

Policy: Employment

Policy #: HR01

Effective Date: 7/21/2014

The ELCFV and its Board of Directors are committed to providing equal employment opportunity to all persons without regard to race, color, religion, disability, sex, age, marital status, national origin, citizenship status, disability or veteran status, genetic information, sexual orientation, pregnancy and gender identity except where required or permitted by law. ELCFV is committed to equal opportunity for all applicants and employees in personnel matters including recruitment and hiring, benefits, training, promotion, transfer and layoff or termination. We strive for a staff that reflects diversity. ELCFV complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of discrimination. When an applicant submits an unsolicited resume or an application for employment, Human Resources will keep it on file for 30 days. Applicants can re-apply for employment at anytime. Resumes and applications sent in response to an advertised position will be held for one year after the position is filled.

The ELCFV will strive to employ the highest quality personnel with experience in identified fields of expertise. The ELCFV identifies any employee in a position of Special Trust as established in section 110.1127(3)(a) of Florida Statute and complies with the statute. As a component of this goal, background screenings with fingerprinting will be completed for all new hires, regardless of the position they will fill. These screenings may include, but are not limited to, credit checks, motor vehicle driving record screens, criminal state, federal and countrywide checks. Background checks will require fingerprinting. An offer of employment is contingent upon the investigation's findings. The fingerprinting and drug screen will also apply to volunteers working in positions of special trust.

The ELCFV will clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. The Coalition will develop and maintain job descriptions designed to illustrate the various types of work that may be performed or required. The job descriptions will clearly identify the employment classification. The omission of specific statements, duties, and/or responsibilities does not necessarily exclude them from the job if the work is similar, related or a logical assignment of the job and should be noted in the job description. This document should outline the position objectives, key responsibilities, skills and abilities, as well as qualifications required by the ELCFV.

Each new ELCFV employee is subject to an introductory period of no less than 90 days. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. ELCFV uses a 90-day introductory period to evaluate employee capabilities, work habits, and overall performance. Either the employee or ELCFV may end the employment relationship at will at any time during or after the probation period, with or without cause or advance notice. In some cases, employees will have their introductory period extended at the discretion of the Executive Director.

During the introductory period, employees are eligible for benefits required by law, such as social security and workers' compensation insurance. All full-time employees will be eligible for the current benefit package.