



Human Resources	Policy 4.1
Hiring and Pre-employment	Effective Date: 4/20/2017
Approved By WAC Board of Directors	Revision: R Date:

Policy:

It is the policy of the Washtenaw Alano Club (WAC) to provide Equal Employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, marital or parental status, sexual orientation, or status as a Vietnam era or special disabled veteran in accordance with applicable federal law. In addition, it is the policy of WAC to comply with applicable state and local laws governing nondiscrimination.

This policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Intrinsic to the mission of WAC is maintaining adequate staff coverage. This is the responsibility of the Manager. The Manager also takes responsibility for regular scheduling and maintains an awareness of possible employee resignation or changes in availability. If the Manager desires to hire another staff person, the cost of hire should be taken into account; the finance committee should be consulted before hiring, if the hire involves increased cost to the organization.

In the event that new positions are created, they are posted internally (through e-mail notices and/or bulletin board postings). Internal candidates will be considered first.

The Washtenaw Alano Club (WAC) may require a pre-employment, or periodic, examination as a requirement for employment or continuous employment for a specific job position or on an individual basis. The offer of employment, or continued employment, *may* be subject to the passing of portions of these examinations. In some cases, under the direction of the examining physician, an employee's work assignment or activities may be restricted. The Manager will be jointly responsible for working out, if possible, an accommodation to the restrictions. Designated staff must conform to health regulations when required.

Procedure:

1. In support of this policy, WAC expressly prohibits any form of discrimination based on race, color, religion, sex, national origin, age, height, weight, marital status, residence, organizational membership, disability, sexual orientation, or an individual's status in any class protected by applicable federal state or local law.

2. It is the responsibility of each member of management to create an atmosphere free of discrimination and harassment, sexual or otherwise. In addition, it is the responsibility of each employee to respect the rights of coworkers, home members, and visitors.

If an employee experiences any job-related harassment or believes he or she has been treated in a discriminatory manner, the employee should promptly report the matter to the Manager. If the supervisor is the offending party, the employee may report the matter directly to the Executive Committee.

Revision log

Policy or form number:

Rev.	Revision Description	Date	Author