

EMPLOYEE HANDBOOK

BOTTINEAU NEIGHBORHOOD ASSOCIATION

January 1, 2022

This Employee Handbook is not an employment contract. It does not establish a contract (express or implied) between the Organization and any employee regarding terms and conditions of employment

DIRECTIONS: The Table of Contents is a special feature in Word it reads the headings and creates the index.

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YOU WILL DESTROY THE FORMATTING OF ALL HEADINGS AND THE INDEX**

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1. Hover your mouse anywhere over the index
 2. Right click
 3. Choose "Update Field"
(if given another option, choose "Entire Table" not "page numbers only")
- Voila! You have a correct and very useful Table of Contents!

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MESSAGE FROM THE ORGANIZATION

To the Employees:

Bottineau Neighborhood Association (the “Organization”) understands that our most valuable asset is our employees. We strive to provide a workplace that is professional to best serve the needs and wants of our employees as well as those we serve.

The Organization’s desire is to maintain good relationships, and therefore we want to hear, discuss, and when possible, rectify any of your grievances or complaints. If you have a question pertaining to any aspect of your employment with the Organization, we encourage you to ask your supervisor.

This handbook provides you with pertinent information regarding rules and policies. It is important that you take the time to read and familiarize yourself with the information contained in this handbook, and you will be asked to sign a copy. A copy of the signed sheet will be kept in your personnel file, and you will have access to the current handbook for your records.

This handbook is not an employment contract. It does not establish a contract (express or implied) between the Organization and any employee regarding terms and conditions of employment. No communications will create contractual obligations unless in writing and signed by the Organization the Organization’s express designee.

This handbook revokes and supersedes any prior handbooks provided by the Organization and The Organization reserves the right to revoke, modify, amend, add to, or delete from any of the provisions of this handbook at any time, with or without notice, in its sole discretion.

EMPLOYMENT POLICIES

At Will Employment Status

Unless expressly altered through a written agreement, signed by the Board or the Board's express designee, all employees of the Organization are employed "at will." "At will" employment is of no specific duration and may be discontinued at the will or discretion of either the employee or the Organization for any lawful reason.

Equal Employment Opportunity Policy

This policy affirms that the Organization provides Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal, State and Title 7 of the Minneapolis Code of Ordinances.

Accordingly, it is the policy of the Organization to maintain a workplace where each individual has equal employment opportunities regardless of race, color, creed, religion, national origin, sex, age, disability, marital status, familial status, sexual orientation, status with regard to public assistance, or status in any group protected by federal, state, or local law.

To that end, the Organization will take affirmative steps to ensure that all employment practices are free of such discrimination. Such employment practices include hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training.

Reasonable Accommodation Policy

In compliance with all applicable federal, state, and local laws, the Organization will work with any qualified applicant or employee to explore reasonable accommodations for their known disability (which may include pregnancy related conditions) as may be necessary to allow them to perform the essential functions of the job. The Organization will also work with any qualified applicant or employee to explore reasonable accommodations for their known sincerely held religious beliefs as may be necessary.

Requesting an Accommodation: The Organization respects the privacy of its employees. Therefore, it does not generally inquire about possible disabilities, pregnancy, or religious practices unless first made known to management. Accordingly, where an accommodation is required for any reason, the interactive process of exploring the potential for achieving a reasonable accommodation should be initiated by contacting the employee's supervisor.

Determining Accommodations: The Organization will meet with individuals on a case-by-case basis to explore reasonable accommodations, considering the requirements of the job in question as well as any particular limitations that may be imposed by an individual's disability, pregnancy, or, in the case of religion, any work-related conflicts or requirements relating to the tenets or observations of the individual's sincerely held religious beliefs. To facilitate this interactive process the Organization may require appropriate medical or other documentation.

In some instances, requested accommodations may be denied based upon the Organization's determination that they pose an undue hardship, or that another, more suitable accommodation exists both for the individual and the Organization. Pursuant to the Minnesota Women's Economic Security Act (WESA), however, the Organization will not require medical documentation nor consider undue hardship in the case of any pregnant employee who, due to pregnancy-related conditions, requires seating; more frequent restroom, food, or water breaks; or restrictions on lifting over 20 pounds. Excluding these limited accommodations and those that may be required for religious reasons; accommodations must be those that permit the individual to perform all of the essential functions of the job in question.

Discrimination/Harassment/Whistleblower Policy

The Organization strives to provide a workplace environment that is productive, safe, respectful, and fulfilling for all employees, customers and persons who may enter its premises. Accordingly, discrimination, inappropriate harassment, violence, threats, or bullying by or against any of its employees, regardless of their position in the Organization, is strictly forbidden. This policy further defines different types of inappropriate conduct and provides procedures for addressing and reporting such conduct with the aim of preventing it from ever occurring or, in the event of a violation, to eliminate the problem. Violations of these policies are subject to disciplinary action up to and including immediate discharge.

Discrimination Prohibited. Discrimination in employment with the Organization in violation of the foregoing Equal Employment Opportunity Policy is strictly prohibited. This prohibited discrimination may include, but is not necessarily limited to, basing any decision concerning employment, hiring, training, promotions, discipline, wages, benefits or other terms and conditions of employment on any of the prohibited factors. No one, regardless of their position in the Organization, is authorized to make or effect such prohibited decisions.

Harassment Prohibited. The Organization prohibits harassment in the workplace by or against any of its employees and encourages all employees to conduct themselves appropriately within their role in the Organization. Prohibited harassment can take many forms, including sexual harassment, racial harassment or harassment based upon a person's age, disability, color, national origin, creed or religion, marital status, familial status, sexual orientation, or their status in any other group protected by federal, state or local law. Harassment can occur between employees, male or female, managers, or supervisors. Harassment may also involve non-employees, e.g., vendors, or customers and may in some circumstances apply to conduct outside the workplace, as well as it does within the workplace.

The following examples of prohibited harassment are for illustrative purposes only and are not meant in any way to limit the types of harassment that may be found inappropriate for our workplace:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Remarks, jokes, display of sexually suggestive objects, materials or pictures, gestures, and the like.

- Unwelcome or offensive remarks, jokes, objects, materials, pictures, or gestures relating to natural origin, race or the color of any person's skin, hair, eyes, disparaging a person's national origin, making racial epithets, name-calling, ethnic slurs or graffiti.
- Unwelcome or offensive remarks, jokes, objects, materials, pictures, or gestures relating to age or a disability or perceived disability; for example, derogatory remarks about a person's disabling condition, teasing, or taunting.

Other forms of prohibited harassment including harassment on the basis of or relating to anyone's religion, marital status, veteran status or military service, sexual preference, privacy, or status in any group protected by federal, state, or local law that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment.

Violence/Threats/Bullying Prohibited. The Organization prohibits acts of violence, threats of violence, intimidation, or bullying in the workplace by or against any of its employees. Unlike violence of overt threats, bullying may be more subtle and can take many forms. Bullying may include but may not be limited to physical or verbal abuse; implicit or subtle threatening gestures or comments; exclusion or social isolation; consistently ridiculing, belittling, or interrupting; excessive and unreasonable monitoring or micro-managing; invading someone's personal space; or other inappropriate behavior that materially interferes with a reasonable individual's ability to do their job. Bullying may also overlap with other conduct prohibited by Organization policy (e.g., discrimination and/or harassment) though it need not be based on any status protected by federal, state, or local law. Conduct prohibited under this policy may also involve non-employees such as vendors, or customers and may in some circumstances apply to conduct outside the workplace.

Whistleblowing. The Organization encourages and enables employees and others to raise serious concerns internally so that it can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about actual or suspected violations of law, rules, or regulations that govern the Organization and its operations

Reporting Discrimination, Harassment, Violence, Threats, Bullying, or Suspected Violations of the Law. Anyone who believes in good faith: that they have been discriminated against; harassed; experienced violence; been threatened; bullied; an actual or suspected violation of the law is occurring or about to occur; or who has witnessed any such conduct, is encouraged to try first to address the matter directly with the offending party(s) by invoking this policy and telling them to stop the inappropriate behavior. Where it is not practical under the circumstances to address a complaint directly to the offending party(s) – for example, where safety is a concern or doing so would likely be futile – the matter should be reported pursuant to the following “open door” policy, by following these simple steps:

Report any good faith belief that this policy has been violated or is being violated, or any work-related problems, as soon as possible. A person need not be the subject of the improper conduct or other work-related concerns to report such problems.

Complaints or reports under this policy may be brought to the attention of anyone, or all, of the following persons, in no particular order: your immediate supervisor, the Organization's Board, or any member of the Board of Directors.

Response to Complaints, Consequences and Prohibition on Retaliation. Reports made under this policy will be promptly investigated in accordance with the nature of the matter involved. Reasonable efforts will be made to treat information disclosed in the course of an investigation as confidential. The facts of each case will determine the investigative and responsive measures taken. If the Organization determines that its policies or rules of conduct have been violated it will take appropriate corrective measures based upon the specific facts and conclusions of each particular investigation. Appropriate corrective measures may include disciplinary action up to and including discharge of the offending individual(s). In all instances the objective will be to end behavior deemed inappropriate or in violation of the Organization's policies.

The Organization will not tolerate any act of reprisal or retaliation against anyone who reports, opposes, or complains of any violation or suspected violation of these policies, or against anyone who assists with or cooperates in the Organization's investigation of such reports or complaints. Complaints or reports of reprisal or retaliation should be brought under the same reporting procedures outlined above.

Drugs and Alcohol

The Organization is strongly committed to maintaining a safe and healthy working environment for all its employees and expects that all employees will discharge their duties at an acceptable performance level unimpaired by drug and alcohol use. The use of alcohol and/or drugs by employees can undermine employee productivity and the Organization image.

The use, possession, sale, distribution, or manufacturing of non-medically prescribed controlled substances or alcohol by anyone while on Organization business or on Organization property is prohibited. This includes the illegal or unauthorized use of prescribed drugs. Accordingly, it is a violation of this policy to intentionally misuse and/or abuse prescription medications.

The Organization recognizes that prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. However, any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of their job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices. Further, as it relates to medical marijuana prescribed to an employee in accordance with State law, no employee will use, possess, or be impaired by medical marijuana on Organization premises, in Organization vehicles, or during any hours of employment with the Organization.

Violation of this policy will result in disciplinary action up to and including termination of employment. Also, depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to a violation of this policy.

Employee Records

It is the Organization's policy to maintain complete and accurate employee records. Employees are responsible for notifying the Organization of changes relating to personal information such as home address, telephone number, and number of dependents promptly and accurately.

Notification of Rights and Responsibilities regarding Personnel Files

The following is a description of employees' rights and remedies regarding review of their personnel file under our policies and in compliance with Minnesota state law:

Review of Personnel File. Employees may make a written request to review their personnel file; however, such requests may be limited to no more than once every six months and may be denied if the Organization determines that the request was not made in good faith. Upon separation from employment, a former employee may make such a written request once each year after separation for as long as the personnel record is maintained.

Upon receipt of a proper, written request from an employee or former employee to review their personnel file, it is the Organization's practice to comply no later than 7 working days (if the record is located in this state, or no later than 14 working days if the record is located outside the state).

Arrangements will be made for current employees to inspect their personnel record during normal business hours, either on site or at another reasonable nearby location. An accurate copy of the personnel file may be used or simply provided. A copy will be mailed to any former employee at an address disclosed in a written request and on-site inspections will not be allowed for former employees.

Removal or Revision of Personnel File Information. If an employee disputes any of the specific information contained in their personnel file, there are three different courses of action that may be taken:

- a) the employee may do nothing about the disagreement;
- b) the employee may seek management's agreement to revise or remove the disputed information, which may or may not be granted; or,
- c) if no agreement is reached to revise or remove the disputed information, the employee may submit a written statement specifically identifying the disputed information and explaining their position on the information in question.

This position statement may be no longer than 5 written pages and will be included with the employee's personnel file along with the disputed information as long as the disputed information is contained in the record.

No claim for libel, slander or defamation may be based on any information contained in a personnel file where the above guidelines are observed. If information that should be properly included in an employee's personnel file is omitted in response to a proper, written request for review, that information may be excluded from use in a subsequent administrative, judicial or quasi-judicial proceeding, unless it is determined that the information was not intentionally omitted and the subject employee is first given a reasonable opportunity to review the information.

Remedies/Retaliation Prohibited. In addition to other remedies provided by law, if any, an employee may bring a civil action in district court in an attempt to compel compliance with these provisions regarding their right to inspect their personnel file. Any employee who in good faith exercises their rights and remedies regarding review of the personnel record under these provisions may not be retaliated against.

COMPENSATION POLICIES

Employment Classification

The Organization classifies its employees and other workers as follows:

- **Full-time regular employees.** Employees hired to work the Organization's normal, full-time, 40-hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- **Part-time regular employees.** Employees hired to work fewer than 40 hours per workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- **Temporary employees.** Employees engaged to work full time or part time on the Organization's payroll with the understanding that their employment may be seasonable or will be terminated no later than on completion of a specific assignment. Temporary employee may be offered and may accept a new temporary assignment with the Organization and thus still retain temporary status. Such employees may be "exempt" or "nonexempt" as defined below.
- **Nonexempt employees.** Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- **Exempt employees.** Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty (40) hours in a workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee when you start employment. If you change positions during your employment, you will be informed of any change in your exemption status.

Overtime

Employees may occasionally be asked to work beyond their normally scheduled hours, or on their day off, at the sole discretion of the Organization. Nonexempt employees who are required (or permitted) to work overtime will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act, state laws and Organization policies as follows:

All overtime must be approved in writing in advance by the employee's immediate supervisor.

Nonexempt employees will be paid one and one-half their regular rate for all hours worked in excess of 40 hours in each work week.

"Hours worked" means time actually spent on the job. It does not include hours away from work due to vacation, sickness, or holiday (even where these days are compensated). Unpaid sick leave, personal leave (or any other time away from work) is also not considered hours worked.

Pay Period and Payroll Checks

All employees are paid once a month every two weeks. The workweek for purposes of the pay period runs from midnight on Monday through 11:59 p.m. on Sunday.

Employees are not obligated to discuss their wages with others but have the discretion to do so, free from any adverse employment action or retaliation. Employees that feel they have been subjected to retaliation or adverse action prohibited by this provision have a legal right to pursue a civil action for violations of these rights; however, we believe that these issues can be better and more promptly addressed through internal reporting to the Organization.

The Organization prohibits improper deductions made to any employee's paycheck. If an inadvertent deduction is improperly made to an employee's paycheck, that employee must immediately report it in writing to the Organization's attention. Upon receipt of the report, the Organization will determine whether an improper payroll deduction has been made. If an improper deduction was found to be made, the affected employee will be appropriately reimbursed. The Organization will note that an improper deduction was made and will strive to comply with all applicable laws in the future.

Timecards

A timecard provides an accurate record of hours worked and hours to be paid. The timecard is an official Organization record used for several purposes including compiling of reports and records required by law.

No employee is allowed to log time for another employee. All employees must log their start and ending shift times, as well as any periods of time for leaving work for non-Organization business, including, but not limited to lunch.

Failure to keep accurate time records may result in disciplinary action up to and including termination of employment.

Scheduling

Daily and weekly work schedules may be changed from time to time at the discretion of the Organization to meet the varying conditions of business. You are expected to work the hours and shift assigned to you on the posted work schedule. Only your supervisor can authorize a change in your shift or schedule.

Expense Reimbursement

Employees may from time to time need to be reimbursed for the reasonable cost of meals and other business expenses. All employee expenses must be approved in advance, including IRS mileage, when applicable. Expense reimbursements are handled subject to the organizations financial policies and procedures. If milage is an approved expense, remember that business mileage does not include normal commute to and from work. When business travel originates from home, subtract the “normal round-trip” commuting miles from the total miles associated with the trip. Employees must submit appropriate documentation, such as a receipt or other proof evidencing the expense, in order to receive any expense reimbursement.

Performance Review Policy

The performance review process provides a means for discussing, planning, and reviewing the performance of each employee. Performance appraisals influence salaries, promotions, and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

All employees are provided an annual performance review and consideration for merit pay increases as warranted.

A performance appraisal does not always result in an automatic compensation increase. The employee’s overall performance and compensation level relative to position responsibilities must be evaluated to determine whether an increase is warranted.

BENEFIT AND LEAVE POLICIES

Benefit Programs

Certain Organization employees are eligible for the following benefit programs which are subject to change or revocation at any time in the sole discretion of the Organization:

- Workers’ Compensation

Employees may refer to the appropriate plan documents for eligibility procedures and plan provisions concerning benefit programs. Naturally, it is the legal documents that must be followed in the administration of these plans, and these plan documents will govern in the event any discrepancy exists.

Holidays

The Organization does not provide paid time off to hourly employees. The Organization is closed for business on the following holidays:

Paid Time Off

Paid Leave Policy

Minneapolis ordinances entitle employees to a minimum amount of leave in the form of safe and sick leave. This policy meets this requirement.

Part time employees

Part time employees earn paid time off on an accrual basis in order to comply with Minneapolis sick and safe time requirements.

Rate of accrual

Part-time employees (those who work less than 40 hours per week) accrue leave hours at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year.

How leave is earned and used

Employees begin accruing leave hours on the first day of work (regardless of whether they are full-time, part-time, or temporary workers). Employees may begin using accrued leave after completing 90 days of employment.

Using your leave and carrying over:

Taking time to rest and reenergize is important. Employees should use their earned leave during each employment year. Employees are allowed to carry over earned and unused leave hours from one year to the next. An employee's yearly leave carry over is held in a leave bank. The maximum amount of leave hours employees may bank is 80. In the event your leave bank reaches the 80-hour limit, your leave accrual stops immediately until leave usage occurs, and then accrual restarts (and continues until either the yearly or overall limit is reached). When an employee has accrued the 48-hour yearly limit, then, accrual stops and does not restart until the following year.

Full Time Employees

Full time employees are eligible for a total amount of paid time off per year.

Amount of leave

All full-time employees (those who work at least 40 hours per week) receive 48 hours of leave in the first year of employment pro-rated to their hire date. Employees receive 80 hours of leave in every following year of employment.

How leave is earned and used

Employees may begin using leave after completing 90 days of employment. Leave is awarded annually on the employee's anniversary date. Unused hours do not carry over from year to year.

Other Paid Leave Terms

Employees (part-time and full-time) are permitted to use this leave under the following terms and conditions.

Leave minimums

For all employees, leave must be used in 4-hour increments.

Rates, holidays, and overtime

When leave is taken, employees are compensated at their regular rate of pay (with any benefits), excluding overtime rates where applicable. If a holiday falls during an employee's vacation, the day will be charged to holiday pay rather than against the employee's sick and safe time. Leave hours do not count as hours worked for the purposes of any overtime calculation.

Allowable uses for leave

Leave may be used for any personal purpose, including, but not limited to:

- 1.** Diagnosis, treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury.
- 2.** Participating in a legal action, counseling, or other services to address issues caused by domestic abuse, sexual assault, or stalking.
- 3.** Care of a covered family member who is sick (or needs diagnosis, treatment, or preventative care), or during emergency closure of their school or place of care (including for inclement weather). Covered family members include immediate family and/or a member of the employee's household.
- 4.** Cancellations of a scheduled work shift due to a public health emergency by order of a public official.

Employees may only use sick and safe leave for one of the authorized reasons listed above. In the event an employee uses sick and safe leave for unauthorized purposes, then the sick and safe time ordinance protections will not apply to that absence.

Approvals and denials of requests

The Organization may reject time off requests in its sole discretion based on the Organization's legitimate operational needs. The Organization may not reject legitimate leave requests as a form of retaliation and that type of rejection is prohibited by the law.

No medical or other documentation will be required from the employee unless more than three consecutive absences occur, or clear evidence of illegitimate use exists. Employees who use this leave for more than 3 consecutive absences may be required to provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.

Illness

The need for leave due to illness may be sudden, however, employees should notify the Organization as soon as practicable (and, generally, before the start of the work shift). If the need to use leave is foreseeable (for example a scheduled doctor's appointment), then employees must provide notice at least 7 days prior to the absence. A request for leave may be denied if the employee fails to provide proper notice.

At separation

Employees are not paid for any unused sick and safe leave upon employment separation regardless of the reason. If an employee separates from employment and is rehired within 90 days, any earned and unused sick and safe leave that the employee had at the time of separation is reinstated.

Pregnancy and Parenting Leave

In accordance with Minnesota law, the Organization will provide employees up to twelve weeks leave for the birth or adoption of a child (biological or adoptive parents), prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, provided that the employee has been employed by the Organization for at least twelve months and has worked the minimum hours required per week. Although the leave is unpaid, employees may use any paid vacation or paid sick leave time if authorized under the vacation or sick leave policy. The Organization requires employees to provide reasonable notice of the need for the leave and expected duration. Pregnancy and parenting leaves must begin within the later of twelve months of the birth or adoption or twelve months from the time the child leaves the hospital if the child was released after the mother.

Personal Unpaid Leave of Absence Policy

Employees meeting the eligibility criteria stated in this policy may apply for an unpaid personal leave of absence (LOA) of up to thirty (30) days. Denial or approval of an application for any unpaid personal LOA, as well as any conditions that may be placed on such approval, will be at the Organization's sole discretion. Where employees are eligible for leaves of absence as provided by state or federal law this policy will not apply. Employees are therefore advised to check with the Organization regarding any other applicable leaves before applying for leave under this policy.

Eligibility for an unpaid LOA

To apply for an unpaid personal LOA an employee must meet all of the following criteria:

- 1.** Must be employed for a minimum of one (1) full year of continuous service averaging 30 hours per week or more.
- 2.** Must ordinarily be free of any disciplinary action for attendance, performance, or behavior at any time during the most recent six (6) months preceding the application.
- 3.** Must not be eligible for some other form of leave required by law or provided by the employer

Applying for an LOA

Eligible employees must apply for any unpaid personal LOA by complying with all of the following procedures:

- 1.** The application must be made in writing and include the reason for the leave, the requested leave's start date and specific duration.
- 2.** The application must be submitted to the Owner. The written application must be submitted a minimum of thirty (30) days in advance of the requested commencement of the unpaid personal LOA, wherever practicable. Applications submitted with less than 30 days advance notice permit the employer less time to consider and / or make appropriate arrangements for the absence and therefore they may be more likely to be denied.
- 3.** Misrepresentations or any act of dishonesty related to any application for an unpaid personal LOA may be grounds for leave denial, leave cancellation and for discipline, up to and including employment termination.

Approval of an LOA

The following provisions and procedures apply to all approved unpaid personal LOAs:

- 1.** Approval of any unpaid personal LOA must be given in writing, signed by the Owner, and provide for the specific starting and ending dates of the LOA, together with all additional conditions that may be included with such approval, if any. The absence of an approved writing will operate the same as a denial of the application.
- 2.** Employees on an approved LOA are expected to respond to the Organization's inquiries regarding their expected return to work date and their ability to return to work. Employees who fail to do so may have their leave request denied and face further disciplinary action.

3. Employees may be subject to discipline up to and including employment termination if, during their LOA, they engage in other employment or activities inconsistent with the stated purpose for the leave, without prior authorization.

Exhaustion of LOA / Returning from LOA

Upon the expiration of any approved unpaid personal LOA, or any approved extension, the following apply:

1. It is the employee's responsibility to contact and communicate directly with the Organization no later than 5 business days prior to the expiration of an approved unpaid personal LOA to request approval in advance for their return to work.
2. An employee seeking to return to work from a medically related unpaid personal LOA may, where appropriate be requested to provide advance documentation from a treating or other designated health care provider, clearing the employee to work with or without restrictions and / or reasonable accommodations that may permit the employee to perform the essential functions of the position in question.
3. Reinstatement cannot be guaranteed to any employee desiring to return from an unpaid personal LOA. An employee returning from any LOA may be offered reinstatement to their former or another position within the Organization. Reinstatement and all terms and conditions of reinstatement are determined in the sole discretion of the Organization on a case-by-case basis at the time the request to return from an unpaid personal LOA is made.
4. Anyone not reinstated upon the exhaustion of unpaid personal LOA will cease to be an employee but may reapply with the Organization for any position for which they are qualified, at such time as such position becomes available.
5. Any employee on an unpaid personal LOA desiring to return to work early / prior to the expiration of their approved leave, must request early reinstatement by communicating in writing directly with the Organization at least 5 business days prior to their desired early return date. Early reinstatement from an unpaid personal LOA cannot be guaranteed.

Jury Duty and Witness Leave

You are encouraged to serve on jury duty. When called for jury duty, you are to immediately notify the Organization. Jury duty is an unpaid leave.

Likewise, you will be granted the necessary time off, without pay, to attend or participate in a court proceeding in accordance with state law. You should inform the Organization of the need to take witness leave as far in advance as is possible.

Voting

The Organization believes that every employee should have the opportunity to vote.

Employees are encouraged to vote before or after their scheduled work shift. However, if that is not possible, employees will be granted paid time off from work for the time necessary to go to their polling place, vote, and return to work. The Organization requests that employees who choose to vote during scheduled work hours cooperate with the Organization in an attempt to select the least disruptive hours the employee will be absent from work to vote.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where state law dictates otherwise. Military orders should be presented to the employee's supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the organization unless military necessity makes this impossible. Employees must notify their supervisor of their intent to return to employment.

Electronic Communication Resources.

All electronic communication resources (including, but not limited to, e-mail, voice mail, telephones, cellular phones, hand-held devices, computers, and internet or software accounts of any kind) provided by the Organization and the information or data generated through these resources, are the property of the Organization. The Organization, therefore, reserves the right to conduct monitoring of any and all communications generated, sent, or received through these electronic communication resources.

You are not guaranteed privacy in any degree and should not expect any degree of privacy in the usage of the Organization's electronic communication resources. Employees are subject to and consent voluntarily and freely to monitoring of organizational accounts. Monitoring may occur without advance notice to the employee. Monitoring may include the creation of recorded or written records, including internet search history from a company computer.

Remote Working

Remote work may be necessary or desired from time to time. To ensure that employee performance will not suffer in remote work arrangements, the Organization has policies regarding the remote work environment.

Remote Working Standards

Employees are expected to:

- Choose a quiet and distraction-free working space
- Have high speed internet connection (at least 25 Mbps download / 5 Mbps upload)

- Dedicate their full attention to their job duties during working hours
- Hourly employees must adhere to all meal and rest break and attendance schedules agreed on with their supervisor and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively
- Attend any daily or weekly mandatory meetings as required
- Participate in the team communication channels each workday, while setting appropriate boundaries for concentration time as needed to accomplish work tasks.

Equipment and Expenses

The Organization may provide employees with equipment that is essential to their job duties, like laptops, headsets, phones, etc. The Organization may handle installing software on any company provided equipment. Equipment that we provide is property of the Organization. The Organization retains control over the property and reserves the right to monitor any property at your remote location. Upon termination of employment, all property will be returned to the Organization, unless other arrangements have been made.

Employees who use Organizational equipment must keep it safe and avoid any misuse. Equipment supplied by the Organization is to be used for business purposes only. The employee worker will sign an inventory of all Organization property received and agree to take appropriate action to protect the items from damage or theft.

Employees may also use their own equipment but are subject to the same monitoring of transmitted or received information and responsibilities with respect to data and security.

Information Security / Data Privacy Protocols

Employees must take proper measures to secure Organizational information, assets, systems, etc. Securing data and company or donor information is a top priority. Breaches in security protocol may lead to employee disciplinary action, including termination.

Specifically, employees must:

- Use a password manager
- Use 2 Factor Authentication wherever possible, especially when accessing donor information
- Install anti-virus software and run them monthly on your computer
- Install a reputable VPN software to protect your computer from hacking and other attacks
- Keep any personal or Organization provided computer or mobile phone password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings including BitLocker for Windows, etc.
- Refrain from visiting untrustworthy or suspicious websites
- Stay vigilant for phishing and ransomware attacks sent through email or text

- When using an Organizationally owned computer, only download authorized software with prior approval
- Keep personal information and activities off of all Organization owned accounts or devices

EMPLOYEE RELATIONS POLICIES

Personal Appearance and Demeanor

Discretion in style of dress and behavior is essential to the efficient operation of the Organization. Employees are, therefore, required to dress in appropriate attire and to behave in a professional manner. Employees should use judgment in their choice of work clothes and should remember to conduct themselves at all times in a way that best represents themselves and the Organization.

Employees are also required to keep their work environments clean and orderly. Employees failing to adhere to proper Organization standards with respect to appearance and demeanor are subject to disciplinary action up to and including discharge.

Attendance and Punctuality

Regular attendance and punctuality are very important. Employees are expected to begin and end work on schedule. The Organization recognizes that circumstances beyond an employee's control may cause them to be absent from or late to work. If you are going to be late or absent, you must call your supervisor to notify them of the reason for your tardiness or absence. It is unacceptable to notify any other employee. When you report to work, check in with your supervisor first. If you are absent and therefore unable to perform your duties regularly, you place an extra burden on your fellow workers and reduce efficiency.

Excessive absenteeism or tardiness in connection with scheduled work times, breaks, and meal periods will result in disciplinary action up to and including discharge.

Should an employee be unable to report to work due to illness, the employee must notify their supervisor within one hour of the employee's starting time each day of the absence. Failure to properly notify the Organization will result in an unexcused absence.

If an employee is absent more than two consecutive workdays, a statement from a physician may be required before the employee is permitted to return to work. Employees who are absent from work for five consecutive days without giving proper notice to the Organization will be considered to have voluntarily resigned.

Guidelines for Appropriate Conduct

The Organization expects all employees to conduct themselves in a professional manner, reflecting positively on the Organization, the staff, and customers. The following are some examples of prohibited conduct:

- Falsifying employment eligibility or other employment on Organization records
- Soliciting or accepting gratuities from members or donors, etc.
- Excessive absenteeism or tardiness
- Excessive, unnecessary, or unauthorized use of Organization supplies, particularly for personal purposes
- Reporting to work intoxicated or under the influence of non-prescribed drugs, and the illegal manufacture, possession, use, sale, distribution, or transportation of drugs
- Bringing or using alcoholic beverages on Organization property or using alcoholic beverages while engaged in Organization business off Organization premises, except where authorized
- Fighting or using obscene, abusive, or threatening language or gestures
- Theft of property from coworkers or customers of the Organization
- Unauthorized possession of firearms on Organization premises or while on Organization business
- Disregarding safety or security regulations
- Insubordination
- Dishonesty
- Failing to maintain the confidentiality of Organization, customer, or client information
- Misuse of Organization equipment, e-mail or the Internet for non-job-related purposes

The above are only examples of common-sense rules which experience has shown to be both necessary and most effective in maintaining sound working relationships. They are only typical of cases which in the Organization's sole discretion can result in disciplinary action ranging from verbal warning to discharge and are not to be construed as limiting or restricting disciplinary action to only the specific cases listed.

Grievance Policy

Although the Organization seeks to provide a workplace in which all employees feel that they are an important part of the Organization, and where employees feel fairly treated, there may be times when employees have a dispute with a supervisor or the Organization which can best be resolved through a formal procedure for dispute resolution. If an employee desires to resolve a dispute with the Organization, it may choose the following procedure.

Please note that this Grievance Policy does not apply to reports of harassment, discrimination, violence, bullying, or actual or suspected violations of the law. Employees with concerns regarding these matters are directed to that policy within this handbook for guidance on how to proceed with any such issues.

Further, this Grievance Policy does not alter the employee's at-will employment status and the Organization reserves the right to make the final decision regarding the dispute, including any disciplinary action that may be warranted under the Organization's policies. Further, the Organization reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between the employee and the Organization or to constitute any part of a contract between the employee and the Organization.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with the Organization. All grievances must be in writing, signed and dated by the employee, and submitted to the employee's immediate supervisor or the Executive Director. The employee must state clearly and concisely all the known facts related to the grievance, including "who, what, where, when and the why." Clearly explain why the employee disagrees with any act or omission that forms the basis for the grievance. The employee must also explain what remedy is being requesting.

Once the grievance is submitted the Organization will respond in writing within ten (10) days following receipt of the grievance. Upon receipt of the Organization's response, if unsatisfied, the employee may schedule a meeting with the Organization to involve the employee's supervisor and/or the Executive Director as appropriate. At the conclusion of the meeting the Organization will take any information received under advisement and then make a final decision on the grievance within five (5) days following the meeting.

Employment Resignation

Employees that desire to voluntarily resign their employment with the Organization are encouraged to provide the Organization with at least a two-week advance notice of the intended resignation date.

Smoking

Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is not permitted in any Organization building or in vehicles owned, leased, or rented by the Organization. Employees may smoke in designated areas only.

Confidentiality

Any information concerning the business affairs of the Organization, its suppliers, customers, employees, or personnel associated with the Organization is confidential and restricted. Employees may not reveal any information except under the direction of their supervisor or with the supervisor's approval. Questions concerning this policy, including what constitutes confidential information, should be referred to the employee's supervisor.

Further, the Organization expects that any knowledge, techniques, written materials, and other information relative to the Organization's business developed during employment remain the property of the Organization. Violation of this provision may result in disciplinary action up to and including discharge.

Safety

The Organization makes every reasonable effort to ensure a safe working environment and expects all employees to be safety conscious. Employees should report any unsafe or hazardous conditions directly to their supervisor immediately. Every effort will be made to remedy problems as soon as possible. In case of an accident involving a personal injury, regardless of how serious, an employee should notify any member of management immediately.

Vehicle Use

Whenever an employee is driving a vehicle for work purposes, as part of the employee's job duties, or on behalf of the Organization, either in the employee's own vehicle or any vehicle the Organization owns, the following rules apply:

- The employee must have a valid driver's license
- The employee must maintain insurance on the vehicle in an amount recommended by the employee's insurance agent
- Provide the Organization with a copy of the declarations page of any vehicle insurance policy each time the policy renews
- Keep the vehicle clean inside and out. The windshield also must be kept clean. The floor of the vehicle must be clean and free of obstructions
- The driver and all passengers must wear seat belts
- Obey all traffic laws, maintain proper distance between cars, etc. Do not under any circumstances attempt to keep a specific time of arrival promise by breaking traffic laws, or by driving in an unsafe manner
- Drive defensively
- Do not allow an unauthorized person to be a passenger in or to drive either the organization's vehicle or your own vehicle while being used on organization business
- Do not operate the vehicle while under the influence of alcohol or drugs or in violation of the Organization's mobile cell phone while driving policy
- Do not operate the vehicle in a negligent or improper manner or in violation of any law, rule, or regulation

Mobile Phone Use while Driving

Employees should be aware that the Organization does not promote the use of mobile phones while operating a vehicle. Safety must come before all concerns; under no circumstances should employees place themselves or others at risk to fulfill business needs.

Employees whose job responsibilities include driving, and who may use a mobile phone for business purposes, are expected to refrain from using their mobile phone while driving. Employees should plan calls to allow placement either prior to driving or while on rest breaks. Employees are expected to pull off the road and into a public parking location and safely stop their vehicle before placing or accepting calls. If acceptance of a call while driving is unavoidable, and pulling over is not an option, employees are expected to keep the call short and use a hands-free device, so that their eyes remain focused on the road, and both hands remain on the steering wheel, at all times.

Employees will be solely responsible for any traffic violations resulting from the use of a phone while driving.

Employees also should be aware that conversations over mobile phones are not necessarily confidential; it is possible that outside parties could tap into those conversations. If you need to communicate about a highly confidential matter, please try to use a more secure method of communication.

Violations of this policy will be subject to discipline, up to and including termination.

Organization Equipment

Employees are responsible for the proper use, protection, and maintenance of all equipment and other property furnished or made available to them by the Organization. Unauthorized or abusive use of such property is prohibited.

Violation of this provision may result in disciplinary action up to and including discharge.

Social Media

The Organization understands that employees use social media as a fun and rewarding way to share their life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries certain responsibilities. To assist employees in making responsible decisions about your use of social media, the Organization has established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Organization, as well as any other form of electronic communication.

The same principles and guidelines found in the Organization's policies apply to activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Organization or the Organization's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules. Carefully read these guidelines and the Organization's Discrimination & Harassment Policy, and be sure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow employees, staff, members, suppliers, or people who work on behalf of the Organization. Employees should keep in mind that they are more likely to resolve work related complaints by speaking directly with co-workers or by utilizing our reporting policies than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, he or she must avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might

include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or the Organization policy.

Be honest and accurate. Employees should make sure they are always honest and accurate when posting information or news, and if an employee makes a mistake, it should be corrected quickly. Employees should be open about any previous posts they have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about the Organization, fellow employees, members, customers, suppliers, people working on behalf of the Organization or competitors. Post only appropriate and respectful content.

Express only your personal opinions. Employees should never represent themselves as a spokesperson for the Organization. If the Organization is a subject of the content being creating, employees should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Organization, fellow employees, members, customers, suppliers, or people working on behalf of the Organization. If employees publish a blog or post online related to the work they do or subjects associated with the Organization, employees must make it clear that they are not speaking on behalf of the Organization. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Organization."

Using social media at work. Refrain from using social media while on work time or on equipment we provide unless it is work-related as authorized by a manager or consistent with the Organization policy.

Retaliation is prohibited. the Organization prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts. Employees should not speak to the media on the Organization's behalf without contacting the Executive Director. All media inquiries should be directed to them.

Acknowledgment of Receipt of Employee Handbook

I acknowledge receipt of my copy the Organization’s Employee Handbook and understand I am obligated to read and familiarize myself with its contents, as well as abide by its terms.

The purpose of this Employee Handbook is to provide brief, general information on Organization benefits and employment practices. I understand that the content of this Employee Handbook supersedes and controls over the contents of any prior employee handbook. I also understand that the content of this Employee Handbook is subject to change without prior notice to employees. As such, I understand that the Organization does not intend to create a contract of employment by placing these matters in writing.

I have read the Non-Discrimination and Anti-Harassment Policies and understand how to report suspected discrimination and harassment in the workplace.

I understand and agree my employment is at-will and therefore it is for no definite period of time and that the Organization may elect to discontinue my employment relationship for whatever reason it considers proper and at any time. I, likewise, may leave the Organization for whatever reason I consider proper and at any time.

Employee Name _____
Print

Employee Name _____
Signature

Date _____