

Human Resources (HR) Policy

The Newberry Institute, Inc.

Last updated: June 30, 2025

1. Purpose

The Newberry Institute, Inc. (“TNI” or “the Institute”) is committed to maintaining a fair, inclusive, and mission-aligned workplace that fosters professionalism, diversity, safety, and personal growth. This Human Resources Policy outlines the principles and procedures that govern the recruitment, management, and development of our personnel, including full-time and part-time employees, interns, and contracted staff.

This policy supports TNI’s compliance with federal, state, and local employment laws and reflects our values of equity, transparency, and respect.

2. Scope

This policy applies to:

- All employees (full-time, part-time, salaried, and hourly)
 - Interns, fellows, and temporary staff
 - Independent contractors and consultants
 - Executive leadership and program directors
 - Volunteers, where noted (under separate Volunteer Policy)
-

3. Equal Opportunity Employment

TNI is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, military status, or any other protected characteristic. All employment decisions are made based on qualifications, performance, and organizational needs.

TNI promotes a workplace that is inclusive, accessible, and reflective of the communities we serve.

4. Recruitment and Hiring

- Job descriptions shall be clear, accurate, and aligned with programmatic needs and budgets.
 - Recruitment efforts will ensure diverse outreach and fair screening practices.
 - All candidates will undergo an objective and standardized interview and reference process.
 - Offers of employment will be issued in writing and include position title, classification, start date, pay rate, and reporting structure.
 - Background checks may be required based on the nature of the position and program regulations.
-

5. Orientation and Onboarding

All new employees will complete an orientation program that includes:

- Introduction to TNI's mission, policies, and organizational culture
 - Review of job responsibilities, expectations, and work environment
 - Familiarization with HR policies (e.g., conduct, confidentiality, leave, safety)
 - Required documentation and benefits enrollment (if applicable)
 - Technology and facilities access procedures
-

6. Employment Classification

TNI classifies staff as follows:

- Exempt vs. Non-Exempt: In accordance with the Fair Labor Standards Act (FLSA)
- Full-Time: Employees scheduled to work 35+ hours per week

- Part-Time: Employees scheduled to work less than 35 hours per week
- Temporary or Seasonal: Employees hired for a defined short-term period
- Contractor/Consultant: Independent workers operating under a written agreement

Classification affects eligibility for benefits, overtime, and timekeeping procedures.

7. Compensation & Benefits

- Compensation is determined based on role, experience, internal equity, and available funding.
 - Salaries are reviewed annually as part of the budgeting process.
 - Eligible employees may receive benefits including health insurance, paid time off, holidays, and professional development stipends.
 - Payroll is processed on a bi-weekly or monthly schedule, and earnings are subject to applicable tax withholdings.
 - TNI complies with all minimum wage and labor laws at the local, state, and federal levels.
-

8. Time Off and Leave

TNI provides the following types of leave:

- Paid Time Off (PTO) for full-time staff, accrued monthly
- Holidays, as designated annually by the Executive Director
- Sick Leave, in accordance with state law
- Parental, Bereavement, and Jury Duty Leave, as applicable
- Unpaid Leave, subject to supervisor approval and organizational needs
- Leave under the Family and Medical Leave Act (FMLA) for eligible employees

Employees must request leave in advance and follow established absence reporting procedures.

9. Workplace Conduct

All staff must uphold high standards of ethics, professionalism, and mutual respect. Expectations include:

- Complying with TNI's Code of Conduct, Conflict of Interest, and Whistleblower policies
- Maintaining confidentiality regarding sensitive or proprietary information
- Refraining from harassment, discrimination, or any form of workplace violence
- Reporting safety concerns, misconduct, or violations promptly

Violations of conduct may result in corrective action, up to and including termination.

10. Supervision & Performance Management

- Employees shall report to designated supervisors and receive regular guidance and feedback.
 - Annual performance evaluations will assess accomplishments, challenges, and growth opportunities.
 - Supervisors are responsible for coaching, setting expectations, and documenting issues.
 - Corrective actions may include verbal warnings, written notices, suspension, or termination based on severity.
-

11. Training & Professional Development

TNI encourages continuous learning and professional growth. The Institute will:

- Provide job-specific and organizational training as needed
- Offer development opportunities aligned with individual roles and career goals
- Support attendance at relevant workshops, conferences, or certifications (as budget allows)
- Maintain training logs to track compliance with required certifications (e.g., safety, child protection)

12. Workplace Safety

TNI is committed to maintaining a safe and healthy work environment. Staff must:

- Comply with all safety procedures, including emergency protocols and hazard reporting
- Follow COVID-19 or other public health guidelines, where applicable
- Report injuries or unsafe conditions immediately
- Use facilities, equipment, and vehicles responsibly

TNI may conduct safety audits or drills as part of its risk management plan.

13. Separation of Employment

Employment may end due to resignation, completion of contract, layoff, or termination.

TNI requests:

- Written notice of voluntary resignation (minimum 2 weeks preferred)
 - Exit interviews for departing employees
 - Return of organizational property, documents, and equipment
 - Final pay disbursed in accordance with Georgia state law
-

14. Policy Review & Enforcement

- This policy will be reviewed annually by the Executive Director and HR designee.
 - All staff are expected to read and acknowledge this policy upon hire and when updated.
 - Violations of this policy may result in disciplinary action, up to and including termination.
-

15. Contact

For questions regarding this policy or to report an HR concern, please contact:

The Newberry Institute, Inc.

89 Commerce St

Hawkinsville, GA 31036, USA

 Email: hr@thenewberryfoundation.org

 Phone: 478-285-9358