

Green Mountain United Way Personnel Policies

INTRODUCTION

Green Mountain United Way (will be referred to as GMUW) welcomes you to our staff and hopes that our relationship will be mutually positive and fruitful as we work in partnership with local volunteers to mobilize the communities to create lasting changes in local conditions that will improve lives. The following policies have been written to provide a comfortable atmosphere which will allow you to work confidently. This Handbook is a resource to be used as a guide and information tool. Please read the policies carefully and keep this manual for reference. If you have questions about these policies, please speak with the Executive Director. These policies do not preempt or replace applicable laws; however this policy manual does supersede and replace any previously existing GMUW Personnel Policies.

These personnel policies do not constitute a contract of employment between GMUW and its employees, and GMUW reserves the right to amend these policies, in whole or in part, at its discretion with or without notice. Should changes occur, we will make every effort to inform you as soon as possible. Employment at GMUW is “at will”, in that either you or GMUW is entitled to end the employment relationship at any time. Nothing in these personnel policies is intended to or shall alter the “at will” employment relationship between you and GMUW.

ORIENTATION

The first few days of any new job can be confusing, bewildering and somewhat frustrating. It is the intention of GMUW to minimize these problems and integrate new employees as quickly as possible. The Executive Director will be responsible for introducing you to the other employees and for acquainting you with the duties of your new job and how those duties relate to the overall service GMUW provides. The Executive Director is available to answer your questions, offer guidance and direction and discuss your total work performance.

EQUAL EMPLOYMENT OPPORTUNITY

GMUW is an equal opportunity employer. GMUW policy is to follow federal and state laws and guidelines. GMUW strictly prohibits discrimination against or by any GMUW employee on the basis of race, color, religion, gender, age, national origin, place of birth, sexual orientation, ancestry, disability, pregnancy, genetic information or marital status. GMUW will not discriminate against an employee having a positive test result from an HIV related blood test, nor will GMUW request or require an applicant or employee to have an HIV-related test as a condition of employment. In the event any provision of this policy is contradictory or inconsistent with applicable federal or state law, GMUW will follow the provisions of the applicable law, and that provision of this policy shall be of no effect.

NEPOTISM

Immediate family members of employees or members of the Board of Directors of GMUW will be ineligible for employment by GMUW. The immediate family, as it pertains to this policy, is defined as the employee’s spouse, domestic partner, grandparent, parent, sibling, step-parent,

parent-in-law, child, step-child, step-sibling, sibling-in-law, grandchild or a person living in your home as a family member.

CONFLICT OF INTEREST

Employees are prohibited from engaging in any activity which conflicts with the interests of GMUW. Even the appearance of a conflict must be conscientiously avoided.

Employees are prohibited from using their position with GMUW to assist or advance any political or partisan causes.

GMUW employees may not serve on the governing board of any organization benefiting from proceeds from the GMUW. Participation in other organizations or committees will be at the discretion and approval of the Executive Director. This is to ensure that GMUW maintains its impartiality and objectivity in organization relations and services.

Yearly a Conflict of Interest Statement Form will be review and signed by each employee.

OUTSIDE EMPLOYMENT

GMUW has no prohibition against outside employment except employment that presents a conflict of interest or would negatively reflect on job performance or on the mission or outcomes of GMUW.

I. CONDITIONS OF EMPLOYMENT

A. EMPLOYEE CLASSIFICATION

1. EXEMPT

Employees not subject to premium pay for overtime are salaried exempt employees, in accordance with the Fair Labor Standards Act, as amended.

2. NON-EXEMPT

Employees subject to premium pay for overtime are non-exempt employees. Non-exempt employees may include all full-time and/or part-time staff in accordance with the Fair Labor Standards Act, as amended.

3. FULL-TIME/PART-TIME

A full-time employee works on a year-round basis and is on the payroll for a minimum of 37.5 hours a week. Part-time employees are those working less than 37.5 hours per week.

4. TEMPORARY

A temporary employee is any employee whose planned period of employment is of specified length regardless of hours per week worked. Compensation and benefits will be delineated in the employee's appointment letter; the provisions of these personnel policies relating to compensation and benefits are inapplicable to temporary employees.

B. JOB DESCRIPTION

There shall be a written job description for all positions within the organization. You shall be given, at the time of hiring and/or at the time of revision, a copy of your current job description.

C. PERFORMANCE EVALUATIONS

During your employment, you will have the opportunity to discuss your job performance with the Executive Director or your supervisor and receive a written evaluation at least annually. In your first year there will be a mid-year review of progress in reaching your outcomes established at your time of hire. The performance evaluation for the Executive Director will be reviewed by a committee of the Board of Directors.

These discussions serve to assure that you know and understand your job and the outcomes of the organization. They also serve to let you know how you are doing and/or how you might improve your performance. These discussions are planned to be open and frank. It is hoped that they will promote an on-going two-way discussion between you and the Executive Director or your supervisor. You will have ample opportunity to ask questions.

1. WARNINGS

Written warnings may be issued during the evaluation period, or at any time, to encourage the correction or improvement of your performance. Such a warning will be prepared in duplicate and signed by both parties. Your signature signifies receipt only. The original will be placed in your personnel file. The copy will be given to you for reference. If you wish to challenge the warning, you may do so by a written request completely explaining the issue to the President of the Board.

Nothing herein shall be construed to alter the at-will employment relationship between you and GMUW.

D. ATTENDANCE

The success of GMUW depends very much on your commitment to your work. Good attendance is vital to our productivity and to your personal success. As part of a small staff, we all share a very basic responsibility—to come to work on time and to work our scheduled hours. It is each employee's responsibility to:

1. Understand that when you are not at work, either the job does not get done or someone else must take time from her/his duties to do it.
2. Have all absences, other than for illness and emergencies, approved in advance by the Executive Director.
3. Contact the Executive Director promptly—on or before the beginning of the work day—if you are ill or there is an emergency at home.
4. Schedule doctor's and dentist's appointments when they are least likely to disrupt your work schedule.

5. Report all absences properly.
6. Cooperate fully with the Executive Director if your attendance becomes a problem.

E. OFFICE HOURS AND WORK SCHEDULE

Regular office hours are normally from 8:30 AM to 4:30 PM, Monday through Friday. Deviations from your established work schedule must be approved by the Executive Director.

F. LUNCH BREAKS

Lunch breaks are required. The lunch break is thirty (30) minutes and is unpaid time.

G. GUIDELINES FOR APPROPRIATE CONDUCT

Employees of GMUW are expected to carry out their professional responsibilities, adhere to accepted business principles in matters of personal conduct and exhibit a high degree of personal integrity at all times, including demonstrating respect for the rights and feelings of others. The Executive Director and employee should share a clear understanding of GMUW policies and procedures, employee's job description, performance standards, rules of acceptable conduct and any other expectations that the Executive Director may have of an employee.

Confidential or proprietary information about the organization shall not be disclosed without the prior written approval of the Executive Director or the Board of Directors, or as may be required by an order from a court of competent jurisdiction.

H. DRESS CODE

In order to encourage comfortable attire for employees while assuring a professional presentation, GMUW has a business casual dress policy. Employees should wear professional business dress which is neat in appearance. Customary business attire includes, but it not limited to, business suits, sport coats, slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses. At times employees who do projects may require casual dress.

Employees are expected to use good judgment in their daily dress and grooming and to present a neat, clean appearance appropriate to their work situation and appropriate to any meetings scheduled. Employees should respect the following guidelines:

1. Clothing should always be of appropriate fit and length. Tee shirts with printed messages or logos and denim jeans of any color are not permitted. Short shorts, mini-skirts, bib-overalls, cropped tops, tube-top, sweat clothes, halter-tops, spaghetti straps, and muscle shirts are not acceptable at any time. Walking length dress shorts are permissible as a part of a suit or business outfit. Foot wear should not include flip flop sandals. Distracting or revealing clothes are not appropriate. Radical departures from conventional dress or personal grooming are not permitted.
2. Due to some employees' allergic reactions to the chemicals in perfumes and makeup, these substances should be worn with restraint.

3. Visible tattoos and visible body piercing jewelry may not be appropriate.

If an employee reports for work improperly dressed or groomed, the Executive Director may instruct the employee to return home to make the necessary changes.

I. SMOKING, ALCOHOLIC BEVERAGES AND DRUGS

GMUW promotes a smoke free working environment. Smoking in the GMUW office is prohibited. GMUW complies with all related federal, state and local ordinances.

Any employee who is suspected of being or determined to be under the influence of alcohol or other controlled substances while working will be requested to leave the premises, or will be transported home if the employee's condition and considerations of safety require it. GMUW subscribes to the principles of the Federal Drug Free Work Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance while on GMUW premises or while an employee is in work status is prohibited and could result in termination.

II. COMPENSATION

A. PAYDAY AND PAY PERIODS

The GMUW work week is Monday through Friday. The pay period for all staff will be weekly for the period from the previous Friday.

Records of hours worked and computed for pay will be kept by the Administrative Assistant. Pay records will be verified and approved by the Executive Director.

B. DEDUCTIONS

Deductions required by Federal law are Social Security (FICA), Medicare and Federal Income Tax. State taxes will be deducted as required by Vermont law. The amount of taxes to be deducted from gross pay is determined from information you supply to GMUW on a W-4 form. If you have any change in marital status or number of dependents, you are responsible for completing a revised W-4.

Shortly after the end of the calendar year you will receive a report (W-2 form) from GMUW showing how much you earned during the year and how much has been withheld. You need this information to complete your tax returns for the IRS and Vermont Department of Taxes.

Any other deduction as needed or authorized by the Board, or an employee, or enacted by State or Federal government, will be taken.

C. OVERTIME FOR NON-EXEMPT EMPLOYEES

Overtime is any time worked in excess of 40 hours per week. At times it may be necessary for you to work overtime to take care of emergencies which arise. You are expected to work reasonable amounts of overtime when necessary. Overtime must be scheduled and approved in advance by the Executive Director. Hours worked between 37.5 and 40 will be paid as straight time.

For approved hours worked in excess of 40 per week the pay is one and one-half (1 ½) times your regular hourly rate or time off as determined by the Executive Director for non-exempt employees which must be taken within the pay period.

Sick leave and personal time are not counted as hours worked when computing overtime.

D. REIMBURSABLE EXPENSES

Approval will be required before incurring reimbursable expenses. Reimbursable expenses are as follows:

1. MILEAGE—use of your personal automobile for GMUW business will be reimbursed at the rate allowed by the IRS. Mileage is from and back to the office that you are assigned to.
2. LODGING—when GMUW work assignments require you to be away from home overnight you are expected to make a reasonable effort to obtain lodging with as little expense as possible while not unreasonably sacrificing personal convenience and comfort. Cost shall not exceed the single room rate for where you actually stay. Submission of receipts will be required.
3. MEALS—cost plus tips not to exceed the daily total permitted by the IRS. You are requested to use good judgment and incur only reasonable costs per meal. If it is judged the expense is excessive, GMUW may disallow reimbursement for all or part of the meal. Alcoholic beverages are not a reimbursable expense. Submission of receipts will be required.
4. TRAVEL—all commercial travel expenses as charged by the carrier will be reimbursed. You are expected to make a reasonable effort to obtain the lowest possible fare for your dates of travel. If you choose to use your personal vehicle for travel, you will be reimbursed for the lesser of mileage rate allowed by the IRS versus commercial transportation fare to the destination. Mileage incurred at the site of business will be reimbursed at the rate allowed by the IRS in lieu of cab fare. Tolls and reasonable parking expenses will be reimbursed. Submission of receipts will be required.

E. PAY INCREASES

Employee salaries will be reviewed annually as part of the GMUW budget process. Two types of increases are possible.

1. GENERAL INCREASES (cost of living) are across the board increases which are granted to all employees as deemed necessary by the Board of Directors of GMUW. General increases will be considered annually as part of the budget planning process.

2. MERIT INCREASES are granted for exceptional job performance—beyond the expected performance for a position. If during the performance review process it is established that exceptional performance is evident; a merit increase may be given.

Persons employed through a grant or other special funding sources may receive pay increases in accordance with the grant or other special funding source guidelines

F. TERMINATION PAY

If you resign from GMUW, you are expected to provide a two-week written notice. Vacation time may not be taken in lieu of working out your notice.

When you resign you will be compensated for the hours worked since the last payday plus any unused vacation time. Any unearned vacation time that was taken will be deducted from your final check. Personal or sick days not taken will not be reimbursed. All pay will be provided in a single check for the total amount due on the next regularly scheduled payday after the effective date of your resignation.

The GMUW Board of Directors may authorize additional compensation if warranted.

III. BENEFITS

Full-time employees working 37.5 hours per week are entitled to the benefits described below. GMUW provides benefits as part of employee compensation. Applicable benefits for part-time employees will be pro-rated based on number of hours worked per week, with the exception of paid health, vision and dental insurance. Any Employee working 20 hours or less per week is not eligible for benefits or any paid time off.

If an individual is employed through a grant or other special funding source, benefits will be in accordance with the grant or other special funding source guidelines.

All employees regardless of classification will receive, where applicable, those benefits prescribed by law such as Social Security, Medicare, Workers Compensation, and Unemployment Insurance. GMUW practice is consistent with all state and federal legislation.

A. MEDICAL, VISION AND DENTAL INSURANCE

GMUW provides Group Medical, Vision and Dental Insurance for its full-time employees working 37.5 hours per week. All employees working 37.5 hours per week (over 65 or under 65) will be asked to pay a percentage of their medical coverages. Full time employees on Medicare will be reimbursed for costs associated with Part B Coverage under Medicare and reimbursed for Pharmacy Part D costs. Full time employees on Medicare will be asked to pay a percentage of these costs.

GMUW will not cover costs for Medical Insurance if you are not on the GMUW plan, except Medicare.

Employees may obtain coverage for dependents at their own expense by having the premium deducted from their pay. Employees are eligible for coverage the first of the month following one month of employment. Details of coverage and costs are available from the Administrative Assistant.

GMUW does not provide health insurance benefits for part-time employees; however, part-time employees who meet the eligibility requirements for health membership in the group may purchase medical, vision and dental insurance coverage for themselves and/or their dependents at their own expense by having the premium deducted from their pay.

B. HOLIDAYS

GMUW office will be closed on the following holidays. Full and part-time employees will receive compensation for these holidays. Holiday pay for part-time employees will be prorated.

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day plus the following Friday
Independence Day	Christmas Day

C. 403B EMPLOYEE RETIREMENT SAVINGS PROGRAM WITH TIAA-CREF

After one year of full-time employment, employees are eligible to participate in the Retirement Savings Program with TIAA-CREF. Employees will be permitted to contribute up to the maximum allowable amount. GMUW may also contribute as determined by the Board on an annual basis. All funds contributed to the program will be immediately vested. Employee loans and hardship withdrawals from individual amounts are limited to 50% of principal balance and subject to the rules and regulations of TIAA-CREF. Employees leaving the GMUW will be treated in full compliance with program and IRS regulations.

D. VACATIONS

Vacation time is a benefit earned by full and part-time employees as a result of continuous employment. Part-time employees earn vacation pay on a prorated basis.

Length of Employment	Annual Allowance*
1 to 3 years	10 days
4 to 10 years	15 days
10+ years	20 days

*The annual allowance rates specified herein apply to full-time employees; the annual allowance rate for part-time employees will be pro-rated based on the employee's work week.

Vacation time accrues from the date of hire, but vacation time cannot be taken during the first three months of employment. If an employee leaves the employ of GMUW before the

end of the three month introductory period, the employee will not be paid for vacation accrued.

All vacation time must be scheduled in advance and approved by the Executive Director. GMUW will try to honor employee vacation schedule requests. However, the Executive Director will resolve schedule conflicts based on the order requests are received and the needs of the organization.

Annual vacation allowance will be credited to an employee at the beginning of the calendar year. The accrual rate advances on the anniversary of the employee's date of hire.

You may not carry more than one (1) full year's vacation allowance forward to the following calendar year.

Earned vacation which is unused will be compensated at termination. Vacation which is used but not yet earned will be debited at termination.

Part-time employees working less than 37.5 hours per week will accrue vacation on a pro-rated basis.

E. PERSONAL DAYS

Each full-time employee will be credited with two (2) day's leave with pay per calendar year for personal business. During the first year of employment prior to January 1, these days will be calculated proportionately depending on the month of hire. Personal days may not be taken during the employee's introductory period. After one full year of employment, the employee will receive one additional personal day per calendar year up to five days per calendar year.

These days must be approved and scheduled in advance with the Executive Director. Unused personal days do not carry forward to the following calendar year and are not compensated for upon termination.

Part-time employees are not eligible for personal days.

F. SICK LEAVE

Paid sick leave may be used by an employee to obtain medical or dental care, recover from illness, birth of a child or serious illness in the immediate family. All full-time employees will accrue sick leave at the rate of one (1) day per month for a total of twelve (12) days per year. Part-time employees will be covered on a pro-rata basis. Staff members may be asked to provide a physician's verification of illness at any time. All absences in excess of three (3) consecutive work days may require a doctor's certificate.

Unused sick leave can be accrued to a maximum of ninety (90) days (720 hours). Unused sick leave accrued beyond this amount will be paid annually, to an amount equal to 50% of the accrual leave beyond the 90 day limit. Payment will be made in a single check at the end of the calendar year. Unused sick leave will not be compensated upon termination of employment.

Sick leave cannot be used prior to being earned. You will not be paid for time taken when you are out sick but have not earned sick leave. Sick time will accrue from the date of hire, but cannot be used during the first three months of employment.

G. FAMILY/PARENTAL LEAVE

1. During any 12-month period, an employee who has been employed by GMUW for at least one year shall be entitled to take unpaid leave, for a period normally not to exceed 12 work weeks, for one or more of the following reasons:
 - for parental leave -- that is, during the employee's pregnancy and within one year following the birth of an employee's child or the initial placement of a child less than 18 years of age with the employee for the purpose of adoption;
 - for dependent care leave -- that is, to care for an immediate family member which is defined as the employee's child, step-child, ward, foster child, parent, spouse, civil union partner or parent of the employee's spouse, with a serious health condition;
 - for Family Leave Due to a Call to Active Duty—that is, due to a spouse, son, daughter or parent who is a member of the National Guard or is a Reservist and is on active duty or has been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any “qualifying exigency” arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.
 - for Caregiver Leave for an Injured Service Member—that is, 26 weeks of FMLA leave provided during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. Note that by federal law, the FMLA leave for an injured service member can extend for 26 weeks, instead of the normal 12-week limit.

This policy is intended to comply with and be interpreted in accordance with the federal Family and Medical Leave Act and the Vermont Parental and Family Leave Act.

2. Workers Compensation - An employee who is determined eligible for workers compensation benefits with an injury that is considered a “serious health condition” under the FMLA shall be placed in a family medical leave of absence.
3. Notice and Approval - An employee will be expected to give reasonable notice of his or her intent to take leave. Normally an employee should give at least 30 days prior notice for a leave that is foreseeable. In the event of planned medical treatment of the employee or family member, the employee should work with his or her supervisor and make a reasonable effort to schedule treatment so as to minimize disruption of company operations.

An employee will be required to provide certification by the health care provider supporting the need for medical or dependent care leave.

4. Returning from a Leave of Absence - Every effort will be made to allow an employee on leave of absence to return to the same position as held prior to the leave. In some situations it may not be possible, however, to guarantee a return to the same position. As far as practical, this should be discussed between the Executive Director and the employee prior to the start of the leave.

Upon return from any leave, an employee is entitled to be restored either to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions, unless the employee's job would have been terminated or the employee laid off for reasons unrelated to the leave.

Vacation and sick leave will not accrue while on Family/Parental Leave. GMUW will provide all of an employee's current benefits during the leave period, but will require the employee to pay the cost of those benefits.

H. BEREAVEMENT LEAVE

In the event of the death of an immediate family member, please notify the Executive Director as soon as possible. Full-time and part-time employees are eligible for a maximum of up to five (5) consecutive days off with pay (pro-rated for part-time employees based on their regular work week) at the time of death in the immediate family. The immediate family, as it pertains to this policy, is defined as the employee's parents, step-parents, parent-in-law, spouse, domestic partner, children, step-children, siblings, step-siblings, siblings-in-law, grandparents, grandchildren, a person living in your home as a family member.

Employees may be allowed one (1) day off with pay upon the death of another relative or close friend with the approval of the Executive Director.

Arrangements for longer leave due to other circumstances may be made with the Executive Director through the use of personal days, vacation allowance or unpaid leave.

I. JURY DUTY

It is the policy of GMUW to encourage employees to recognize and perform civic responsibilities. Notify the Executive Director as soon as possible if you are called upon to serve on a jury.

Jury duty leave shall be granted for actual jury duty as defined by the requirements of the court jurisdiction that provides payment for jury duty.

While serving jury duty, you are assured of your regular income for the term of the duty. GMUW will pay you the difference between jury pay and your regular GMUW wages.

If you are released early in the day you are expected to return to work.

You must present verification of jury duty hours spent before jury duty compensation will be approved.

J. VOTING

GMUW's office hours and Vermont community polling place hours enable you to make arrangements to vote prior to or after normal working hours.

K. LEAVE OF ABSENCE

A leave of absence without pay may be arranged for compelling circumstances at the discretion of the Executive Director. Each request will be considered on its own merits. No leave of absence will be granted for longer than a sixty (60) calendar day period. Vacation allowance and sick leave will not accrue during a leave of absence.

IV. TERMINATION

Termination means the severance of the employment relationship between you and GMUW, whether voluntary or involuntary. Termination may occur as the result of resignation, termination or layoff.

A. RESIGNATION

You are requested to provide a 2 week advance written notice of your resignation to the Executive Director. Vacation time may not be taken in lieu of working out your notice period.

B. DISMISSAL

An employee can be dismissed by GMUW at any time and at GMUW's sole discretion. An employee who is dismissed shall receive two week's notice, or pay in lieu of such notice, at GMUW's discretion.

Upon termination, an employee's final paycheck will include pay for the last pay period worked, any compensation granted to the employee in lieu of notice, and any accrued but unused vacation leave that has been earned. No other benefit time lost as a result of the termination will be compensated. In the event an employee has used vacation leave prior to earning it the value of that leave will be deducted from the employee's final paycheck, not to exceed the amount of the check.

C. LAYOFF

GMUW reserves the right to reduce the size of its work force based on a lack of funds, lack of work, reorganization, or for any other reason as determined by the Board of Directors. An employee who is laid off shall be notified in writing at least two (2) weeks in advance of the proposed action. GMUW may provide two weeks pay in lieu of notice. The need for layoffs will be determined by the Board of Directors working in conjunction with the Executive Director.

D. EXIT INTERVIEWS

Upon termination an employee will have an exit interview with the Executive Director or officer of GMUW.

E. VIPER — Continuation and Conversion of Group Health Insurance

VIPER is the state version of the federally mandated health continuation policy called COBRA. The intent of this policy is to protect individuals terminating their employment by allowing them to continue their group medical and dental insurance under the former employer's plan. VIPER has no minimum number of employees' requirement and enables the individual to extend her/his insurance coverage for six (6) months.

Therefore, when you terminate your employment with GMUW you have the right to continue coverage under GMUW's group medical and dental plans (at your own expense) subject to the VIPER provisions in effect at the time of your termination.

Since the requirements and regulations for VIPER are complex and subject to constantly changing government regulation, each individual wishing to obtain information regarding a personal situation should begin by checking with the Administrative Assistant.

F. REHIRING OF TERMINATED EMPLOYEES

Any employee re-hired within sixty (60) calendar days of termination will have all benefits reinstated at the same benefit level as at the time of termination. Any employee rehired after 60 calendar days from date of termination will be treated as any other new employee.

V. SEXUAL HARASSMENT POLICY

It is against the policies of this employer, and illegal under state and federal law, for any employee, male or female, to sexually harass another employee. This employer is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment. The full Sexual Harassment Policy is available.

VI. MISCELLANEOUS

A. PERSONNEL FILES

GMUW maintains a personnel file for each employee. These files are confidential and kept locked. They contain such information as employee resume, changes of status, performance evaluations, disciplinary actions, attendance records, W-4 forms, I-9 forms, change of address, telephone number and/or number of dependents.

You may inspect your personnel file during normal business hours with permission of and in the presence of the Executive Director. The file and/or contents may not be removed from the office.

B. EMPLOYEE INJURIES AND ACCIDENTS

All injuries must be reported immediately to the Executive Director. Seek aid and/or medical attention immediately. Report all conditions that could cause an accident. If an accident does occur an Accident Report Form must be filled out.

C. TELEPHONE, FAX, AND COPIER

GMUW telephone, fax and copiers are for GMUW business. Personal outgoing calls and transmissions are allowed as long as they are local, brief and infrequent. If it is necessary to make a personal long distance call you will reimburse GMUW. The GMUW copier and fax are for GMUW business. If it is necessary to make a copy you are required to reimburse GMUW.

D. ELECTRONIC COMMUNICATION POLICY

Computers are assets provided to employees to assist them in performing their jobs efficiently. Employees must ensure that all computer resources that they use are clearly operated in support of business. All computer users have the responsibility to use computer and telecommunications resources in an efficient, effective, ethical and lawful manner.

E-Mail is meant for business use only. It is the responsibility of employees to use the resources appropriately. We encourage the deletion of inappropriate email and appreciate your not forwarding inappropriate email to others. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed or stored in GMUW's computers.

The use of the Internet should be limited to appropriate web sites and not incur any cost to the organization. Employees are not to download any games or music, and must not sign in to Facebook or MySpace to view personal accounts.

Passwords may not be changed without the consent of the Executive Director. New passwords must be set by the approved Information Technology consultant, as approved by the Executive Director. Employees may not load or download software that has not been approved by the Information Technology consultant and the Executive Director. Employees must comply with all software licenses and copyrights.

GMUW reserves the right to access, inspect, monitor, copy, disclose or delete any documents, information or messages transmitted or stored on GMUW's system.

Family members or friends are not permitted to use GMUW computers.

E. VISITORS, PHONE AND CELL PHONE USE DURING WORK HOURS

Personal visitors during work hours are allowed. It is expected that the visits will be held to a minimum and be brief. No personal visitors are permitted in the GMUW office outside the parameters of scheduled office hours. In addition, phone and cell phone calls are allowed. It is expected that usage will be held to a minimum and be brief. The Executive Director will

determine if the employee is having too many visitors, phone or cell calls, or if the visits or calls are of a length that it is disruptive to the employee work or to others.

F. AMENDMENTS

These policies may be amended as needed at the discretion of the Green Mountain United Way Board of Directors.

Rev 02/01

Rev 08/04

Rev 05/11

Acknowledgment

I acknowledge I have received Green Mountain United Way's employee handbook dated May 16, 2011. I understand the contents of this handbook are presented as a matter of information only. I also understand the language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract of employment between the Green Mountain United Way and me. I acknowledge GMUW's Board of Directors reviews this handbook periodically and reserves the right to add to, change or discontinue any aspect of its salary and benefits program, policies or procedures, in whole or in part, at any time, with or without notice.

I also understand and agree I am an at-will employee, my employment is for no definite period and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time, with or without cause, and without previous notice. I acknowledge and understand no one except the GMUW's Board of Directors can alter or change (verbally or otherwise) any of the provisions contained in this handbook and any changes in the handbook can only be made by them in writing.

I understand this version of the GMUW Employee Handbook supercedes all previous handbooks or policies.

Name Signature: _____

Name Print: _____

Date: _____