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1. Introduction

1.1 Welcome

Welcome to Station North Tool Library, a non-profit organization located in the state of Maryland. This employee handbook ("Handbook") contains general information on policies, practices, and benefits. It is written to introduce employees to Station North Tool Library and get familiarized with its policies, provide general guidelines on the work rules, benefits, and other issues related to employment. Furthermore, this Handbook should attempt to answer any additional questions in connection with our workplace environment. This Handbook is designed as an overview and guideline and therefore cannot cover everything that pertains to employment-related to Station North Tool Library. Please feel free to seek clarification from a supervisor

regarding any topic of concern in this Handbook.

Station North Tool Library looks forward to working together with you!

1.2 Purpose of this Handbook

This Handbook aims to clarify, explain, and offer a handy reference for the general terms of employment with Station North Tool Library, namely general employment details, compensation, benefits, standards of conduct, and the employees' rights and policies pertaining thereto. It cannot, by nature, cover everything and is therefore not meant to be exhaustive. It is also subject to change, and therefore not binding. It is simply a resource to guide employees to the standard policies of Station North Tool Library. As such, Station North Tool Library does not intend that anything in this Handbook constitutes an employment contract or an offer of an employment contract, express or implied, or that this Handbook is in any way deemed by any person, to create any legally binding rights to continuing employment or to specific terms or conditions of employment.

1.3 Changes in policy

Station North Tool Library reserves the right to modify any policies, benefits, or procedures at any time, excluding the “At-Will Employment” policy (2.1) detailed below. Timely notification will be given to all employees of changes.

2. General Employment Policies

2.1 At-will nature of employment

At Station North Tool Library, all employment is considered “at-will,” meaning employees are free to resign at any time and for any reason, with or without notice. Similarly, Station North Tool Library is free to conclude an employee’s employment at any time for any lawful basis, with or without cause or notice.

Unlike the general policy changes mentioned in Section 1.3, which may be amended, modified, or terminated at any time, the policy for at-will employment in this Section is considered immutable except for a situation wherein it is modified via a signed, written agreement between the Station North Tool Library and the employee at issue.

2.2 Employment classifications

For the purposes of salary administration and eligibility for overtime payments and employee benefits, Station North Tool Library classifies employees as either exempt (salaried) or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay each workweek in which they are employed.

a.) **Full-Time.** Full-time employees are regularly scheduled to work an average of 35 hours per week. All other employees working fewer hours per week shall be considered part-time.

b.) **Temporary Employees.** Some employees may be hired as temporary replacements or to supplement the workforce during a period of higher than usual output. Temporary employee positions are of limited duration and can be let go before the end of the period for which they were initially hired. Temporary employees are considered “at-will” employees.

c.) **Independent Contractors and Consultants.** Independent contractors and consultants are known to be self-employed and not employees as defined by the Internal Revenue Service (IRS) under this Handbook.

2.3 Statement on non-discrimination

Station North Tool Library is an Equal Opportunity Employer, meaning employment opportunities are based upon one's qualifications and capabilities to perform the essential functions of a particular job and free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

Station North Tool Library's Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training. Station North Tool Library strongly urges the reporting of all instances of discrimination and prohibits retaliation against any individual who reports discrimination or participates in an investigation of such a report. Reports may be made to the board of directors or state Department of Labor, as appropriate. Disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.4 Immigration Law Compliance

Station North Tool Library's policy is to provide equal opportunities to all people regardless of immigration or citizenship status. However, in compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present such documentation establishing the identity and eligibility of an employee. Former employees who are rehired must also complete the form if they have not completed an I-9 with Station North Tool Library within the past three years or if their previous I-9 is no longer retained or valid.

2.5 Disability accommodation policy

Station North Tool Library agrees to comply with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable federal, state, and local fair employment practice laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Station North Tool Library will provide reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of a job unless doing so is not feasible within the budget or capabilities of staff.

If any employee believes they need an accommodation due to a disability, said employee is responsible for requesting any such accommodation from Station North Tool Library.

An employee may make such requests should do so in writing including relevant information, such as:

a.) A description of the accommodation being requested;
b.) A detailed reason for the accommodation; and
c.) How the accommodation will help said employee perform the essential functions of their duties and responsibilities.

After receiving the written request, Station North Tool Library will engage in an interactive dialogue to determine the precise limitations of an employee's disability and explore potential reasonable accommodations that could overcome those limitations. Station North Tool Library encourages employees to suggest specific reasonable accommodations that they believe would allow them to perform their job; however, Station North Tool Library is not required to make the specific accommodation requested by an employee and may provide effective alternative accommodation, to the extent any reasonable accommodation can be made without imposing undue hardship on the functioning of Station North Tool Library.

Station North Tool Library may request an employee to provide supporting documents showing that they have a disability within the meaning of the ADA, state, and local laws and that an employee's disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Station North Tool Library may require said employee to schedule an appointment with a healthcare professional of their choosing and expense of Station North Tool Library. In such an event, if said employee fails to provide the requested information or visit the designated health care professional, such accommodation requests may be denied. Station North Tool Library will keep confidential any medical information obtained in connection with any request for reasonable accommodation.

2.6 Ownership of work materials policy

Station North Tool Library maintains an open-source policy for all work materials excluding those of a sensitive nature due to personal, financial, or employment information. Any staff members or contractors working with the Tool Library should be prepared to share any materials developed with or introduced to the Library indefinitely. Our resources are generally available for public non-profit use with appropriate credit, including to the developer(s).

2.7 Conflict of interest policy

Article I: Purpose
The purpose of the conflict-of-interest policy is to protect the interests of The Station North Tool Library (organization) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions
1. Interested Person
Any employee, member of the board of directors, or member of a committee with governing board–delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family

a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,

b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty To Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board–delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
b. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
c. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the

disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts-of-Interest Policy
    a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
    b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the governing board and all committees with board-delegated powers shall contain

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed
b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings

Article V: Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements
Each director, principal officer, and member of a committee with governing board–delegated powers shall annually sign a statement that affirms such person

a. Has received a copy of the conflict-of-interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews
To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining
b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction

Article VIII: Use of Outside Experts
When conducting the periodic reviews as provided for in Article VII, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

2.8 Whistleblower protection policy

The Station North Tool Library, Inc. (SNTL) requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of SNTL, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that SNTL can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of SNTL's code of conduct or suspected violations of law or regulations that govern SNTL's operations.

No Retaliation: It is contrary to the values of SNTL for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SNTL. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure: SNTL has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with directors. If you are not comfortable speaking with one or more directors or you are not satisfied with their response, you are encouraged to speak with the Board Co-Chair(s). Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to SNTL's Director of Strategic Growth and/or Board Co-Chair(s), who have the responsibility to investigate all reported complaints.

Compliance Officer: SNTL's board co-chairs are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters: SNTL's Compliance Officer shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: SNTL's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

2.9 Confidentiality policy

It is the policy of the Station North Tool Library, Inc. (SNTL) that employees, board and committee members and other volunteers SNTL will not disclose confidential information belonging to, or obtained through their affiliation with SNTL to any person, including their relatives, friends, and business and professional associates, unless the Station North Tool Library, Inc. has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information, including member contact and demographic information, payment or donation information, employment details, and other sensitive information. Employees, board members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to SNTL to avoid unauthorized or improper disclosures of confidential information. While volunteers and staff are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Directors Team (also referred to as directors, any staff member who co-directs the organization) or that would not be supported by board policy, procedures, or decisions.

At the end of the volunteer or employment term or upon their retirement, resignation or removal from the staff, board of directors, committee, or volunteer group, they shall return, at SNTL's request, all documents, papers, keys, and other materials, regardless of medium, which may contain or be derived from confidential information, in their possession.

It is expected that employees, board and committee members, and other volunteers will not use client lists or other confidential information acquired by virtue of their affiliated role, even after they complete their service with SNTL.

3. Recruiting and Hiring

3.1 Job posting and hiring process

All open positions at Station North Tool Library of a permanent nature, or a temporary nature lasting more than four months (sixteen weeks) shall be posted publicly for no less than two weeks.

Hiring shall be conducted by a committee including relevant employees, board members, and/or program volunteers. Candidates shall be evaluated using a predetermined rubric. All applicants must be offered the same opportunities to apply and discuss the position and/or ask questions, but the committee maintains the right to select applicants for interviews.

3.5 Process for reemployment of former staff members

Former staff members may be considered for reemployment so long as they were not dismissed for violations of the code of conduct or other workplace policies. Former staff members must follow the same application process as any member of the public.

3.6 Promotion policy

Promotions and commensurate salary increases of directors may be suggested by a consensus of the directors team to the board of directors, or by a board member or committee. The board makes final decisions and offers. Promotions and commensurate salary increases of direct reports to any director (managers, assistants, etc.) must be approved by consensus within the directors team.

4. Compensation and salary administration

4.1 Compensation philosophy

Station North Tool Library values labor and maintains a minimum effective hourly rate of $25 for all employees, based on state thriving wage data. In establishing pay rates, Station North Tool Library may consult salary surveys, peer organizations, comparable job listings, and other external resources. Station North Tool Library also values pay parity; no full-time employee of Station North Tool Library shall earn more than 150% of the salary of the lowest-paid full-time employee.

4.2 Time recording policy

Station North Tool Library does not require timesheet completion by full-time employees. Each full-time employee should record their time worked in such a way that they can ensure meeting the expectation of 35 hours per week on average, barring the need to take paid time off. Part-time employees should work with their manager to determine a process for tracking time and recording hours worked.

4.3 Overtime policy

Overtime is additional compensation provided to non-exempt employees when they work more than 40 hours in a workweek and is governed by the Fair Labor Standards Act (FLSA). The federal overtime rate is time and one-half per hour worked beyond 40 hours and does not include paid time off (PTO).

4.4 Compensatory time off policy

Employees are encouraged to “flex” time; hours spent working on evenings and weekends may be taken off during normal business hours so long as the employee’s absence is communicated in advance to colleagues and does not significantly impact the achievement of predetermined goals.

4.5 Pay periods

Employees are paid on a bi-weekly basis. All employees will be paid by check, direct deposit, or by any other means mutually beneficial between the employer and the employees. In the event a payday falls on a weekend or holiday, employees will be paid the last workday before said payday. If payment is not made before the last workday before said payday, the employees shall be paid as soon as possible afterward.

4.6 Deductions and garnishment

Station North Tool Library shall make deductions from an employee's pay only in the circumstances permitted and required by applicable laws, including, but not limited to, deductions for income tax withholding, Social Security and Medicare contributions, and in some cases, voluntary deductions for health insurance premiums and other related contributions.

In the event an employee has been ordered by a court to satisfy a just debt via wage garnishment, Station North Tool Library is obligated by law to make regular deductions from said employee's paychecks until either the debt has been satisfied or until Station North Tool Library receives notification from a competent court of jurisdiction.

4.7 Pay advance policy

Station North Tool Library does not provide advance payment of employee salary.

5. General workplace policies

5. 1 Working hours

Typical working hours are Monday through Friday between 10:00 am and 6:00 pm EST, with frequent required hours outside of this time. Employees are expected to attend internal and external events in evenings and on weekends, and to prepare for and be present for internal programming as needed.

If an employee plans to spend significant time working outside of typical working hours, they must notify their manager or directors in advance to plan for meetings and other real-time communication.

A standard average work week is 35 hours. Employees should plan their days accordingly, track their own working time, and notify their manager or directors if they are unable to consistently meet this requirement. This policy relies on trust among colleagues to keep commitments, achieve identified goals, and provide mutual support.

5.2 Attendance expectations

Employees are expected to be punctual and to attend scheduled meetings, events, and co-working hours. In the event of a necessary absence or delayed start, employees must notify their manager or co-director as early as possible. This policy relies on trust among colleagues to keep commitments and provide real-time mutual support.

5.3 Safety protocols and policies

Station North Tool Library is committed to providing and modeling a safe, clean, and healthful environment. All employees must comply with all occupational safety standards and health regulations established by the Occupational Safety and Health Act (OSHA) including state and local laws.

All employees are expected to obey safety rules and exercise caution and common sense in all work activities. Employees must remind others of safety rules and immediately report any unsafe conditions or behaviors to a manager or colleague if they continue. Employees who violate safety standards, cause hazardous or dangerous situations or fail to report, or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must complete an incident report form and notify one or more directors.

General Safety Rules:

A. If an employee is not sure how to perform a job or task that they've been instructed to do, they should stop and request specific instructions.
B. If any equipment of Station North Tool Library is not working properly, the equipment's condition should be noted immediately to a manager or co-director. No employee is expected or will be required to repair equipment that they are not educated or authorized to repair.
C. Employees are required to do whatever is reasonable and necessary to keep their work area both safe and clean.
D. Employees are required to use all relevant safety equipment and to be trained on its proper use.
E. Employees are expected to report any unsafe conditions directly to a supervisor as soon as possible. If an employee is injured at work, they must report the injury immediately.
F. If an employee feels they cannot perform their job safely, for any reason, they should alert their manager or co-director prior to starting employment or when they first become aware that they cannot perform their job safely.
G. Employees are prohibited from starting or operating any equipment without proper safety instructions. Employees should never operate a piece of equipment when safety guards or devices are in place;
H. Employees are never to be under the influence of controlled substances, including drugs and alcohol, while operating tools or equipment, moving heavy items, climbing ladders, or other activities requiring motor coordination, or while actively working on documents, conducting meetings, or making business decisions. If an employee conducts themselves in such a manner they shall be subject to disciplinary actions which may include termination of employment. If an employee is taking prescribed medication, they must advise their manager or co-director prior to starting work if the medication should affect their ability to perform their tasks and if it should pose a safety risk. Per workers' compensation insurance policies, employees may be subject to a drug and/or alcohol test in the event of an injury while being employed.
I. Employees are required to make sure that they are familiar and aware of all exit routes at the workplace in case of an emergency or evacuation.
J. Employees are required to follow all safety rules, signs, policies, training directives, and instructions at all times, and to enforce them with visitors, members, and volunteers. Any employee who compromises workplace safety and health is subject to discipline, up to and including termination of employment.

5.4 Personal appearance

Station North Tool Library welcomes any personal expression, including clothing, hair styles, tattoos, and piercings, so long as they are culturally respectful and not appropriative.

During a typical workday, employees are encouraged to dress in a way that is comfortable for themselves. For both internal and external events and meetings, care should be taken to meet generally acceptable standards of formality. SNTL t-shirts are provided to all staff free of cost, and may be worn for any internal or public event so long as they meet reasonable standards of formality. SNTL does not support gender-related clothing restrictions or strict definitions of "professionalism".

Closed-toe shoes and appropriate PPE must be worn at all times when operating or moving tools or equipment.

5.5 Acceptance of gifts, gratuities, and services

No employee or volunteer may accept a personal gift of money, including tips, as a result of their association with the Station North Tool Library. All tips and gifts received must be donated to the Station North Tool Library and the donor recorded; that intention should be communicated at the time the gift or tip is made.

5.6 Authorization to sign contracts and agreements

All staff directors of the organization, as well as the board of directors co-chairs, are authorized to sign contracts and agreements on behalf of the Station North Tool Library. Intent to sign any contract or agreement must be communicated to the staff directors team in advance with adequate notice for objection or discussion.

5.7 Housekeeping policy

All members of the Station North Tool Library community, including library members, class participants, volunteers, and staff, are expected to clean up after themselves and “leave no trace” when using the space or resources of the organization.

Staff members are ultimately responsible for ensuring a clean, safe, and pleasant environment within the office, classrooms, workshops, and library. All staff members hold equal responsibility for housekeeping tasks, such as replacing bathroom consumables, cleaning surfaces, and putting away dishes.

5.8 Corporate credit card & cash handling policy

Credit cards and debit cards linked to Station North Tool Library corporate accounts may never be used for personal purchases unrelated to the organization. If a card is used unintentionally, it is the responsibility of that staff member to immediately notify the directors team and reimburse the organization for funds spent. If a card is lost or stolen, that staff member is responsible for reporting it to the issuing agency and ordering a replacement.

Credit or debit card purchases over $250 must be approved in advance by at least one member of the directors team.

Employees and volunteers will never be responsible for using their personal credit card or other funds to make purchases on behalf of the Station North Tool Library, however they may choose to do so and request a reimbursement. Petty cash will be made available for necessary purchases by any employee or volunteer not in possession of a corporate credit or debit card.

5.9 Communication with the press and political activity

No employee or volunteer may speak on behalf of the Station North Tool Library without prior approval by a director of the organization or board co-chair. All requests for comment by outside agencies must be directed to one or more of the staff directors.

All political activity, including signing petitions, attending campaign or lobbying events, and speaking or writing about a piece of legislation on behalf of the Station North Tool Library must be approved by consensus of the directors team. Per federal law, no employee or volunteer may use their association with the Station North Tool Library in the endorsement or disparagement of a candidate for political office.

6. Employee benefit programs

6.1 Benefits overview

Station North Tool Library offers the following benefits mentioned below to eligible employees. Eligibility depends on the type of employment and other factors. This section is not meant to be extensive but rather provide general explanations. For further information about eligibility or the specifics of the listed benefits, contact a supervisor.

The following benefits are provided by Station North Tool Library for all full-time employees:

A. **Healthcare Reimbursement.** All full-time employees are eligible for a Qualified Small Employer Healthcare Reimbursement Arrangement (QSEHRA) which provides a pre-tax reimbursement of $300 per month, up to $3,600 annually. This benefit is available on the first day of employment, with contributions prorated based on start date, and continues through the final day of employment. *Please see the QSEHRA Notice for more detail.*
B. **Life Insurance.** At the time of issuing this Handbook, Station North Tool Library does not offer a life insurance plan to employees.
C. **401(k) Plan.** At the time of issuing this Handbook, Station North Tool Library does not offer a 401(k) plan to its employees.
D. **Workers' Compensation.** Any employee who is unable to work due to a work-related injury or illness shall be eligible Workers' Compensation benefits in accordance with federal and state laws.
E. **Social Security Benefits (FICA).** Both Station North Tool Library and employees contribute funds to the federal Social Security program. This program is intended to provide the employees with retirement benefit payments and medical coverage upon reaching retirement age.
F. **Unemployment Insurance.** Station North Tool Library pays federal and state taxes on all paychecks to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to other circumstances described by law. State agencies directly administer this insurance and determine benefit eligibility, amount (if any), and duration.

7. Leave

7.1 Holidays

All full-time and employees are eligible to be paid during the following observed holidays:

A. Memorial Day
B. Independence Day
C. Labor Day
D. Thanksgiving/National Day of Mourning and the following day
E. December 24th through January 2nd

7.2 Paid time off

Station North Tool Library provides 210 hours (6 weeks) of paid time off in addition to holidays and other office closures to full-time employees, with specific considerations:

A. Personal paid time off for full-time employees is accrued at a rate of 16 hours per pay period during the first year of employment, and 210 hours per year beginning on July 1st in subsequent years. Unused paid time off does not roll over year to year and accruals reset each year on July 1st.
B. Part-time employees accrue personal paid time off at a rate comparable to their average weekly working time following the same structure as full-time employees.
C. All time off shall be communicated to colleagues in advance (at least five days for planned vacation and similar leave), with respect to ensuring adequate coverage for events and programs. All leave should be noted on shared calendars as “out of office”. Planned absences of more than two consecutive work weeks must be discussed and approved by the Director Team to ensure adequate coverage for essential tasks and ongoing projects. For unplanned absences, such as illness, employees shall notify colleagues as early as possible by text message.
D. Employees shall maintain adequate working hours to meet personal and shared work goals, provide adequate support to colleagues, maintain an equitable share of housekeeping and other shared responsibilities, and provide necessary in-person presence at volunteer and community events.
E. A minimum of fifteen (15) days of vacation leave should be taken annually,, in addition to scheduled holidays.
F. Adequate scheduled time off is considered at employee evaluations as a measure of success. In the event that an employee feels they are unable to schedule or take sufficient leave, they should address the concern as early as possible with the Directors Team to develop adjusted goals or expectations.
G. Up to 70 hours of unused accrued personal leave shall be paid to the employee upon separation at their base salary rate unless terminated.
H. Jury duty, including grand jury service, is included as additional paid time off separate from personal paid time off.

Paid time off should not be taken during the last two weeks of employment except in emergencies.

7.3 Family Medical Leave Act (FMLA)

Eligible employees may request an unpaid family and medical leave of absence under the federal Family Medical Leave Act ("FMLA") for any of the circumstances

described below. Employees must request a planned family and medical leave as soon as possible before such leave begins. If the need for the leave is not foreseeable, employees must request the leave as soon as they become aware of the need for leave.

Family and medical leave may be taken for the following reasons:

A. The birth of an employee's child or the placement of a child with the employee for foster care or adoption so long as the leave is completed within two (2) months of the birth or placement of the child;
B. To care for an employee's "serious health condition";
C. To care for an employee's spouse or registered domestic partner, child, or parent with a "serious health condition";
D. To be with a spouse, domestic partner, child, or parent of an employee that is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or
E. To care for a covered servicemember (who is the employee's spouse, child, parent, or next of kin) with a severe illness or injury.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider

7.4 Parental and medical leave policy

Eligible employees who are disabled on account of pregnancy, childbirth, or a related medical condition or have a spouse that needs support for such a condition are entitled up to 16 week(s) of paid time off. Such paid time off may be taken for doctor-ordered bed rest, childbirth, and recovery from childbirth. Eligible employees wishing to take pregnancy leave should give notice to Station North Tool Library as soon as possible.

During pregnancy and parental leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on pregnancy or parental leave will receive the same rights and benefits as employees on a paid/unpaid leave of absence. Said employee's role, title, and position will be available to them at the termination of their leave.

8. Organizational Property and Technology

8. 1 Document retention policy

Station North Tool Library employees are required to keep liability waivers, payroll records, and hiring and application materials for three years. Documents may be retained in hard-copy or electronically, with a preference for electronic records.

Upon termination or separation, employees are required to retain all work-related documents, including paper files, emails and electronic documents stored locally on personal computers, and transfer ownership to active employees.

8.2 Computer usage

All employees shall be given access to a personal computer, tablet, or laptop for use during on-site working hours in addition to necessary peripherals. These devices may be taken home or used for other off-site working hours, but the employee will be personally responsible for damage, theft, or other loss and for repair or replacement.

8.3 Phone communication

Employees are required to have continued access to a personal telephone that can receive and send text messages and phone calls. Text messages and phone calls are reserved for time-sensitive and emergency communications unless otherwise agreed upon by employees. Employees are not required to be accessible via phone during scheduled time off, evenings, or weekends except for previously-agreed on-call hours, such as during programming or events.

All employees will be provided with a virtual phone number that can be used remotely from a smartphone for Station North Tool Library business. Employees will never be required to publish personal phone numbers outside of the organization's employees, program volunteers, contractors, and board members.

8.4 Email systems

Station North Tool Library utilizes Google for Business for email and file storage systems. Emails sent from or received by a Station North Tool Library email account are the property of Station North Tool Library and shall not be deleted or inappropriately filed during employment or at the termination of employment. Station North Tool Library respects employee privacy but reserves the right to access employee email accounts as needed to retrieve information or for other business purposes.

8.5 Social media policy

It is extremely important that all employees use common sense and careful judgment when communicating with others online. Station North Tool Library strives to maintain a workplace free of harassment and sensitive to the diversity of its community.

Online communication via Station North Tool Library accounts may not be used to solicit others for personal business ventures, religious or political causes, third party organizations, or other matters unrelated to the duties and responsibilities of employment. Abuse of this policy may result in disciplinary action, up to and including termination of employment.

The following behaviors, if undertaken by any individual employee, are examples of previously stated or additional actions that are prohibited and can result in disciplinary action:

A. Sending or posting discriminatory, harassing, or threatening messages or images
B. Stealing, using, or disclosing someone else's passwords without authorization
C. Copying, pirating, or downloading software and electronic files without permission
D. Sending or posting confidential material, trade secrets, or proprietary information outside of Station North Tool Library
E. Violating copyright laws
F. Engaging in unauthorized transactions that may incur a cost to Station North Tool Library or initiate unwanted internet services and transmissions
G. Sending or posting messages or material that could damage Station North Tool Library's image or reputation
H. Participating in the viewing or exchange of pornography
I. Sending or posting solicitations or advertisements not related to business purposes or activities
J. Sharing or posting messages that disparage an individual or another organization's products or services
K. Passing off personal views as representing those of Station North Tool Library
L. Engaging in any activity that is inappropriate, disruptive, or illegal

If any employee should become aware of another employee's actions in violation of this policy, it should be reported immediately to a director.

Employees should also consider their actions during personal time and from personal accounts and ensure that their behavior, posts, and communications do not damage the reputation of the Station North Tool Library or its partners.

8.6 Personal property

Employees are responsible for their own personal property while on-site and during working hours off-site, including any devices used for work purposes at the employee's discretion. Station North Tool Library is not responsible for damage, theft, or other loss of personal property belonging to employees.

9. Employee performance and workplace conduct

9.1 Intimate relationships within the workplace

An "intimate relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or sexual nature.

An employee who is involved in an intimate relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he/ she/ they are involved with.

Station North Tool Library reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in an intimate relationship that may affect the terms and conditions of employment. Managers are prohibited from engaging in intimate relationships with direct reports and may be disciplined for such actions, up to and including termination.

Due to the inherent power imbalance and potential for conflict of interest, employees of any level shall not initiate or engage in new intimate relationships or sexual activity with any contractor or volunteer, including board members. Employees are prohibited from engaging in intimate relationships with other employees while employed at the organization. Spouses and intimate partners of employees may take on roles as program volunteers, but should have a direct-reporting relationship with a different employee. Spouses and intimate partners of employees are prohibited from board membership.

When a conflict or the potential for conflict arises because of an intimate relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the department director or manager.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or

terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, Station North Tool Library will determine who is to be transferred or, if necessary, terminated from employment.

9.2 General conduct expectations

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct in the workplace or online (i.e., on social media), may result in disciplinary action, up to and including termination of employment for the following employee actions:

A. Theft or inappropriate removal or possession of the Station North Tool Library's property;
B. Falsification of an employee's timekeeping records;
C. Being intoxicated during work hours;
D. Fighting or threatening violence in the workplace;
E. Gossiping or spreading rumors about other employees;
F. Negligence or improper conduct leading to damage of employer-owned or member-owned property;
G. Violation of safety or health rules, which may not specifically mean breaking a rule of Station North Tool Library but includes putting others in danger;
H. Sexual harassment or other unwelcome verbal abuse;
I. Excessive absenteeism or any absence without communication;
J. Unauthorized disclosure of any confidential information;
K. Direct misrepresentation of Station North Tool Library or any aspect of their business to a customer, associate, contractor, vendor, or any other third (3rd) party.

9.3 Performance evaluation process

Evaluation of employee performance shall be conducted at least annually, and may involve peers, direct reports, managers, and board members. Evaluations shall include:

A. Review of previously set goals, if applicable
B. Personal, peer, and manager evaluations of progress toward goals since last evaluation
C. Identification and discussion of barriers to achieving goals, if applicable
D. Identification and discussion of successes since last evaluation
E. Discussion of interpersonal relationships, including requests for behavior change to and from the evaluee as necessary
F. Discussion of new goals including next evaluation date
G. Identification of resources, training, and other supports necessary to achieve previously-set and new goals

Performance evaluations shall be recorded via typed notes and retained in HR files. Evaluations may be used in determining salary increases, but care should be taken to weigh identified barriers to success.

Employee goals as set during the performance evaluation period and other work planning sessions may contribute to the achievement of organizational strategic plan goals, and/or to the improvement of interpersonal workplace relationships, and/or to the acquisition of skills or certifications by the employee.

9.4 Conflict resolution and disciplinary process

All staff are expected to abide by and uphold the SNTL community code of conduct. In the event of conflict among staff that is not able to be resolved, one or both board co-chairs may serve as mediator(s), or outside mediation may be sought.

9.6 Outside employment policy

Station North Tool Library employees are permitted to engage in outside paid work, so long as outside employment does not interfere with or negatively affect relationships with colleagues, necessary in-person attendance, or completion of goals. All potential conflicts of interest that arise from outside employment must be communicated immediately to a director and/or board co-chair.

10. Separation from employment

10.1 Employment separation process

Employees may choose to end their employment with the Station North Tool Library at any time, for any reason. A minimum of one months' notice is requested, and resignation must be tendered in writing, including the last day of employment.

Prior to separation, employees shall receive notification about continuation of benefits, if applicable, as well as information about the amount and date of their final paycheck.

10.2 Return of property

All property of the Station North Tool Library shall be returned to the organization no later than the last day of a staff member's employment. The Station North Tool Library reserves the right to pursue the return of any unreturned property following the end of a staff member's employment.

Employee acknowledgement form