



Necanicum Watershed Council

PERSONNEL HANDBOOK

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COUNCIL MISSION

The Necanicum Watershed Council is a non-profit organization of community volunteers who work to ensure that our watershed is a healthy and functioning ecosystem. Through community outreach and education, landowner partnerships, and on-the-ground habitat development projects, we work to further understanding about the Necanicum Watershed and to make sure it has a sustainable future.

ABOUT THIS HANDBOOK

The Necanicum Watershed Council (NWC) is committed to fair, clearly stated and supportive relationships between the organization and its employees, volunteers, and Board. The personnel policies of the NWC have been established in order to provide a guide to the personnel practices of the NWC, and to ensure consistency of personnel decisions. These policies cannot anticipate every situation, and, to retain necessary flexibility, we reserve the right to make changes without notice. It is the intention of the NWC to administer the personnel programs in a manner that complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to employees at the NWC.

Nothing contained in or implied by this manual creates or shall be deemed to create or constitute a contractual obligation to employees on the part of the NWC. The policies, procedures and guidelines contained in this manual are subject to change at any time, do not confer any obligation on the part of the NWC, and do not create any right to employment on the part of the NWC.

For the purposes of the policies contained in this handbook, “employee” or “staff” shall also imply volunteer, board member, and/or officer of the board when appropriate.

PART ONE—EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY

The NWC is an equal employment opportunity employer. Employment decisions are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The NWC complies with the law regarding reasonable accommodation for disabled employees.

The Executive Committee is primarily responsible for seeing that the NWC's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. Any employees involved in discriminatory practices will be subject to disciplinary action including termination.

B. ANTI-HARASSMENT

The NWC is committed to providing a work environment where every employee, volunteer and member is treated with dignity and respect. Harassment and discrimination are not permitted or condoned. This includes harassment or discrimination based on sex, race, color, creed, national origin, religion, age, marital status, pregnancy, disability, sexual orientation or any other status protected under applicable local, state or federal law.

Unwelcome behavior, whether physical, verbal, or written, that creates an intimidating, hostile or offensive work environment is strictly prohibited. Any board member, supervisor, or employee who engages in harassment or other inappropriate conduct that interferes with the operations or environment at the NWC will be subject to disciplinary action. All employees are responsible for following this policy and for reporting inappropriate conduct. Employees who believe they have been harassed or witnessed harassment in any manner should report the conduct to their Supervisor or any Executive Committee Member.

Definition of Sexual Harassment

The NWC strives to provide a workplace that is free of sexual harassment. Sexual harassment may include any of the following:

- Threats or insinuations that another employee's refusal to submit to sexual advances will adversely affect that person's employment, evaluation, compensation, advancement opportunities, assigned duties or any other conditions of employment or career development;
- Unwelcome sexual advances, flirtations or propositions;
- Verbal abuse of a sexual nature, including jokes. Sexually oriented jokes and comments, even though they may seem innocent to the employee, must be avoided in the workplace;
- Display of sexually suggestive objects or pictures.

If the employee feels that she or he has been sexually harassed or has witnessed sexual harassment in the workplace, report it immediately to a supervisor. If the employee is uncomfortable discussing the problem with the employee's supervisor, they should contact a Member of the Executive Committee.

Complaints of sexual or other forms of harassment will be investigated as promptly, thoroughly and confidentially as reasonably possible. Appropriate corrective action will be taken immediately to end the harassment, which may include immediate termination of employment.

The NWC prohibits retaliation against employees who make complaints in good faith or participate in good faith in any investigation or resolution of a complaint. Employees who have been subject to, or who witness, retaliation should immediately report the conduct to a supervisor. If the employee is uncomfortable discussing the problem with the employee's supervisor, they should contact a Member of the Executive Committee.

C. ATTENDANCE

All employees are expected to be at work on time every day they are scheduled. The NWC recognizes, however, that there are occasions when an employee cannot be at work, when an employee will be late, or when an employee may choose to work from another location, such as a home office. In cases of unforeseen absence, an employee is required to notify his or her supervisor at least one hour in advance of their regularly scheduled work time. In all other cases, employees shall notify his or her supervisor as soon as they know of a future absence.

If the employee is going to be late, the employee should notify the employee's supervisor by phone immediately, or as soon as possible. Email should also be used as a way of documenting the communication. Please state the reason and how long the employee anticipates being out. It is not satisfactory to leave a message with any other employee. If the employee is absent more than three consecutive days without reporting or calling, the employee may be considered to have abandoned the employee's job and to have voluntarily resigned, unless a reasonable excuse is offered and accepted by the employee's direct supervisor.

A consistent pattern of questionable or unexcused absences is considered unsatisfactory, and may subject the employee to discipline, up to and including termination. In addition, excessive lateness or leaving early without letting the employee's Supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Absences for protected family medical leave (if the employee is eligible), workers' compensation injuries, or leave that is offered as a reasonable accommodation to a qualified individual with a disability will not be the basis of disciplinary action for absenteeism.

If the employee is absent because of an illness for three (3) or more successive days, the employee's Supervisor may request that the employee submit written documentation from the employee's doctor stating the employee is able to resume normal work duties before the employee will be allowed to return to work. Employees should make every effort to call in every day of an extended absence to advise the NWC of their status.

D. STANDARDS FOR APPROPRIATE CONDUCT

Employees are expected to follow acceptable business principles in matters of personal and business conduct, to be responsible for the appropriateness of their conduct and to display a high degree of personal and business integrity at all times. It is impossible to list all forms of conduct that might be considered inappropriate in the workplace. Certain behavior (such as theft, fighting, insubordination, falsification of records or dishonesty, bribery and threats of violence) is inappropriate at any time in the workplace or while representing the NWC. Other conduct (such as a failure to cooperate with other employees, harassing or intimidating others and rudeness to co-workers, customers, suppliers or the public), while often more subtle, is equally unacceptable.

The NWC expects all employees to observe a high standard of professionalism at all times; to comply with any law applicable to the NWC and its members, wherever conducted, and to treat others (coworkers, customers, landowners, suppliers and the public) with dignity and respect.

The NWC maintains cooperative agreements with landowners within the work area. Each of these agreements has specific rules governing NWC access to private lands which must be followed by every employee. The employee should check with the supervisor prior to accessing any private lands.

E. NWC PROPERTY

Employees are expected to treat NWC property and the property of our cooperators with respect. NWC property may only be removed from the premises for work purposes or with prior approval. Deliberately misusing, defacing or damaging NWC property or the property of any other employee is unacceptable. Care should be taken when handling the NWC's equipment and supplies. Employees may not use any tools or equipment other than those approved or provided by their supervisor. Employees should report any needed repairs, and should try to avoid breaking NWC tools and equipment. Personal equipment should only be used with prior approval of the Executive Director. Use of personal equipment is at the risk of the employee. NWC will not repair or replace lost, stolen, or damaged equipment.

F. EMPLOYEE PERSONAL PROPERTY

Employees are not to place any locks on lockers, cabinets, or other storage facilities located in or on NWC premises without the Executive Director's prior approval. Employees wishing to secure a locker, cabinet, or other storage facility located in or on NWC premises should obtain a lock from the Executive Director. If necessary, any lock not provided by the NWC may be forcibly removed.

G. DRUG AND ALCOHOL POLICY

The NWC is committed to maintaining a drug-free workplace. Drug and alcohol use impairs an employee's ability to perform his or her job. Employees who work under the influence of intoxicating beverages or controlled substances may be a danger to themselves and others. Accordingly, the NWC has adopted this drug and alcohol policy. The following conditions and activities are expressly prohibited:

The manufacture, sale, or possession of alcohol, or being under the influence of alcohol or any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, on NWC premises or property,

or during work time or while representing the NWC in any work-related fashion is strictly prohibited. Possession of alcohol in an unopened container while being transported to or from a NWC job site is allowed if in compliance with all applicable legal requirements. "Under the influence" is defined as above the legal level of alcohol or drugs in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Reporting for work after having consumed alcohol or used illegal drugs or controlled substances at a time, or in such quantities, or in any manner that may impair work performance will be considered a violation of this policy.

On occasions where alcoholic beverages are served in conjunction with certain business or social events related to NWC business, employees of legal age may drink alcoholic beverages in moderate amounts. Employees must be fit to perform their duties and other responsibilities in a safe and efficient manner at all times and take care that his or her use of alcohol does not lead to impaired performance, inappropriate behavior, endanger the safety of any individual, or violate applicable law.

Prescription or Over-the Counter Medication: Employees who are medically authorized to use drugs or other substances which can impair job performance must report the use of the substance to his or her immediate supervisor.

Reasonable Suspicion Testing: Reasonable suspicion is where the NWC observes that the employee's behavior, conduct, or condition indicates that he or she is under the influence of drugs or alcohol on the job. The NWC reserves the right to determine if reasonable suspicion exists. Examples include strange or erratic behavior, non-typical work performance, or appearance including detectable odors, or speech of the employee. The NWC may require a test for alcohol and drugs if the employee sustains or is involved in an on-the-job injury or accident requiring medical attention beyond First Aid or which results in property damage.

Individuals taking a drug and/or alcohol test must sign a consent form for the test that allows release of the test results to the NWC.

Generally, employees who voluntarily request assistance in dealing with a personal drug and/or alcohol problem may do so without jeopardizing employment as long as this assistance is sought before work performance is affected or disciplinary problems have begun.

Any employee found to be in violation of this policy, or who refuses to submit to testing as required, or who refuses to cooperate or attempts to subvert the testing process (including tampering with or adulterating a sample) will be subject to disciplinary action which could include immediate termination of employment. The NWC also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession is prohibited or restricted by law.

Over-the-counter drugs are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his or her duties.

Prescription drugs are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

H. **DISCIPLINE**

If the need arises for disciplinary action, the following is intended only to establish general guidelines for disciplinary action and does not restrict or limit in any way the NWC's ability to determine when termination of employment or other disciplinary action is appropriate. Termination decisions are made at the sole discretion of NWC management.

If an individual's conduct or performance becomes a concern, the NWC has established flexible guidelines designed to improve or change productivity or overall performance. The objective of corrective action is to change performance by identifying causes and solutions.

An employee may be counseled or disciplined if, in the judgment of the NWC management, the employee has:

- Violated a rule, guideline or regulation;
- Failed to perform their job in a satisfactory manner;
- Been involved in conduct that has had an adverse effect on the NWC
- Or engaged in conduct that, at the discretion of the NWC, warrants disciplinary action.

The appropriate disciplinary/counseling action will be based on the employee's previous performance and attendance records, their length of service, the surrounding circumstances and the business concerns of the NWC. Although employees generally are given an opportunity to correct performance problems, the NWC may terminate employment for a first offense if the NWC considers this action appropriate.

Counseling, written disciplinary action, suspension, or termination will generally be the forms of corrective action taken. There is no requirement of a specific number or sequence of disciplinary measures. As such, the NWC has the right to end an employment relationship at any time and for any reason when the action is believed to be in the NWC's best interest, including but not limited to the following conditions: (a) criminal conduct, or conduct involving moral turpitude connected with the employment of the employee or which otherwise reflects adversely on the NWC's reputation or operations; (b) the refusal of the employee to comply with the NWC's instructions, policies, or rules if those instructions, policies and rules are material to the performance of employee's duties; (c) continuing or repeated problems with the employee's performance or conduct or the employee's inattention to duties; (d) any material breach of Employee's obligation; or (e) any conduct by the employee that represents a conflict of interest and is against or competing with the best interest of the NWC.

I. **SMOKING**

The NWC wants to provide a healthy, comfortable and productive work environment for employees. To this end, smoking is prohibited in all NWC facilities and on all NWC property except in designated areas outside of the buildings. Smokers must properly dispose of their debris. Employees may only smoke during approved breaks and in designated areas. For purposes of this policy NWC property includes all

job sites and any location where employees are working on behalf of the NWC. Certain landowners may express their desire for no smoking on their property and the NWC will honor that desire. Please be aware of the situations where smoking is prohibited and refrain from smoking.

J. CONFLICT OF INTEREST

Employees are expected to avoid conflicts of interest at all times. A conflict of interest occurs when personal or financial interests interfere with, or appears to interfere with, an employee's duties and responsibilities to the NWC. Employees are expected to devote the entire time during working hours to the business of the NWC. Employees may not accept or perform side jobs or services which interfere with their ability to meet job requirements or which compete with services provided by the NWC. Violation of this policy or any other activity that may cause a conflict of interest with the NWC may result in disciplinary action up to and including immediate termination. Activities which involve the unauthorized use of NWC time, equipment, or information; which significantly interfere with job performance; damage the NWC's good reputation; or otherwise conflict with the NWC's business interests are to be avoided. In addition, the employee must be familiar with and follow the requirements of the NWC Conflict of Interest Policy, and every staff and voting member must complete the **Basic Conflict of Interest Disclosure Form**.

If an actual or perceived conflict of interest develops, any employee having knowledge of the situation must report the matter directly to his or her direct supervisor or to a member of the Executive Committee.

K. EMPLOYEE SAFETY

Each employee is responsible for working safely to avoid injury to themselves, fellow workers, patrons or members. The safety of our employees, customers and visitors is very important.

Employees are urged to notify their supervisor or any other member of management immediately if they observe anything that may in any way endanger an employee, customer or visitor. If the situation is one that is within the employee's ability to be safely corrected or can be marked as a hazard without further endangerment to life or property, then the employee may do so.

The following must be reported to a supervisor immediately

- Any occupational injury which occurs on the job, no matter how slight.
- Any occupational illness caused by something on the job.
- Absence from work because of occupational injury or illness.
- A doctor's treatment of an occupational injury or illness.
- Property damage caused by performance error.
- Any accident, injury or illness of a visitor, guest or the general public while on NWC premises.
- Any potentially dangerous situations (including slip and fall situations) on NWC premises.

L. ELECTRONIC COMMUNICATION POLICY

The NWC makes every effort to provide the best available technology to those performing services for the NWC. In this regard, the NWC has installed equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and

disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by NWC employees with the use of NWC equipment. This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems and other NWC equipment provided by the NWC.

NWC property, including computers, fax machines, electronic mail and voice mail, should only be used for conducting NWC business.

Incidental and occasional personal use of NWC computers and our voice mail and electronic mail systems is permitted outside of regular work hours, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below. In addition, all use of the electronic communication systems, whether personal or business related, must be in accordance with the terms of this policy as set forth below.

The electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. The NWC's Anti-Harassment policy applies to all electronic communication.

The Internet and World Wide Web contain unregulated information such as pornography, sexually explicit writings, or materials that are contrary to our harassment or non-discrimination policies. These materials are prohibited by NWC policy, and are inappropriate in our working environment. Using NWC equipment to access, review, download, print, post or distribute these materials in the workplace or in any place connected with NWC employment is not permitted and will result in disciplinary action which could include termination of employment.

In addition, the electronic mail or NWC computer systems shall not be used to send (upload) or receive (download)-copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Employees are prohibited from copying NWC provided software, and from loading any unauthorized software onto NWC computers.

Although the NWC provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as NWC records. All passwords are NWC property that must be provided to the NWC upon request.

The NWC retains the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the NWC reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the NWC or its designated representatives will not have a need to access and review this information. Individuals using NWC business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

The NWC has the right to, but does not regularly monitor voice mail or electronic mail messages. The NWC will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information. Employees are prohibited from accessing coworkers' electronic messages or voicemail without the express permission of the coworker or unless specifically directed to do so by the NWC. Electronic or other communications should be accessed or reviewed only by the intended recipient.

M. PERFORMANCE EVALUATION

A performance review will be conducted for each employee by her/his supervisor after six months of employment and at least annually thereafter. The supervisor's written record of strengths, areas that need improvement, and any revision needed in priorities or responsibilities then becomes part of the employee's personnel file. The employee will review and sign the written version before placement into the personnel file. A self-evaluation by the employee is also included as part of this evaluation process, and a written version is kept in the personnel file. An employee may have supervised access to her/his personnel file upon request to the Executive Director.

The Executive Director's performance is reviewed at least annually by the Executive Committee Chair. The Chair is responsible for meeting one-on-one with the Executive Director shortly thereafter to communicate the results of this review and then to prepare the written record for the personnel file.

N. WORKPLACE VIOLENCE

This NWC has a "zero tolerance" policy for any actions that threaten its employees, customers or vendors. This includes verbal and physical harassment, verbal and physical threats, verbal or physical confrontations, and any actions that cause others to feel unsafe in the workplace. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on NWC property will be removed from the premises as quickly as safety permits, and shall remain off NWC premises pending the outcome of an investigation. The NWC will initiate an appropriate response which may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved. All NWC personnel are responsible for notifying the management representative designated below of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on a NWC-controlled site, or is connected to NWC employment.

Employees are encouraged to raise workplace concerns with their immediate supervisor. If the supervisor is unavailable, if the complaint remains unresolved after talking with the supervisor, or if the nature of the complaint is such that the employee does not feel he or she can discuss the complaint with his or her supervisor, the employee may make a complaint to a member of the Executive Committee. While we cannot promise complete confidentiality during an investigation, information about any complaint will be treated as confidentially as possible, consistent with proper investigation and responsive action. Generally, this means confidential information will be shared only on a need-to-know basis.

Individuals who lodge good faith complaints or who participate in a NWC investigation will not be retaliated against or otherwise treated adversely relating to the reporting of the situation or participation in an investigation.

O. CONFIDENTIALITY

Because the NWC, and certain landowners, may consider certain information to be confidential and/or proprietary, it will provide each new employee with instructions on the confidentiality of information and records. Employees may not communicate this information without authorization from their supervisor. Confidential information can include the following information about the NWC or about the organizations it serves: certain business information such as financial and marketing data or strategies, budget information, bid proposals, and contract negotiations; information on internal organizational issues or problems, research and development ideas, current or proposed policies, meeting minutes, passwords, access codes, fundraising information, and donors' or prospective donors' names or affiliations; personnel actions such as promotions, demotions, terminations, personnel controversies, compensation, payroll data, and performance appraisals; information that is of a personal or confidential nature; certain legal advice, opinions, and documents; and any other information designated as confidential. If employees are not sure if the information they are handling is confidential, they should consult their supervisor.

When discussing or transmitting confidential information, staff should follow these guidelines:

- Do not reveal any confidential information unless your supervisor approves it;
- Be sure that confidential information is properly marked and secured before transmittal;
- Ensure that the recipient has a legitimate need to know the confidential information;
- Avoid displaying confidential information where it can be easily observed;
- Immediately inform your supervisor of the loss of any confidential information;
- Limit reproduction and distribution of such information;
- Secure confidential documents in locked cabinets or containers when not in use; and
- Make sure that you properly dispose of all confidential information.

Employees may not remove any confidential information from the NWC's offices without specific authorization to do so. Employees who are leaving the NWC must return all confidential and sensitive information to their supervisor before departing.

P. GRIEVANCES

The NWC gives all employees the opportunity to seek internal resolution of work-related concerns. Whenever people work together, differences will occasionally arise. When this happens, employees should talk frankly and early with the individual who is the source of the concern. If the problem cannot be resolved after a good faith effort, employees should attempt to resolve the problem informally with their supervisor as soon as possible.

In exceptional cases where a solution cannot be reached, the employee may file a formal, written grievance with the Executive Director (or the Executive Committee Chair if the grievance is with the Executive Director). The employee should do this within a reasonable time after the concern arises and should outline clearly the nature of the grievance. The employee must give a copy of the written grievance to the person who caused the grievance and to that person's supervisor. The Executive Director (or the Executive Committee Chair if the grievance is with the Executive Director) will set up a meeting to discuss the complaint. As necessary, he or she may also meet with others who are named in the complaint or who may have knowledge of the facts set forth in the complaint. He or she will give the employee a written response to the complaint. If it is resolved to the employee's satisfaction, the terms

of the resolution will be recorded and signed by the employee and the Executive Director (or Chair). At any point the Director or the Chair may ask the Personnel Committee to take charge of the above process and to bring any unresolved issues to the Executive Committee.

No employee who has filed a complaint in good faith will be unlawfully disciplined or otherwise retaliated against.

PART TWO—COMPENSATION AND BENEFITS

Q. PAY PERIODS, TIMESHEETS, AND EXPENSE REIMBURSEMENT

A timesheet shall be used to document the hours worked each month and assure the employee is accurately paid for those hours. Employees shall record their own time worked on a daily basis.

The workweek is Sunday through Saturday. Timesheets and requests for expense reimbursement (of supervisor approved expenses) are to be submitted by the 7th day of the following month, to a supervisor or the Executive Director.

Each employee must fill out their own timesheet completely and accurately. Falsification of time records, including reporting hours not worked or otherwise inaccurately reporting time is prohibited.

R. PAYROLL DEDUCTIONS

The NWC withholds all local, state, and federal deductions as required by law.

S. OVERTIME PAY

Non-exempt employees will receive overtime pay of one and one-half (1 1/2) times their regular hourly wage for approved hours worked over eight (8) hours in one day or forty (40) hours in one (1) work week or as required by applicable state law. Hours worked for the purpose of computing eligibility for overtime pay are only hours actually worked during that period. Hours spent away from the job because of a job-related injury, paid holiday, jury duty, paid vacation time, or paid sick time, are not worked and are not be counted as hours worked for overtime calculation. All overtime must be approved in advance by the Executive Director.

T. BENEFITS

1. MEDICAL BENEFITS

As long as the NWC is financially able, Full Time employees are eligible for a medical allowance/stipend. The Board shall decide the amount on an annual basis.

2. RETIREMENT PLAN

The NWC is not able to offer a retirement plan at this time.

U. LEAVE TIME

1. FULL TIME VS PART TIME EMPLOYEES

Only permanent full-time employees are entitled to paid leave. Unpaid leave will be permitted as described in this section.

2. UNPAID LEAVE OF ABSENCE

Due to our current size, the NWC is not required to follow all state or federal leave laws. However, the NWC attempts to follow leave laws as closely as feasible, and will accommodate leave requests when possible. To request a personal leave of absence, submit a statement of need for leave to an immediate supervisor. Whenever possible, it is required to give as much notice as possible of pending need for a personal leave of absence. The NWC may require documentation of a need for leave. However, the NWC cannot guarantee reinstatement.

Employees who must remain away from work for more than the period of time allowed will be considered terminated from employment. They are welcome to re-apply subject to the NWC's usual hiring policies.

3. FAMILY AND MEDICAL LEAVE

The NWC complies with all current state and federal laws regarding the Family and Medical Leave Act, which grants job-protected unpaid family and medical leave to eligible employees for up to 12 weeks per 12-month period for any one of the following reasons:

Parental Leave during the year following the year after the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placements or adoption.

Serious health condition leave for the employee's own serious health condition that makes the employee unable to perform the functions of his/her position or to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition; or

Pregnancy disability leave taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care; or

Sick child leave taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.

4. BEREAVEMENT LEAVE

The NWC will allow up to four days of bereavement leave. The employee must notify the supervisor or the Executive Director at the employee's first opportunity so that the NWC can make arrangements for work flow while the employee is absent. Bereavement leave is considered unpaid leave under this policy for part-time or seasonal employees.

5. SICK LEAVE

Sick leave is considered unpaid leave under this policy for part-time or seasonal employees.

6. JURY DUTY

The NWC recognizes that employees may get called for jury duty and will make all reasonable effort to accommodate. Immediately after receiving notice from the jury coordinator, please talk with the employee's supervisor so that alternate plans can get made for NWC work. Employees shall notify their immediate supervisor as soon as they know that they will serve on a jury. Jury duty is considered unpaid leave under this policy for part-time or seasonal employees.

7. MILITARY LEAVE OF ABSENCE

Employees requiring military leave must provide a copy of the activation notice to his or her supervisor, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Military leave is considered unpaid leave under this policy.

8. VACATION

NON-EXEMPT AND TEMPORARY EMPLOYEES

The Council does not offer paid vacation for non-exempt employees.

EXEMPT EMPLOYEES

Eligible employees begin to earn paid vacation on their hire date as outlined below. Full-time employees will earn vacation time on a calendar year basis as provided in their employment agreement.

V. HOLIDAYS

The NWC observes the following holidays:

- New Years Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Holidays which fall on a Sunday shall be observed on the following Monday. Holidays falling on a Saturday shall be observed on the preceding Friday.

RECEIPT AND ACKNOWLEDGMENT

Please read the following statements, sign below and return to the employee’s immediate supervisor.

I have received and understand that I am required to read and abide by the Necanicum Watershed Council (the “NWC”) Personnel Policies. I understand that the policies and benefits described in it are subject to change, interpretation or deletion at the sole discretion of the NWC at any time and that these policies supersede all previous documents or representations made by the NWC.

These policies are not a contract of employment or guarantee of specific treatment. The NWC reserves the right to delete, modify or interpret the provisions of the policies at any time. These provisions supersede all existing guidelines and practices and may not be amended or added to without the express written approval of the NWC Executive Committee. The NWC reserves full discretionary authority to interpret and apply, in its sole judgment, all NWC guidelines and procedures, including all those summarized in these policies, and reserves exclusive authority to determine how those guidelines and procedures apply to specific issues and circumstances.

I further understand that my employment is at will, and neither the NWC nor myself has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the NWC at any time, with or without reason. Likewise, the NWC has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of the NWC. No employee of the NWC can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Executive Committee Chair.

Employee's Printed Name

Position

Employee's Signature

Date