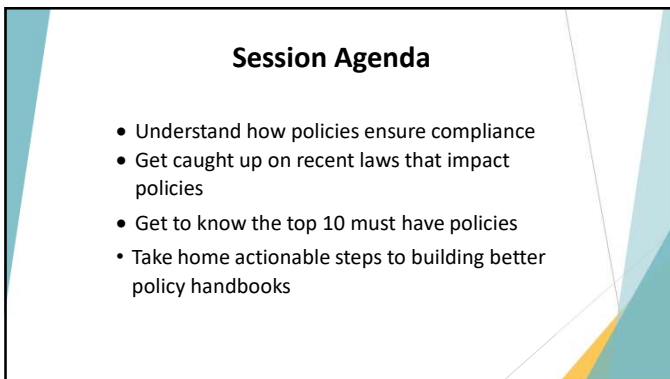




1



2



3

Compliance with grants & contracts

“Organization’s policies should address hiring, position classification, duties, evaluations/raises/ promotions, salaries, leave, fringe benefits, and equal employment opportunities”.

HR policies are a growing area of focus during monitoring.

4

So many laws...

- Section 601 of Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Section 901 of Title IX of the Education Amendments of 1972
- Section 303 of the Age Discrimination Act of 1975
- Victims of Crime Act of 1984
- Violence Against Women Act of 1994 (& Reauthorizations)
- OMB Circular A-122
- Sarbanes–Oxley Act of 2002
- The Fair Credit Reporting Act
- Drug-Free Workplace Act of 1988
- Oregon Family Leave Act
- Americans with Disabilities Act of 1990
- Speak Out Act
- Oregon Workplace Fairness Act Amendments

5

Diversity, equity, and inclusion

- Woven into all policies: Top 10, hiring, promotion, progressive discipline, and training.
- Growing edge for Organizations: Mentorships, workplace affinity groups, flexible work schedules, pay equity and more.

6

The top 10 must have policies

1. Equal employment opportunity
2. Anti-harassment and nondiscrimination policies
3. Family and Medical Leave
4. Background-check
5. Americans with Disabilities Act (ADA)

7

The top 10 must have policies

6. Limited English Proficiency (LEP)
7. A whistleblower policy
8. Drug-Free Workplace Policy
9. Confidentiality
10. Time keeping & attendance

8

Building Better Handbooks

- Use tools like payroll software, SharePoint sites, and Microsoft Notebooks
- Handbooks can promote your organizational identity, brand, and values.
- Include pictures, videos, infographics, timelines, and testimonials

9


Helpful Links

- Nonprofit Association of Oregon
 - www.nonprofitoregon.org
- Oregon Bureau of Labor & Industries
 - www.oregon.gov/boli
- The Society for Human Resource Management
 - www.shrm.org
- National Council of Nonprofits
 - www.councilofnonprofits.org

10

Thank You!

Mark Kajitani, SHRM-SCP & SPHR
*OPB People & Culture Director
 & HR Consultant
 mkajitani@opb.org*



11

Become an NAO Member

Oregon's nonprofits work in every community, touch nearly every facet of our lives, and help build a thriving and vibrant Oregon.

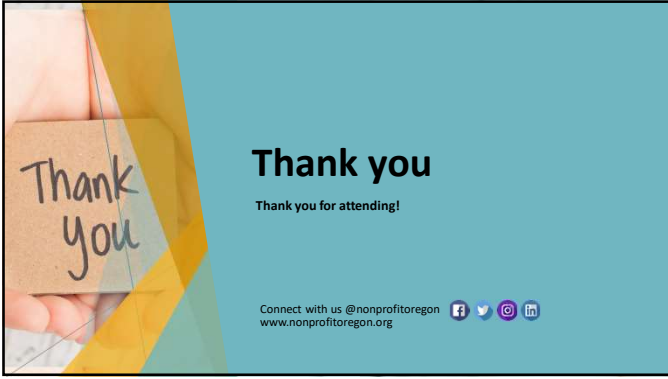
Become part of an important network of organizations, affiliates, and individuals who believe in the vitality of the nonprofit sector.

[f](#) [t](#) [@in](#)
 @nonprofitoregon
 www.nonprofitoregon.org



The mission of the Nonprofit Association of Oregon is to strengthen the collective voice, leadership, and capacity of nonprofits to enrich the lives of all Oregonians.

12



13
