



Mississippi Valley Workforce Development Board

Employee Management Policy

Approved Date: April 4, 2023

Effective Date: April 4, 2023

PURPOSE

This policy will establish the authorized individuals and policy for the Mississippi Valley Workforce Development Board (MVWDB) as it relates to employee management requirements that the board must take in order to hire, replace, or terminate a director or additional staff.

BACKGROUND

WIOA sec. 107(f) grants LWDBs authority to hire a director and other staff to assist in carrying out the functions of the LWDB. LWDBs must establish and apply a set of qualifications for the position of director that ensures the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in carrying out the functions of the LWDB. The LWDB director and staff must be subject to the limitations on the payment of salary and bonuses described in WIOA sec. 194(15).

GENERAL INFORMATION

Muscatine County serves as the employer of record for all board staff and the Muscatine County Employee Handbook will be followed. In circumstances where the Employee Handbook conflicts with this policy, this policy will prevail.

The MVWDB, under the leadership of the MVWDB Chairperson, has the responsibility to maintain oversight over the Executive Director. The oversight duties include the hiring, termination, and resignation of the Executive Director along with the review of their ability to carry out assigned responsibilities. These duties are the sole responsibility of the MVWDB.

HIRING AUTHORITY

Responsibilities for Hiring or Replacing an Executive Director

- The MVWDB must use a Standing Committee to conduct the hiring process.
- The MVWDB is responsible for providing an approved job description that will be utilized to hire an individual to serve as the Executive Director of the MVWDB. The MVWDB executive committee must perform a quorum vote on the job description for the Executive Director position.
- Once candidates for the Executive Director position have been interviewed, the MVWDB executive committee must perform a quorum vote on which candidate will be selected to

serve as the Executive Director.

Responsibilities for Terminating or the Resignation of an Executive Director

- When an Executive Director who is serving the MVWDB is terminated or submits their resignation, a notification of this decision must be submitted, in writing by the MVWDB Chairperson, to the full board, CEOs, and Iowa Workforce Development within 48 hours of the termination or resignation notice.
- When the Executive Director position has been vacated, the identification and selection of an interim Executive Director must be made until the MVWDB can perform the hiring process for a new Executive Director. If the MVWDB chooses not to name an interim Executive Director, then the MVWDB assumes the responsibility to execute the roles and responsibilities of the board until an Executive Director is hired.

Responsibilities for Hiring Staff other than a Director

- The MVWDB is allowed to hire staff, other than a Director, whose duties are tied to one or more of the MVWDB's responsibilities
- All new positions and job descriptions must be approved by the executive committee
- Existing job descriptions when vacant can be reviewed and updated by the Executive Director.
- The process and approval for hiring additional board staff is fulfilled by the Executive Director

APPLICATION PROCEDURES

- Review and update job description when a vacancy exists
- Advertise vacancies to include job description of the position, filing deadline, and EOE statement in online employment websites (when applicable).
- Develop interview format and questions
- Determine appropriate pre-testing requirements and minimum scores
- Arrange/ conduct interviews with selected applicants
- Multiple MVWDB employees screen and rank applications
- Perform reference check on top candidate(s)
- Executive Director makes hiring decisions
- Notify selected applicant of contingency hiring status
- Notify all applicants of their application status
- Complete employee orientation

ANNUAL EVALUATIONS

The MVWDB board chair shall perform an annual evaluation of the Executive Directors performance with input from committee chairs. The board chair shall thoroughly review performance and make salary recommendations to the Executive Committee. All annual salary increases will be approved by the Executive Committee prior to the start of each program year.

The Executive Director shall perform staff evaluations annually. The Executive Director shall thoroughly review performance and make salary recommendations to the MVWDB chair. All annual salary increases will be approved by the Executive Committee prior to the start of each program year.

RATE OF PAY

The minimum rate of pay for a position shall be paid upon appointment to the position and shall remain the rate of pay during the original new hire probationary period. An appointment may be made at a rate above the minimum rate if the appointing authority feels it necessary to secure an outstanding candidate whose past record, experience, and earnings indicate the necessity to pay above the minimum rate and whose employment is deemed highly desirable for the good of the MVWDB. If a former employee is re-employed in a position in which he/she was previously employed, the appointing authority may make an appointment at the same rate of pay, which the employee had been receiving at the termination of their service.

SALARY ADVANCEMENTS

Salary advancements may be given to an employee after they have completed their probationary period by the Executive Director if within the salary range set by the executive committee. All other increases in salary shall not be made more often than once every six months, Exceptions to this requirement are recommended by the Executive Director to the board chair as the result of exceptional performance, but such exceptional increases will normally involve a promotion and/or the assignment of additional duties which are more difficult or when requirements have been made above those normally assigned to that position. Salary changes shall be reviewed and approved by the Executive Committee. The salary of each position shall be related to the responsibilities and scope of duties of the position. The salary scale shall be established with reference to prevailing practice for comparable positions in public or private agencies. It is intended that each employee will be compensated on an equitable and consistent basis and that all employees holding similar positions will be similarly treated and compensated. The executive committee will approve the salary scale and job description for each position.

SEPARATIONS AND DISCRETIONARY ACTION

The board chair will recommend any suspension, demotion, or termination of the Executive Director to the Executive Committee. The Executive Committee will then make a recommendation to MVWDB and CEOs who will make the final determination. All personnel actions will be taken in closed sessions.

The Executive Director has the authority to suspend, demote, or terminate staff in accordance with Muscatine County procedures.