



## Strengthening Nonprofit Governance and Management

# EMPLOYEE HANDBOOK

### **Handbook Use and Purpose**

This employee handbook is designed to help employees familiarize themselves with important information about Nonprofit Network, as well as information regarding their own privileges and responsibilities.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, future circumstances may require changes in the policies, practices, and benefits described in this handbook. Accordingly, Nonprofit Network reserves the right to modify, rescind, supplement, or revise any provision in this handbook.

It is important to note that this handbook only highlights Nonprofit Network's policies, practices, and benefits and is not intended to be a legal document or contract.

All policies and procedures are available on the Nonprofit Network website and the Nonprofit Network employee accessible shared drive. Any questions regarding contents of the employee handbook may be addressed to the Nonprofit Network Executive Director or Board Chair.

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## **State and Federal Requirements**

Nonprofit Network will comply with all federal, state, and local labor, health and safety standards, laws and regulations.

### ***At-Will Employment***

Nonprofit Network is an at-will employer and reserves the right to terminate employment for any individual at any time. Employment with Nonprofit Network is not for any specified period and can be terminated by either the employee or Nonprofit Network at any time with or without any particular reason or advance notice. Nothing contained in these policies is intended to, or should be construed to, alter the at-will relationship between Nonprofit Network and its employees.

### ***Employee Classifications***

Employees are classified as full-time, part-time, temporary, or inactive. These classifications determine eligibility for benefits and overtime pay. An employee's classification will not be changed due to a temporary change in work-schedule.

Changes in employee classification will occur, at the discretion of the employer, when a job change, a promotion, or a change in work hours projected to be ongoing or last for more than four (4) months, takes place.

*Regular Full-Time Employee:* A salaried or hourly employee normally scheduled to work thirty-three (33) hours or more per work week and whose employment has no specified end date.

*Regular Part-Time Employee:* A salaried or hourly employee normally scheduled to work between fifteen (15) and thirty-two (32) hours per work week and whose employment has no specified end date.

*Temporary Employee:* An employee hired on a full or part-time basis for a specified period, usually not to exceed six (6) months.

*Inactive Employee:* An employee on a leave of absence and is not receiving pay from Nonprofit Network.

### ***Position Descriptions***

Nonprofit Network maintains written descriptions for all positions. Employees are responsible to know what is in their job description. Employees may be asked to temporarily do other duties not set forth in their job description.

### ***Hiring of Relatives***

Nonprofit Network does not permit employment of members of the same family.

For purposes of this policy, the term *family* applies to the following relationships: parent-child, sibling, grandparent-grandchild, aunt/uncle-niece/nephew, stepmother/father-stepchild, cousin, spouse or spousal equivalent.

### ***Work Schedules***

Nonprofit Network employees are expected to work the number of hours agreed on at the time of hire. Normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Other work arrangements may be made between the employee and his or her supervisor.

At the discretion of the Executive Director, nonexempt employees may receive approval to work from home. All hours worked should/must be documented by the nonexempt employee. Under no circumstances are nonexempt employees allowed to work from home or elsewhere without compensation.

## **Holiday Pay**

All employees will receive 10 paid holidays. Pay for holidays for hourly employees will be prorated based on regular hours worked, for example a day for a 25 hr/wk employee is 5 hours.

### ***Holidays***

Nonprofit Network will be closed to observe the following holidays:

Martin Luther King Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Years Eve
Thanksgiving Day	New Years Day

## **Paid Time Off (PTO)**

### ***Exempt Employees (Salary)***

Exempt employees will receive at least 12 Paid Time Off days upon hire. PTO days will increase to 17 days at the 1<sup>st</sup> anniversary date, and to 22 days beginning with the 4<sup>th</sup> anniversary.

The Board Executive Committee may increase PTO based on work experience or work performance.

PTO carried forward to the next year, and payout limits when leaving employment, will not exceed 10 days. PTO will not be paid out if employment ends in first 12 months after hire.

For example, if an employee has five (5) unused PTO days on their 1<sup>st</sup> Anniversary, they would receive 15 additional days, giving their PTO bank a total of 20 PTO days.

### ***Nonexempt Employees (Hourly)***

Nonexempt employees will accrue PTO at a rate of 12 days annually upon hire, calculated at 4.6% percent of hours paid each pay period (26 pays a year). PTO will be added to the employee's PTO bank when each paycheck is issued. For example, a 25 hour/week employee will accrue 2.3 hours PTO per pay period. A 35 hour/week employee will accrue 3.23 hours per pay period.

The PTO accrual rate will increase at the 1<sup>st</sup> anniversary date to 17 days annually, calculated at 6.54% of hours paid each pay period, and 22 days annually beginning with the 4<sup>th</sup> anniversary, calculated at 8.46% of hours paid.

PTO taken will be subtracted from the employee's accrued time bank in one hour increments.

PTO carried forward to the next calendar year, and payout limits when leaving employment, will not exceed 10 days. PTO will not be paid out if employment ends in first 12 months after hire.

### ***Other PTO Information***

Paid Time Off must be pre-approved by the employee's supervisor.

PTO is not earned in pay periods during which unpaid leave, short or long term disability leave, or workers' compensation leave, is taken.

An employee's time paid, including PTO and regular time, will not exceed regularly scheduled time for the pay period unless pre-approved by the Executive Director.

### ***Flex Time***

When a nonexempt employee is asked to be at a Nonprofit Network function or program that is outside of his/her regularly scheduled work hours, flex time within the pay period will be arranged as approved by the Executive Director.

Flex time for part-time employees is defined as adjusting a work schedule within a pay period so an employee does not exceed the number of hours allotted. Flex time must be pre-approved.

## ***Overtime Pay***

**Nonexempt employees** are paid at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) in a work week.

Overtime requires advance supervisory approval. Nonprofit Network does not provide compensatory time off as a substitute for overtime pay. PTO does not constitute hours worked for the purpose of computing overtime.

Ordinarily, **exempt** employees are not compensated for working more than forty (40) hours in a week. In unusual circumstances, when an exempt employee is required to work a substantial number of extra hours, the supervisor may grant compensatory paid time off. Such time must be taken within thirty (30) days of the extra time worked.

## **Punctuality and Attendance**

Employees who are unable to report for work for any reason must notify their immediate supervisor within one (1) hour of their regularly scheduled starting time. Frequent lateness or excessive absenteeism may result in disciplinary action up to and including termination.

## **Lunch and Break Periods**

Staff receive a paid fifteen (15)-minute break within each four (4) hours worked. Staff who work five (5) hours or more receive an unpaid lunch break of thirty (30) minutes. Break periods cannot be combined with the lunch break. Staff members may not use breaks to shorten the workday.

## **Jury Duty**

Nonprofit Network supports employees in their civic responsibility to serve as jurors. The employee is obligated to notify their supervisor as soon as is practicable that they have been called for jury duty.

If called for jury duty, employees should report to jury duty as instructed by the court. Employees must report to work promptly after release from jury duty during normally scheduled work hours. Full-time employees will be paid for jury duty time. Stipend paid by the court to the employee will be submitted to Nonprofit Network.

Part-time employees will be ensured compensation for their normal amount of hours. When possible, work schedules will be adjusted based on jury duty time. Because a part-time employee may or may not work their usual amount of hours they will keep their jury duty stipend.

## Leave of Absences

### ***Unpaid Leave of Absence***

Any unpaid leave of absence must be pre-approved by the employee's supervisor. For medical leave, information from a physician may be requested.

### ***Medical Leave***

Medical leave (*not related to Workman's Compensation*) is available to an employee whose physician certifies that the employee is temporarily disabled from performing his or her job because of illness, injury, physical or mental impairment, pregnancy, or childbirth. After using accrued PTO, the remainder of the leave shall be unpaid *up to a total four (4) weeks absence. Total leave will not exceed eight (8) weeks in any twelve (12) month period.* Medical leave of absence does not have to be continuous.

Employees on disability leave should apply promptly for state disability insurance, workers' compensation insurance, or long-term disability benefits, whichever is applicable.

Medical certification of a need for leave of absence must be submitted at or before the start of a leave of absence and at least every thirty (30) days of leave thereafter, stating the nature of your disability and the expected date of return to work. Requests to extend an initial leave must be accompanied by supporting medical certification and must be received by the supervisor at least two (2) working days in advance of the previously estimated return date. An employee returning to work from a medical leave must give at least two (2) days advance notice to the supervisor and, upon returning to work, must submit a written release from the employee's physician. *There is no guarantee of employment if leave exceeds eight (8) weeks.*

Employees returning from a leave of absence will be returned to the job they left unless, for organizational reasons, Nonprofit Network is unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on Nonprofit Network. Under those circumstances, Nonprofit Network may offer the employee a similar job if one exists that the employee is qualified to perform.

### ***Work-Related Illness or Injury Leave***

Employees must immediately report any on-the-job injury to their supervisor, regardless of how minor the injury may seem.

A leave of absence due to a disabling work-related illness or injury is generally not limited in duration. Employees returning from such a leave will be returned to the job they left unless, for organizational reasons, Nonprofit Network was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on Nonprofit Network. Under those circumstances, Nonprofit Network will offer the employee a similar job if one exists that the employee is qualified to perform.

### ***Resignation During a Medical Leave***

Failure to both comply with Nonprofit Network's certification and notice requirements during a leave or to return from a leave on the first working day following the end of the leave will be considered a resignation on the part of the employee.

### ***Military Leave***

Members of the United States Military Service will be granted time off for the performance of their service duties, including initial training, active duty, inactive duty training, and full-time National Guard duty. A copy of military orders must be presented to the employee's supervisor. Time off will be unpaid unless the employee requests use of earned Paid Time Off.

Employees must advise their supervisor of their military training schedule as far in advance as possible. Employees with military obligations will contact their supervisor for specific information regarding organization benefits, if any, provided during military participation, and re-employment notification requirements.

## **Pay Periods**

For all employees, the standard pay period is biweekly. When a payday falls on a holiday, paychecks will be distributed on the last working day prior to the holiday. Employees will be notified of any exceptions to this standard.

## **Work Conditions**

### ***Safety Policy***

Our goal is to provide an injury-free environment free from all recognized hazards. All employees and volunteers will perform their work in a safe and responsible manner. Any injury occurring while on the job, no matter how slight, must be reported immediately to the employee's supervisor. See the Nonprofit Network Safety Procedure for details. Any willful violation of a safety procedure can result in immediate termination of employment.

### ***Drug-Free Workplace***

Nonprofit Network maintains a drug-free workplace. Any employee who reports to work while under the influence of drugs or alcohol may be terminated from employment.

Reporting to work while impaired from the use of a legal drug that may substantially interfere with job performance, pose a threat to the employee's safety, or the safety of others, or risk significant damage to organization property, is prohibited.

## ***Workplace Conduct***

Within the workplace Nonprofit Network employees will treat each other professionally and ethically. Each person will be treated with dignity and respect. Employees will comply with Nonprofit Network policies and procedures, and all federal, state, and local labor, health and safety standards, laws and regulations.

Employee behavior outside of work may affect the reputation of the Nonprofit Network and be detrimental to funding and community relations. Employees are required to sign the Nonprofit Network Code of Ethics, which includes Conflict of Interest. A violation of the Code of Ethics/Conflict of Interest may result in termination.

An employee who is arrested must inform the Executive Director within five (5) days of the arrest. Failure to inform Nonprofit Network will result in disciplinary action up to and including termination of employment.

Employees are to be cooperative, efficient, and productive in the workplace. Failure to comply with Nonprofit Network standards could result in disciplinary action, up to and including termination. Examples of conduct that may require disciplinary action include, but are not limited to, any of the following:

- Insubordination
- Substandard job performance
- Failure to carry out job responsibilities
- Being absent from work without prior notification to supervisor
- Any safety violation
- Excessive tardiness or absenteeism
- Unauthorized overtime
- Rudeness or discourtesy toward a fellow employee, supervisor, volunteer, supporter, or member of the general public
- Breach of Confidentiality
- Code of Ethics or Conflict of Interest
- Inappropriate Conduct
- Action negatively impacting the reputation of the organization.

## ***Conflict of Interest***

All employees are required to abide by and sign the Nonprofit Network Code of Ethics/Conflict of Interest policy.

Employees will avoid circumstances that could be construed to have the potential for conflict of interest. Employees, and their family members, shall not derive any personal benefit or profit, directly or indirectly, due to his or her participation with Nonprofit Network.

Employees are required to exercise good judgment in establishing nonprofessional, non-work-related relationships with persons served by the organization. If evidence

of nonprofessional, non-work-related interaction between an employee and any person served by the organization is found, an investigation will be conducted to determine if there has been a violation of the Code of Ethics/Conflict of Interest policy. The employee could be subject to disciplinary action, up to and including termination of employment.

### ***Attire and Personal Hygiene***

Employees will maintain a clean and neat appearance and will project a professional and business-like image in dealing with other employees, clients, volunteers, and the public. Nonprofit Network reserves the right to define appropriate standards of appearance for the workplace.

### ***Use of Facilities and Property***

Employees are to keep their own work area and common areas clean, well maintained, and free of any safety hazard. Employees will limit their use of organization property to work-related purposes. Employees are required to receive supervisory approval before removing any organization property from the premises.

## **Communication, Computer and Voice Mail Use**

Nonprofit Network has the right to monitor, access, search, inspect, retain and disclose any message, communication, or file on a voice mail or electronic system owned or operated by the organization, at any time for any reason. All equipment, software, files, external drives, communication, or messages created, maintained, or sent or received on any system is organization property. There is no expectation of employee privacy including personal communication.

The use of non-work-related personal electronic communication, such as texting, email, cell phone use, or social networking, should be limited. Should a personal circumstance require an employee to place a long distance call using an organization phone, the employee must use a personal calling card or call collect.

Employees will not download software on an organization computer without prior authorization from the Executive Director. All passwords will be provided to the Executive Director, and kept in a secure location.

## **Complaint Procedure**

Employees should attempt to resolve a complaint informally with their supervisor as soon as possible. If a solution cannot be reached, the employee may present a formal complaint, in writing, to the Executive Director or any Board member. No employee will be discriminated against, harassed, be intimidated, or will suffer any reprisal as a result of filing a complaint or participating in the investigation of a complaint. (See Nonprofit Network Whistleblower Policy.) If an employee feels that he or she is being subjected to any reprisal, that employee has the right to appeal directly to the Executive Director or Board Chair.

All complaints will be handled in a timely manner. Nonprofit Network's goal is to resolve a complaint within twenty (20) working days from the time of its initiation. If an extension of the time limit becomes necessary, all parties involved will be notified.

## **Use of Personal Automobile**

Employees who use their own automobiles for travel on authorized organization business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

## **Expense Reimbursement**

Reasonable and customary business expenses incurred in the performance of one's job will be reimbursed within 30 days. Reimbursement requires prior authorization by the employee's immediate supervisor. Employees must submit receipts within 30 days of incurring the expense in order to be reimbursed.

## **Employee Reviews**

Employee work performance reviews will be conducted at least annually based on the date of hire.

## **Personnel Records**

Employees are expected to inform their supervisor immediately whenever there are changes in their personal data, such as address, telephone number, and person to notify in case of emergency. Employees have the right to inspect their personnel file, and/or obtain a copy, as provided by law. Personnel records are the property of Nonprofit Network.

Employee information will be released to a third party after Nonprofit Network receives a written request from the employee or former employee. The request must specify what information will be disclosed and to whom.

## **Speaking to the Media**

Any request for information or interviews by the media should be referred to the Executive Director.

## **Solicitations**

Any solicitation and distribution of information needs to be approved by the Executive Director and comply with the Nonprofit Network Code of Ethics.

## **Harassment**

The Nonprofit Network considers harassment of any kind unacceptable behavior. Harassment will not be tolerated under any circumstances. There shall be no harassment of any person because of an employee's sex, race, national origin, religion, physical handicap, or sexual orientation (or on account of any other' protected status).

Nonprofit Network does not condone and will not permit harassment by any employee or volunteer. The organization will not tolerate the making of unwelcome sexual advances to any employee, unwelcome physical, verbal, or visual behavior that is sexual in nature, or the making of remarks or jokes known to be offensive to any person because of his or her sex, age, race, national origin, religion, physical handicap, or sexual orientation.

Workplace harassment is any behavior that is unwelcome, unsolicited, offensive, humiliating, or threatening. Harassment may include such actions as threatening verbal and/or physical intimidation, unsolicited correspondence including letters and/or emails, obscene phone calls, physical contact such as invading physical space, including personal possessions and damage to possessions.

An employee who believes that he or she has been treated in violation of this policy should immediately report the matter to their supervisor or chair of the board of trustees. The Executive Committee will investigate all complaints or violations of this policy promptly and in as discreet a manner as possible.

## **Voluntary Termination of Employment**

Any employee may voluntarily resign at any time and for any reason.

Employees will be considered to have resigned if either of the following events occurs:

- Failure to return from an approved leave of absence on the specified return date
- Failure to report to work without notice for two (2) consecutive days

All employees are asked to give a minimum of two (2) weeks written notice of resignation. In the event an employee is asked to leave Nonprofit Network employment within the two week notice period, the employee will be paid for the entire notice period.

Employees are required to turn over all keys and other organization property to the Executive Director or Board Chair before leaving on their last day of work.

## **Involuntary Termination**

Nonprofit Network reserves the right to terminate any employee at any time, with or without cause or notice.

**NOTE:** This policy is not intended as a contractual obligation. Nonprofit Network reserves the right to amend the policy from time to time.

This policy, or amendments to this policy, may be personally delivered to employees, or employees may receive notice of this policy by e-mail, posting, by regular mail, or by inclusion of the policy in the employee handbook.

RECEIPT BY EMPLOYEE

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director signature

\_\_\_\_\_  
Date

Date Policy Adopted: 10/27/11

Date of Last Review: \_\_\_\_\_