



Memo to: Faces & Voices of Recovery Board of Directors Executive Committee  
From: Patty McCarthy, CEO  
Date: November 14, 2022

**Recommended changes to the Faces & Voices of Recovery Personnel Policies to be effective January 1, 2023**

1. Update the mission statement
  - a. Vision and mission statement
    - i. **Vision:** We envision a world where the diverse voices of individuals and families affected by addiction are embraced and connected in communities, free from discrimination and injustice.
    - ii. **Mission:** Changing the way addiction and recovery are understood and embraced through advocacy, education and leadership.

2. Add a DEI statement

- a. Diversity, equity, and inclusion statement

We at Faces & Voices of Recovery acknowledge the direct connection between recovery and social justice. We are committed to being visible and vocal in supporting the diversity of all people through inclusive, antiracist and equitable practices.

We believe that diversity in experiences, perspectives, knowledge, and ideas fuels creativity, broadens knowledge, and helps drive success. That's why we're proud to be an equal opportunity employer and strive to treat all employees with honesty, dignity, and sensitivity. We welcome all qualified applicants regardless of recovery status, criminal justice history, race, color, national origin, ethnicity, religion, sex, pregnancy, sexual orientation, gender, gender expression or identity, age, disability, veteran status, marital status, or any other legally protected class.

3. Change from 40 hours to 30 hours per week (aligns with IRS definition of full-time)
  - a. **Regular full-time:** an employee hired to work at least 30 hours per week is designated as regular full-time after completing the period of trial employment.

4. Change from 4 months to 90 days- currently says 4 months
  - a. Trial Employment Period

There is a 90-day trial period of employment for all employees, after which they will be evaluated. This period is intended to allow a supervisor to determine whether a new employee can adequately perform the duties of the position.

5. New paid holiday
  - a. Recognize June Nineteenth as a paid Federal holiday

6. Change from 40 hours to 30 hours to align with full-time status

ADVOCATE. ACT. ADVANCE.



a. Wages Paid for Holidays

Faces & Voices makes a distinction between payment of wages for legal holidays that are recognized by Faces & Voices and payment for vacation/sick time. Only employees who are eligible to receive fringe benefits may accrue vacation and sick time. However, all employees are eligible to be paid for time off during Faces & Voices holidays if they meet the following criteria:

- Employees, even if hired on a temporary or per diem basis, whose normal schedule is 30 hours per week.
- Employees, even if hired on a temporary or per diem basis, whose normal work schedule is less than 30 hours per week and whose normally scheduled workday(s) fall on the holidays.

7. Change Accrued Sick Leave to Accrued Sick and Safe Leave

- a. Employees can use paid sick leave for themselves and family members for illness or medical appointments and absences associated with domestic violence or sexual abuse.

8. Remove this due to being a fully remote company

- a. Inclement Weather

An authorized absence will be approved when government officials issue a weather advisory, and the federal/state government is closed. In the event of a severe storm, a power blackout, or another emergency, the employee should not assume the office is closed. If the office remains open, employees are expected to make reasonable efforts to arrive at work on time or as soon thereafter as conditions permit. If the office remains open, absences will be charged against employee's leave time.

9. Remove this due to being a fully remote company

- a. Personal Visitors at the Office

Brief visits by personal visitors are welcome so long as they do not unreasonably disrupt the employee's work or distract any employee from performing his or her work.

10. Change to vacation time accrual rates

- a. Vacation Time

Vacation time will be provided as follows for staff who work 40 hours per week:

Currently says

Chief Executive Officer- four weeks.

All other staff members – three weeks during the first year of employment and four weeks during each subsequent year of employment.

Change to

Years of Employment	Officers	All Other Staff
1 year	4 weeks (160 hours)	3 weeks (120 hours)



2 to 4 years	4 weeks (160 hours)	4 weeks (160 hours)
5 to 9 years	5 weeks (200 hours)	5 weeks (200 hours)
10+ years	6 weeks (240 hours)	6 weeks (240 hours)

11. Change this from one to two days

- a. Employees hired on September 1 or later will only be awarded **two** personal leave day (16 hours) from September 1 to December 30 in the first year of employment. Employees become eligible to take paid time off after completing their 90-day probation.

12. Change from 10 years to 8 years; change CEO to Executives

- a. Sabbatical

**Executives** shall be entitled to a six-week paid sabbatical for each **eight years** employed at Faces & Voices. They will continue to accrue leave and remain eligible for benefits during the sabbatical. Such sabbatical shall be in addition to any accrued vacation time. Subject to the provisions of the next paragraph, an eligible employee may extend the duration of a sabbatical by using any accrued vacation time and/or by taking unpaid leave.

The exact timing and duration (if longer than six weeks) of any sabbatical taken shall be approved by the Chair of the Board of Directors.

13. Add last sentence to clarify for remote workers

- a. Safety

Faces & Voices of Recovery will provide, via the Chief Executive Officer and all employees, a safe and healthy workplace environment for employees and visitors. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment. **The workplace environment is described as any physical space in which an employee is conducting business for Faces & Voices of Recovery, outside of the employee's remote office**