



Hill-Snowdon
F O U N D A T I O N

Employee Handbook
(Updated October 2011)

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I. INTRODUCTION

1.1 Statement of Philosophy

On behalf of the Board and staff I would like to welcome you to the Hill-Snowdon Foundation (HSF). As you know, HSF's mission is to *work with low-income families and communities to create a fair and just society by helping them develop the capacity and leadership skills necessary to influence the decisions that shape their lives.* At the core of this mission is HSF's vision of a fair and just society for low-income families. We understand that achieving this vision will take a tremendous amount of work, creativity, sacrifice, and courage on the part of families and communities, as well as a great deal of time. However, we also understand that as an organization committed to social justice, we need to begin to create a fair and just society by first building an organization that is an exemplar of fairness, justice and well-being. Therefore, the staff and board of HSF have been deliberate in developing personnel policies and operational practices that reflect our values and open a dialogue about "what a social justice organization should look like."

This employee handbook articulates our evolving effort to create a work environment at the Foundation that is grounded in the principle of "people first". HSF's "people first personnel policies" seek ways to support the well-being of staff by providing abundant support to help them and their families to thrive, with the understanding that as they thrive so will the Foundation, our allies and our grassroots partners. We feel it is critically important to integrate our political values in our operational practices, such as providing domestic partner benefits and family healthcare coverage to full and part-time employees and including gender expression and identity in our anti-harassment policies. We also strive to create an organization that fosters a family environment of inter-dependence, mutual support and respect, direct and open communication, accountability, appreciation, caring, laughter, and fun.

Finally, while these policies are guidelines for how HSF will operate vis-à-vis our staff, the ultimate measure of our work is how well we support the organizations that partner with us in achieving the vision of a fair and just society for low-income families. We are serious about achieving this vision and consequently, have high expectations of staff. We encourage all staff to think creatively, act boldly, interact with humility, and challenge themselves to make the Foundation live up to its ideas and vision.

Welcome again to the Hill-Snowdon Foundation and thank you in advance for all your hard work!

1.2 At-Will Employment

- a. Hill-Snowdon Foundation is an at-will employer. This Handbook does not constitute an employment contract, nor is it a guarantee of employment for any particular length of time. Employment with Hill-Snowdon is completely voluntary and may be terminated by either Hill-Snowdon or the employee, for any reason or no reason, with or without notice. Nothing contained in this Handbook is intended to alter the at-will nature of this employment relationship.
- b. The Executive Committee is responsible for overseeing policies and for passing recommendations for revisions to the Board for approval. Hill-Snowdon reserves the right to revise, supplement or rescind any of the policies, procedures and benefits described in the Handbook as it deems appropriate, in its sole and absolute discretion.

II. EMPLOYMENT POLICIES

2.1 Equal Employment Opportunity

Hill-Snowdon Foundation believes strongly in the need for and the value of diversity as part of any program for social change, and it strives to build and maintain a program that reflects this belief. Hill-Snowdon provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, marital status, personal appearance, familial status, matriculation, and political affiliation in accordance with applicable federal, state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training in accordance with applicable law.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers. Any employees involved in discriminatory practices will be subject to corrective action up to and including termination.

2.2 Anti-Harassment Policy and Complaint Procedure

Hill-Snowdon is committed to maintaining a work environment that fosters harmonious, productive working relationships and encourages mutual employee respect. HSF is opposed to and will not tolerate any harassment toward any employee or applicant for employment based on that person's national origin, race, sex, age, or any other basis prohibited by law. This includes actions by

other employees or outsiders with whom employees must deal in the course of their employment.

Prohibited harassment may take different forms and may be based on any of the different factors listed above. One specific form of harassment is sexual harassment. Prohibited sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual or otherwise offensive nature, especially where submission to such conduct becomes an implicit or explicit term or condition of employment; submission to or rejection of the conduct is used as the basis for decisions affecting an individual's employment; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment. Sexual harassment also includes: unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions; verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, references to a person's body parts, and offensive personal references; demeaning, insulting, intimidating or sexually suggestive comments about an individual; the display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, photographs; and demeaning, insulting, intimidating, or sexually suggestive written, recorded or electronically transmitted messages.

Complaint Procedure: Any employee who believes that he or she has been subjected to unlawful harassment or has witnessed conduct believed to be harassing, whether by a manager, coworker or a third party, should immediately report that conduct to the Executive Director. Alternatively, at the discretion of the employee and as the situation warrants, such incidents may be reported to the President of the Board of Directors. The incident(s) will be investigated promptly, and appropriate action will be taken to correct the situation. Employees are required to cooperate in any investigation.

Any employee who reports a concern of harassment, including sexual harassment, in good faith or who assists HSF with an investigation will not be subject to retaliation or reprisal. The offender will be subject to corrective action up to and including termination. Confidentiality of the report and all resulting investigations of the claim will be maintained to the fullest extent possible.

Given the seriousness of the consequences for the accused, a false charge is a severe offense that can result in disciplinary action against the complainant. False charges refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven.

2.3 Confidentiality and Non-Disclosure

Certain materials and information gathered or created by Hill-Snowdon are confidential, including but not limited to: financial, health, and personal information related to the Board of Directors and staff. An employee, except for use in HSF's business, may not use such confidential material and information or divulge to any third party confidential information or materials without the permission of the Executive Director of Hill-Snowdon. All publicity, advertising, public documents, or publications involving or mentioning Hill-Snowdon Foundation must be approved by the Executive Director before being published or disseminated.

2.4 Inclement Weather and Emergency Closure Policy

The Hill-Snowdon Foundation office follows the Federal Government for inclement weather and emergency closures. However, the employee is aware that office closures due to weather and emergency should not affect the employee's ability to work at home, unless school and day care closures affect an employee's ability to have child care in place during the work day. During weather and emergency closures, all employees who have signed a telecommuting agreement are encouraged but not required to telecommute while the office is closed. If the closure occurs on a Wednesday, employees are expected to be present in the DC office on the first work day after the inclement weather or emergency is resolved.

2.5 Introductory Period

New staff members are subject to an introductory period of 90 days from the initial date of hire unless otherwise specified. During this period, the staff person has an opportunity to become familiar with his or her job, co-workers and Hill-Snowdon. At the end of 90 days or shortly thereafter, the staff person meets with his/her immediate supervisor to discuss/evaluate the fit and performance during the introductory period. If the evaluation is below expectations, the employee will be discharged. If the evaluation is at or above expectations, generally the employee will begin regular employment. In some cases, where there is insufficient information to complete the determination, the introductory period will be extended as determined by the supervisor with specific goals to be met. However, successful completion of the introductory period does not create a contractual commitment to continued employment. Employment with HSF is "at will" in all cases.

2.6 Performance Evaluations

After the introductory period and first year of employment, employees receive regular annual evaluations in September of each year; these reviews are

conducted by the employee's immediate supervisor or other designee. Evaluations are based on the employee's overall performance in relation to his or her job responsibilities and his or her achievement of goals established in previous evaluations and/or workplans, and will also take into account the employee's conduct, demeanor, and record of attendance and tardiness. Fellow employees, as selected by the employee's supervisor, may be asked to also evaluate employees. Employees are asked to complete a self-evaluation that includes an evaluation of his or her strengths, challenges, and goals. Written reports of annual evaluations signed by both the employee and supervisor are to be submitted to the employee and included in the employee's personnel file.

An evaluation is not a contract or a commitment to provide a salary or other form of compensation adjustment, a promotion, a bonus, or continued employment. An evaluation is only one of several factors that HSF uses in making these and other employment decisions. Any comments made on an employee's evaluation, or statements made during discussions regarding the evaluation, or an employee's performance or future, should not be construed as a promise or guarantee, since circumstances may change in the future, including business conditions and an employee's performance.

2.7 Personnel Files

HSF maintains personnel files on each employee. These files contain documentation such as performance appraisals, beneficiary designation forms, and disciplinary warning notices. You may review your personnel file upon request. If you are interested in reviewing your file, please contact the Executive Director to schedule an appointment.

Employees who believe that any material in their own personnel file is irrelevant, inaccurate or incomplete may submit a written request to the Executive Director (or for the Executive Director to the President of the Board) to revise the files accordingly. If the request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.

To ensure that your personnel file is current at all times, notify your supervisor or the Executive Director of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, the individuals to notify in case of an emergency, and so forth.

2.8 Open Door Policy

Misunderstandings or conflicts can arise and should be resolved before serious problems develop. Many incidents will resolve themselves naturally. However, should a situation develop that causes an employee concern, HSF encourages the employee to discuss the matter with his or her immediate supervisor or the

Executive Director. These individuals will try to work out a satisfactory solution to the situation.

2.9 Partial Virtual Office and Telecommuting Policy

All employees who telecommute and participate in the partial virtual office program under the telecommuting policy are required to sign a "Telecommuting Agreement" (attached), which is kept in the employee's personnel file.

Partial Virtual Office Program

In an effort to consolidate physical office space and reduce costs, effective January 1, 2010, Hill-Snowdon Foundation is implementing a Partial Virtual Office program, wherein employees may work from a home office for up to all but one day each week and work in the DC office one day per week. The policies and procedures for this program are outlined in the telecommuting policy below. Employees are not required to participate in the partial virtual office program.

Each employee will undergo a 3-month trial period in the Partial Virtual Office program. At the end of this trial period, it is at the Executive Director's discretion to determine each employee's telecommuting schedule going forward. The Executive Director and the Director of Finance and Administration will confer on the status of the Executive Director's participation in the program. Decisions will be based on employees' performance and productivity telecommuting versus in the office during the trial period.

Telecommuting

All employees (full-time and part-time) who have completed their introductory period and have signed a telecommuting agreement are eligible for telecommuting and participation in the partial virtual office program. Employees living outside the Washington DC area who negotiate telecommuting as part of their employment and who have signed a telecommuting agreement are eligible immediately upon employment.

Time Requirements

Employees may telecommute all but one day per week. All DC-based employees will work in the DC office minimally on Wednesday of each week. Employees may opt to spend more than one day per week in the DC office if meetings and/or work are best handled from the DC office. The Executive Director may require employees to be in the DC office for a meeting or other purpose with a 48 hour email notice.

Employees who telecommute unexpectedly on Wednesdays due to the inclement weather policy (see section 2.4), sickness, child care, etc. are expected to work in the DC office on the next workday that such circumstances are not in effect.

Employees based outside the DC area will visit the office once a month on a two-day schedule that includes a Wednesday. Exceptions to this schedule are subject to approval by the Executive Director.

Employees will work the same work days and hours regardless of their work location. Employees are responsible for notifying other staff of changes to their schedules (i.e. late to start work, time away from the office, etc.) (see Office Communications section below for additional information)

Office Communications

Employees will be provided with a webcam and are required to establish a Skype account. Employees may communicate among each other using Skype, telephone, or email while telecommuting. Staff check-ins with the Executive Director will be held via Skype. Webcam privacy screens or other settings through Skype may be used by an employee to maintain privacy when not communicating via Skype or when unavailable.

Employees will keep all appointments and schedule time away from the office recorded in their Outlook calendars so that other staff may see when they are and are not available for Skype communication.

An employee will let the rest of the staff know via email when he/she is away from the office for a reason not recorded in his/her Outlook calendar (i.e. lunch, errand, etc.), similarly to the way employees typically extend that courtesy in an office by having a brief face-to-face communication.

When no staff are present in the DC Office on telecommuting days, the phone system auto attendant will route calls to each employee's extension, which will be set to forward calls to either a cell phone or other phone number provided by the employee. Employees may also be provided with an IP phone and will be expected to answer that phone and transfer calls during business hours as if he/she were in the DC office.

Other

Employees with requests for checks or letters that require the Executive Director's signature must make the request by 3:00pm on Tuesday to ensure that it can be processed during that business week. Checks will regularly be cut and all ED signatures will be obtained on Wednesdays. More time sensitive matters will be handled on a case by case basis between the Director of Finance and Administration and the Executive Director.

Employees based outside the DC area should seek a consistent and professional meeting space outside their homes. Employees may not use their home offices as meeting spaces.

Employees will be provided with a laptop computer and remote access to the HSF server. Any malfunctions of equipment or communications systems are to be immediately reported to the Director of Finance and Administration. In the event that she is unavailable, employees can contact the Executive Director. If the problem cannot be resolved by either of these individuals, employees may contact the HSF IT consultant to request remote support:

Joseph Edemeroh
SysArc, Inc.
Tel (240) 688-6658
jedemeroh@sysarc.com

2.10 Termination of Employment

When an employee plans to resign voluntarily, he or she is encouraged to give at least one month notice to his/her supervisor. This will help facilitate a smooth transition of your work assignments to another employee or give HSF some time to hire a replacement. As mentioned elsewhere in the handbook, all employment relationships with HSF are on an at-will basis. Thus, although HSF hopes that our relationships with employees are long term and mutually rewarding, HSF reserves the right to terminate the employment relationship at any time, with or without cause or notice.

III. COMPENSATION POLICIES

3.1 Job Classifications

HSF designates all staff positions as exempt or nonexempt. Nonexempt employees are employees who are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable wage and hour laws. Exempt employees are employees who are not required to be paid overtime, in accordance with applicable wage and hour laws, for work performed beyond 40 hours in a workweek. Executives, professional employees and certain employees in administrative positions are typically exempt.

3.2 Hours of Work

- a. The regular office hours for HSF are Monday through Friday, 9:00 a.m. – 5:00 p.m, and therefore, a regular work week is 40 hours per week. However, actual working hours for staff are flexible as long as they overlap with this time and are approved by the Executive Director. The regular work week begins on Monday and ends on Sunday for purposes of calculating overtime.
- b. Full-time equivalent (FTE) is based on 40 hours per week. Employees working more than 80% FTE each week are considered full-time. Employees

working less than 80% full-time equivalent per week are considered part-time and arrange hours of work with their immediate supervisor.

- c. All employees are required to submit a written request for vacation and other paid time off.

3.3 Procedures for Pay

Employees are ordinarily paid every two weeks on Friday. If a scheduled payday falls on a holiday, employees will usually be paid on the last working day prior to the regular payday. All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, will be withheld automatically from your paychecks.

3.4 Compensation

The Board of Directors, as recommended by the Executive Director and the Executive Committee, sets salaries and fringe benefits for all positions. HSF will try to provide an annual raise to all employees performing at a satisfactory level.

Merit Increase Guidelines:

HSF will consider merit based salary increases for its employees on an annual basis. The basis for determining any increase would be based on the annual evaluation process. The evaluation form has a quantitative element that specifies performance categories that will be tied to a specific numerical salary increase, if deemed appropriate. The performance categories are:

| <u>Category</u> | <u>Related Salary Increase</u> |
|---|--|
| <i>Consistently Exceeds Expectations</i> Reserved for exceptional, consistent performance across multiple areas | 6% |
| <i>Exceeds Expectations</i> Very good performance across multiple areas. | 4 – 5% |
| <i>Meets Expectations</i> Satisfactory performance in primary work areas or a balance of strong and weaker areas that average out to overall satisfactory performance. | 3% |
| <i>Below Expectations</i> Poor performance across multiple areas | 1-2% (corrective action required) |
| <i>Consistently Below Expectations</i> Reserved for consistently poor performance across multiple areas. | 0% (possible termination or probation) |

Bonus Pool Guidelines:

HSF established an annual bonus pool for staff to be used in instances of unique and/or extraordinary contribution in any given year, above and beyond the regular duties of an employee. This bonus can be utilized in lieu of or in addition to a merit based increase, at the recommendation of the Executive Director and/or the direction of the Board.

Promotion Guidelines:

In the event that a HSF employee is considered for a promotion, certain benchmarks must be met to attain the promotion

- The employee will have to receive a performance review for his or her current responsibilities that Exceeds Expectations (as defined by the evaluation tool) and,
- The employee will have been evaluated by his or her supervisor to have successfully met the requirements for the new position

Compensation for the new position will be determined based on a combination of a review of salaries for comparable positions in similar organizations in similar regions and the staff person's experience level relative to the new position. Additionally, any salary increase will be capped at a maximum of 10% over the current salary level (i.e., 5-6% increase for performance in current job role and up to 5% increase attributable to the promotion, not to exceed 10%).

3.5 Overtime

Employees classified as nonexempt are eligible for overtime pay equal to one and one half times the employee's equivalent hourly rate for total hours worked in excess of 40 hours per week. All overtime must be approved in advance by the Executive Director. Employees classified as exempt are not eligible for overtime pay.

3.6 Travel Expenses

- a. Requests for reimbursement for work-related expenses should be: (1) made to the Director of Finance and Administration; (2) on the appropriate Hill-Snowdon form and supported by receipts, mileage logs, etc.; and (3) submitted within 30 days of the time they are incurred and never beyond the fiscal year end.
- b. Actual approved travel expenses will be reimbursed. Receipts are required for reimbursement. Allowable expenses include coach/economy airfare and trains, parking, hotels not in excess of \$300 per night, phone calls and ground transportation.
- c. Transportation: When an employee uses his or her own car during the course of his or her work, Hill-Snowdon reimburses the employee at the Federal rate of mileage reimbursement. (Mileage incurred in travel between home and office may not be charged.) Employees will be reimbursed for the actual cost

- of other travel expenses, such as airplanes, bus, train, taxi, etc., if supported by receipt and approved.
- d. Staff, board and consultants are all entitled to be reimbursed for expenses as related to the performance of their duties and any approved activities associated with representing the organization. As part of this, Hill-Snowdon employees are entitled to reimbursement for the cost of meals and other incidentals. When a full day of travel is required, these expenses are not to exceed \$50 per day. If only part of a day of travel is required, expenses should not exceed a reasonable portion of the full-day allotment. In all cases, staff is expected to turn in receipts for all travel-related expenses.

IV. BENEFITS

4.1 Introduction

This section of the handbook highlights some features of HSF's benefit programs, which are described more fully in summary plan description booklets. If information in this handbook contradicts information in these summary plan descriptions, the summary plan descriptions shall govern in all cases. HSF reserves the right to amend or terminate any of its benefit programs or to require or increase employee premiums with or without advance notice at its discretion. For more complete information about any of our benefits programs, please contact the Executive Director.

4.2 Health Insurance

- a. All full-time regular and part-time regular employees and their eligible dependents (as defined in the plan) are covered by HSF's group health insurance program. Coverage for eligible employees is effective on the first day of the month following the employee's initial date of employment. With respect to part-time employees (working 20 hours per week or more for three (3) consecutive months or more), HSF will pay a prorated amount of the health insurance premium at a percentage proportionate to the percent of time required for their regular work schedule, as set forth in paragraph c below. Coverage continues through the employee's last day of employment.
- b. Any employee who elects not to participate in HSF's health insurance plan must sign a waiver of insurance form, to be kept in his/her permanent personnel file.
- c. As described above, HSF provides access to health insurance coverage for all eligible regular employees, according to the plan that Hill-Snowdon Foundation has selected. Regular employees may elect to include their eligible dependents in their health coverage at their expense with Hill-Snowdon covering 100% of the value of the individual premium and 75% of the remaining family member coverage premium. Hill-Snowdon pays a prorated amount of the health insurance premium for a part-time employee; Hill-Snowdon covers 100% of the value of the individual prorated premium

and 75% of the remaining family member coverage prorated premium. After three (3) years of employment, Hill-Snowdon Foundation will pay 100% of family member premiums for full-time employees and 100% of prorated family member employees for part-time employees.

4.3 Dental Insurance

- a. All full-time employees and their eligible dependents become eligible for dental insurance on the first day of the month following the employee's initial date of employment. Part-time employees (working 20 hours per week or more for 3 consecutive months or more) are also eligible for dental insurance, with Hill-Snowdon covering a prorated percentage of the premium amount. Coverage shall continue through the employee's last day of employment. Employees must be enrolled in the HSF health insurance plan in order to be eligible for dental insurance.
- b. Regular employees may elect to include their family members (as described above) in their dental coverage at their expense with Hill-Snowdon covering 100% of the value of the individual premium and 75% of the remaining family member coverage premium. Hill-Snowdon pays a prorated amount of the health insurance premium for a part-time employee; Hill-Snowdon pays 100% of the value of the individual prorated premium and 75% of the remaining family member coverage prorated premium. After three (3) years of employment, Hill-Snowdon Foundation will pay 100% of family member premiums for full-time employees and 100% of prorated family member employees for part-time employees. The cost of other dental services beyond provided coverage will be paid by the employee and determined by the dental insurance policy purchased by Hill-Snowdon.

4.4 Vision Care

- a. Full-time employees and their eligible dependents become eligible for vision care on the first day of the month following the employee's initial date of employment. Part-time employees (working 20 hours per week or more for three (3) consecutive months or more) are also eligible for vision care, with Hill-Snowdon covering a prorated percentage of the premium amount. on a prorated basis. Coverage shall continue through the employee's last day of employment. Employees must be enrolled in the HSF health insurance plan in order to be eligible for vision insurance.
- b. Full-time employees may elect to include their family members (as described above) in their vision coverage at their expense with Hill-Snowdon covering 100% of the value of the individual premium and 75% of the remaining family member coverage premium. Hill-Snowdon pays a prorated amount of the health insurance premium for a part-time employee; for a part-time employee's family members Hill-Snowdon pays 100% of the value of the individual prorated premium and 75% of the remaining family member coverage prorated premium. After three (3) years of employment, Hill-

Snowdon Foundation will pay 100% of family member premiums for full-time employees and 100% of prorated family member employees for part-time employees.

4.5 Other Benefits

- a. Tuition reimbursement for each full-time regular employee may be provided up to \$3,000 per year. Part-time employees will be provided tuition reimbursement at a fraction of \$3,000 per year based on the percentage of the employee's full-time equivalent. The purpose of tuition reimbursement is to allow employees to pursue interests or engage in activities that will contribute to the employee's professional development. The use of this tuition reimbursement by each employee will be submitted in writing and approved by the Executive Director. Tuition reimbursement shall be offered only if there are sufficient organizational funds in the budget.
- b. Hill-Snowdon Foundation will establish a Flexible Spending Account (FSA) and Premium Only Plan (POP). The FSA allows employees to pay dependent care expenses and medical bills not covered by their insurance with pre-tax dollars. The POP allows employees to make their contributions to group health and dental insurance with pre-tax dollars. Hill-Snowdon Foundation will make an annual contribution to the Flexible Spending Account on behalf of the employee at the following levels:

| | |
|----------------|---------|
| Managerial | \$2,000 |
| Program | \$3,000 |
| Administrative | \$3,000 |

Contributions to the FSA for part-time employees are prorated. Any limitations on contributions are in accordance with Federal law.
- c. Employees are eligible to receive Metro Benefits (Rail, Bus and/or Parking) directly through Hill-Snowdon Foundation using pre-tax dollars through the SmartBenefits/Metrochek program. Elections up to Federal limits for Metrorail/bus and for Metro parking may be made pre-tax if paid by the employee. Employees may elect to have these costs deducted from payroll or to use Hill-Snowdon funds to cover the costs (see below).
- d. Employees may choose to waive their use of all or part of the FSA employer contribution and use the funds instead for transportation/commuting costs, health club memberships, and other well-being classes (i.e. Yoga/Meditation, Martial Arts, Dance, and Nutrition/Weight Management). With the exception of the Federal limits per month for Metro fare and parking, reimbursement of the expenses listed above will be taxable income. Reimbursements may be claimed each year in the month of December, and employees choosing to waive use of any portion of their FSA employer contribution must sign a waiver that obligates them to repay any overspent funds (all annual reimbursements from FSA employer contributions and above expenses combined cannot total more than allotted annual FSA employer contribution amount).

- e. All employees are entitled to participate in an Employee Matching Grant program, whereby Hill-Snowdon matches any employee contribution to an accepted 501(c)(3) organization for up to \$4,000 per year for full-time and up to \$2,000 for part-time staff. Actual amounts are based on annual budget allotments.

4.6 Retirement

- a. Hill-Snowdon provides a 403(b) pension plan for regular full- and part-time staff. Hill-Snowdon begins its contributions to the plan 12 months after the employee's initial date of employment; employees can contribute to the plan immediately.
- b. Beginning 12 months after the employee's initial date of employment, Hill-Snowdon contributes monthly an amount equal to 5% of the employee's monthly gross salary. In addition, an employee can elect to make a personal contribution to their pension plan.

4.7 Disability

Hill-Snowdon full-time regular employees become eligible for short-term and long-term disability insurance 30 days after the employee's initial date of employment. Coverage shall continue through the employee's last day of employment. Hill-Snowdon covers 100% of premiums for full-time employees.

4.8 Salary Continuation Plan

Hill-Snowdon has established a salary continuation plan to supplement its paid sick day policy, short-term disability insurance program (where applicable), and workers' compensation program. Under this plan, full-time regular employees who have completed at least six months of continuous service may be eligible for salary continuation benefits for the period of an absence resulting from illness or injury that extends beyond five consecutive workdays. Any payments you may be entitled to receive under this program are offset by any amounts received from our short-term disability or workers' compensation insurance programs.

Accrual of benefits is based on the following schedule:

| Length of Employment | Weeks of Full Pay in Any 12-Month Period |
|-----------------------------|---|
| Less than 6 months | 0 |
| 6 months to 1 year | 2 |
| 1 but less than 2 years | 4 |
| 2 but less than 3 years | 8 |
| 3 but less than 4 years | 12 |
| 4 but less than 5 years | 18 |
| Over 5 years | 26 |

To qualify for benefits, you must apply for and be granted a formal medical leave of absence (see family and medical leave policy for details) and provide your supervisor with a statement from your physician verifying your disability and your expected date of return. In addition, HSF reserves the right to require that you be examined by a company-designated physician at any time at its discretion. To be eligible for continued benefits under this policy, you must provide additional physician's statements once every 30 days, or more frequently if requested, attesting to your continued disability and inability to work.

No benefits are payable under this program if your illness or injury is connected to work you do for another employer. The receipt of benefits under this program is not to be construed as a guarantee of employment for any specific duration. The cost to provide salary continuation benefits is currently paid completely by HSF.

4.9 Life Insurance

Hill-Snowdon full-time regular employees become eligible for life insurance 30 days after the employee's initial date of employment. Eligibility is also subject to a physical examination required by the insurance carrier for any employee with an annual salary above \$90,000. Coverage shall continue through the employee's last day of employment. Hill-Snowdon covers 100% of premiums for full-time employees.

V. VACATIONS AND OTHER LEAVE

5.1 Vacations

Employees may take paid vacation according to the following schedule: A full-time employee with tenure of one year or less is entitled to fifteen days of paid vacation time, which is accrued on a monthly basis. This vacation leave may not be taken before the employee's successful completion of the introductory period after his or her initial date of hire. However, after that period, an employee may use up to their entire accrued vacation time. A full-time employee in the second year of employment still earns 15 days of vacation per year; and in the third year of employment and thereafter employees earn 20 days of vacation per year. Part-time employees earn vacation time at a rate proportional to their time working compared to a full-time equivalent. If part of the vacation time taken by an employee falls on a holiday or weekend, that day does NOT count against an employee's vacation time. Employees may not accumulate vacation days in excess of 10 days (prorated for part-time employees) beyond the annual entitlement (based on employee anniversary date). Employees are strongly urged to take vacations each year.

In all cases, scheduling of vacations is at the employee's written request, with the approval of the Executive Director, but only after three months of employment, and with at least two weeks advance notice to Executive Director.

A maximum of four months of combined paid leave/vacation/sabbatical time is allowed in any 12-month period for an employee.

Upon termination of employment, employees are to be paid for all earned but unused vacation time.

5.2 Holidays

a. The following days will be observed as paid holidays for Hill-Snowdon staff, with two optional days to be arranged between staff person and the Executive Director. If an employee works on a holiday, the employee is eligible to take another day off within a week of the holiday.

- New Years Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day + Day after
- Christmas Day
- Optional Days (choice of two)
 - Columbus / Indigenous peoples Day
 - Election Day
 - Day before or day after Christmas
 - Other Religious Holiday

b. If a holiday falls on a regular workday, part-time employees are entitled to it; if it falls on a non-working day, they are not.

c. Contract employees are not compensated for holidays.

5.3 Sick/Safe Leave

a. Full-time salaried employees earn sick/safe leave at the rate of one day per month employed. Part-time salaried employees earn sick/safe leave at the appropriate proportion of the full-time rate.

b. Employees become eligible for sick/safe leave after their hire date.

c. Sick/safe leave may be accumulated from year to year up to a limit of 10 days earned but not taken. Upon termination of employment, employees will not be paid for earned but unused sick/safe leave. However, if an employee is rehired within 12 months of termination, previously accrued sick/safe leave will be reinstated and available for immediate use.

- d. When a staff member is sick, he or she should arrange to notify the office early on each day of absence (unless other arrangements have been made). Sick leave may be used only for absences related to a staff member's physical or mental illness, preventative medical care, or for family care.
- e. Safe leave may be used for absences associated with stalking, domestic violence or sexual abuse (in which the employee is the victim). For example, this could include but not be limited to absences related to relocation, taking legal action, or obtaining help from a victim services organization.
- f. Any employee may ask to take leave without pay after all earned sick/safe leave is used. The employee's supervisor must approve this request for additional sick/safe leave.

5.4 Personal Time

Staff is to be granted up to three (3) days per calendar year to take care of significant personal business that must be addressed during the course of the workday.

Staff must request personal time from their supervisor or Executive Director, with as much notice as possible. Personal days must be used in full-day (8 hour) or half-day (4 hour) increments. Requests are granted on a case-by-case basis. Employees may not accumulate personal days beyond the annual entitlement. Upon termination of employment, employees are not to be paid for earned but unused personal days. Personal days may be used after the successful completion of the employee's probationary period.

5.5 Bereavement Leave

Hill-Snowdon employees are entitled to five (5) days of bereavement leave each year in the event of a death of an immediate family member. An immediate family member is defined as a spouse, domestic partner, child, parent, or sibling. In the event of the death of any other family member, employees may take up to three days to attend the funeral (length of leave will depend on location of funeral and must be approved by the Executive Director). An employee may request an expansion of bereavement leave for religious/faith requirements.

5.6 Family and Medical Leave

Hill-Snowdon employees who have been employed for 1 year without a break in service and who have worked at least 1000 hours during the 12-month period immediately preceding the request for family or medical leave are eligible for family and medical leave under this policy.

An eligible employee shall be entitled to a total of 16 workweeks of family or medical leave during any 24-month period for: (1) the birth of a child of the employee; (2) the placement of a child with the employee for adoption or foster

care; (3) the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility; (4) the care of a family member of the employee who has a serious health condition; or (5) to recover from a serious illness rendering the employee unable to work. Hill-Snowdon may require a certification issued by the health care provider of the employee or family member of the need for leave under this policy.

Eight (8) of the 16 workweeks of family or medical leave available under this policy shall be paid leave. With respect to any remaining unpaid leave time, an employee may also elect to use any accrued paid vacation or sick leave time as paid leave time. All paid leave will run concurrently with and count against the 16 total workweeks available under this policy. Once such accrued paid leave benefits are exhausted, the balance of your leave will be without pay, unless you are eligible for short-term disability benefits or salary continuation in accordance with HSF's salary continuation plan. Upon returning to work, the employee is entitled to his/her same position, with no loss of seniority, if the leave was 16 weeks or less. An employee returning from leave of more than 16 weeks is entitled to an equivalent, but not necessarily the same, position. The employee will continue to receive all benefits while on leave under this policy. If the necessity for family and medical leave is foreseeable, the employee shall provide the employer with reasonable prior notice.

5.7 Maternity/Paternity Leave

In addition to 8 weeks of paid leave under the Family and Medical Leave Act and any unused vacation and/or sick leave, employees may also take an additional 4 weeks of paid leave for (1) the birth of a child of the employee; (2) the placement of a child with the employee for adoption or foster care; or (3) the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility.

5.8 Unpaid Leave

An employee can request up to 12 weeks of unpaid leave, except in the case of family and medical leave (as defined by state and federal law) which can be up to 16 weeks, to be approved by the Executive Director.

5.9 Jury Duty and Court Appearances

If a staff member is called to serve on jury duty, they should notify their supervisor immediately. All employees are to be on paid status while on jury duty. Employees are paid the difference between their regular salary and the amount received as jury pay. A copy of the jury summons must be turned in to the Executive Director in order for the staff member to receive pay.

If a staff member is served with a subpoena requiring him or her to serve as a witness, the employee will be permitted time off to attend hearings/trials without loss of pay or threat of loss of pay or job. Subpoenaed staff members will be paid the difference between their regular salary and the amount received as the witness fee (where applicable). Documentation of witness times and fees must be submitted to the Executive Director in order for the staff member to receive pay.

Upon verification from court personnel (i.e. letter from prosecutor/attorney, etc), victims of a crime may submit a written request for "court attendance" to their supervisor. The request must be approved by the Executive Director and the President. Time off is to be charged to accrued vacation time, or the staff member may opt for time off without pay. Hill-Snowdon may opt to provide additional paid time off on a case-by-case basis. Staff members must provide verification of attendance from court personnel.

5.10 Military Leave of Absence

Leaves of absence without pay for military or Reserve duty are granted to full-time and part-time employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your supervisor and submit copies of your military orders as soon as practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

If you are a reservist or a member of the National Guard, you are granted time off for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

5.11 Sabbatical Leave

The Foundation believes that effective institutions are guided and sustained by creative, committed and dependable people. Leaders need time to think, rest, reflect and rejuvenate if they are to keep their organizations and programs innovative and moving forward. To achieve this and help prevent job related

stress and burnout, the Foundation endorses a discretionary paid sabbatical benefit to employees.

Eligibility: All full-time and part-time employees are entitled to a three-month (prorated for part-time employees) sabbatical after five years of employment and three month sabbaticals (prorated for part-time employees) after every three years of employment thereafter, subject to approval by the Executive Committee.

Terms:

- Three-month paid sabbatical with full benefits, independent of any accumulated paid leave (vacation, sick, personal, maternity/paternity, etc.). If an employee's sabbatical falls on a holiday, that day still counts towards an employee's sabbatical time.
- A maximum of four months of combined paid leave/vacation/parental/sabbatical time is allowed in any 12-month period for an employee.
- The employee is encouraged to incorporate a learning or professional development opportunity into his/her sabbatical. For example, an employee may spend some portion of time during the sabbatical volunteering for a grassroots partner organization.
- The primary requirement for the sabbatical is that it provide time for reflection and rejuvenation so that the employee can come back refreshed and with renewed commitment. The Foundation recognizes that how this is best accomplished is specific to the employee, and therefore, the employee shall propose how the sabbatical will be used, including why the proposed approach is best, and a statement of goals/outcomes for the sabbatical.
- Professional development/tuition reimbursement benefit may be used in conjunction with the sabbatical benefit if the budget allows.
- Only one employee may be on sabbatical at any time during any 6-month period.
- Employees will not be eligible to take a week or more vacation leave within two months prior and two months after sabbatical leave.
- Timing of sabbatical leave for program staff may be limited by the Foundation to periods that will have the least impact on grantmaking workloads.
- Employees who take sabbatical leave will be expected to stay at the Foundation for at least one year after the end of the sabbatical.
- An employee who is eligible but decides to leave the Foundation before taking the sabbatical leave will not be entitled to a sabbatical or its cash equivalent.

Application Process:

- Application to take sabbatical leave must be made in writing to the Executive Director (or to the President if the request is from the Executive Director) at least six months before the employee wishes to begin leave.

- The proposal may be brief but must include:
 - Proposed dates
 - Plans for use of sabbatical time, including rationale and statement of goals/outcomes for use of sabbatical time
 - Plans for how job responsibilities can be covered in one's absence
- Executive Director reviews the proposal and makes a recommendation to the Executive Committee.
- The Executive Committee makes a final determination on the sabbatical application.
- If approved, the employee submits a revised annual workplan to the Executive Director that is subject to approval no less than two months prior to the beginning of the sabbatical leave.

VI. GRIEVANCE PROCEDURE

All employees are encouraged to resolve problems and differences with each other and their immediate supervisors. If informal advice and conflict resolution processes fail, the formal route is as follows:

- a. An aggrieved employee is to state the complaint in writing to his or her supervisor. The supervisor shall attempt to resolve the problem within five (5) working days of the receipt of the written complaint. The resolution and/or response are to be, at a minimum, in writing to the aggrieved employee. If the employee's grievance is not resolved to the employee's satisfaction, the employee may submit an appeal to the Executive Director no later than 5 working days of receipt of the supervisor's response. The Executive Director then reviews the complaint and response and attempts to resolve the issue within 10 working days of receipt of the written appeal. The decision of the Executive Director is to be final.
- b. If the content of the complaint involves the supervisor, then the employee is to state their complaint in writing to the Executive Director. The Executive Director is to attempt to respond to the written complaint within five (5) days of receipt of the complaint. The decision of the Executive Director is to be final.
- c. If the employee's grievance is with the Executive Director, then the employee is to state his or her complaint in writing to the President of the Board of Directors. The President of the Board of Directors may consult with other members of the Board of Directors and/or members of the Board's Executive Committee regarding the complaint. The President of the Board is to attempt to respond within 10 working days of receipt of the written complaint. The decision of the President of the Board is to be final, with exception for issues that involve disciplinary action against the Executive Director. In this case, the President of the Board of Directors is to involve the Executive Committee in reviewing and responding to the complaint.
- d. If the Executive Director has a grievance, s/he is to attempt to resolve it by addressing it to the President of the Board of Directors. The President of the Board of Directors may consult with other members of the Board of Directors and/or members of the Board's Executive Committee regarding the complaint. The President of the Board is to attempt to respond within 10 working days of receipt of the written complaint. The decision of the President of the Board is to be final.
- e. Whenever someone refers a problem to the next level as part of a formal grievance procedure, it is necessary to notify in advance everyone who has already been directly involved in the grievance process. Ideally, those who have not agreed on a solution will bring the problem to the next level jointly. All written correspondence regarding grievances and attempts to respond to grievances shall be filed in the employee's personnel file.
- f. HSF does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed,

however, as preventing, limiting, or delaying HSF from taking disciplinary action against any individual, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where HSF deems disciplinary action appropriate.

VII. EMPLOYEE CONDUCT

7.1 Employee Code of Conduct and Discipline

Employees are expected to treat fellow employees, managers, clients and the public in a professional manner—that is, with respect, integrity, courtesy and a cooperative attitude. Employees are expected to refrain from any conduct, which is disruptive and/or interferes with HSF's business. Any misconduct may subject the employee to disciplinary action up to and including immediate dismissal. Prohibited conduct includes, but is not limited to:

- unsatisfactory performance, including absenteeism, tardiness, misuse of benefit time, failure to perform at the level required by the job, attitude or behavior that is adverse to the organization and/or other employees;
- misconduct, including deliberate and willful violation of job procedures and personnel policies, insubordination, dishonesty, violence or theft of property;
- lack of qualification, including incapacity to perform work assigned or to meet prescribed goals and objectives;
- changed requirements for the job, including incapacity to perform job duties in a situation where the demands of the position have changed;
- threatening, harassing or intimidating behavior;
- falsely completing pre-employment forms;
- violating HSF's Drug-Free Workplace Policy;
- possession of weapons of any type on HSF premises; and
- submission of fraudulent travel reimbursement forms.

This list is a guide and is not intended to be all-inclusive. HSF expects all employees to use their common sense and good judgment in governing their behavior at all times.

7.2 Absenteeism

Employees are expected to report to work on time. Employees are responsible for informing their immediate supervisor of their time away from the office. All vacation days, sick days, and personal days must be approved by an employee's immediate supervisor.

More than two unscheduled absences within one month will be considered excessive and disciplinary action may be taken. Absences after benefit time is depleted will be unpaid and disciplinary action may be taken.

7.3 Drug-Free Workplace Policy

Hill-Snowdon is a drug-free workplace. The use, sale, transfer, production, or possession of alcohol, drugs, controlled substances, drug paraphernalia, or any combination thereof, on the premises of HSF or at a work site (including agency vehicles and any private vehicles parked on the premises or at a work site) may be grounds for discharge.

Entry upon the premises of HSF or being at work with drug paraphernalia or under the influence of alcohol, drugs or controlled substances, or any combination thereof may be grounds for discharge for the first offense. "Under the influence" is defined as being unable to perform work in a safe and productive manner; being in a physical or mental condition which creates a risk to the safety and well being of the individual, other employee, the public and agency property.

As a condition of employment, all employees shall abide by this policy and notify the Executive Director in writing of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Upon receiving notice of an employee's conviction of a criminal drug or alcohol statute, HSF will take appropriate action against such an employee, up to and including termination of employment; or require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

7.4 Whistleblower Policy

As stewards of the public trust, Trustees and employees of the Hill-Snowdon Foundation (the "Foundation") are expected to ensure that the Foundation complies with the highest standards of financial reporting and lawful and ethical behavior. The Board of Trustees establishes the following procedure for reporting of illegal or unethical conduct in connection with the Foundation's finances or other aspects of its operations, and the retention and treatment of such complaints, including confidential, anonymous submissions received from employees, Trustees or outside parties.

The Board of Trustees of the Foundation will oversee this policy.

Complaints

Should any person know or have a reasonable belief that persons associated with the Foundation plan to engage or have engaged in illegal or unethical conduct in connection with the finances or other aspect of the Foundation's operations, that person should immediately file a complaint. Employees or

Trustees of the Foundation may submit complaints on a confidential, anonymous basis. [Issues arising under the Organization's equal employment opportunity policy, including the policy against harassment, employee benefit policies and issues generally handled by individuals responsible for the Foundation's personnel practices and procedures are not covered by this Policy. Mechanisms for resolving such issues are addressed in separate procedures in the Hill-Snowdon Foundation Employee Handbook.]

Procedures for Filing a Complaint

Complaints may be reported on a confidential, anonymous basis, orally or in writing, giving as much detail as possible, to the Executive Director. If the complaint concerns the Executive Director or the complainant is not comfortable reporting to the Executive Director, then the complainant should notify the President of the Board of Trustees instead. The Officer or Director who receives a verbal complaint will promptly prepare a written summary of the complaint, including as much detail as possible.

Handling of Complaints Received

The Executive Director or President of the Board will report all complaints to the Executive Committee. If the complaint concerns the President, the Executive Director will report the complaint to only the members of the Executive Committee other than the President. Reports to Executive Committee members will include a copy of the complaint, its date, nature and source (unless the complainant has requested anonymity or confidentiality), how it was communicated, whether the Executive Director or President regards the complaint as credible, and proposals to address it. The committee will have ultimate authority over the treatment of any complaints reported to it, subject to the Board's oversight.

All credible allegations will be followed up promptly, with further investigation conducted if needed to resolve disputed facts. The investigation will be conducted by the Executive Director, unless the complaint concerns the Executive Director, in which case the investigation will be conducted by one or more Executive Committee members. Review and investigation of the complaint may involve seeking legal counsel.

In conducting its investigations, the Foundation will respect a complainant's request for confidentiality and/or anonymity and will strive to keep the identity of other complainants as confidential as possible, consistent with the need to conduct an adequate review and investigation and except as required by law.

Action on Complaints

The Executive Committee will inform the Board if any complaint is confirmed, or if the committee otherwise believes that the Board should be made aware of the situation. The Foundation will take appropriate action in response to any complaints, including, but not limited to, disciplinary action (up to and including

termination) against any person who, in the Foundation's assessment, has engaged in misconduct and reporting such misconduct to the relevant civil or criminal authorities as required by law.

Protection Under Policy

The Foundation will not knowingly, with the intent to retaliate, take any action harmful to any person for:

1. Reporting a complaint in good faith pursuant to this policy or to law enforcement officers, governmental agencies or bodies, or persons with supervisory authority over the complainant;
2. Providing in good faith information regarding a complaint to law enforcement officers, governmental agencies or bodies, or persons with supervisory authority over the complainant, or otherwise assisting in any investigation conducted by the Institute; or
3. Otherwise participating or assisting in a proceeding filed or about to be filed.

Any Trustee or employee who retaliates against another for reporting a complaint in good faith pursuant to this policy will be subject to disciplinary action, up to and including termination from employment or removal from the Board of Trustees. Any Trustee or employee who deliberately or maliciously provides false information may be subject to disciplinary action, up to and including termination of employment or removal from the Board of Trustees.

Record Keeping

Records of all complaints, investigations, and responses will be maintained in accordance with the Foundation's document retention policy.

CERTIFICATE OF RECEIPT

The following is a statement that acknowledges that you have received the Hill-Snowdon Foundation Handbook (the "Handbook") and agree to read it and abide by the policies and procedures described in it. If you have any questions, please feel free to discuss them with your immediate supervisor or the Executive Director.

I, _____ [print name], understand that the information in the Handbook represents guidelines only and that HSF reserves the right to modify the Handbook or amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time, or to require and/or increase contributions toward these benefit programs. I understand that I am responsible for reading the Handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of HSF, whether set forth in this Handbook or elsewhere.

I understand that this Handbook is not a contract of employment, express or implied, between HSF and me and that I should not view it as such, or as a guarantee of employment for any specific duration. I understand that my employment is at-will. Therefore, my employment relationship may be terminated by HSF or me at any time, for any reason, with or without cause or notice. I also understand that this Handbook does not alter my at-will employment relationship with HSF.

I further understand that no manager or representative of HSF, other than the Executive Director, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement signed by both the Executive Director and me.

I acknowledge that no supervisor, manager, or other representative of HSF has the authority to make any verbal promises, commitments, or statements of any kind regarding the HSF's policies, procedures, or any other issues that are legally binding on HSF.

I acknowledge receiving a copy of the Handbook and agree to the aforementioned terms by signing my name below.

Print Name of Employee

Employee Signature

Date

** This Acknowledgement of Receipt will be kept in your employee personnel file. **

HILL-SNOWDON FOUNDATION TELECOMMUTING AGREEMENT

To facilitate telecommuting, Hill-Snowdon Foundation will:

- 1) Provide each employee with a laptop computer and webcam.
- 2) Provide remote access to the Hill-Snowdon Foundation server
- 3) Provide a web-based access to hillsnowdon.org email accounts
- 4) Provide a phone system that will
 - a. Transfer calls to an outside phone number (i.e. cell phone, home phone, etc.)
 - b. Notify employees when there are messages in their voice mail boxes
 - c. Allow employees to make long distance phone calls on the Hill-Snowdon Foundation phone lines from remote phones

In addition to their existing obligations and responsibilities, telecommuters must agree to the following:

- 1) Maintain a regular work schedule and level of productivity.
- 2) Provide and maintain their own home office equipment, software, phone service and Internet access, unless stated under separate agreement that Hill-Snowdon Foundation will provide such equipment and/or services. High speed Internet access is required, with cable or Verizon FIOS broadband offering higher and more consistent speeds than DSL. Upload speeds are as important as download speeds to enable fast data transfer over remote server connections. ISP speeds can be tested at <http://www.speakeasy.net/speedtest/>. Enter results of your speed test here:
Download Speed _____; Upload Speed _____
- 3) Ensure that their home office computer and Internet system is secure from hackers and viruses. The employee is responsible for maintaining anti-virus software protection on their home office system at all times. The employee must **attach a passing report from www.grc.com** using the Shields Up freeware to test the “stealth” of all ports on his/her system in order for this agreement to be approved by the Executive Director.
- 4) Understand that the Foundation’s personnel policies, including policies and procedures relating to legal compliance and ethics obligations remain in full force and effect while telecommuting.
- 5) Maintain confidential information in a safe and secure environment.
- 6) Have safe work environment free of clutter, exposed wiring, slippery surfaces, etc. Any employee who telecommutes grants a license to the Foundation to inspect their work premise during normal work hours.
- 7) Not allow business visitors to their home location without written permission from the Executive Director.

- 8) Understand that any injuries occurred at home, or off-site, are covered by the Foundation's worker's compensation insurance coverage. The reporting requirements for a telecommuter related to a workplace injury are the same as if they worked in the Foundation office.
- 9) Immediately report any malfunctions of Hill-Snowdon owned equipment or communication systems.

I understand and agree to the above:

Employee Signature

Date

Employee Name (Please Print)

Executive Director or Board President Signature

Date