

# SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

## CORPORATE POLICY 6.01

### GENERAL PERSONNEL PROVISIONS

Chapter: 6.0 – Personnel Policies  
Section: 6.01 – General Personnel Provisions  
Effective Date: November 17, 2010

#### 1.0 PURPOSE

1.1 To establish a human resource system for the CORPORATION governing personnel and employment matters for all officers and employees appointed by the PRESIDENT. The PRESIDENT shall have the authority to appoint all employees.

#### 2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

#### 3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

#### 4.0 POLICY

4.1 To ensure that the CORPORATION shall have the ability and authority to provide the finest quality services to its constituents, the CORPORATION shall retain the sole and exclusive right, responsibility and authority to manage the employees performing these services including, but not limited to, the following rights:

4.1.1 To direct and manage the employees of the CORPORATION; to determine the appropriate number, qualifications and job classifications, organizational structure and levels of employees required; to determine the size and composition of all departments and to establish work schedules and assignments;

4.1.2 To establish performance standards and to require compliance therewith;

4.1.3 To take whatever actions may be necessary to carry out the mission and operations of the CORPORATION and its departments; and

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- 4.1.4 To authorize the PRESIDENT and his/her designee to implement policies and procedures consistent with applicable law.
- 4.2 EMPLOYMENT AT-WILL. To foster an employment environment based on performance excellence and high achievement, where all employees shall be "at-will" and shall hold their positions at the pleasure of the CORPORATION.
- 4.2.1 There are no contractual or legal obligations, and the terms and conditions of employment with the CORPORATION may be modified at the CORPORATION's sole discretion with or without cause or notice at any time.
- 4.2.2 The employees and CORPORATION have the right to terminate employment at any time, with or without advance notice, and with or without cause. The employees also may be reclassified or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of the CORPORATION. This Policy is the sole and entire agreement between employees and the CORPORATION as to the duration of employment and the circumstances under which employment may be terminated.
- 4.3 EQUAL EMPLOYMENT OPPORTUNITY. To promote and encourage diversity in its employment practices and achieve the CORPORATION's objective to provide equal employment opportunity for all applicants and employees. The CORPORATION shall comply with applicable state and federal laws, Executive Orders, and guidelines promulgated by appropriate agencies.
- 4.3.1 The CORPORATION shall not discriminate against applicants or employees on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition (including HIV-status), family care status, veteran status, marital status, domestic partner status, sexual orientation, or any other bases protected by local, state, or federal laws.
- 4.3.2 The CORPORATION prohibits all persons involved in the CORPORATION's operations from engaging in this type of misconduct. The CORPORATION will attempt to reasonably accommodate those qualified individuals with known

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disabilities, when doing so would not create an undue hardship for the CORPORATION. Persons with disabilities who need reasonable accommodations should contact the PRESIDENT.

- 4.3.3 The CORPORATION prohibits the harassment of any individual on any of the bases listed above. Any complaints of harassment, discrimination or retaliation shall be reported promptly to the employee's supervisor, the Human Resources Manager, PRESIDENT, BOARD chair, or to the CORPORATION's Corporate Counsel.
- 4.4 To establish the CORPORATION's salary and benefit plans for employees, which shall be subject to budgetary approval by the BOARD. The PRESIDENT is responsible for administering salaries and benefits for employees.
- 4.5 The BOARD authorizes the PRESIDENT to:
  - 4.5.1 Establish personnel policies and procedures governing all personnel and employment matters subject to the provisions set forth above.
  - 4.5.2 Administer such personnel policies and procedures and BOARD-approved salary and benefit plans.
  - 4.5.3 Settle personnel and employment disputes up to \$25,000 with the advice of the CORPORATION's Corporate Counsel or his/her designee.