

# **Personnel Policies**

## **Mellam Family Foundation**

### **Summary**

This document sets forth the personnel policies of the Mellam Family Foundation (the Foundation). These policies are provided for general guidance only and are not intended to be a contractual obligation of the foundation. Personnel issues that arise which are not covered in this document will be addressed at the discretion of the Board.

### **Personnel philosophy**

As an organization the Foundation exists to provide resources for not-for-profit organizations. The Foundation is the legacy of Leo L. and Laural D. Mellam who shared a strong interest in philanthropy and demonstrated this by their actions and words. Mr. Mellam was an entrepreneur at heart whose business dealings were always honest and upfront. The Foundation strives to maintain those same values in its dealings with employees and the organizations it chooses to fund. The Foundation desires to provide its employees with a flexible and pleasant working environment that promotes individuality and personal fulfillment. At present, most of the Board members are family relatives of the Mellams and the desire of the Foundation is to leverage the diverse personal interests of the Board in identifying funding areas and to provide an opportunity for philanthropic involvement.

Historically, the primary focus of the Foundation has been on organizations involved in the areas of: medical research, elderly care, inner-city education/reading programs, minority scholarships at the university level and environmental protection.

### **Personnel policies**

#### **1. Equal opportunity/affirmative action**

The Foundation complies with all laws regarding equal employment opportunities for all persons regardless of disability, race, color, religion, gender, age, national origin, marital status or sexual orientation. No employee shall make, as a condition of any person's employment, unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature; use a person's submission to or rejection of such conduct as the basis for or as a factor in any employment decision; or otherwise create an intimidating, hostile or offensive working environment by such conduct. The Foundation strives to maintain an inclusive environment free of harassment, intimidation or offensive behavior. Harassment, of any type, is extremely serious misconduct, and may result in discipline, up to and including termination.

#### **2. No conflicts on interest**

No employee, officer or director of the Foundation shall receive or be eligible to receive any monetary benefit from any grants of the Foundation. Employees, officers and directors are expected to disclose any potential monetary benefit that could result from any such grants. In additions, employees, officers and directors may not receive gifts (other

than low value promotional items – i.e., calendars, coffee mugs, etc.) or other compensation for their services on behalf of the Foundation other than from the Foundation. Family members of Foundation employees may not be employed on any basis unless pre-approved in writing by the ED and President of the Foundation.

### **3. Work hours**

The Foundation maintains office hours Monday through Friday, 9:00 am to 5:00 pm (West Coast time). The Foundation supports a flexible work hour schedule to give the opportunity to arrange personal schedule and the workday.

### **4. Compensation**

**Salary and Benefits:** Salaries will be commensurate with experience and levels of responsibility within the sole discretion of the Trustees and the Advisory Board. The salary, net of all income, employment and other taxes required to be withheld under applicable federal, state and local law, will be payable the first of each month for the prior month's work. Limited benefits, as discussed below, will be provided to all employees who are regularly scheduled to work thirty or more hours per week.

**FICA:** As required by law, the Foundation and its employees participate in FICA (social security) and Medicare. The Foundation and the employee generally pay an equal amount. The employee's contributions are automatically deducted from their paycheck.

**Workers Compensation:** Worker's compensation coverage is provided as pursuant to state law. This coverage extends to any full-time or part-time employee who suffers a work-related injury or illness.

**Reviews:** Salary and performance reviews will generally be in November with changes in salary, if any, effective in January. The timing of both reviews and salary adjustments may change depending upon work requirements and budgetary constraints. Salary adjustments are based on the past year's performance, cost of living increases, salaries and comparable positions elsewhere and budget constraints. Salary increases are not automatic.

**Professional development:** The Foundation encourages its employees to attend courses or seminars to enhance his/her professional development. See section 6 for reimbursement of expenses associated with professional development.

### **5. Evaluations**

It is the intent of the Foundation to evaluate each employee's performance at least annually. Evaluations will be performed by a collaboration of the Board.

### **6. Reimbursement for expenses**

The Foundation will reimburse any employee for reasonable expenses incurred in the performance of job functions (including professional development). The Executive Director shall maintain an annual budget and periodically report on actual spending versus

that budget. The ED will maintain a checking account funded by the Foundation to pay for operating expenses and to reimburse personal expenditures. Quarterly summaries of reimbursed expenses and amounts paid from the checking account will be sent to the Board for review.

**Travel:** The Foundation will reimburse employees for necessary and reasonable travel, lodging and meal expenses incurred in the performance of job functions. Employees are requested to use the most practical, direct and economical method of travel available. Generally, the Foundation will only reimburse employees for the cost of coach-class travel.

**Transportation:** The Foundation will reimburse employees for business use of the employee's automobile at the rate allowed by the IRS, so long as such use is necessary for business purposes. This does not include commuting between home and normal place of work.

## **7. Holidays**

There are eight (8) paid holidays recognized by the Foundation: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the following Monday. If a holiday falls during a vacation it counts as a holiday and not a vacation day.

## **8. Flexible time off**

The Foundation provides annual paid time off for regular employees, whether full- or part-time. This time may be used flexibly as the employee requires for vacation, illness, personal matters, or holidays other than those listed above.

Employees will accrue flexible time off on a monthly basis as follows: 30 days per year, accrued at 2.5 days per month. Employees can borrow against unearned FTO during the year. FTO carry forward is limited to 15 days.

## **9. Employee matching fund**

The Foundation will match certain charitable contributions made by employees, officers, or board members of the Foundation up to a maximum of \$1,000 per person per year. The maximum amount of total contributions the Foundation will match in any given year is \$6,000.

**Guidelines:** Contributions are matched only if the organization's purpose is consistent with the mission of the Foundation. Contributions are matched to qualified 501(c)(3) organizations. The minimum contribution value that will be matched is \$100. The Foundation will only match contributions that are paid within the budget year. The Executive Director gives final approval on all requests.

The Foundation will not support programs or organizations that discriminate on the basis of religion, race, ethnicity, culture, nationality, language, military service, political

affiliation, sexual orientation, health status, physical appearance or ability, mental capacity, familial/marital status, gender, or age.

Procedure: Gain Foundation matching approval from the Executive Director prior to making a donation to an organization. Once approval is received, complete the Foundation matching form and send it with your donation to the organization. The organization will confirm receipt of your donation and forward the form to the Foundation for matching. Matching funds will be distributed within 30 days of receipt of the completed matching form from the organization.

## **10. Termination of employment**

Resignation: Because the Foundation currently has few employees (currently only one), a smooth transition is necessary. Employees are requested to give as much advance notice of resignation as possible, preferably four weeks.

Termination of employment by the Foundation: The Foundation is free to terminate the employment relationship, at any time, for any reason, with or without notice, procedure or formality. In the event of such termination, wages and other benefits will be paid as due only up to the date of termination. If at the time of termination, less than the earned FTO has been used, the employee will be paid for all earned but unused time off. If an employee has used more FTO than they have earned, an amount will be deducted from the final paycheck.

## **11. Confidentiality**

Foundation employees should understand that due to the nature of their position they will have access to information concerning the personal, social and business activities of the trustees of the Foundation, the trustee's families and guests. Employees must sign an agreement insuring the Foundation and the trustees that such information is strictly confidential and that they shall not in any manner disclose any of such information at any time either during or after the period of employment with the Foundation. Employees may be asked to submit to a security check.

References: The Foundation will not release any personnel information other than job title and dates of employment for employees who resign or are terminated.