

Sun Ranch Home Owner's Association

General Policy and Guidelines regarding Paid Temporary Help.

Determination of the need:

* The need to revise or develop a new paid position will be determined by the board, after hearing clear and compelling evidence to address that need. Majority board approval will be needed to post the position.

Posting:

* Any approved new position should be publicly posted, at a minimum, for two weeks, in order to give interested people a chance to consider applying.

* The Job Description should be posted, at a minimum, in a publicly visible place at the Sun Ranch Club House, and at the Aeneas Valley Country Store. When time or need permits, posting on the SRHOA website and regular newsletter is also encouraged.

Hiring:

* After the posting period is over, and in a timely manner, the board president or designee will present applicants and their qualifications to the other board members, seek feedback and encourage discussion.

* Applicants and Sun Ranch members should be offered an opportunity to present to the board any special qualifications, concerns, or any other endorsements that may help the board make an informed decision.

* A majority of board members must indicate approval in writing to hire the chosen applicant.

* Board president or designee will offer the position to the approved applicant. If accepted, the newly hired applicant can begin carrying out the duties of the position.

* The decision to hire for the posted position should be announced and approved at the next public board meeting.

Supervision:

* The board president or designee will be the direct supervisor of any approved, paid temporary help.

* All new hires and supervisor will go through the written job description together, to clarify expectations and requirements.

- * The first three months of hire will be a trial period, where after the first three months, the supervisor and hire will meet to review job performance and address both concerns and successes. Supervisor will note concerns and successes on the association's job review form.
- * In a timely manner, the job review form will be shared and discussed in executive session with the rest of the board. Determination to continue the hire, propose another 3 month trial period, or terminate the hire will be made at the next public board meeting.
- * In the event of a serious safety, social, or legal issue regarding the hire's performance or actions, the board retains the right to immediately dismiss the hire.
- * Any immediate dismissal of employment will be accompanied by a written explanation of the dismissal, and provided to the hire. In addition, an opportunity for the hire to appeal the dismissal will be made available, in an executive session with the board.

Date Policy reviewed: _____

Date Policy Adopted: _____

Applicant Information: "I have read and understand the Sun Ranch Temporary Paid Help Policy"

* Name: _____

* Date: _____