

SECTION III – HUMAN RESOURCES

SUBSECTION 1. EMPLOYMENT PRACTICES MANDATES

Green Valley Recreation, Inc. shall comply with all federal and Arizona statutes pertaining to employment practices. Such compliance includes, but is not limited to:

- Title VII of the Civil Rights Act of 1964, as amended
- Age Discrimination in Employment Act of 1967, as amended
- Equal Pay Act of 1963, as amended
- Americans with Disabilities Act of 1990, as amended
- Family and Medical Leave Act of 1993
- Occupational Safety and Health Act of 1970
- Fair Labor Standards Act
- Immigration and Control Act of 1986

SUBSECTION 2. CORPORATE PERSONNEL POLICY STATEMENT

Green Valley Recreation works diligently to employ competent people from diverse backgrounds to work together. Fair and effective employment practices are the foundation for trust and open communication enabling GVR to best support employees in achieving personal and organizational objectives.

Equal Employment Opportunity Policy

A. General

Underlying the mission of Green Valley Recreation is a firm belief in the dignity of all people, which is actively affirmed through the *Green Valley Recreation Equal Opportunity Policy*, which strongly states its commitment to equal employment opportunity for applicants, employees at all levels and volunteers. Primary responsibility for implementation of this policy rests with the Executive Director.

B. Policy

Green Valley Recreation in its employment policies and practices and in its public accommodations agrees to comply with all relevant and applicable federal, state, and local laws and regulations and standards relating to discrimination, biases and/or limitations based on age, race, color, ancestry, country of origin, disability, ethnicity, marital status, familial status, veteran status, gender, religion, sexual orientation or gender identity. This policy governs all aspects of employment, including recruitment and recruitment advertising, selection, job assignment, promotion, demotion, corrective actions, reduction-in-force, termination, compensation, selection for training and development, and all organization sponsored social and recreational activities.

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SUBSECTION 3. VOLUNTEER PERSONNEL

- A. A volunteer is a person who performs a service for GVR without compensation.
- B. Volunteers are covered under the GVR liability policy.
- C. Volunteers may be compensated for their services by GVR for authorized expenses, including mileage or other incentives.

SUBSECTION 4. GVR 401(K) RETIREMENT PLAN

GVR has a 401(K) Retirement Plan for the benefit of its employees.

SUBSECTION 5. RECORDS RETENTION POLICY

GVR will maintain all payroll and personnel records in an organized manner and file these records in a safe and protected environment.

Section III was approved by the GVR Board of Directors on July 26, 2011.

8/30/2011