact that HCHP does not actually offer COBRA for groups as small as ours, but that she could continue to pay us what her premiums would be and we would keep her on our plan for another 18 months after October 6th. If she still needs HCHP through us after that time, she will need to come back to the board for consideration of the matter. (See attached letter sent to Nancy Moniz.)

Next Board meeting September 17th, at Louis Kampf's house: 14 Glenwood, Cambridge.
(492-3468)

New Board List Attached.

RESIST BOARD -- August, 1995

Frank Brodhead
7011 Cresheim Rd.
Phila, PA 19119
215-248-1348 (h)
215-575-0700 x259

Pam Chamberlain
36 Holworthy St.
Cambridge, MA 02138
617-864-2992 (h)
617-388-3300 x408 (w)
388-3476 (w-F)

Bell Chevigny
400 Riverside Dr. 6C
NY, NY 10025
212-749-2801

Noam Chomsky
15 Suzanne Rd.
Lex., MA 02173
617-862-6160(h)
253-7819(w)

Kate Cloud
42 Walnut St.
Som., MA 02143
617-623-5900(w)
776-4704(h)

Tess Ewing
104 Auburn St.
Camb., MA 02139
617-661-2064 (h)
627-3401 (w-F)
627-3549 (w)

Norm Fruchter
577 6th St.
Brooklyn, NY 11215
718-499-5592

Larry Goldsmith
Po Box 365
Hiram, OH 44234
216-569-7359 (h)
216-569-5466 (w)
617-524-0553 (h)

Ken Hale
109 Waltham St.
Lex., MA 02173
617-861-8164(h)
253-5744(w)

Frank Joyce
1155 Lakepointe St.
Grosse Pt., MI 48230
313-331-2785

Louis Kampf
14 Glenwood Ave.
Camb. MA 02139
617-492-3468(h)
253-5147(w)
WK. fax: 253-6105
441-0166 h-F, call 1st

Hans Koning
500 Ellsworth Ave.
New Haven, CT 06511
203-789-2227

Paul Lauter
500 E. 77th St.
NY, NY 10162
212-570-0997(h)
203-297-2303(w)

Dick Ohmann
203-347-9411 x2761(w)
413-625-2715(h)

Wayne O'Neil
31 Bournside St.
Dorch., MA 02124
617-288-1017(h)
253-2557(w)

Carlos Otero
1018 Amherst Ave.
LA, CA 90049
213-826-0455

Grace Paley
Thetford Hill
Thetford, Vt 05074
212-929-4905(h-NY)
802-785-2608(h-VT)

Merble Reagon
55 Bethune St.#C908
NY, NY 10014
212-691-3423(h)
964-8934(w)

Hank Rosemont
Rte. 1 Box 112x
Springridge, MD 20653
301-863-5409 (h)
301-862-0276 (w)

Renae Scott
116 Chestnut St.
Cambridge, MA 02139
617-492-1085 (h)

Cheryl Smith
179 High St. #3
Brookline, MA 02146
617-734-3919 (h)
726-7246 (w)
695-4775 (w-F)

Meredith Smith
9 Summit St.
Somerville, MA 02144
617-628-4659

Amy Swerdlow
PoB 4142
Easthampton, NY 11937
212-666-7227
516-329-5490

George Vickers
1921 "S" St. NW
Wash. DC 20009
or: c/o WOLA
400 "C" St. NE
Washington, DC 20002
202-328-6226(h)
202-544-8045(w)
202-328-6235 (F)

Nancy Wechsler
155 Raymond St.
Camb., MA 02140
617-868-6134(h)(F)
623-5110(w)

Fran White
711 West St.
Amherst, MA 01002
413-256-8982 (h)
413-549-4600 (w)

A call to **RESIST** *illegitimate authority*

One Summer Street, Somerville, Massachusetts 02143
617/623-5110

Frank Brodhead
Pam Chamberlain
Connie Chan
Bell Chevigny
Noam Chomsky
Kate Cloud
Tess Ewing
Norm Fruchter
Larry Goldsmith
Mitchell Goodman
Kenneth Hale
Oscar Hernandez
Frank Joyce
Louis Kampf
Hans Koning
Paul Lauter
Nancy Moniz
Richard Ohmann
Wayne O'Neil
Carlos Otero
Grace Paley
Roxanna Pastor
Merble Reagon
Henry Rosemont
Tatiana Schreiber
Rena Scott
Cheryl Smith
Meredith Smith
Amy Swerdlow
Ken Tangvik
Rene Valle
George Vickers
Nancy Wechsler
John White

August 9, 1995

Nancy Moniz
68 Bakersfield
Dorchester, MA 02125

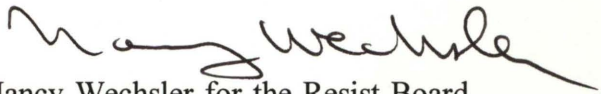
Dear Nancy,

At our August 6th board meeting we discussed your request to continue on our health plan through COBRA after October 6th. We discussed the fact that HCHP does not actually offer COBRA for groups as small as ours, but that you could continue to pay us your premiums (by the 20th of each preceeding month) and we would keep you on our plan for another 18 months starting November 1, 1995. Please note that we also decided to pay your entire October benefit, so you won't have to send any check for October.

If you still need HCHP through us after the 18 months is up, please come back to the board and let us know, and we will consider the matter at that time.

I hope things are going well for you.

for peace and justice,


Nancy Wechsler for the Resist Board

Resist Personnel Policy as amended at our 8/6/95 board mtg. Awaiting final approval.

1. INTRODUCTION

Resist, a non-profit corporation, presents this manual as the current statement of the foundation's Personnel Policies. It should be understood by all concerned that a Personnel Policy is a guideline to be used by the organization, and not a binding contract with the employees. 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. The Board will make a good faith effort to follow these policies at all times, while recognizing there may be things that come up that are not covered by this document, that it is then empowered to decide on its own, with as much input from others in the organization as possible. It should be understood that the Board includes the staff, except where we are referring to Personnel matters.

It should be recognized that the Board of directors has the ultimate responsibility for and decision making power to do what it thinks is in the best interest of the entire organization. The Board and the Board officers are expected to operate in good faith, according to these guidelines, and in consultation with the rest of the organization.

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 as a whole, and the workers. The Personnel Policy is designed to allow workers to do their jobs, while giving the organization as a whole the flexibility to cope with various circumstances that may arise during the course of an employee's tenure. Permanent Resist staff are considered full voting members of the Board, but the Board has the right to meet in executive session without the staff. It should report to the staff in as much detail as is possible, what was discussed, and staff input should be sought for such meetings when appropriate. It should be understood that especially when discussing personnel matters, the non-staff members of the Board and the PC have the right to meet without the staff. Staff should have a chance to give input, and be included as much as possible, but staff will not have a vote.
2. The Personnel Committee (PC) shall be constituted by and represent the (non-Staff) members of the Board. The PC shall consist of 3-5 (non-Staff) Board members. The PC shall designate a chair for the committee. The PC will discuss all personnel policy changes with the staff and conduct evaluations. Changes to this policy may be initiated by the PC but are not binding without approval of the Board. Members serve until they are replaced by the Board. Notice of what was discussed should be given to the staff in as much detail as is possible. The staff should have a chance to have as much input as possible to both the PC and the Board before decisions are finalized. Some decisions can be made directly by the Board, and not go through the PC. If there is no acting PC, the Board can appoint one, act in its place, or form a standing committee to deal with a situation as it comes up.
3. Each staff person shall be responsible for maintaining all vacation, leave, and comp time benefit records. Vacation, sick/personal days are counted from January to December. When someone is hired an adjustment will be made to determine the number of sick/personal days and vacation days they have left before the end of the year. In other words, vacation, etc., will be pro-rated for the first year the person is working at Resist. Evaluations will also be done on a calendar year basis.
4. Resist staff should function as a collective. Given that it is neither desirable nor possible for the Board to supervise the daily operations of the staff, staffers will need to supervise themselves, work together harmoniously, and share responsibility for making the office run. We see shared decision making as part of being a collective. The staffers will need the following qualifications in addition to such other functional qualifications as are required for their jobs:

- a) an ability to work collectively, which involves being flexible, being able to work with others, showing good will to coworkers as well as the organization, doing multiple tasks, and being accountable to each other.
- b) willingness to use office tools, keep time sheets, participate in staff meetings, and attend staff-Board lunches.
- c) willingness and ability to participate in peer evaluation, a necessary component of collective work.
- d) recognition that the collective needs to be accountable to the Board. This can be done both through Board meetings and through Board-staff lunches.

5. These policies shall be reviewed by the PC when necessary, and at least every three years.

2. GENERAL EMPLOYMENT PRACTICES: For all Permanent employees, full time or part time.

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.

Advertising: Advertisements will be placed with newspapers, community newsletters, and papers, and key contacts in community/movement groups. To reach the targeted communities, Resist should advertise in these communities. Resist's commitment to affirmative action will be reflected in all announcements and advertising efforts.

2. After discussions with the staff, the Board will either determine the job description for the new employee(s), or delegate that task to the Personnel Committee, or hiring committee. The Board has final approval of the job description.

3. The Board will select a Hiring Committee. The HC 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. The committee will then select candidates for interviews. Care will be taken to treat all interviewees equally. The HC will make its decision by majority rule. Questions or issues 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 active 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.

3. ORIENTATION OF NEW WORKERS

The selected candidate(s) will be contacted to receive instruction regarding orientation procedures. 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. The PC shall oversee this training, and if necessary ensure that it is happening in a proper fashion.

First Sixth Months. (Probationary Period)

During the first six months, 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. The PC will be in charge of the evaluation, unless the PC or the Board delegate some other

body. There will be a three month evaluation, and another evaluation three months later.

Orientation Program:

This includes, but is not limited to:

- a. orientation to Resist's goals, structure, and 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 by the new worker.
- e. evaluation conducted by the PC.

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

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 the training is proceeding, and to consider any problems. Minutes of this 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, and should be at this meeting.) This will also give the new person a chance to raise any questions or problems. At the end of the first three months the PC will meet to conduct an evaluation of the new staff person.

The organization feels it is good to review the work of a new employee after a three month period. That is a good time for the employee to bring up any problems or concerns he/she may have in terms of additional training needed, or difficulty getting work done, or any other problems. Board members and other staff members can raise concerns as well. All attempts should be made to ensure the new staff member gets the help he/she needs to satisfactorily complete their first year of work at Resist.

After the hiring, the PC, or another Standing Committee, will conduct a three month evaluation and possibly schedule a second evaluation after another three if necessary. This will remain the same for Permanent part-timers as well.

2. The Board must ratify a recommendation by the PC to dismiss a staff person during the first sixth months at a meeting of the Board.
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, unless fired for major misconduct.

Health insurance will continue until the next month's payment is due.

4. These terms may be made more generous or reconsidered, by a majority of the Board present at the time of their decision to terminate employment.

4. PERMANENT STAFF EVALUATION:

It is the policy of Resist that the staff be evaluated on a regular annual basis and that written and verbal 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 potentially benefiting both the workers and Resist.

Staff evaluations shall be conducted once a year, near the anniversary date of the employee's hire. The chair of the PC, or the Board, will be responsible to see that the evaluation process begins on time and as described.

Evaluation guidelines should be drawn up by the PC or the Board. The Secretary of the Board shall remind people of all employees' anniversary dates.

The structure of this evaluation will be approved beforehand by the PC with input from the Board. The process will begin with each staff member writing a self evaluation, and might also include an evaluation of the entire staff, the division of staff responsibilities, and the Resist structure. Other Permanent staff members will write evaluations of the employee being evaluated.

The self evaluations and copies of the current job descriptions, will be sent to the PC (or a subcommittee appointed by the Board). After receiving these reports, the committee will speak to people in the different parts of Resist to ask questions which arise from the evaluations and job descriptions. This will cover grant making, fund raising, general administration, special projects, the newsletter, office management, and general collective functioning. The committee should review time sheets kept by the employee over the last year.

The Committee should meet with each staff member individually to discuss the staff member's evaluation; and then meet with the staff as a whole to do group evaluation, if it feels this will be productive.

The committee will prepare written evaluations of individual staff members (which are sent to each confidentially). They may also prepare an evaluation of the entire staff.

The Committee will report to the whole Board on the evaluations in general terms.

If a staff member is dissatisfied with this evaluation and discussion that person may bring the evaluation to the Board.

During the course of the year, through Board/staff lunches, the Board will 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 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 or Board, and request mediation. Should mediation fail, the PC or Board need to discuss what other action(s) need to be taken. Once again, such discussions can go on without the presence of staff, but should have the input of staff. The PC may make recommendations to the Board to solve these ongoing organizational problems.

5. MISCONDUCT

If any of the following issues becomes a problem, the PC, Board, or appointed committee shall address it with the Staff person: making false statements; embezzlement; theft; willful neglect of job; threatening, intimidating, coercing, abusing, or interfering or sexually harassing fellow workers or others in the organization; provoking or instigating a fight or fighting during working hours on Resist property (verbal or physical); reporting to work under the influence of alcohol or narcotics; possessing firearms or explosives on Resist property; breaching of confidential records, or misuse of confidential records.

Any charge of misconduct must be reported to the PC, or the Board, and be reviewed by the Board, or a committee it appoints. Misconduct shall be considered a serious offense. If a person is terminated for misconduct, the Board can decide what compensation or benefits the person can receive, if any.

6. DISMISSAL

If the PC, the Board, or the Committee appointed by the Board to conduct the evaluations, either during the annual staff review or during any part of the year, should decide that a staff member is deficient in his/her work and are considering a recommendation for dismissal, the Committee should state clearly in writing or verbally, the reasons for such an action, 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.

All of this should be made clear to other staff members, and the Committee should define what role if any other staff have in monitoring or helping the person during that time period. The Board and Staff will do what they can to remedy the situation, including support and training.

At the end of the stated time period, the committee 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 will 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 majority of the Board at a regular meeting.

Any recommendation for dismissal may be appealed to the Board, which would conduct a hearing and make a decision as soon as possible.

7. APPEALS

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 six months.

Workers may consult with the PC or Board, or standing committee concerning interpretation of the 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, nation origin, age, sexual preference, disability, or marital status, has the right to seek resolution of his/her complaint through the PC, the Board, or a committee appointed by the Board, provided the established grievance procedure is followed.

Grievance Procedure:

unresolved grievances will be put in writing and sent to the PC, Board, or standing committee.

The Board shall consider any grievance unresolved by the PC

Grievances should be taken up and resolved as quickly as possible.

8. WORKER TERMINATION

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

In the event of dismissal or forced resignation, the PC or other committee appointed by the Board, shall set the date and terms for termination. 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 sick and 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 majority decision of the Board at the time of their decision to terminate the staff member.

9. LAYOFFS

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 may result in a collective reduction in wages for all staff, or restructuring staff positions, or laying off some staff.

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. Restructuring of staff positions to decrease the number of workers is also possible. In the case of a temporary or indefinite, or permanent lay-off, the Board shall make the final determination of persons subject to lay off and shall prepare appropriate written notice.

Notice of Lay-Off:

Any regular employee affected by a lay-off will be given four weeks written notice. An employee subject to lay-off may be paid salary in lieu of written notice.

Health Benefits for lay-offs: 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 by another insurer.

Special Considerations:

Guidelines for laying off personnel include the following factors, in order of priority: job performance/-versatility of experience and skills; affirmative action goals; seniority.

10. RESTRUCTURING:

The Board is ultimately responsible for the ongoing viability of Resist as an organization, and therefore may find it necessary to restructure or redesign the ways in which work is accomplished. This may be done for reasons other than simply a reduction of funds for salaries. The Board (including the staff) has the power to restructure jobs if it feels there is no other responsible recourse for the organization to continue to get its work done in an efficient and effective manner. It should seek the input of the personnel committee, any standing committees, and the current staff. This step should not be taken lightly. As much input as possible should be encouraged.

11. RESIGNATION

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

Staff are expected to give three months notice prior to leaving. A six month notification of intent is considered desirable. Staff are expected to participate in the training of their replacement, unless other arrangements are made in conjunction with the Board.

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.

12. HOURS of WORK:

Staff are expected to generally work 9-5 or 10-6, or work out another arrangement with the other staff and Board. It is understood that hours will be flexible because of comp time, meetings held outside of regular Resist hours, etc.

Full time permanent Resist staff are generally expected to attend Board meetings for which they will be given compensation time. In addition, staff will be given comp time for any Resist-related work or meetings done above the normal work week. If there is any doubt as to what is a Resist related meeting or work, the staff can consult with the Board/staff lunch meeting or the PC, or the Board.

13. DETERMINATION OF JOB RESPONSIBILITIES

Each staff person shall have a written job description, which is reviewed annually during staff evaluation. The PC, or Board, or designated committee of the Board, 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.

Time sheets: staff is to keep a log of all time taken off for comp time, sick leave, maternity/paternity/adoptive parent/parental leave, leave of absence, and vacations. These timesheets shall be open for inspection by the PC and review of timesheets shall be part of the yearly evaluation.

14. STAFF TRAINING

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.

15. CONFIDENTIALITY

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

Donor lists, names and addresses are not to be sold, traded or given away for fund raising purposes unless approved by the fund raiser.

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

16. BENEFITS

DEFINITIONS: Classification of workers

Permanent Full time worker: Those who work 40 hours/week. This officially includes one hour lunch break per day, and two 15 minute breaks as well.

Part time Permanent worker: an employee whose regular work schedule is less than 40 hours per week.

Others: From time to time Resist may hire part time temporary workers to help fill in or help the current staff catch up. These are considered part time temporary workers. They will be given an hourly wage, but no benefits, unless negotiated at that time. Temporary part time workers can be hired by the Board with recommendation from the staff, without the hiring process described in section 2.. If so inclined, the Board can delegate this responsibility either to the PC or the Board/staff lunch meetings. Part time temporary workers that come into the office to do regular Resist staff work will be on our payroll and have taxes taken out of their paychecks. Any benefits must be negotiated with the PC and Board.

Temporary Employees filling in for full time employees: If a regular employee needs to take a parental or health leave, or an emergency leave of any kind, or quits without sufficient notice to find a permanent replacement, the PC, in consultation with the Board and the staff, have the power to hire, on a temporary basis, a person to fill in for the regular staff person. Salary and benefits will be negotiated with the new, temporary hire.

Consultants: Consultants are people who are self-employed and Resist subcontracts with to do certain kinds of jobs, such as designing and laying out the brochure; desktop publishing the newsletter. Such people get no benefits from us, and no taxes are withheld for them.

LEAVES:

Leave policy applies to all Permanent employees.

Vacation: The object of vacation leave is to provide each employee with an opportunity to enjoy a continuous period of rest and recreation. All new employees receive three weeks paid vacation per year. An extra day of vacation is granted for any approved holidays observed within an employee's vacation period. Vacation leave is counted from the beginning of each calendar year. For new employees, vacation leave is prorated for the first portion of the year. Vacation leave is given to each employee at the beginning of the calendar year. Vacation leave is accrued during the year, but employees in good standing have the flexibility to take vacation time during the calendar year before it has accrued. Employees on probation may take vacation as it is accrued. Vacation leave can be carried over to the next year, but not beyond that.

At the beginning of the third year, employees are given 4 weeks vacation.

Staff should negotiate vacation leave to ensure that the office needs are met. However, the office can go without staff for up to one week or possibly more, if staff need to take their vacation time overlapping one another. They should discuss this at a Board/staff lunch.

Unpaid vacation leave:

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

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. When a staff person uses up their allotted health/personal leave they can go to the PC or Board and request more sick/personal time. Every employee is required to call in the morning 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.

Dependent Care Leave:

Up to an additional 5 days with pay may be used for absence due to the need for an employee to take care of a dependent.

Bereavement Leave:

Up to five additional days with pay may be used for absence due to the death of a member of a worker's family, or a close friend. This can be made more generous by a vote of the bd/staff lunch or PC, or Board.

Extended Health Leave:

If a Permanent Staff member develops a serious chronic or terminal illness, each situation should be treated individually. The PC or Board, or standing committee appointed by the Board, will 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. During an extended health leave health insurance is continued.

Parental Leave:

Parental 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 up to 10 weeks paid, to be taken at the discretion of the Permanent Staff member. Extended leaves, up to three months without pay, can be negotiated with the PC or the Board. The final decision rests with the Board, since this amount of leave will probably require that a temporary worker be hired. A request for parental leave should be submitted to the PC or Board 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. Someone planning to adopt a child should inform the PC that this process is in the works.

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; Patriot's Day, July 4th holiday; Labor Day; Thanksgiving and the day after; Christmas and the day after; Columbus Day. (Two additional days of the employee's own choosing are added to this list to make the total 14 days.)

JURY/COURT APPEARANCES:

Leave with pay shall be allowed for jury duty when subpoenaed. Any pay employees receive as a juror shall be turned over to Resist.

POLITICAL LEAVE:

Staff may use paid time to attend local demonstrations or participate in local 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, as well as with the PC or Board. When at all possible, staff should try to bring a Resist presence to the demonstration, in the form of literature, wearing Resist t-shirts, or simply being there and having people know you are from Resist.

SMOKING: There shall be no smoking in the Resist offices.

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

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 own share of the cost.

SALARY AND OTHER BENEFITS:

The Board will have final approval of salary and benefits for full and part-time employees. Staff will get COLA raises every January, based on the Boston Bureau of Labor Statistics, for Boston area workers. Anniversary raises on each yearly anniversary of an employee will be considered, as part of the evaluation process.

Staff will be reimbursed for mileage at the rate set by the IRS, and according to the rules and regulations of the IRS for using one's own car for work purposes. Staff will also be reimbursed for transportation to the NYC Board meetings.

Health Benefits:

100% of Permanent employees health insurance will be paid for by Resist. Currently Resist staff receive HCHP. Employees working 1/2 time or more 100% is paid. Under 1/2 time, Health benefits will be pro-rated.

Coverage under a domestic partner's health insurance:

All Permanent Resist staff are eligible for individual coverage under Resist's health plan, (currently, HCHP). It is a policy of the Board of Resist to ensure that health care benefits are available to the employees. If an employee receives health care benefits under another arrangement it is Resist policy to ensure that the employee is not penalized for doing so. Therefore, in order to help deal with the problem of the IRS taking out taxes from a

domestic partner's salary, Resist would like to help equalize the situation.

If an employee chooses not to take this health benefit because she/he can receive health insurance through an unmarried domestic partner, Resist will compensate the employee for the dollar equivalent up to 50% of what that insurance would have cost Resist. This amount will be based on the HCHP rates for that employee, or any future health plan the organization, as a whole, adopts as its main health plan.

Resist will reimburse the employee (up to said amount above) for any/all of the following expenses, and such reimbursement will then not be taxable income: direct reimbursement for any legitimate medical and dental expenses* as incurred by the employee but not covered under his/her health insurance plan; reimbursement for the part of the premium the partner is paying for the insured; and/or reimbursement for taxes the partner will incur if this is a non-married domestic partner situation (in which case the check will go directly to the partner). It is understood that this tax figure will not be available until the end of the year.

*The above health care reimbursements will cover health care services provided by a licensed doctor, acupuncturist, chiropractor, physical therapist, dentist, psychologist, social worker, etc. Reimbursable medical and dental expenses would also include the following: employee share of health/dental insurance premiums, Doctor visit co-pays, Health center/Hospital parking fees, prescription drugs or drug co-pays, eye exams/eye glasses/contact lenses; cosmetic surgery, other medical/dental expenses you could claim on your federal taxes.

Domestic Partner Health Insurance Record Keeping: The Resist bookkeeper will set up and maintain a record keeping system for the staff, which will cover any one who is making use of this health benefit policy. This will include keeping copies of receipts, keeping track of how much has been paid out and when the maximum is reached, and writing the checks.

Staff Yearly Evaluation forms are attached.

(We will have them at the meeting.)

A call to

RESIST

illegitimate authority

One Summer Street, Somerville, Massachusetts 02143
617/623-5110

check 5499

Alk Brodhead
Pam Chamberlain
Connie Chan
Bell Chevigny
Noam Chomsky
Kate Cloud
Tess Ewing
Norm Fruchter
Larry Goldsmith
Mitchell Goodman
Kenneth Hale
Oscar Hernandez
Frank Joyce
Louis Kampf
Hans Koning
Paul Lauter
Nancy Moniz
Richard Ohmann
Wayne O'Neil
Carlos Otero
Grace Paley
Roxanna Pastor
Merble Reagon
Henry Rosemont
Tatiana Schreiber
Rena Scott
Cheryl Smith
Meredith Smith
Amy Swerdlow
Ken Tangvik
Rene Valle
George Vickers
Nancy Wechsler
Fran White

July 7, 1995

Nancy Moniz
68 Bakersfield
Dorchester, MA 02125

Dear Nancy,

Enclosed is the rest of your severance pay, reflecting 15 weeks of pay--which would carry you through till the week ending October 6th. It includes the week you did not pay yourself for, as the board had agreed to pay you whether or not you worked.

As mentioned in Louis' letter, if you are still unemployed after October 6th, you can apply for unemployment compensation at that time and we will not contest it.

Wishing you good luck, good health, and best wishes....

Sincerely,

Nancy Wechsler, for the Resist Board

June 24, 1995

To: Louis Kampf + the Board of Resist

Having received your letter of June 20, 1995, I would like to express my thanks to the Board for the paycheck for the week ending June 23, 1995 and for the stated plan to cover my health insurance through October 6th as, you mention, was originally agreed.

I must say, though, that it is unclear to me, in several ways, what was agreed upon + by whom. If you are referring to the offer made to me on May 20, 1995 from a decision by the Board at a meeting on May 19, 1995, that decision offered me the options of

- a) to receive two weeks of severance pay for every complete year of employment, i.e. 20 weeks;
- b) to work all or part time until October 6, 1995 and to have my health insurance paid by Resist until October 6, 1995;
- c) after October 6th, to be eligible to apply for unemployment benefits.

Since your letter was brief, I would appreciate a letter clarifying + detailing your plans regarding this matter. If a decision has been made including (a) or (b), I would prefer a lump sum severance pay check rather than weekly checks. This method of payment would be better for myself + for the organization. It would help to cut the ties between both parties in this unpleasant situation and would save time with general bookkeeping and staff time. I would also need

to have the question of my eligibility for unemployment benefits clearly stated.

I do request the option of COBRA after October 6, 1995 - that is, the option of my sending a monthly check for health insurance coverage after that date, if I so choose.

The situation of the past months has been very difficult for all concerned, with much uncertainty involved. I would appreciate this last matter being dealt with as soon as possible so that we can all begin the necessary process of separation and healing. I look forward to your letter.

For peace and justice

Nancy Morin

A call to

RESIST

illegitimate authority

One Summer Street, Somerville, Massachusetts 02143

617/623-5110

Mark Brodhead
Denise Chan
Pam Chamberlain
Bill Chevigny
Noam Chomsky
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Louis Kampf
Hans Koning
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Nancy Moniz
Richard Ohmann
Wayne O'Neil
Carlos Otero
Grace Paley
Roxanna Pastor
Henry Rosemont
Tatjana Schreiber
Meredith Smith
Amy Swerdlow
Ken Tangvik
Rene Valle
George Vickers
Nancy Wechsler

June 28, 1995

Dear Nancy:

This is in response to your letter of June 24, 1995.

There is no problem about your severance pay being paid in one lump sum. You will receive the check as soon as the office can process it.

As is stated in the minutes for the Resist Board meeting of May 18, 1995, after Oct. 6, 1995 you are eligible to apply for unemployment benefits, unless you are employed. We will not contest this.

As for your health insurance after Oct. 6, 1995, the COBRA option is a possibility. However, this has to be approved by the Board at its August, 95 meeting. I'm sure something fair will be worked out.

Best,

Louis Kampf

Louis Kampf