

BAHSES - BWMT/MACT Policy and Procedure Manual

325010 Accepting and Hiring Non-Paid Staff

Non-paid staff requesting work with BAHSES-BWMT/MACT must do the following:

1. Complete non-paid staff application form
2. Complete skills questionnaire
3. Be interviewed by the agency management
4. Sign work contract (if needed)

Upon completion of the above, the applicant is informed of his status.

At the end of the contractual period, the non-paid staff will complete a new contract.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 19, 1991

BAHSES BWMT/MACT

Form 114000 5/91

325015/333025 Statement of Non-Discrimination and Affirmative Action

BAHSES-BWMT/MACT is fully committed to the principles of equal opportunity employment, and, as such, takes affirmative action to achieve this in all personnel policies and procedures, including but not limited to hiring, training, transfer and promotion, compensation, employment status, termination, and all other terms and conditions of employment. BAHSES-BWMT/MACT does not discriminate on the basis of race, creed, color, national origin, sex, age, marital status, perceived disability, HIV status, AIDS/ARC diagnosis, sexual orientation or affectional preference. All employees are expected to demonstrate the same commitment to the Affirmative Action policy as to all other policies of the BAHSES.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

325020 Substance Abuse

The use of illegal drugs on BAHSES-BWMT/MACT property is prohibited. Any employee caught using illegal drugs on the premise will be terminated.

Any visitor or guest found using illegal drugs on BAHSES-BWMT/MACT property will be asked to leave.

325020.01 Substance Abuse

This is to certify that BAHSES' environment is drug free. This includes all offices and facilities under our auspices. BAHSES recognizes alcoholism or drug dependency as illnesses that are health problems, which can be treated, not moral deficiencies. BAHSES actively supports rehabilitation efforts and will not place an employee's job in jeopardy as long as treatment and recovery are actively pursued.

1. Every effort will be made by BAHSES to assist an employee in seeking and undertaking treatment and recovery. However, the decision to accept treatment is the responsibility of the employee. When it appears that substandard performance may be caused by substance abuse, an employee's continued refusal to seek treatment is grounds for disciplinary action up to and including termination.
2. The supervisors/managers is primarily responsible for early recognition of a substance abuse drug dependency problem among staff members, careful observation of performance levels, accurate and complete documentation of performance declines or significant changes in employee work patterns. Consistent efforts should be made to assist and motivate employees to correct work problems.
3. The Executive Director should contact the Board of Directors whenever an employee has an apparent or suspected substance abuse problem.
4. Use or possession of illegal drugs on BAHSES premises is cause for immediate dismissal. The Executive Director should notify the Board of Directors.
5. Arriving or being at work under the influence of alcohol or drugs is cause for disciplining up to including dismissal.
6. General problems pertaining to alcohol or drug dependency should be referred by anyone to the immediate supervisor on a confidential basis.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

325030 - Work Conduct

When out on work assignment in the public, the use of alcohol or drugs is prohibited. At the time the employee becomes involved with alcohol or drug use, the employee is officially off the job. If there is a question to the employee's availability, it will be discerned off the work site.

If a program supervisor and/or agency management determines the employee is under the influence, they can inform the employee they are off the clock and prepare a report for the employee's personnel file.

325030.01 Client Relationship

As a matter of good business practice, relationships with clients need to remain on a professional level. Any relationship which interferes with the client's ability to do business with BAHSES, including sexual, is strongly discouraged.

The Executive Director will be used as a resource to determine issues if a client relationship has been violated.

325030.02 Racism on the Job

BAHSES is a multicultural and multiethnic agency serving the greater diverse communities. We expect people to respect, support and value each other's difference. To that end, the agency's policy regarding racism on the job is not tolerated and is grounds for immediate dismissal.

ISSUED: March 13, 1991
REVIEW: March 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

325035 Conflict of Interest

A conflict of interest exists when an employee, or a relative, has a financial or other special interest in a supplier, another person, company or a service dealing with BAHSES, which is of such a nature that it might affect judgments or decisions (or appear to affect judgments or decisions) the employee exercises on behalf of BAHSES. BAHSES requires that all employees avoid situations which might make it difficult for them to act in the best interests of BAHSES. Situations that are not clear cut must be brought to the attention of the Executive Director or Board of Directors for review and decision.

325035.01 Conflict of Interest

BAHSES employees, paid and nonpaid, receiving pay can not serve on the Board of Directors or Steering Committee of either Black and White Men Together/ San Francisco Bay Area (BWMT/SFBA) or Men of All Colors Together/Greater Bay Area (MACT/GBA) or where the following activities take place:

1. Review and approving BAHSES policies and procedures.
2. Hearing personnel grievance.
3. Establishing pay and job classifications.
4. Any activities or action that could be of benefit to members of the Chapter's Board of Directors or Steering Committee.
5. Anyone who would benefit from being on the Board.

ISSUED: August 5, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

325040 Sexual Harassment

It is the policy of BAHSES to maintain a working environment free from sexual harassment. Sexual harassment includes any repeated or unwarranted verbal or physical sexual advances or sexually explicit discriminatory remarks or actions made by someone in the work place which are offensive or objectionable to the recipient or which cause the recipient discomfort or humiliation or which interfere with the recipient's job performance.

All complaints should go to the Executive Director. Any employee who violates this policy is subject to disciplinary action. Under Title VII of the Civil Rights Act, an employer is responsible for acts of sexual harassment in the work place unless it can be shown that immediate and appropriate corrective action was taken. In addition, the harassing employee may be held personally liable for such actions. This legislation also protects the harassed employee from retaliatory action.

ISSUED: August 2, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

325045 Career Path - Program

In order to develop personnel with needed skill base and offer the opportunities for staff to move within the agency, the following career path has been established for the Program series:

1. Clerk Series: Must work in one or more job classifications in this series over a 12 month period.
2. Administrative Series: Must work in two or more job classifications in this series over an 18 month period.
3. Professional Series: Must work in four or more job classifications in this series over an 18 month period.
4. Management Series: Must work in three or more job classifications in this series over a 24 month period.
5. Regional Management Series: Must work in three or more job classifications in this series over a 24 month period.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

BAHSES BWMT/MACT

Form 114000 5/91

BAHSES - BWMT/MACT Policy and Procedure Manual

325045 Career Path - Administrative/Management Series

In order to develop personnel with needed skill base and offer the opportunities for staff to move within the agency, the following career path has been established for the administrative/management series:

1. Clerk Series: Must work in one or more job classification in this series for 12 months.
2. Administrative Series: Must work in two or more job classifications in this series for 18 months.
3. Professional Series: Must work in two or more job classifications in this series for 18 months.
4. Management Series: Must work in four or more job classification in this series for 24 months.
5. Regional Management Series: Must work in three or more job classifications in this series for 24 months.

ISSUED: June 17, 1991
REVIEW: June, 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

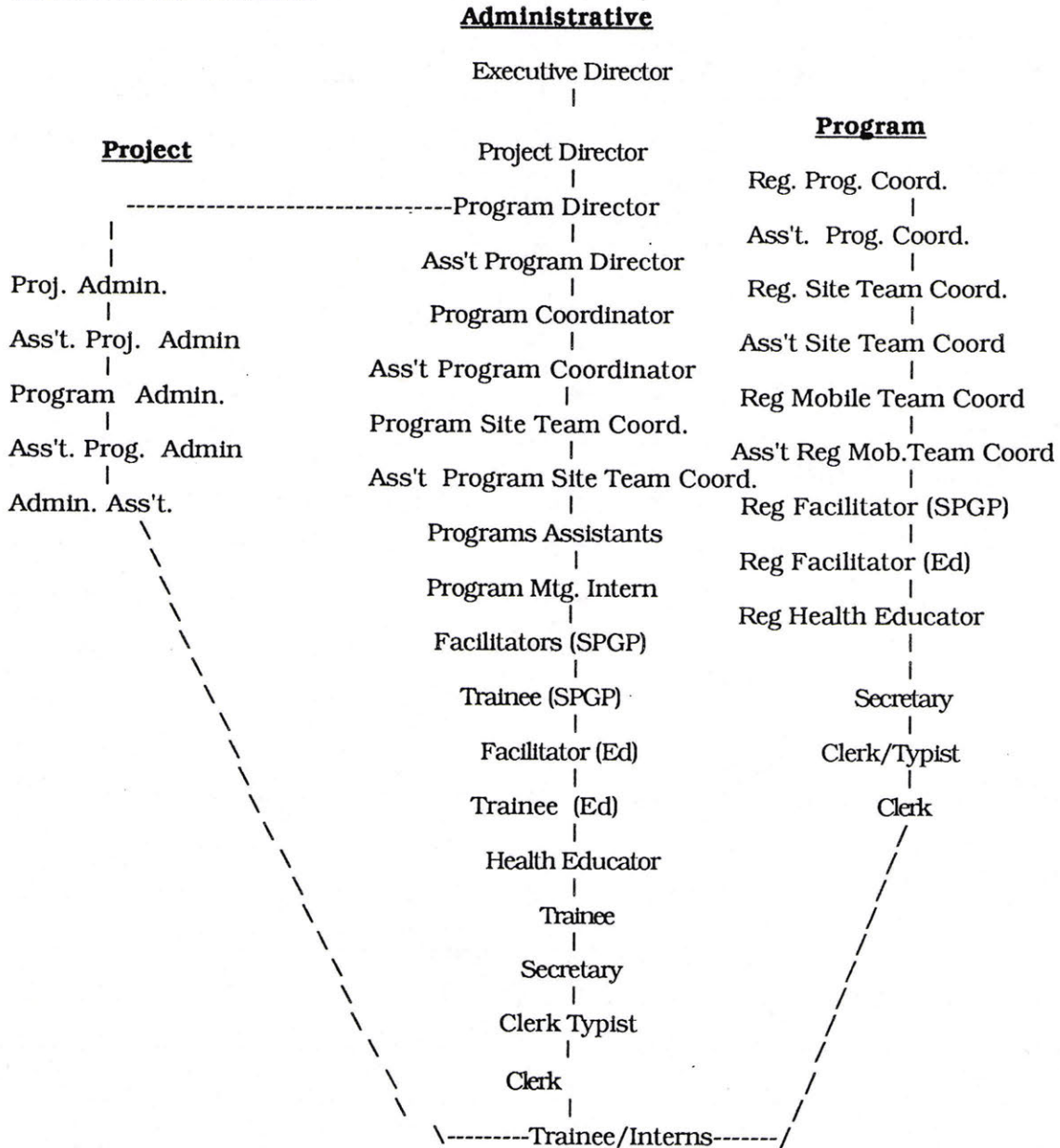
[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

325045 Career Ladder

There is a career ladder for the job positions within BAHSES-BWMT/MACT. It is possible for a person to come in at the entry level and work their way to the top over time as they meet the qualifications for the various positions.

325045.01 Career Ladder



ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

325055 Smoking Policy

BAHSES-BWMT/MACT's offices, programs, and meetings are smoke free. Smoking is allowed in designated or posted areas.

325055.01 Smoking

As an agency promoting general health and well-being, we do not encourage smoking in our facilities or during activities that we sponsor. Employees are entitled to a smoke-free work environment. Smoking is permitted only outside work areas or in designated smoking areas. All meetings of the BAHSES are non-smoking areas.

325055.02/513085 Agency Wellness Program

AIDS/HIV work is highly stress producing, emotionally draining, and has high burn out of Care Givers, Providers, and Educators.

BAHSES is committed to creating an environment that reduces the levels of stress and burn out. This is accomplished through stress reduction programs and events and to ensure staff take scheduled time off to guarantee breaks from work.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

326015 BWMT/MACT Membership

Non-paid BAHSES staff are entitled to a choice of membership in either MACT-GBA or BWMT-SFBA after completing 50 non-paid verifiable hours for BAHSES.

Non-paid staff who are CHOWS, facilitators, etc. and paid for their services are not eligible for this benefit.

Administrative Assistants are to review timesheets on a quarterly basis to determine eligibility.

326015 Non-Paid Staff Benefits

Since a number of the non-paid staff hours are spent in meeting the organization operation goals, non-paid staff are permitted to share in some of the paid employees benefits in the area of training, attending seminars and conferences.

Non-paid staff can participate in the above benefits if they have received prior approval from their immediate supervisor/manager and if it is work related.

326015.02/514070 Volunteer Staff

Normally, volunteers receive no compensation for their work. Volunteers are to receive a written job description and will be assigned a supervisor.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

331010 Exempt Employees

Exempt employees are not covered by the Fair Labor Standards Act, and do not receive overtime pay. To be exempt, at least 80% of a person's work must be executive, administrative, or professional in nature requiring regular exercise of discretion and independent judgment. This includes work which is mainly managerial, supervisory, artistic, or intellectual in scope.

331010.01 Non-Exempt Employees

Non-exempt employees perform work other than executive, administrative, or professional work as defined by the Fair Labor Standards Act and must receive extra pay for overtime work as legal required.

ISSUED: August 8, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

331015 Salary Increase

Salary increases will be considered for individual employees either one year from the date of their last prior increase or the anniversary date of their hire, whichever occurs earlier. When there is a position change by an employee that involves an increase or decrease in salary, then the anniversary date will be the date of the position change. If no change in salary occurs at the time of position change, then the anniversary date will be the date of the last pay increase.

Salary increase will be granted for the following reasons:

1. Annual (Performance Review). Annual salary increase is based on the results of the yearly performance evaluation. Satisfactory performance would rate a salary increase according to the established salary increase percentages in effect at that time. These percentages are determined based on the funds available for merit increases, salary series and other budget and personnel considerations.
2. Promotion. When a person is promoted to a higher classification they are entitled to the entry level of the new classification, unless it is less than the person's current salary. If the increase is less than 3% over current salary, the person would be eligible for another increase after six months and with a satisfactory performance evaluation grade of 3.0 or higher.
3. Merit. Meritorious raises over and above that justified as a result of the employees evaluation can be recommended by the Executive Director and approved by the BOD. In the case of the Executive Director, the BOD would recommend and approve (the Merit raise). Merit raises are given only when a person has sustained outstanding performance over a period of time or has been instrumental in developing, implementing major new programs. Merit raises must be within the approved salary range for the employees current position.
4. Range Adjustment. To bring the salary in line with approved salary series.

331015.01 Compensation and Benefit Policies

The general policy of Bay Area HIV Support and Education Services (BAHSES) is to provide pay and benefits at rates that compare favorably with those of equivalent jobs in the competitive employment market. BAHSES maintains a sound and competitive salary structure for all positions, up to date job descriptions reflecting major responsibilities, and compliance with all federal, state, and local legislation and regulations pertaining to wages, hours, and working conditions.

331015.02 Salary Levels and Salary Administration

The salary series for each position is established to be competitive with existing equivalent positions in the community. The salary levels and percentages of full-time employment are confirmed by budgetary allocations and limited thereby; future salary series are determined by the approved salary classification approved by the Board of Directors annual budget as well as the employee performance evaluation.

The salary policy is:

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

1. All changes in salary series are subject to approval by the BAHSES Board of Directors.
2. The Board of Directors recommends the salary of the Executive Director.
3. The Executive Director, in consultation with Operations Director, determines the recommended base salary of a new employee within a salary series, as well as the status.
4. The Board of Directors in consultation with the Executive Director are to review agency's salaries and recommend adjustment which will include cost of living allowance (COLA) and competitive salary level.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual
331015 Salary Range 2 Pages

331015 Salary Range*

F Salary Range \$32,000 - 45,000

F4 \$40,000 - 45,000
F3 \$37,500 - 42,500
F2 \$35,000 - 40,000
F1 \$32,000 - 37,000

E Salary Range \$28,750 - 36,750

E5 \$33,750 - 36,750
E4 \$32,250 - 35,250
E3 \$31,750 - 33,750
E2 \$30,250 - 33,250
E1 \$28,750 - 31,750

D Salary Range \$17,000 - 27,000

D8 \$25,000 - 27,000
D7 \$24,000 - 26,000
D6 \$23,000 - 25,000
D5 \$22,000 - 24,000
D4 \$21,000 - 23,000
D3 \$19,000 - 21,000
D2 \$18,000 - 20,000
D1 \$17,000 - 19,000

C Salary Range \$15,000 - 27,000

C5 \$24,000 - 27,000
C4 \$22,000 - 25,000
C3 \$20,000 - 23,000
C2 \$17,000 - 20,500
C1 \$15,000 - 17,500

B Salary Range \$17,000 - 22,500

B4 \$20,500 - 22,500
B3 \$19,000 - 21,000
B2 \$17,500 - 19,500
B1 \$17,000 - 19,000

A Salary Range \$15,000 - 25,000

A4 \$25,000
A3 \$24,000
A2 \$20,000
A1 \$15,000

*to limit of grant and/or salary classification

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board of Directors, 12/18/91

BY: Executive Director
REVISED: July 30, 1992
PPM: 331015 Salary Range

BAHSES BWMT/MACT

MA

BAHSES - BWMT/MACT Policy and Procedure Manual

331020 - Pay Scale for Contract and Per Diem Services

The following pay scale has been established for BAHSES-BWMT/MACT:

Clerical Services	\$7.50 per hour	(Scale 1)
Technical Services	\$9.50 per hour	(Scale 2)
Professional Services	\$11.50 per hour	(Scale 3)
Contracted Services	Up to \$35.00 per hour	(Scale 4)

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: May 30, 1991

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

331035/441160 Time Sheets

Due to the need for timely and accurate reporting, time sheets must be turned in no later than two (2) days after the end of the pay period by paid and non paid staff. Time sheets received after that date will result in delayed checks for processing and payroll changes. Non-paid staff receiving pay will have their hours converted to non-paid.

3331035.01 Non-paid Hours

The agency is required to track all non-paid hours for the various funding sources. It is critical you complete your timesheet to accurately reflect your non-paid hours worked.

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

331050 Per Diem Workers

Per diem workers are utilized for short term hourly employment only. They will be paid by established hourly rates depending on the work they are providing.

Per diem workers are selected from chapter members or non-paid staff. Per diem work can be assigned to people outside the organization only if there are no aforementioned candidates.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 24, 1991

BAHSES BWMT/MACT

Form 114000 5/91

BAHSES - BWMT/MACT Policy and Procedure Manual

331050.01 - Per Diem Rate

The following Per Diem rate has been established for BAHSES-BWMT/MACT Workshop Facilitators, Support Group Facilitators, and Health Education Workers.

\$10.00 per hour/event - CHOW receiving training and are certified by BAHSES and primal CHOW training. This does not cover preparation or travel time. To qualify for CHOW the individual must complete the following:

- CHOW training
- Pre and post counselling
- BAHSES workshop facilitator's training
- Certified as a workshop facilitator for BAHSES
- The CHOW certification is reviewed yearly for recertification

\$15.00 per Support Group Session- BAHSES Certified facilitators and Support Group Facilitators certified in the programs.

\$7.00 per hour/event - Workshop and Communities receiving training and are certified by BAHSES.

It should be noted that non BAHSES - BWMT/MACT certified members are not entitled to Per Diem.

ISSUED: March 1, 1991
REVIEW: March 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

331055/511020 Independent Contractor

Persons hired as independent contractors or consultants are not regular employees. Independent contractors have a contractual relationship with BAHSES rather than an employee relationship. Independent contractors have the right to control and discretion as to the manner of performance of the contract for services.

Persons hired as contractors will have bona fide independent status. They will perform work that requires a particular skill and perform work which is not ordinarily in the course of a regular employee's work requirements.

ISSUED: August 8, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

331060 Definition of Staff and Classification

The following definitions are for the following types of staff and their classification.

1. Paid Staff-Personnel hired to fill a designated position and receive regular compensation as in wages or salary.
2. Non-Paid Staff (volunteers)-Personnel hired to fill a designated position without compensation. However, the employee is entitled to specified benefits.
3. Part-time (Permanent)-Personnel hired to fill a designated position that is less than 40 hours per week.
4. Part-time (Temporary)-Personnel hired to fill a designated position for a specified time. All part time temporary personnel have ending dates.
5. Per diem worker-Personnel hired to do hourly work on an on call basis. May be assigned to work on a specific project or assignment. Per diem worker can have ending dates.
6. Contract workers-Personnel hired to do a specific project. There is a memorandum of understanding with the following information:
 - a. Starting date
 - b. Work to be accomplished
 - c. Amount for project/assignment
 - d. Ending Date
7. Exempt-Not eligible for premium overtime. Entitled to straight compensatory time.
8. Non-Exempt-Entitled to premium overtime.
9. Confidential Employee-Handles confidential materials.

331060.01 Overtime

Overtime is paid at the rate of 1.0 of your hourly salary for exempt employees and 1.5 for non-exempt. Overtime is based on anything over a 40 hour worked week. Daily breaks of 15 minutes in the morning and afternoon are not subject to overtime policy since this is paid time.

Since lunch time is not work time, any work conducted on your lunch time will be paid at the overtime rate and must be approved.

All overtime must be approved in advance on the reverse side of the time sheet. The reason for the overtime must be listed.

331060.02 Overtime

Overtime is paid at the rate of 1.5 of your hourly salary. If you are in the non-exempt classification, overtime must be approved by your immediate supervisor in advance. Overtime is based on anything over an eight hour work day. Daily breaks of 15 minutes in the morning and afternoon are not subject to overtime policy since this is paid time.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

Since lunch time is not covered by this policy, if you are requested, any work conducted on your lunch time will be paid at the overtime rate, Working on your lunch hour without approval will not be considered for overtime/compensatory time.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

331065 Domestic Partnership

BAHSES-BWMT/MACT domestic partnership policy is as follows:

The employee and their significant other to sign a statement that they are in a relationship and living together for a year or more.

Health benefits will be available effective first day after being together for one year. This policy is only effective if the insurance provider does not have an exclusionary statement regarding domestic partnership.

The employee will pick up the premium difference. This is not an expense to the agency.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

331075 Dependent Health Coverage

BAHSES does not provide extra health benefit dollars to pay for dependent health coverage. Employees are responsible for the difference between employer's health care contribution and actual cost.

ISSUED: May 27, 1991
REVIEW: May 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

331150 Salaries of Trainee

Employees hired as trainees will start one full step below entry level for that classification. Trainees will be evaluated every 30 days from date of hire for 6 months (180 days). Upon satisfactory completion of 90 days the trainee is eligible for a 1/2 step increase. After another 90 days of satisfactory performance the employee is eligible for another 1/2 step increase. That will bring them to entry level. The next raise will occur at 180 days of satisfactory performance and annually after that.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

BAHSES BWMT/MACT

[illegible]

332000 Absence from Work

Whenever an employee is going to be absent due to illness, they are required to call in at the beginning of the work day and talk with their supervisor. The employee will inform the supervisor how long they expect to be out and what items that might need attention.

ISSUED: December 31, 1991
REVIEW: December 1992
APPROVED:

BY: Executive Director
REVISED: July 24, 1992
PPM: 332000 Absence from Work

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332000 Request for Leave/Time Off

All request for leave/time off must be submitted on a speed memo (3 Part) at least 48 hours in advance unless there is an emergency. The disposition of the speed letter is as follows:

1. Forward white and pink copies to supervisor
2. Supervisor approves, disapproves request
 - a. Approved request-forward white copy to office clerk to go on calendar.
 - b. Return pink copy to employer
 - c. After entering the information on the calendar, clerk is to forward the white copy to the Administrative Assistant for filing-personnel records
 - d. Yellow copy is returned to employee

Request leave/time off needs to be submitted two days in advance.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

332005/332010 The Work Week Defined

All permanent full-time employees are scheduled to work a 40-hour week over a period of five (5) days with two consecutive days off. Permanent part-time employees are scheduled for less than 40 hours per week, with a minimum of two consecutive days off during each week.

Full-time staff is expected to adhere to a planned work schedule. Specific schedule may vary depending on work load demands.

Irregular or flexible schedules may be established for certain employees to meet the operating needs of BAHSES. Such irregular schedules are conditioned by need and require the approval of the Executive Director, and are considered the normal work week for that employee. This may include weekend and/or evening work as scheduled.

Staff who work in the administrative office have a more defined schedule than those who work in Community. There must be defined, scheduled lunch hours during the workday, and two 15-minute breaks, one during each half of the day. Employees working at least four hours and less than 6 1/2 per day will have one 15-minute rest period scheduled.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332005 Staff Attendance at BWMT/MACT Conventions and Conferences

BAHSES staff are encouraged to participate and represent the organization on programs, activities, and training programs at the National Conventions and local Regional Conferences. The time to attend these activities will be divided between personal leave and paid time. The time actually involved with the programs during the convention will be considered work hours. Time outside of the event is personal leave (vacation/CT off).

Staff that work during these events will have their registration fees picked up by the agency. The agency will not be responsible for transportation, lodging or meals.

A request to participate in either the National Convention or Regional Conference needs to be approved in order to have the fees and time allocated.

ISSUED: April 12, 1991
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332005 Change of Work Schedule

Staff work schedules are subject to change to meet the needs of the organization. Staff are to be given advance notice (minimum of 48 hours) prior to the scheduled change.

Staff are not allowed to change their work schedule without approval of their supervisor. Failure to follow this policy will result in the time being charged as leave without pay.

ISSUED: March 1, 1991
REVIEW: March 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

BAHSES BWMT/MACT

Form 114000 5/91

BAHSES - BWMT/MACT Policy and Procedure Manual

332010 Flex work policy

BAHSES employees may request flex weeks to reduce overtime or free up additional days for training on regular days off.

The policy regarding flex weeks are as follows:

1. Holidays off are 8 hours and 2 hours of other paid leave when necessary.
2. Core days must be Tuesday through Thursday.
3. Flex weeks must be approved by the Supervisor/program manager and meet the needs of the organization.
4. Overtime begins after 10 hours per day and over 40 hours per week.

This should reduce stress and the build up of compensatory time.

ISSUED: March 1, 1991
REVIEW: March 1992
APPROVED:

BY:Regional Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

332020 Compensatory Time

Due to the nature of the job, employees depending of their classification will either be paid overtime or compensatory time. Employees can not accrue over 80 hours of compensation time and the time should be used within six (6) months of accrual.

Compensatory time will be given for travel that is in connection with agency business if it is not during regular working hours. It is accrued at established rates according to the classification.

Compensatory time is paid leave and is to be scheduled off in advance (See PPM 332000-Request for leave/time off.)

332020.01/332100 Overtime and Compensatory Time

Non-exempt staff. In accordance with the applicable provision of the Fair Labor Standards Act, BAHSES will pay one-and-one-half times the employee's regular rate of pay to non-exempt staff for work in excess of 40 hours per week. All overtime must be approved by the Executive Director or Program Manager prior to it being worked.

Exempt staff are entitled to compensatory time, at a 1 for 1 relationship for hours in excess of 40 worked in a week, recognizing that periods of extraordinary and prolonged efforts to complete assignments do occur. In no case will an employee be permitted to accumulate more than 80 hours of compensatory time in any calendar year.

Compensatory time is not accrued leave. It must be used within the 6 months from the date earned. Employees must schedule the taking of compensatory time in advance with their supervisor, in keeping with the needs of BAHSES.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992
PPM: 332020 Compensatory Time
332020.01 Overtime & Comp Time

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332025 Paid Leaves of Absence

BAHSES permits permanent full-time and permanent part-time employees to take paid leaves of absence to attend certain personal or family matters. Benefit accrual will continue during paid leaves of absence. Except for military leave and Jury or Witness duty, Probationary employees are not eligible for paid leaves of absence.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

332025 Benefit Package

In this work, there is high stress and impact on our emotional well being. It is important for employees to take time off. Leave time needs to be planned in advance in order not to impact on the agency's goals and program plans.

The leave is available when an employee has completed 90 days of work. Permanent part time is entitled to this benefit at a prorated amount.

If employee is terminated during probation period, they are not entitled to accrued benefits.

1-3 Years	Vacation 12	Sick 12
3-5 Years	Vacation 15	Sick 12
6-8 Years	Vacation 18	Sick 12
8-10 Years	Vacation 20	Sick 12
11-15 Years	Vacation 24	Sick 12

Accrual period is from Jan-Dec.

332025.01 Leave Pay Off

When employees terminates employment (except probationary employees), they are entitled to paid off vacation, compensation time and accrued floating holidays. Employees are encouraged to use these leaves and benefits on a regular basis to eliminate large balances.

Sick leave nor accrued benefits are not paid. Accrued benefits can be used to pay for COBRA (A group insurance continuation program).

332025.02 Staff Attendance at BWMT/MACT Conventions and Conferences

BAHSES staff are encouraged to participate and represent the organization on programs, activities, and training programs at the National Conventions and local Regional Conferences. The time to attend these activities will be divided between personal leave and paid time. The time actually involved with the programs during the convention will be considered work hours. Time outside of the event is personal leave (vacation/CT off).

Staff that work during these events will have their registration fees picked up by the agency. The agency will not be responsible for transportation, lodging or meals. These items can be covered by the event scholarship program. The staff is encouraged to apply for scholarship when possible.

A request to participate in either the National Convention or Regional Conference needs to be approved in order to have the fees and time allocated.

332025.03 Change of Work Schedule

Staff work schedules are subject to change to meet the needs of the organization. Staff are to be given advance notice (minimum of 48 hours) prior to the scheduled change.

ISSUED: February 27, 1991
REVIEWED: May 1992
APPROVED:

BY: Executive Director
REVISED: December 1, 1992
PPM: 332025 Benefit package
332025.01 Leave Pay Off
332025.02 Staff Attendance at BWMT/MACT
Convention & Conferences

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

Staff are not allowed to change their work schedule without approval of their supervisor. Failure to follow this policy will result in the time being charged as Leave Without Pay.

ISSUED: February 27, 1991
REVIEWED: May 1992
APPROVED:

Page**2**

BY: Executive Director
REVISED: December 1, 1992
PPM: 332025 Benefit package
332025.01 Leave Pay Off
332025.02 Staff Attendance at BWMT/MACT
Convention & Conferences

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332030 Holidays

There are ten paid holidays. The holidays are for Jan 1st to Dec 31st. Floating holidays are prorated as follows: Hired between Jan 1st-June 30th=2 floating holidays, Hired between July 1st-Dec 31st=1 floating holiday, if your contract is for a year duration.

Floating holiday accrued is one (1) day for each six month period. If the birthday fall within the six month period then the employee receives two (2) days. Floating holidays can be carried between six month increment within the January to December period. However, floating holidays cannot be carried over December 31.

If employee's contract period is for less than one year (8 months or less), then they are entitled to only one floating holiday, unless their birthday occurs during that period they are entitled to one (1) additional day.

Paid holidays are:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Birthday
- 2 Floating Holidays

If you have to work on a holiday, then you are given another holiday time or floating holiday to be used at a later date.

Since BAHSES is a multicultural organization and can not grant all ethnic holidays off, staff is given floating holidays to be used for the appropriate cultural holiday time off.

It should be noted that Good Friday is not a paid holiday. Staff are allowed to take 4 hours off to observe the holiday, but must use paid leave to cover the time off. If the employee does not have paid leave available, then they may take the time off without pay.

ISSUED: March 29, 1991
REVIEW: March 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: June 17, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

DATE:	NAME:
7/8/92	SP
7/13	C.S
7/13	MA
7/20	MA
7/26	MA

332030 Holidays

There are ten paid holidays. The holidays are for Jan 1st to Dec 31st. Floating holidays are prorated as follows: Hired between Jan 1st-June 30th=2 floating holidays, Hired between July 1st-Dec 31st=1 floating holiday, if your contract is for a year duration.

Paid holidays are:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Birthday
- 2 Floating Holidays

If you have to work on a holiday, then you are given another holiday time or floating holiday to be used at a later date.

Since BAHSES is a multicultural organization and can not grant all ethnic holidays off, staff is given floating holidays to be used for the appropriate cultural holiday time off.

It should be noted that Good Friday is not a paid holiday. Staff are allowed to take 4 hours off to observe the holiday, but must use paid leave to cover the time off. If the employee does not have paid leave available, then they may take the time off without pay.

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332030.01 Holiday

Employees receive twelve (12) paid holidays per calendar year. Personal holidays must be taken within the calendar year, January to December, in which they are accrued. New employees will receive all regular holidays remaining in their first calendar year and a personal holiday.

Full-time employees who are required to work on a holiday will be given an alternate day of leave. If a legal holiday falls on Saturday BAHSES is closed the preceding Friday. If a legal holiday falls on a Sunday, BAHSES is closed the following Monday.

Holidays for part-time employees:

- (1) Permanent part-time employees are entitled to pro-rated leave-time, including holidays. Thus, for example, an employee who works 20 hours a week is entitled to 4 hours of paid holiday time.

Accrual at Termination. Employees who are terminated or resign will be entitled to payment for all unused vacation accrued at the time of separation.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: January 8, 1993

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

DATE:	NAME:
1/11/93	AR - Scott Hoffman
1/11/93	MB
1/11/93	DL
1/13/93	MX
1/15/93	C.S.
1/18/93	W. W. W.

BAHSES - BWMT/MACT Policy and Procedure Manual

332040 Education

At the discretion of the Executive Director, employees, may be assigned to attend job-related conferences, courses, classes, institutes, or workshops of an educational nature. Conferences, courses, etc. which BAHSES requires an employee to attend will count as regular time worked. BAHSES will pay normal expenses including tuition and reimbursement of travel. If an employee feels that BAHSES would benefit from attending an educational activity, they may submit a request for assignment to that activity. The employee's request must be submitted 30 days in advance, and in writing, to his/her immediate supervisor, specifying the conference, courses, etc. While the importance of education is recognized and part of the commitment of BAHSES to its staff, approval of attendance at educational activities is subject to staffing needs and the availability of finance and time, and the consideration that the employee's work performance or value to BAHSES will be enhanced by such attendance. In cases where an employee would benefit from attending an educational activity, but is not assigned to attend, BAHSES and the employee may mutually agree to share costs. BAHSES may also, in its sole discretion, grant paid time off to attend that activity. No other reimbursement will be made to the employee for their attendance at an unassigned education activity.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

332050 Sick Leave

Permanent full-time employees receive up to twelve (12) paid days of sick leave per year. The rate of accrual of sick leave is .04615 multiplied by the number of straight time hours worked in the current pay period. Hours paid while on any paid leave other than sick leave are considered hours worked in calculating the sick leave accrual. In no case will an employee's sick leave accrual be calculated on more than 40 hours in a work week. Each employee's accumulated sick leave accrual are updated each payday. The accrual rate does not change with seniority. Sick leave cannot be used during the 90 day probationary period.

Definition. Sick Leave refers to accrual of paid time for illness. Paid sick leave is a benefit that is to be used for illnesses only. A medical statement from an employee's licensed medical physician may be requested for any use of sick days, and may be required for illnesses beyond (3) three consecutive days in duration. Accumulated sick leave is not reimbursable when employment ends. Sick leave is granted in the event of medical appointments, illness or disability which renders an employee unable to perform his/her duties of employment.

Sick leave will be accrued to a maximum of 192 hours (24 days).

Employees must notify their supervisor in advance of or with two hours of their assigned starting time that they will be absent due to illness. An employee who fails to give such notice will be considered absent without leave.

This sick leave is applicable to all medical conditions that make an employee unable to work, including pregnancy-related conditions.

Sick leave can not be used before it is accrued. The time (hours) available on the first day of the next pay period.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332055 Vacation Accrued

Employee is not to accrue more than 1/2 year of vacation time. Employees are encouraged to take a vacation each year as part of the agency's wellness program.

332055.01 Vacation

Accrual Rate. Accrual of vacation for permanent full time employees is according to this schedule:

Years of Service	Vacation Per year	Rate
0-5	12 days	.04615
6-10	18 days	.06923
more than 10	24 days	.09230

Vacation is accrued per the number of regular hours worked in each pay period. Hours paid for vacation and any paid leave are considered hours worked for the purposes of calculating vacation accrual. The amount of vacation hours accrued in a pay period is equal to the number of hours worked multiplied by the rate shown in the table above. In no case will the vacation accrual be based on more than 40 hours in a work week. Each employee's vacation accrual is updated each payday. It is the policy of BAHSES that employees should use all of their annual vacation time. Vacation will accrue to a maximum of 96 hours for employees with 5 or less years of service; to a maximum of 144 hours for employees with 6 to 10 years of service; and a maximum of 192 hours for employees with more than 10 years of service.

Eligibility. A permanent employee accrues vacation time from the first day of employment, but may not use it during the 90 day probationary period. Vacation time must be taken in at least half day (4 hour) amounts.

Vacation leave is not to be used before it is accrued. The time (hours) are available on the first day of the next pay period.

ISSUED: July 22, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332060 Military Service

Employees who are members of the National Guard or a Reserve Unit will be excused with pay for up to 17 days to take required military training provided they submit documentation of orders.

Make-Up Pay. Permanent full-time employees will receive the equivalent of their regular BAHSES pay, with BAHSES making up the difference, if any, between the military pay and the employee's regular pay for the same period. Any military pay in excess of the employee's regular pay will not be reclaimed by BAHSES. Employees must submit a copy of their W-2 indicating the amount of money that is to be paid by or returned to BAHSES. Temporary and part-time employees will not receive any pay from BAHSES for time spent in military service.

Time off for military service can be covered by other paid leave.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

332065 Jury Duty

Employees are to notify their respective supervisor when they receive a jury summons. The summons and release must be received by the respective supervisor in order to be paid for the time off.

The employees are to code the time off as authorized leave (490) on the timesheet. Since this is a paid working day, any monies received for jury duty are to be turned in minus the transportation reimbursement.

If the employee does not obtain a release from jury duty, the time will be coded as leave without pay unauthorized.

BAHSES BWMT/MACT

Form 114000 5/91

332070 Leaves of Absence and Other Excused Absences

A leave of absence is defined as an approved absence from work and falls into one of two major categories: Paid and Unpaid. Seniority continues to accrue for all employees during approved paid leaves of absence. Temporary and Part-time employees will accrue seniority during any leave of absence at a rate determined by their average number of hours worked per week during the 90 day period immediately preceding their leave, subject to the same 90 day limitation on unpaid leave that permanent full-time employees are subject to. No vacation or sick leave will accrue during any unpaid leave of absence.

Rules for Non-Medical Leaves of Absence are:

1. Any request for a leave of absence must be submitted in writing by the employee to the immediate supervisor. The request will state the reason for the leave and the maximum length of time off that the employee is requesting. Request for leave and any extension of a leave beyond the period initially approved requires approval by the Executive Director.
2. An employee returning from leave of absence of up to 90 days will be entitled to return to his/her original position.
3. Failure to return to work when the leave of absence ends, or within three business days following the return to work dates will result in termination of employment.
4. Must have a medical release to return to work from the Doctor before the employee can reinstated to the job.

332070.01 Medical Leaves of Absence

Medical leave is intended for long-term absence after sick leave benefits are exhausted. Medical leave will be provided for up to a three-month period , ninety (90) days . During the period of medical leave, BAHSES will provide the employee with existing medical coverage, if any, in place at the time just prior to the medical leave.

During an approved medical leave of absence, the employee's position is protected and may be filled only with a temporary hire.

If an employee does not return within three months, the Executive Director may terminate the employee and hire a permanent employee to fill the vacancy.

A medical leave begins when the physician certifies the period the employee cannot continue working. A statement from the physician certifying that the employee is able to return to work will be required upon her/his return to work.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332075 Job Abandonment

Employees will have abandon their job if they fail to report to work for 3 consecutive days. It is the employee's responsibility to notify their supervisor or management person, if they are not coming to work.

The employee will be notified by registered mail when they are terminated under this provision.

ISSUED: May 21, 1991
REVIEW: May, 1991
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332080 Bereavement Leave

In the event of a death in the immediate family, an employee may be granted up to three days of pay for bereavement leave to handle matters related to death and grieving. If additional time is needed, the employee may use accrued vacation time and/or may request an unpaid leave of absence.

"Immediate family" includes life partner, parents (including step, foster and in-laws or life partner's parents), siblings, children, spouse, and grandparents or a relative who resides with the employee.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

332090 Unpaid Leaves of Absence

BAHSES permits permanent full-time and permanent part-time employees to take unpaid leaves of absence for approved purposes. Permanent full-time employees will accrue seniority (not benefits) during approved unpaid leaves of absence of 90 days duration or less.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332095 Advance Pay

Advance Pay is authorized for the following reasons:

- a. Vacation (no limit)

Personnel with direct deposit are encouraged not to use advance pay policy to avoid problems with their bank.

- b. Emergency (no more than two per year)

Advance Pay requests for vacations will be submitted one week in advance with a copy of the approved time sheet.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

332100 Overtime Policy

The Agency overtime policy is :

Overtime begins after 40 hours of work. This does not include pay leave time off, sick leave, vacation, floating holiday time, this is in accordance with the Fair Labor Standard Act (FLSA).

Non exempt staff are to be compensated at (1.5) one and a half time. Non-exempt staff include Clerical Services, some Administrative Services.

Exempt Staff are to be compensated at (1.0) one time.

All overtime is to be approved in advance by supervisor/manager, exempt staff included.

ISSUED: May 3, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

DATE: NAME:

UCSF COPING PROJECT
Box 0886
San Francisco, CA 94143-0886

Project telephone: (415) 597-9177
FAX: (415) 597-9213

Dear Community Member,

For more than two years, the UCSF Coping Project has been following the lives of gay men who are caring for a partner or loved one with AIDS.

From the 250 participants, the UCSF Coping Project has been compiling vital information about how caregivers deal with the stresses that often affect their own mental and physical well-being.

The experiences of these men are critical for developing strategies to help others who will become caregivers in the future.

The response has been so positive, and the information so valuable, that we want to make an extra effort to enroll more participants before June 30, 1992.

IF YOU ARE A GAY MAN AND YOUR PARTNER HAS AIDS, PLEASE CALL US.

The UCSF Coping Project is a confidential study involving periodic interviews and medical assessment over a two-year period. Participants are paid \$20 for each completed interview and assessment.

Men tell us that they have joined the study as a commitment to help future caregivers. In addition, many study participants say that the opportunity to share their experiences is helpful for themselves.

If you would like to participate in the UCSF Coping Project, or if you want more information, please call us at 597-9177. If you know someone who might be interested in this study, please pass this letter on.

Sincerely,

Susan Folkman

SUSAN FOLKMAN, PhD
Adjunct Professor of Medicine
Project Director

Anne Christopher

ANNE CHRISTOPHER
Project Coordinator

PS: This mailing was sent to lists of community organizations. It in no way presumes any knowledge of your sexual orientation nor your personal situation. Our intent is not to compromise anyone's privacy, but rather to reach as many interested people as possible.

BAHSES - BWMT/MACT Policy and Procedure Manual

333010 Participation in Political Activities

1. BAHSES is a tax-exempt, public charity under section 501(c)(3) of the Internal Revenue Service code as is not allowed to endorse candidates or participate in political campaigns.
2. No literature supporting candidates is allowed in the agency offices.
3. No adverse action will be taken toward any employee solely due to the employee's association with any political party or candidate as long as it is not done at the work site.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: February 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

333015/313020 Probationary Pay Increase

Employees are not automatically considered for pay increases at the end of their 90/180 day probationary period. Eligibility for pay adjustments or increases are based on how the individuals are hired.

1. Below the entry level/trainee. If a person is hired as a trainer or below the entry level due to the lack of qualifying experience or education, they are eligible for an automatic pay adjustment to the entry level of the range. There will be a review after six months to determine if the employee qualifies for the position and a merit increase. Pay increases are annual.
2. Six month increase. After successful completion of the 90/180 day probation, an employee may be eligible for a six month increase.
3. Hired above the entry level. If the employee is hired above the entry level they are eligible for an increase upon completion of one year of employment and evaluation average over 2.0.
4. Salary Adjustment. If an employer is hired and the salary does not match current approved salary series. The salary is automatically adjusted when funding is identified and available. This adjustment is not retroactive. The effective date is based on the date the funds are available. Adjustment may be done in stages with new employment contracts being issued each time.

Eligible pay increases are based on evaluation average:

0.0-1.9	0 increase
2.0-3.4	1 Step
3.5-4.0	2 Steps

Increases depend on the availability of funding.

*All increases or options are effective at the beginning of the next pay cycle.

ISSUED: April 24, 1991
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: February 3, 1992
PPM: 313/333015 Probationary Pay Increase

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

333015.01 American Disability Act

BAHSES as an agency supports and will implement the American Disability Act of 1991.

The compliance to this Act will be in these areas, but not limited to:

- Employment
- Accessibility to office sights
- Program development
- Activities/events located close to disability accessible transportation

ISSUED: February 20, 1992
REVIEW: February 1993
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

333025/325015 Statement of Non-Discrimination and Affirmative Action

BAHSES-BWMT/MACT is fully committed to the principles of equal opportunity employment, and, as such, takes affirmative action to achieve this in all personnel policies and procedures, including but not limited to hiring, training, transfer and promotion, compensation, employment status, termination, and all other terms and conditions of employment. BAHSES-BWMT/MACT does not discriminate on the basis of race, creed, color, national origin, sex, age, marital status, perceived disability, HIV status, AIDS/ARC diagnosis, sexual orientation or affectional preference. All employees are expected to demonstrate the same commitment to the Affirmative Action policy as to all other policies of the BAHSES.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

BAHSES BWMT/MACT

[illegible]

333050 Personnel Responsibility

The Executive Director of BAHSES has the responsibility for the development and administering written policies which have been approved by the Board of Directors. To handle situations not covered by written policies, the Executive Director may take problem solving action without the Board's approval, keeping the Board Executive Committee and the Board members informed of significant outcomes which may indicate need for future development of formal policies. Changes or amendments to personnel policies may be approved by the Board at any time.

Every employee with supervisory responsibility is expected to be familiar with these personnel policies and should consult with the Executive Director on questions of interpretation before decisions are made or actions taken. All employees are to review the Policy and Procedures Manual at least every sixty (60) days. Exceptions to written policies may be made only by the Executive Director. These exceptions will be reported to the Board.

The Executive Director may delegate all or a portion of the Executive Director's responsibilities under these personnel policies to one or more persons as the Executive Director deems expedient. However, to the extent that any such delegation is to be for a period of more than 90 days, the prior approval of the Board of Directors is required.

333050.01 Supervision of Staff

Paid and nonpaid staff supervisors are required to do the following with the staff:

- a. Directly supervise staff
- b. Discipline staff
- c. Complete performance evaluation as defined by PPM #324020
- d. Provide training

ISSUED: August 5, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: February 5, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

333055 Agency Customer Service Policy

This agency will not tolerate customer service that does not respect the rights of clients and employees. Examples of unprofessional conducts:

- a. Ability to work with clients and employees because of their health, social, economic and mental status.
- b. Lack of respect or talking down to clients.
- c. Protect clients confidentiality. Conversations between staff and clients must take place in a confidential environment.

ISSUED: March 2, 1992
REVIEW: March 9, 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

333065 Employee Counseling and Discipline

It is the intention of BAHSES that employee counseling and discipline policies be fair and equitable to both the employee and the organization. If an employee feels that this intent has been subverted in any action under this policy, they may pursue redress through the Grievance procedure.

Disciplinary action should be viewed as a progressive counseling process intent on addressing employee behavior or action needing improvement or correction. This counseling process will range from oral and written steps to immediate discharge.

Disciplinary action may be taken in order to (list is not all inclusive):

1. Notify an employee that their that their conduct has been improper, with the purpose of ending such conduct and continuing their employment. Improper conduct may be defined for the purposes of disciplinary action as:
 - a. Gross insubordination, including deliberate disobedience of a proper and responsible instruction from one's supervisor.
 - b. Stealing from other employees, clients, contractors, providers, non-paid staff, the NABWMT, NTFAP, or BAHSES.
 - c. Repeated absence without leave, excessive absence, habitual tardiness, abuse of sick leave.
 - d. Knowingly falsifying records or giving false statements to supervisors or the public.
 - e. Intoxication on the job by alcohol or drugs.
 - f. Improper acceptance of personal gifts and gratuities from any individual or organization in a business relationship with BAHSES.
 - g. Breach of confidentiality.
 - h. Any substantial, documented violation of accepted, professional, ethical standards of BAHSES policy and procedure as determined by the Executive Director or Project Administrator.
 - i. Sexual, personal or professional harassment of employees, clients, contractors or volunteers.
2. Inform an employee that their performance is at an unsatisfactory level. Disciplinary action for unsatisfactory performance may be taken when an employee's work habits, attitudes, productivity, or ability to handle job responsibilities fall below an acceptable level of competence. The Project Administrator/Executive Director may determine that other forms of unsatisfactory performance may warrant further disciplinary action. The following procedures apply to all disciplinary actions.
3. Disciplinary actions will be initiated by the employee's immediate supervisor, the Executive Director, or by the Project Administrator.
4. The Executive Director will have final authority to approve or deny any disciplinary action and/or to decide upon an alternative personnel action which she/he deems more appropriate in the best interests of BAHSES.

ISSUED: August 6, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

The progressive disciplinary process is:

1. First Action - Documentation of the verbal warning.

- a. The supervisor discusses with employee any behavior or action needing improvement.
- b. The supervisor clearly states expectation of employee in the future.
- c. Documentation of the verbal warning is placed in the employee's Personnel File and removed after six (6) months, provided there is no further need for said documentation.

2. Second Action - Written Warning

- a. The supervisor documents behavior or action needing improvement or correction.
- b. The supervisor documents expectation of employee in the future.
- c. Documentation is then placed in the employee's Personnel File and becomes a permanent part of his/her record.
- d. This documentation includes an opportunity for employee's comments and signature.
- e. Employee's signature indicates that the employee has read and discussed the documentation with their supervisor and received a copy. The employee will receive a copy of the warning, whether or not they sign it.

3. Third Action - Final Written Documentation

- a. The Executive Director documents behavior or action needing improvement or correction in a memo entitled, "Final Written Documentation."
- b. The documentation clearly states that any further occurrence of this behavior or action may be cause for termination.
- c. This documentation includes an opportunity for employee's comments and signature.
- d. Employee's signature indicated that the employee has read and discussed the documentation with their supervisor and received a copy of the documentation. A copy will be given to the employee whether or not they sign it.
- e. The supervisor may recommend to the Executive Director a suspension of not more than two weeks without pay based on the gravity of the offense.

A particular offense may be of such serious consequence that any of the above steps may be bypassed. Where it is necessary to bypass the usual procedures, the approval of the Executive Directors is required.

ISSUED: August 6, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

[illegible]

333070 Dismissal

Dismissal is the permanent removal of a person from employment at BAHSES when their work habits, behaviors, productivity, or ability to handle job responsibilities has fallen severely or continually below an acceptable level of competence, and have not improved as a result of counseling as determined by the employee's supervisor/manager and approved by the Executive Director.

When a supervisor determines that dismissal is necessary and appropriate, in accordance with the time frame set forth above, they will recommend such action in writing to the Executive Director.

1. The recommendation will contain the necessary documentation and justification for action and steps taken to improve the deficiency.
2. A copy of the approved recommendation must be given to the employee by their supervisor with a copy to be placed in the employee's personnel file.
3. The Board of Directors will be notified of such action.

Except in the case of gross misconduct as determined by the Executive Director, two weeks notice or two weeks pay in lieu of notice will be provided to the employee. Gross misconduct will result in immediate dismissal and termination of pay and benefits.

A dismissed employee will be compensated for those days worked up to and including the day of dismissal. Final payment of all monies due will be made in accordance with applicable Federal, State, and Local labor laws.

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

333075 Grievance Procedure

A grievance is a perceived wrong, considered by an employee as grounds for complaint that has not been resolved through supervisory action and counselling. An employee will have the right to file a grievance if she/he believes an injustice has arisen due to:

1. A policy is unfair.
2. A deviation from or misrepresentation of a policy.
3. A unresolved conflict with another employee or supervisor.
4. An unfair application of procedures or regulations.
5. An unfair performance evaluation.
6. A policy or treatment that is discriminatory.

Every permanent BAHSES employee will have the right to file a grievance at any time regardless of her/his position. For pursuing rights as a grievant, no retaliatory actions may be taken by BAHSES, the Board or staff of NABWMT, or any supervisory personnel.

If an employee feels aggrieved because of an action affecting their status or condition of employment, she/he is limited to a period of twenty (20) working days from the occurrence or from the knowledge of the occurrence of the event leading to the grievance in which to file a grievance with their immediate supervisor. The employee and the supervisor will try to resolve the

The Executive Director will hear the complaint and attempt to resolve the matter satisfactorily. Every effort will be made to resolve the dispute at this level.

If the employee and supervisor are unable to resolve the grievance within ten (10) working days and the grievance cannot be resolved at the first level, the employee may take the grievance to a panel composed of the Executive Director, Operations Director, Program Manager, and a member of the Board of Directors named by the grievant.

If the grievance cannot be resolved by the panel, the employee will take the grievance to the President of the Board of Directors within ten (10) working days for consideration by the entire Board, which has the option of convening a hearing. Personal appearances by employees before the Board of Directors will be solely at the discretion and invitation of the Board of Directors. The Board of Directors' decision will be final.

ISSUED: August 6, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: February 5, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

334000 Insurance

Unemployment Insurance. State Unemployment Insurance (SUI) is carried for the protection of all employees. Payment for this benefit is made by BAHSES.

Workers Compensation Insurance. Workers Compensation Insurance is carried to protect all employees injured while on duty. This insurance provides for hospital care, salary compensation, death and disability payments, and other benefits. Payment for this insurance is made by BAHSES. Salary benefits received by the employee from Workers Compensation Insurance or California State Disability Insurance can cause a deduction from the employee's accrued sick leave, unless the employee opts otherwise.

Disability Insurance. BAHSES provides this coverage for all employees.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

334035 Health Benefits for permanent part-time staff.

Permanent part time staff have the option to apply wage increase to their health benefit package. This means that a 50% time worker who is paying for 1/2 of their health benefits may opt to have the unpaid portion picked up through their pay increase.

It should be noted that the actual increase will be applied to the benefits outstanding balance. If the increase is greater than the amount of health benefit cost, then the employee will receive the difference in cash.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

334060 Benefit Package

Medical Benefits funds can be increased by the utilizing disposable benefit package. A percentage of benefit dollars will be established each fiscal year that is over and above standard Medical benefits that an employee can designate either to retirement or Medical benefits. See PPM 334010 Agency Retirement Plan.

AA

ISSUED: May 4, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

334075 Consolidated Omnibus Budget Reconciliation Act I & II (COBRA I & II)

The agency offers COBRA benefits to employees who apply for new Excess benefit funds can be applied to the premium.

Employees who resign for non disability reasons are entitled to COBRA I (18 months).

Employees who are disabled during employment are entitled to COBRA II (36 months).

COBRA premiums are staff financial responsibilities. Insurance coverage will be terminated if payment is not received by the 15th of month before the effective month of coverage.

7/1

ISSUED: May 6, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

342005 Travel Reimbursement

Reimbursements for travel are as follows:

- a. Prorate Auto - Reimbursement rate \$.23 per, parking fees mile and all toll charges in connection with the activity.
- b. Public Transportation - Actual cost of transportation in connection with the activity. If you have a bus pass, you are not entitled to the reimbursement.
- c. Car Rental - Actual cost of renting a car and associated cost.

Reimbursement is from home or work to activity/event and return.

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411000 Fiscal Responsibility

Until the BAHSES-BWMT/MACT is able to establish its fiscal operation, the National Task Force on AIDS Prevention/NABWMT is responsible for the financial support of this project.

Upon receipt of the 501 (c) (3) and establishment of BAHSES' fiscal operations, NTFAP/NABWMT will be notified thirty (30) days in advance of change over date.

All financial records will be transferred to BAHSES-BWMT/MACT Operations Director within 60 days.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 24, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411020 Fundraising Events

Fundraising events are to be approved 90 to 120 days in advance of the activity. Budgets and projected revenue must be presented as part of the fund raising packet.

The packet should include:

1. Concept paper on the event
2. Target population and geographic area
3. Expense and projected revenue budgets
4. Personnel needed to work the project
5. Location of the event
6. Media items/support
7. Department support needed
8. Point person for the project
9. Time line

Fundraising events or events in general should not be undertaken if the above steps are not followed.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: July 11, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411035 Petty Cash Account

It is the policy of this agency that the Petty Cash Checking Account will not go below \$500.00. This limit is temporary and will be raised when the cash flow increases.

ISSUED: April 1, 1991
REVIEW: April 1992
APPROVED:

BY: ExecutiveDirector
REVISED: June 24, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411040 Fiscal Year

The fiscal year for the BAHSES-BWMT/MACT is October 1 to September 30. Budgets will be reviewed every quarter-December, March, June, and September.

Line items and cost center adjustments will take place in the March review period.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 24, 1991

BAHSES BWMT/MACT

Form 114000 5/91



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

September 16, 1991



TO: BAHSES Staff
FR: Lee Y. Woo
RE: NTFAP FUND CODES

The following NTFAP Fund codes have been assign for their accounting system. The NTFAP coding system is 5 digits, the first 3 digits are line items and the last two are the fund codes.

XXX07	Relapse
XXX13	San Francisco Foundation
XXX09	M & M
XXX10	CARE (S.F.)
XXX11	CARE - Trans. (S.F.)
XXX15	CARE - Trans. (ALA)
XXX17	BAHSES Reserve
XXX18	OMH Grant.

cc. Mark Bowman
Kevin Brooks
Shurland Aird
John Revicky
PPM

055
411960



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

BAHSES - BWMT/MACT Policy and Procedure Manual

411055 Fund Control Form

Fund Number: YY-NN

Fund Amount: \$\$\$\$.\$\$

Fund Received: MM/DD/YY

Fund Purpose:

Fund Allocation by Program and Cost Centers:

Fund Expenditure to Date:

Fund Encumbrances:

Fund Balance:

Billing Dates:

Amounts

Date

Amount
Received

Distribution: Executive Director
Regional Project Administrator
Program Directors/Managers

ISSUED: March 1, 1991
REVIEW: March 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411055 Fund Source Code (FSC)

0	Other
1	City Grants/Funds
2	County Grants/Funds
3	State Grants/Funds
4	Federal Grants/Funds
5	Donations
6	Events/Fundraising
7	Foundations
8	Corporations
9	Bequests
A	Fee For Service
B	Special Program
C	Sale/Revenue
D	Reimbursement

The fund source code is the third digit of the Fund Code.

92-405	OMH Grant or
92-B10	San Francisco State University
92-714	San Francisco Foundation

This extra digit will allow quick identification of the source of agency funds.

ISSUED: May 3, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411060 Fund Account Code Identification

Fund accounts are made up of two sets of digits: 90-00

The first set is made up of the last two digits of the year. The second set indicates the order the money was received.

Discretionary funds are always coded as the first funds of the new fiscal year.

The fund accounts:

- 90-00 Discretionary fund
- 90-01 Center for Disease Control (NTFAP)
- 90-02 Conference of mayor (no dollars)
- 90-03 M & M (SFDPH)
- 90-04 Northern California Grant Makers
- 90-05 Relapse
- 90-06 San Francisco Foundation
- 91-00 1991 Discretionary Fund
- 91-01 John Ribinski Fund
- 91-02 Care Bill-Formula
- 91-03 Care Bill-(Transportation)(Supplemental)
- 91-04 Care Bill-Supplemental II
- 91-05 NABWMT (Quilt Fund)
- 91-06 Sales Fund
- 91-07 M & M (SFDPH)
- 91-08 Relapse
- 91-09 S. F. Foundation
- 91-10 Health Benefits
- 91-11 Care Alameda-Trans
- 91-12 Steamworks
- 91-13 OMH Grant
- 92-00 1992 Discretionary Fund

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: September 17, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

411065 Cash Handling of Activities/Events

All funds collected and dispersed are to be handled by the Agency's designated Administrative/Operations Assistant for the event. The Administrative/Operation Assistant and the event coordinator are jointly responsible for handling funds and preparing the financial report. The report must be completed and submitted to the agency Executive Director within seven working days after the event.

ISSUED: December 17, 1991
REVIEW: December 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]



625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706



BAHSES MEMORANDUM

October 05, 1992

TO: BAHSES Staff

FR: Lee Y. Woo

RE: NTFAP FUND CODES.

The following NTFAP Fund codes have been assign for their accounting system. The NTFAP coding system is 5 digits, the first 3 digits are line items and the last two are the fund codes.

Relapse	XXX07
S.F. State University	XXX07
S.F. Foundation	XXX13
M&M	XXX09
CARE (S.F.)	XXX10
CARE Transportation (S.F)	XXX11
BAHSES Reserve	XXX17
OMH Grant	XXX18
Levi Strauss	XXX21

cc: Allan Piniol
PPM

411960



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER

412015 Distribution of Completed Grants/RFP's

The final copy of Proposals for grants are distributed as follows:

1. 1 Copy to Grant information file-(222005) with working papers.
2. 1 Copy to Program file (appropriate code)
3. 1 copy to Grant management file (436040)
4. 1 copy to NTFAP (5 to GMOC & 2 NTFAP staff)

ISSUED: April 1, 1991
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

412030 Inventory for BAHSES-BWMT/MACT Member

BAHSES-BWMT/MACT permanent member will be issued the following items:

1. one tee shirt
2. one safer sex handkerchief (color of choice)

412030.01 Inventory For SWAT Team Members

SWAT Team permanent members will be issued the following:

1. One tee-shirt (SWAT)
2. One Safe Sex hankie (color of choice)

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

413010 Authority to Write Checks

The Board of Directors have delegated to the Executive Director authority to establish bank accounts as needed. The maximum expenditure allowable on the two signatures is \$2,500.00. Above that level, the Executive Director and Board of Directors signatures are required.

All checks require two (2) signatures.

ISSUED: August 16, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

413010 Check Signature

All BAHSES checks require two signatures. Signator(s) can not sign checks made out to themselves.

ISSUED: September 23 1991
REVIEW: September 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

413010 Petty Cash Signature Authority

Effective September 17, 1991, the following individuals have signature authority on BAHSES-BWMT/MACT Petty Cash account

Lee Y. Woo, Regional Project Director
Kevin Brooks, Regional Program Director
Shurland Aird
Gustave Arechavala
John Revicky

All checks written on this account require two (2) signatures.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: September 17, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

421055 Fund Budget Management and Control

Program/Project Assistants and/or Program Directors are responsible for their respective budget development, implementation, and management. To ensure control of their budget, they are required to approve all expenditures for their accounts.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

422035 Inter Agency Transfer

Whenever staff are hired onto the Bay Area HIV Support and Education Services-BWMT/MACT, (BAHSES-BWMT/MACT), Early Advocacy and Care for HIV (EACH), National Task Force on AIDS Prevention (NTFAP) and projects of Gay Men of Color Consortium (GMOCC) their leave balances should be zeroed before they accept the new position with another agency.

If the employee is not approved to use up his/her balance, then the supervisor will forward the employee's balance and the associated funds to the new employer.

If the employee is hired by other than the above agencies, then the employee must be paid off according to policy.

422035.01 Fund Transfer Between Budgets

Once every quarter, individual budgets will be reviewed to see how money is being spent or not utilized. Line item(s) that are over spent will be adjusted at this time. This will be done with the review of the Program Manager and approval of the Executive Director. At that time, there will be fund transfer documents that will be submitted to adjust the budget.

Budget transfer will also occur when fund adjustments are needed to be reassigned to other line item(s) and/or cost center(s). This would be with consultation with the Program Manager and Executive Director.

ISSUED: May 15, 1991
REVIEW: May 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

422040 Delayed Payment of Funds

Payment of funds may be delayed depending on the availability of funds. Vendors, employees, etc, are to be notified of the delay and when they can expect payment.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 19, 1991

BAHSES BWMT/MACT

Form 114000 5/91

	A	B
1	Number	Line Item
2	121000	Office Administration
3	122035	Printing
4	122040	Photocopy Service
5	126015	Business Insurance
6	222010	Donations
7	222020	Donation-in-Kind
8	223010	Office Equipment
9	231040	Computer Hardware
10	231045	Computer Software
11	231060	Computer Supplies
12	243035	Building Repair
13	323050	Recruiting
14	324005	Training
15	331055	Consultant
16	334060	Benefits Medical
17	334065	Benefits Dental
18	334070	Benefits Vision
19	341000	Benefits other than Medical
20	411020	Fund Raising
21	411030	PFY Carryover
22	411035	External Audit Cost
23	413015	Bank Charge
24	413020	Interest Bank Account(s)
25	413030	Interest from Investments
26	422020	Petty Cash
27	431050	Fund Reserve
28	432050	Equipment Rental/Lease
29	434015	Sale Organizational Services
30	434070	Contract Services
31	434075	Post Office Box Rental
32	434080	Postage
33	435005	Accounts Receivable
34	435010	Sale Organizational Material
35	436020	Loans
36	436025	Loan Repayment
37	436035	Loan Interest
38	437005	Op Cost Office Rental
39	437010	Op Cost Utilities
40	437025	Op Cost Telephone Service
41	437030	Op Cost Telephone Charges
42	437075	Op Cost Bldg Maintenance
43	437080	Op Cost Meal
44	437090	Op Cost Newsletter
45	441075	Payroll/Salaries
46	441165	CHOW
47	441190	Support Gp Facilitator's Pay
48	441195	Community Worker's Pay
49	441200	Per Diem Workers
50	442035	Transportation
51	442045	Seminar Fees
52	442050	Membership Fees
53	442080	Office Supplies
54	442090	Registration Fees
55	442090	Mileage
56	445000	Accounts Payable
57	445035	Program Refreshment
58	445040	Indirect Charge(s)

	A	B
59	445070	Contract Services
60	511155	Educational Supplies
61	513075	Tele-care Services
62	515065	Publicity
63	521045	Workshops
64		
65		

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

432030 BAHSES-BWMT/MACT Tee-Shirt

Non-paid BAHSES Staff are entitled to a choice of tee shirt after 25 non-paid hours for BAHSES. Non-paid staff who are CHOWs, facilitators, etc. and paid for their services are not eligible for this benefit.

Additional tee-shirts must be purchased.

432030.01 Inventory Control Policies

BAHSES-BWMT/MACT inventory control items will be inventoried at least once a year (October) or whenever there is a change of Program Managers.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

432030 Safe Sex Presentation Kit Inventory

The following is the Safe Sex Kit Inventory:

1. One large packet of condoms (contains fifty(50) of each type of available condoms).
2. Dildos:
 - a. 2 penis with hoses
 - b. 3 penis without hoses
 - c. 1 butt plug
 - d.
3. Ten condom use prize packets:

containing:

 - 1 lube
 - 1 each of available condoms (total of 5)
 - 1 playtex glove
 - 3 finger ?
 - 1 dental dam
 - 1 condom usage instruction sheet
4. Five participant prize packets:

containing:

 - 1 BLT lube
 - 1 each of available condoms (total of 5)
 - 1 playtex glove
 - 3 finger cotts
 - 1 dental dam
 - 20 condom usage instruction sheets
5. Draw the cards - (#21 copies)
- 6.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

432045 Inventory Control

All BAHSES-BWMT/MACT equipment, tools, etc. over the value of \$500.00 will be inventoried and assigned a control member. Inventory list will be created by the Cost Center.

Program Managers are responsible for the control and disposition of equipment assigned to them.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 22, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

September 17, 1991



TO: All BAHSES Staff
FR: Lee Y. Woo
RE: TAX WITHHOLDING

Per my conversation regarding withholding with the NTFAP/NABWMT accountant on September 17, 1991, the following information was given that per diem and contract personnel need to understand:

1. If you are paid more than \$600.00 through BAHSES per year a 1099 Tax form will be completed and forwarded to IRS at the end of the year.
2. Temporary employment for over two weeks to be paid through the payroll system in order to have appropriate taxes deducted.

cc: NTFAP/NABWMT
BAHSES Board Officers
Mark Bowman
PPM

433015/441010/441165



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

BAHSES - BWMT/MACT Policy and Procedure Manual

434000 Business Cards

Business Cards will not be purchased for new employees. Cards are purchased after the employee successfully complete appropriate probationary period.

ISSUED: July 12, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

434060 Ordering Agency Supplies

Agency supplies are to be ordered on form 427030. The approved ordering form is to be attached to the invoice when supplies are received and filed together.

When the order is to be called in, the order must be processed and approved by an authorized agency person.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: July 11, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

434060 Agency Supply Ordering

The following individuals are authorized to approve the ordering of Agency supplies:

Lee Y. Woo
Mike Brunetti
Gus Arechavala

434060.01 Ordering Agency Supplies

Agency supplies are to be ordered on form 427030. The approved ordering form is to be attached to the invoice when supplies are received and filed together.

When the order is to be called in, the order must be processed and approved by an authorized agency person.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: September 4, 1992
PPM: 434060 Agency Supply Ordering
PPM: 434060.01 Ordering Agency Supply

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

434070 Contract Services

Chapter members or non-paid staff can be contracted to do per diem work. Contracts must contain the following information:

1. Services to be provided
2. Date the services should be completed
3. Rate of Pay

Contracts can be extended if the work has not been completed with a new memorandum of understanding.

Chapter members and non-paid staff are to be used first, then non-chapter members can be awarded contracts.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 19, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

434090 Capital Equipment

Items with a value over \$500.00 are classified as capital equipment and must be handled according to PPM# 432045.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 19, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

434090 Purchase over \$500.00 in value

Purchase of items over \$500.00 in value must be approved by the Executive Director if purchased by a Cost Center Manager or by the Board of Directors.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: May 12, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT
526 O'FARRELL STREET, SAN FRANCISCO, CA 94109
415/749-7614

Bid estimates for this project should not exceed a total cost of \$500.00. The deadline for accepting bids for this project is 5:00 p.m.

REQUEST FOR BID

Project:

Specifications:

Concept/themes:

Target audience:

Dimensions:

Other: Use agency logo on title page only.

Timeline(s.): The Contract Period for this bid runs from the date the Request for Bid is signed by the independent contractor through the completion date indicated here below.

Date of presentation of camera-ready draft
or preliminary workup of project.

Completion date for final product.

Contact Person: _____

After you have read the above project description carefully, please complete the attached "Request for Bid" form. Describe clearly how you intend to present the project, based on the specifications cited above. Itemize, as best you can, all costs for materials and labor required to complete the project. Be sure your total estimate does not exceed the dollar amount indicated above.

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

436070 Request for Bid (RFB) Protocol

Request for Bid (RFB) are issued by BAHSES to obtain the best competitive bid for services or project.

RFB should include the following items:

1. Type of service - This should be a concise statement of need.
2. Concept - An outline of what is needed or idea behind the service or project.
3. Theme - Indicate if there is one.
4. Specific objective/goal - The objective/goal of the service is to be provided.
5. Target/Focus:
 - a. To whom is this service directed or serve.
 - b. Geographic target/Focus
6. Contact Period - Period of the contact.
7. Outline of Bid:
 - a. Bid concept
 - b. How the work is to be done or accomplished
 - c. Time line
 - d. Cost - Total cost of the project
8. Project agency or contact person
9. Deadlines for:
 - a. Delivery Date
 - b. Letter of intent
 - c. Full Proposal
10. Date of contract award - The date the contract will be awarded.
11. BAHSES' RFB Contact person
12. Address to mail information.

Forms 434105 9/92 Request for Bid and 434070 9/92 Vendor Contract are to be used for RFBs.

ISSUED: August 19, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: September 23, 1992
PPM: 436070 Reuest for Bid (RFB) Protocol

BAHSES - BWMT/MACT
626 O'FARRELL STREET, SAN FRANCISCO, CA 94109
415/749-7614

REQUEST FOR ADVERTISING BIDS

The Bay Area HIV Support and Education services (BAHSES) is currently accepting bids to produce advertising copy in the following categories:

1992 Agency Calendar
Staff training materials
Public service announcements
Community education and training materials
Agency stationery, brochures, and posters
Monthly agency newsletter
Etc.

Any individual or organization interested in becoming competitive for any of the jobs mentioned above, should contact Lee Woo (415) 749-6714. While specific request for bids will (also) be announced throughout the year, as needed, individuals free-lance contractors and organizations are encouraged to send us a brief description of the kind of work you do (resume, etc.) and a business card at any time. These will be added to our active file and referred to as the need arises.

Please remember that we are a non-profit organization, and select and award bids based on our budget constraints.

We look forward to hearing from you.

Executive Director, BAHSES - BWMT/MACT

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT
626 O'FARRELL STREET, SAN FRANCISCO, CA 94109
415/749-7614

REQUEST FOR ADVERTISING BIDS

The Bay Area HIV Support and Education services (BAHSES) is currently accepting bids to produce advertising copy in the following categories:

1992 Agency Calendar

Staff training materials

Public service announcements

Community education and training materials

Agency stationery, brochures, and posters

Monthly agency newsletter

Etc.

Any individual or organization interested in becoming competitive for any of the jobs mentioned above, should contact Lee Woo (415) 749-6714. While specific request for bids will (also) be announced throughout the year, as needed, individuals free-lance contractors and organizations are encouraged to send us a brief description of the kind of work you do (resume, etc.) and a business card at any time. These will be added to our active file and referred to as the need arises.

Please remember that we are a non-profit organization, and select and award bids based on our budget constraints.

We look forward to hearing from you.

Executive Director, BAHSES - BWMT/MACT

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

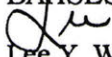
[illegible]



625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706

September 23, 1992

TO: BAHSES Staff

FR: 
Lee Y. Woo

RE: MEDICAL BENEFITS REIMBURSEMENT

Employees are entitle for reimbursement for actual medical items that are not cover by their regular insurance. The reimbursement can not exceed the balance of you Health Benefits Balance Report.

Reimbursement request will be submitted on (BAHSES-BWMT/MACT Expense/Reimbursement Form, Form 442000-6/92. The accounting Data is 26 - 5111 - 334060 for medical, 334065 for dental, 334070 for vision and 341000 for any other. - 92B004 - Actual \$ Expense - Month and Year that the reimbursement is requested. Attach a copy of the bill to the form. State in the explanation block that this is a "Health Benefit Reimbursement" and sign.

Health Benefit Reimbursements will be processed through NTFAP accounting services and not agency petty cash fund. Reimbursement checks should be available within 15 days after receipt.

cc: Allan Piniol
PPM

441045



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

436005 Grant Submission Requirement

In order to meet the grant submission requirement of the Grant Oversight Committee (GOC) of the National Association of Black and White Men Together (NABWMT) the following protocol will be utilized in order to use NABWMT's 501 (c) 3 non-profit status:

A. Once a grant is identified:

1. Prepare a concept paper and forward a copy to agency Executive Director.
2. Select a team to prepare the grant, this should include the principle players and the Operations Manager.
3. Depending on time and availability of staff, the final grant proposal should be completed one week prior to the due date. In the case of short fuse proposal, the grant needs to be completed no later than 24 hours prior to due date or two business days if it has to be mailed out of town.
4. Grants will be reviewed to determine if they support our goals, or agency mission. Grants should not be viewed from the point of funds or new programs, if it does not support our mission statement and goal.

If the above requirements are not met, the proposal will not be written.

- B. Once the grant concept paper is approved by the agency Executive Director, then it will be sent to the BAHSES Board of Directors for approval. This can be done by mail.
- C. Grant concept papers are approved by the BAHSES Board of Directors, copies will be forwarded to NABWMT grant oversight committee and Executive Director NTFAP/NABWMT.
- D. Step C is not necessary if NABWMT 501-(c)-(3) is not used.

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

436060 Donations

Whenever BAHSES employees receive donations on behalf of the organization, they are to remit the funds to operations immediately. Whenever possible, monetary donations should be made by check. If cash is received, then it should be placed in an envelope and sealed. The donor's name and address should be written on the outside of the envelope and the amount donated.

Agency administration is responsible for sending a thank you letter to the donor within five (5) working days.

ISSUED: August 14, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

436070 Request for Bid (RFB) Protocol

Request for Bid (RFB) are issued by BAHSES to obtain the best competitive bud for services or project.

RFB should include the following items:

1. Type of service - This should be a concise statement of need.
2. Concept - An outline of what is needed or idea behind the service or project.
3. Theme - Indicate if there is one.
4. Specific objective/goal - The objective/goal of the service is to be provided.
5. Target/Focus:
 - a. To whom is this service directed or serve.
 - b. Geographic target/Focus
6. Contact Period - Period of the contact.
7. Outline of Bid:
 - a. Bid concept
 - b. How the work is to be done or accomplished
 - c. Time line
 - d. Cost - Total cost of the project
8. Project agency or contact person
9. Deadlines for:
 - a. Letter of intent
 - b. Full Proposal
10. Date of contract award - The date the contract will be named.
11. BAHSES' RFB Contact person
12. Address to mail information.

ISSUED: August 19, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

436070 Request for Bid (RFB) Protocol

Request for Bid (RFB) are issued by BAHSES to obtain the best competitive bid for services or project.

RFB should include the following items:

1. Type of service - This should be a concise statement of need.
2. Concept - An outline of what is needed or idea behind the service or project.
3. Theme - Indicate if there is one.
4. Specific objective/goal - The objective/goal of the service is to be provided.
5. Target/Focus:
 - a. To whom is this service directed or serve.
 - b. Geographic target/Focus
6. Contact Period - Period of the contact.
7. Outline of Bid:
 - a. Bid concept
 - b. How the work is to be done or accomplished
 - c. Time line
 - d. Cost - Total cost of the project
8. Project agency or contact person
9. Deadlines for:
 - a. Delivery Date
 - b. Letter of intent
 - c. Full Proposal
10. Date of contract award - The date the contract will be awarded.
11. BAHSES' RFB Contact person
12. Address to mail information.

Forms 434105 9/92 Request for Bid and 434070 9/92 Vendor Contract are to be used for RFBs.

ISSUED: August 19, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: September 23, 1992
PPM: 436070 Request for Bid (RFB) Protocol

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

DATE: _____

NAME: _____

9/5

NAME: Glenn

1097

517

1017

103

10/7

07A

10/4

CS

264

[Handwritten signature]

10/20/92

W

BAHSES - BWMT/MACT Policy and Procedure Manual

441000 BAHSES - BWMT/MACT Pay Days

Regular Salary Staff and Contract and Per Diem: Pay is issued on the 15th and the end of the month.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 23, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

441070 - Payroll Codes

000 - Pay
010 - Regular Work
020 - Work Shift 2
030 - Work Shift 3
040 - Out of Class Pay
060 - CHOW Pay
080 - Non Paid Staff Hours Only
090 - Workshop
095 - Support Group
015 - Per Diem

100 - Overtime
110 - Overtime 1.0
120 - Overtime 1.5
130 - Overtime 2.0

200 - Compensation Time
210 - Compensation Time 1.0
220 - Compensation Time 1.5
230 - Compensation Time (Travel Away from Home Status) 1.0

300 - Industrial/Disability
310 - Industrial - Regular
320 - Disability

400 - Authorized Leaves
410 - Leave (Vacation)
415 - Leave (Sick)
420 - Bereavement
430 - Floating Holiday
440 - Holiday
450 - Education
460 - Military
470 - Maternity
480 - Leave Buy Back
490 - Authorized
495 - Comp Time

500 - Unauthorized Leaves
510 - Leave (Vacation/sick)
520 - Bereavement
530 - Floating Holiday
540 - Holiday
550 - Education
560 - Military
570 - Maternity
580 - Leave Buy Back
590 - Unauthorized

600 - Other Codes
610 - Contractor
620 - Special Recharge

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 24, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

441115 Wage Garnishments

BAHSES will comply with the laws that govern wage garnishments. If BAHSES receives a garnishment order from an authorized entity, e.g., the State, IRS, Sheriff's Office, attorney, etc., the Project Administrator will notify the employee that their wages are being garnished per wage garnishment order. If the employee indicates that he/she has paid the amount cited on the garnishment order, the employee must provide Project Administrator with a release from the Garnishor within five (5) business days stating that the amount has been paid. If no release is obtained, the Executive Director will authorize the payroll deduction per the wage garnishment order.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

441160 Time Sheets Maintenance

All time sheets are property of the agency. Employees are required to submit original copies of time sheets for payment.

Time sheets must have:

1. Date: month, year and pay period.
2. Days actually worked, approved and unapproved time off.
3. Original signature, social security number and date signed.
4. Submitted immediately at the end of the pay period, no later than the next week.

If these requirements are not met, the time sheets will be delayed for processing and payment.

ISSUED: March 26, 1992
REVIEW: March 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

441160 Time Sheets

All BAHSES-BWMT/MACT Staff (paid and non-paid) need to complete a BAHSES-BWMT/MACT time sheet each pay period. Time sheets and the activity sheet on the reverse side need to be completed and turned in by the 1st working day after the pay period.

1. Time Sheet - Completion of Time Sheets (For all BAHSES-BWMT/MACT staff)

- a. The time sheet will be completed for 2 periods 1-15 and 16-28/29 or 30/31.
- b. Enter the number of hours worked, overtime, compensatory time, authorized leave, etc. Additional codes can be located on the reverse of the time sheets.
- c. The maximum number of hours that can be entered on "010" regular work is 8 hours. Any other hours will be allocated to the appropriate lines series (100, 200, 300, 400, and 500).
- d. Total each column across and down by the day.
- e. The total across the bottom must total at least 8 hours, adding all work and leave hours (200, 300, 400, 500, and 600).
- f. The column totals down and bottom line should match. If not, recheck your figures until it balances.
- g. The leave accrual block is maintained by the employee, but the Project Administrative Assistant will carry the new balance forward.
- h. Employees will sign time sheet certifying their hours for the period.

Note: 1) Non paid staff complete line code 080 with hours worked.
2) Workshop Facilitators Code 90 and Support Group Code 95 complete line with the hours worked.

2. Daily Activity Records for per diem/contract workers - The accurate completion of the form is important since the information will be used to complete your monthly activity report.

- a. Enter dates for the period.
- b. Enter time arrived at work and departed. Enter the total hours worked. This is to be completed by all agency staff.
- c. Enter activities accomplished for that day.

3. Overtime - All overtime must have prior approval or an explanation of why it was necessary. The information is entered on the activity report

4. Making Up Time - Making up time for being late is not automatic. Employee must receive approval from supervisor. If not approved for make up, then it will be charged as not authorized leave without pay.

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

441160.01 Completing Time Sheets

There are a number of ways of completing time sheets.

1. Paid Staff - Complete section marked Regular Code 010 the hours worked. This includes time spent on Support Group Code 095 and Workshop Facilitation Code 090.
2. Workshop Facilitators - Complete section marked Workshop Code 090, whenever you facilitate a workshop.
3. CHOW (Community Health Outreach Workers) - Complete section marked CHOW Code 060 for HIT tables.
4. Support Group Facilitator - Complete section marked Support Groups Code 095.
5. Per Diem Staff - Complete section marked Per Diem Code 015 regardless of the per diem rate.
6. Contractor - Complete section marked Contractor Code ____ regardless of the contract rate.

Non paid staff can use the same time sheets for codes i.e., 090, 060, 095, 015, & 6210 multiple.

*7. Non-paid Staff - Personnel who are not paid for their services are to code their hours in the non-paid section code 080.

*Note: Part time paid staff can be paid for work performed if it is not in their program field. e.g. Education program person can receive session payment for support group related, but can not be paid for program related workshop and HIT (CHOW) work. The same holds true for Support Group Program Part time personnel.

Full time employees are not entitled to payments in Codes 095, 090, 060, and their time will be coded as 210.

441160.02 Time Sheets

Time sheets must be kept by all employees. These must be accurate and complete.

A time sheet is signed by employee and approved by the supervisor. The time sheet must be sent to the Executive Director or Operations Director by the first and sixteenth of each month. Except for vacation pay, or other paid leave pay, no paycheck will be issued to any employee who has not submitted a completed time sheet. Late submission of a time sheet by the employee may result in a delay in receiving a paycheck and subject to applicable laws.

Completed time sheets are maintained for 3 years in the BAHSES Regional office with a copy transmitted to the accountant.

The Executive Director/Program Manager is authorized to make any necessary changes or alterations in time sheets submitted by employees. If such changes are made, a copy of the altered time sheet will be returned to the employee, with an explanation of the change. Any disputes over changes in time sheets are subject to the grievance procedure.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 23, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

sheet by the employee may result in a delay in receiving a paycheck and subject to applicable laws.

Completed time sheets are maintained for 3 years in the BAHSES Regional office with a copy transmitted to the accountant.

The Executive Director/Program Manager is authorized to make any necessary changes or alterations in time sheets submitted by employees. If such changes are made, a copy of the altered time sheet will be returned to the employee, with an explanation of the change. Any disputes over changes in time sheets are subject to the grievance procedure.

NOTE: 1) White out under no circumstances is to be used on time sheets. Any correction will have a line drawn through, corrected entry written next to the error, and initialized.

2) Time Sheets are to be completed in black/blue ink only. Never pencil

ISSUED: February 21, 1991
REVIEW: February 1992
1992
APPROVED:

BY: Executive Director
REVISED: January 23,

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

441165 Playshop Facilitators' Reimbursement (CHOW Fund)

To qualify for playshop facilitators' reimbursement, the following requirements need to be met:

1. Certified playshop facilitator
2. Meet funding source requirement
3. Funds availability

The playshop (CHOW) payments are not to be seen as a supplement to regular income; rather an offset to cost associated for participating in the playshop.

This fund is limited and request for payment can be denied depending on funding constraints.

We would hope people would donate their time to the organization as part of their commitment to the community.

441165.01 Chow Fund Eligibility Requirements

In order to qualify for CHOW funds, the individual must be certified by BAHSES' staff for the respective program.

All time involved in becoming certified will be done as non-paid.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 23, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

441170 Direct Deposit of Pay Check

BAHSES employees can have their pay check deposited directly to their bank. Employees are to submit a voided copy of their deposit slip to our payroll person. The automatic deposit will take place within 3 payroll periods.

When the direct deposit takes place, you will receive a non negotiable check with your deductions. Your check will be deposited in your bank account on the morning of a business day.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: May 12, 1992

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

442000 Other Expenses

This covers all expenses incurred for the purchase of goods and services, including operational supplies. Approval for purchase must be received in advance from the Executive Director or Project/Program Manager.

Reimbursement will only be made upon presentation of receipts and properly completed forms. Submission of documentation must be made more later than 15 working days into the month following the expenditures.

ISSUED: August 6, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

442000 - Expense Reimbursement Codes

1. Transaction Codes:

- a. 1st Digit - 1 - Revenue, 2 - Expense, 3 - Transfer, 4 - Adjustment, 5 - Other, 6 - Fund, 7 - Payroll, 8 - Advance.
- b. 2nd Digit - 1 - Revenue, 2 - Expense, 3 - Transfer, 4 - Adjustment, 5 - Other, 6 - Fund, 7 - Payroll, 8 - Advance.

2. Cost Center Number

Four digits of the Cost Center Code is made up of the first three digits of the file number and the first digit of the last three digit of the subject item.

3. Line item number

The six digits of the line item number is made up of the Module number, the chapter number, section number and the three of the subject item.

4. Fund Number

The four digit number is made up of the actual fund number. The first two digit are the year and the last two is the number of the fund for the year.

5. \$\$\$\$

Enter dollar amount. Fill in blanks with zero.

6. _____

Enter cents.

442000.01 Reimbursement of Health Benefits

Each employee is entitled to \$190.00 per month in health care benefits. These funds can be spent on any health programs. Any monies left over from the \$190.00 can be used for:

- deductibles
- co payment amounts
- or anything not covered by your health program

Since the job is very emotional and stress producing, left over health care funds can be used for health club membership, to promote good mental health.

Health care monies can not be spent on non-health coverage items if they are not accrued.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: May 1, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

[illegible]

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BWMT/MACT AIDS TASK FORCE
EXPENSE/REIMBURSEMENT FORM
Check Payable to:

Name: _____ Date: _____
Address: _____
City/State: _____ Zip: _____

Exp/ Rev	Cost Center	Line Item	Fund	\$	\$	\$	\$	\$	\$	M	M	Y	Y
-------------	----------------	-----------	------	----	----	----	----	----	----	---	---	---	---

1. General Administration List Item

2. Management Programs List Item

3. Personnel List Item

4. Financial List Item

5. Programs List Item

TOTAL _____

Explanation For Expense/Reimbursement (Attach Invoice or Receipt)

Signature _____ Approval _____ Date _____

FN: 442000

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

442035 Frequent Flyer Mileage

Employees are allowed to keep the frequent flyer miles given for business travel. Staff is encouraged to apply for Frequent Flyer membership with two or three major airlines.

This is in lieu of a compensation for travel and time away from home.

ISSUED: December 9, 1991
REVIEW: December 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

442035 Mileage and Travel Reimbursement

Bay Area HIV Support and Emotional Support will reimburse members for approved expenses incurred while working on the goals, objectives, and activities of the agency excluding normal commuting but including public transportation costs, taxi fares, personal vehicle mileage at twenty three cents (\$.23) per mile, plus parking and toll charges. Approved hotel expenses are only covered for actual days of the meeting including layovers due to travel schedule. Alternative housing in the community, perhaps with chapter members, is highly encouraged.

- a. For use of personal vehicles for BAHSES business, the vehicle is required to be covered by motor vehicle liability insurance in the amount of at least \$100,000. An employee's use of a personal vehicle for business without the required insurance coverage in force will result in disciplinary action.

Reimbursement will only be made upon the presentation of the proper forms and receipts no more than 15 working days into the month following the expenditures. Forms are provided by BAHSES.

ISSUED: July 31, 1991
REVIEW: July 1992
APPROVED:

BY: Executive Director
REVISED: January 23, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

442035 Transportation Reimbursement BAHSES - BWMT/MACT

**TRANSPORTATION REIMBURSEMENT
BAHSES-BWMT/MACT**

Auto Mileage

<u>Date</u>	<u>Event</u>	<u>Total Cost</u>	<u>One Way</u>	<u>No. miles x .00</u>	=	<u>Total</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Public Transportation

<u>Date</u>	<u>Event</u>	<u>Type of Transport</u>	<u>Cost Claimed</u>	<u>One Way/RI = Round trip</u>
1.				
2.				
3.				
4.				
5.				
6.				

Airline/Train

<u>Date</u>	<u>Event</u>	<u>Cost Claimed</u>	<u>One Way/ = Round trip</u>
1.			
2.			
3.			
4.			

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

511000 Program Responsibility

The Program Coordinator and Program Directors in consultation with the Executive Director are responsible for BAHSES-BWMT/MACT programs.

Program changes and deletions are done through the Agency Management Team.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

511100 Manual Coding

Manuals are coded to indicate what department is responsible for its development, implementation and updating.

The manual code is made up of a alpha numeric system.

Sample = OA-200-00

The first two digits = Department

OA = Operations/Administration

TR = Training

PM = Publicity/Media

SS = Support Services

ED = Education

QA = Quality Assurance

AC = Athletic Club

Digits 3 - 5 = for series within the department

000 = Workshops

100 = Program

200 = Operations

300 = Training

400 = Training Aids

Digits 6 -7 = Number in the series

01 =

02 =

03 =

04 =

05 =

06 =

07 =

08 =

09 =

ISSUED: August 6, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: September 14, 1992
PPM: 511100 Manual Coding

511020 Statement of Agency's Rights

As a client of this agency and using its services, the Bay Area HIV Support and Education Services expects:

- a. To keep scheduled appointments.
- b. Not to solicit money and/or favors from the staff.
- c. When asked to leave, to respond to the request.
- d. Not to harass staff.
- e. To show basic respect of other clients.
- f. If having a problem with BAHSES or its staff to notify the Executive Director.
- g. Understand your rights as a client.
- h. Provide suggestions to improve services.

ISSUED: December 23, 1991
REVIEW: December 1992
APPROVED:

BY: Executive Director
REVISED: January 15, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES MEMORANDUM

December 2, 1991

TO: BAHSES Staff

FR: Lee Y. Woo

RE: SCHEDULE OF REQUIRED DOCUMENTS

Please find attached a schedule of Required Agency documents with due dates for your review and information.

If you are not able to meet established deadlines for any report, it is important to inform your supervisor immediately.

Lee Y. Woo
Executive Director

cc: NTFAP (3)
5110/5210/5310/Master

211020/511040

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES REPORTS/BILLINGS

<u>REPORT NAME</u>	<u>DUE DATE</u>	<u>PROGRAM</u>	<u>RESPONSIBLE PERSON</u>	<u>COMMENTS</u>
Program Monthly	4th Working Day	All	All Program Personnel	Reports are to be forwarded up the chain of command to the Executive Director
Affirmative Action Report	5th Working Day	Operations	Executive Director	
Personnel Evaluation	Within 10 working days of due date	All	All Supervisors	Evaluations are done as scheduled
Invoice for Programs	7th Calendar day	All grant programs	Program Managers & Program Assistants	Final copy to Fiscal Agent & Funding Agency by 9th Calendar day
Reimbursement and Check Requests	Every Monday	All employees (Paid/Nonpaid Staff)	Administrative Assistant	Must have final transmittal letter to Executive Director by Mon AM or Tues PM
Timesheets	1st working day after the end of pay period	All employees (Paid/Nonpaid Staff)	Administrative Assistant	All timesheets must be approved and signed by supervisors
Payroll Report	3rd working day after the end of pay period	Operations	Administrative Assistant	
Payroll Changes	Within 6 Calendar dates before the next payroll	All employees	Administrative Assistant	Employees are to give personnel action to Administrative Assistant

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES REPORTS/BILLINGS

<u>REPORT NAME</u>	<u>DUE DATE</u>	<u>PROGRAM</u>	<u>RESPONSIBLE PERSON</u>	<u>COMMENTS</u>
Program Quarterly Reports	5th day before due date	All Programs	All program Personnel	Reports are due to Executive Director no later than 4 days before due date
Special Payroll	1st working day after the end of pay period	Contract	Administrative Assistant	Everybody who is under special salary reimbursement
BAHSES Newsletter	15th of each month	All	All agency personnel..	Articles to be placed in Bill Besse's mail box

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

511180 Statement of Clients' Rights

Any person presenting him/herself for services at the Bay Area HIV Support and Education Services of BWMT/MACT SFBA is considered and is entitled to the following rights:

- a. The right to treatment with dignity and respect in a non-judgmental manner, regardless of his/her personal identification.
- b. The right to complete confidentiality. Information will be withheld from all inquirers, including family members, friends, spouse/lover and medical or law enforcement personnel-except in cases of life-threatening situations, child abuse or with the written request/permission of the client.
- c. The right to be seen privately. This includes the following services, if applicable intake, assessment of needs, case management and individual counseling. Exceptions to this right include enrollment in a group session provided in association with BAHSES.
- d. The right to refuse or discontinue services at any time for any reason. This includes the right to request services from another provider.
- e. The right to full information about the services offered in association with BAHSES.
- f. The right to inspect all client-specific documents. This includes all intake forms and notes, assessment forms and notes, case notes and any other documents pertaining to the client only. You may obtain a copy of your file documents.
- g. The right to information pertaining to the appeals process in the event s/he has a grievance with BAHSES or a BAHSES staff person.
- h. The right to know what rules and regulations BAHSES has established in regard to inappropriate client conduct and what penalties and/or consequences may result.
- i. In the event of problems with another client, the client has the right to present the problem to the staff and/or the Executive Director. The client can expect to be heard, be provided with a response and be notified of final determination/resolution.
- j. The staff is to be professional in conduct and treatment of all clients.

Clients will not be:

- Sexually or physically harassed,
- Solicited for favors, labor or money by a staff member,
- Refused service without due cause and notice.
- Treated with disrespect

ISSUED: December 23, 1991
REVIEW: December 1992
APPROVED:

BY: Executive Director
REVISED: January 15, 1992
PPM: 511180 Statement of Client's Rights

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

DATE:	NAME:
10/27	Pharo
10/28	YJA
10/28	MY
10/29	MB
10/29	JDSEH
11/2	SA
11/4	CS
11/4	by w

BAHSES - BWMT/MACT Policy and Procedure Manual

511180.01 Statement of Agency's Rights

As a client of this agency and using its services, the Bay Area HIV Support and Education Services expects:

- a. To keep scheduled appointments.
- b. Not to solicit money and/or favors from the staff.
- c. When asked to leave, to respond to the request.
- d. Not to harass staff.
- e. To show basic respect of other clients and staff.
- f. If having a problem with BAHSES or its staff to notify the Executive Director or the appropriate staff person.
- g. Understand your rights as a client.
- h. Provide suggestions to improve services.

ISSUED: September 23, 1992
REVIEW: September 1992
APPROVED:
Rights

BY: Executive Director
REVISED: January 24, 1992
PPM: 511180 Statement of Client's

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

511185 BAHSES Client's Grievance Procedure

The BAHSES' policy is to maintain an open and safe environment in which a client may discuss any issue(s) of concern with all levels of BAHSES STAFF. However, should a client have a grievance with any BAHSES staff member, the following procedure has been established.

1. Clients with a grievance will discuss the grievance with the staff member involved in order to seek resolution.
2. Should this prove unsuccessful or not to the client's satisfaction, s/he may request review by the Executive Director.
3. The Executive Director will discuss the client's grievance with the client and staff member.
4. Should this prove unsuccessful or not to the client's satisfaction, s/he may request a review by BAHSES' Board of Directors.

At all times throughout this process, clients will be treated with respect and will be provided with the name, telephone number and address of the person(s) noted above. In a timely, manner, staff will keep the client informed throughout the grievance process.

ISSUED: September 23, 1992
REVIEW: September 1992
APPROVED:

BY: Executive Director
REVISED:
PPM: 511185 Client's Grievance Procedure

BAHSES BWMT/MACT

CS

BAHSES - BWMT/MACT Policy and Procedure Manual

512015 Certification of Safer Sex Playshop Facilitators

To qualify as a Safer Sex Playshop facilitator, the following requirements must be met:

1. Attend facilitator training (2 Days).
2. Participate in 3 Playshops (must present all modules of the workshop).
3. Conduct one complete Playshop.
4. In each of the above cases, trainee must be evaluated by a certified playshop facilitator.

Certification is maintained by attending monthly facilitators meeting and necessary training.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

512015 Workshop Facilitator Certification

To qualify as a Safer Sex Playshop facilitator, the following requirements must be met:

1. Attend facilitator training (2 Days).
2. Participate in 3 Playshops (must present all modules of the workshop).
3. Conduct one complete Playshop.
4. In each of the above cases, trainee must be evaluated by a certified playshop facilitator.

Certification is maintained by attending monthly facilitators meeting and necessary training.

Upon certification, the facilitator will be eligible for CHOW pay.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

512015 Workshop Facilitator Certification

To qualify as a Safer Sex Playshop facilitator, the following requirements must be met:

1. Attend facilitator training (2 Days).
2. Participate in 3 Playshops (must present all modules of the workshop).
3. Conduct one complete Playshop.
4. In each of the above cases, trainee must be evaluated by a certified playshop facilitator.

Certification is maintained by attending monthly facilitators meeting and necessary training.

Upon certification, the facilitator will be eligible for CHOW pay.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

521065 Condoms Types and Names

CONDOMS TYPES*

Larger Size
Smaller Size
Thicker latex with N-9
Thinner latex
Thinner latex
Flavored & Non-Lubricated
Contoured
Contoured
Contoured
Contoured
Textured
Textured
No Receptical Tip
Adhesive & Applicator
Non-Lubricated & Thin
Non-Lubricated
Water-based Lubricant
Lubricant with N-9
Sheerlon Latex
Lubricant with N-9
2 of 4 Assorted Colors
2 of 4 Assorted Colors

NAMES

Magnum
Snugger Fit
Extra Strength
Super Thin
Skinless Skin
Kiss of Mint
Form Fitted
Maxx
Fancy
Harmony
Rough Rider
Saxon Ribbed
Trojan Regular
Mentor
Gold Circle Coin
Non-Lubricated
Saxon Wet Lube
Prime SPL
Beyond
Saxon Spermicidal
Lifestyles
Safetex

*all condoms are pre-lubricated with a silicone-based lubricant unless otherwise stated.

521065 Condoms Types and Names

CONDOMS TYPES*

Larger Size
Smaller Size
Thicker latex with N-9
Thinner latex
Thinner latex
Flavored & Non-Lubricated
Contoured
Contoured
Contoured
Contoured
Textured
Textured
No Receptical Tip
Adhesive & Applicator
Non-Lubricated & Thin
Non-Lubricated
Water-based Lubricant
Lubricant with N-9
Sheerlon Latex
Lubricant with N-9
2 of 4 Assorted Colors
2 of 4 Assorted Colors

NAMES

Magnum
Snugger Fit
Extra Strength
Super Thin
Skinless Skin
Kiss of Mint
Form Fitted
Maxx
Harmony
Rough Rider
Saxon Ribbed
Trojan Regular
Mentor
Gold Circle Coin
Non-Lubricated
Saxon Wet Lube
Prime SPL
Beyond
Saxon Spermicidal
Lifestyles
Safetex

*all condoms are pre-lubricated with a silicone-based lubricant unless otherwise stated.

ISSUED: February 21, 1991
REVIEW: February 1991
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

522015 Support Group Facilitator Certification

To qualify as a Support Group Facilitator, and receive payment for certain group sessions, the following requirements must be met:

1. Attend general facilitator training (2 1/2 days)
2. Co-facilitate the support group system (2 1/2 Weeks)
3. Attend bi-weekly support group facilitators meetings

Support Group Facilitators are reviewed by a Certified Support Group Facilitator.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 17, 1991

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

531000 Operations Responsibility

The Executive Director is responsible for the operation of the agency and its programs/projects. The Executive Director, in consultation with respective program managers, is responsible for the agency's Administrative Operation, program development, implementation, and evaluation.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 23, 1992

DATE:

NAME: _____

2/25

L. Denson

2/25


$$\underline{3/2}$$

SFA

314

 $C_1 S_1$

3/10

Q

3/12

77A

531040.01 Contact Report Sheet

BAHSES-BWMT/MACT CONTACT REPORT SHEET

DATE:_____ Activity:_____

Location: _____ City: _____

[illegible]

Form 531040/1

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]