



COMMUNITY
FOUNDATION
of Northeast Alabama

Community Foundation of Northeast Alabama

Employee Policy

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Community Foundation of Northeast Alabama Personnel & Employment Policies

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101 Nature of Employment

Employment with the Community Foundation is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, the Community Foundation may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in these policies are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Community Foundation and any of its employees. The provisions of these policies have been developed at the discretion of the Board of Trustees and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Board of Trustees' sole discretion.

These provisions, once approved and amended, supersede all prior existing policies and practices and may not be amended or added to without the express written approval of the Board of Trustees.

102 Employee Relations

The Community Foundation believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor or the President & CEO.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

103 Equal Employment Opportunity

The Community Foundation does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (whether supervisory or non-supervisory) or non-employee (such as donors, grantees, consultants, suppliers, and contractors) based on race, sex (including pregnancy, sexual orientation, or gender identity), religion, color, national origin, age, disability, citizenship status, genetic information (including family medical history) or any other factor protected by law.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Community Foundation will be based on merit, qualifications, and abilities. The Community Foundation does not discriminate in employment opportunities or practices on the basis of race, sex (including pregnancy, sexual orientation, or gender identity), religion, color, national origin, age, disability, citizenship status, genetic information (including family medical history) or any other factor protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal as outlined in the Whistleblower Policy. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

The successful business operation and reputation of the Community Foundation are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The Community Foundation's continued success depends on our grantees', clients' and donors' trust and we are dedicated to preserving that trust. Employees owe a duty to act in a way that will merit the continued trust and confidence of the public.

The Community Foundation will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct as further outlined in the Conflicts of Disclosure and Confidentiality Policies.

In general, the use of good judgment, based on ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or with the President & CEO for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Community Foundation employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

105 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Therefore, the Community Foundation prohibits the hiring of relatives of existing employees.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

114 Disability Accommodations

The Community Foundation is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. The Community Foundation will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

201 Employment Categories

It is the intent of the Community Foundation to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the

employment relationship at will at any time is retained by both the employee and the Community Foundation.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. EXEMPT employees receive compensation to accomplish the position requirements regardless of the number of hours required. An employee's EXEMPT or NONEXEMPT classification is determined by the Fair Labor Standards Act.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are regularly scheduled to work 30 hours or more per week. Upon hire or the completion of the introductory period, employees are eligible to participate in benefits provided by the Community Foundation, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are regularly scheduled to work less than 30 hours per week. Upon hire or the completion of the introductory period, employees are eligible to participate in benefits provided by the Community Foundation, subject to the terms, conditions, and limitations of each benefit program. The benefits are prorated based on the number of hours they are regularly scheduled to work.

All regular full-time and regular part-time employees must satisfactorily complete a 90-day introductory period. During this period the employee's performance will be evaluated to determine whether further employment in a specific position with the Community Foundation is appropriate.

TEMPORARY employees work either full-time or part-time for a short or specified period of time. They are only eligible to receive limited benefits as defined in this Employee Handbook. A temporary assignment can end at any time depending upon the employer's needs.

All employees, regardless of employment category, are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security.

202 Years of Service

When a not-for-profit organization creates a fiscal sponsorship fund with the Community Foundation of Northeast Alabama the not-for-profit may choose to have their employee(s) become employee(s) of the Community Foundation and pay the employee(s) through their Community Foundation Fund. At the time the not-for-profit employee(s) become an employee of the Community Foundation, the not-for-profit employee(s) may keep their years of eligible service accrued with the not-for-profit employer for benefit calculation purposes. Going forward, all new employees paid by the fiscal sponsorship fund will be considered new employees of the Community Foundation and their benefits will be calculated accordingly.

203 Employment Reference Checks

It is the Community Foundation's policy to check the employment references of all applicants to ensure that individuals who join the Community Foundation are well qualified and have a strong potential to be productive and successful. The President & CEO will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Community Foundation of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Chief Financial Officer.

205 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Community Foundation uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Community Foundation may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired Regular Full-Time and Regular Part-Time employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the supervisor and the President & CEO determine that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period communicated with the employee.

208 Employment Applications

The Community Foundation relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Each employee receives a performance evaluation immediately following their 90-day introductory period. Thereafter, performance evaluations are scheduled approximately every 12 months, generally in June each year; however, they may be conducted more frequently.

All salary adjustments are merit-based. Time in a position or seniority is not grounds for salary increases. Merit-based pay adjustments are awarded by the Community Foundation in an effort to recognize employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Generally, annual bonuses or holiday bonuses are not paid to any employee unless there is a compelling reason for the bonus.

301 Employee Benefits

Eligible employees at the Community Foundation are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employment category. The Chief Financial Officer can identify the programs for which an employee is eligible. Details of many of these programs can be found elsewhere in these policies. The following benefit programs are available to eligible employees:

- Vacation Leave
- Paid Holidays
- Sick Leave
- Bereavement Leave
- Military Leave
- Parental Leave
- Jury Duty Leave
- Medical, Dental, Vision Insurance
- Life Insurance
- Long Term Disability
- 401(k) Pension Plan
- Mileage Reimbursement
- Cell Phone Allowance
- Membership Dues
- Educational Support

Some benefit programs require contributions from the employee, but most are fully paid by the Community Foundation.

303 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular Full-Time and Regular Part-Time employees are eligible to earn and use vacation time as described in this policy.

Depending on the employee's date of hire, the amount of paid vacation time an employee receives will be outlined in their letter of appointment. After the initial hiring, regular full-time employees and regular part-time employees will accrue vacation time as shown in the following schedule:

- Vacation does not accrue during an employee's introductory period.
- After completion of the 90-day introductory period the employee is entitled to 10 vacation days each year. Employees who work less than a full 12-month year will have their vacation days prorated for that year.
- After 5 years of eligible service the employee is entitled to 15 vacation days each year.
- After 10 + years of eligible service the employee is entitled to 20 vacation days each year.

Regular Part-Time employees will accumulate vacation time based on the above schedule but prorated based on the number of hours they are regularly scheduled to work. Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, for new employees, vacation time can only be used after the introductory period. After that time, employees can request use of earned vacation time.

Paid vacation time can be used in minimum increments of one (1) hour. To take vacation time, employees must request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or working schedule differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event available vacation is not used by the end of the benefit year, employees may carry two (2) weeks of unused time forward to the next benefit year. Employees who resign will be paid for unused vacation time that has been earned through the last day of work.

Paid time off for vacation will not be counted as hours worked for the purposes of determining overtime.

305 Holidays

The Community Foundation will grant holiday time off to all employees on the holidays listed below:

- Employee's Birthday (accrues pay period of birthday)
- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November) and the Friday after Thanksgiving
- Christmas Eve (December 24) and Christmas Day (December 25)

The Community Foundation will grant paid holiday time off to all employees upon employment. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday or complimentary time off to be taken at the employee's discretion. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

307 Sick Leave Benefits

The Community Foundation provides paid sick benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Regular Full-Time and Regular Part-Time employees are eligible to earn and use sick leave time as described in this policy.

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (one day for every full month of service). Additional rates may be established for senior employees. Sick leave benefits are calculated based on a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

- Sick leave starts to accrue on the employee's first day of work.
- During the 90-day introductory period the employee is NOT entitled to use sick leave pay.

Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member. Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or working schedule differentials. Unused sick leave benefits will be allowed to accumulate to a maximum of 90 working days. Sick-leave benefits are to provide income protection in the event of illness or injury,

Paid time off for sick leave will not be counted as hours worked for the purposes of determining overtime.

308 Sick Leave/Vacation Time Sharing/Donating

The Community Foundation recognizes that employees may have a personal medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/vacation time. To address this need, all eligible employees will be allowed to donate sick/vacation time from their unused balance to their co-workers in need of sick/vacation time in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed by the Community Foundation for a minimum of one year to be eligible to donate and/or receive donated sick/vacation time.

Guidelines

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick/Vacation Time

- The donation of sick/vacation time is strictly voluntary.
- An employee may donate sick/vacation time for use by eligible recipients.
- The donation of sick/vacation time is on a daily basis, without regard to the dollar value of the donated or used leave.
- Sick/vacation time hours may only be donated in 4-hour increments.
- Eligible employees who wish to donate sick time either: 1) must have a minimum balance of 60 working days in their sick leave account and can only donate days in excess of 60; or 2) may donate sick leave up to 8 hours in a 12-month time period regardless of their sick leave balance.
- Employees cannot borrow against future sick/vacation time to donate.
- Employees may donate sick/vacation time at any time to an eligible employee.
- Employees who are currently on an approved leave of absence cannot donate sick/vacation time.

Donating Sick/Vacation Time

If the recipient employee has available sick/vacation/flex time in his or her balance, this time will be used prior to any donated sick/vacation time. Donated sick/vacation time may only be used for time off related to the approved request.

Employees who would like to donate sick/vacation time are required to complete a Donation of Sick/Vacation Time Request Form and submit it to the President & CEO for approval.

309 Bereavement Leave

Employees who wish to take time off due to the death of a relative should notify their supervisor immediately. The Community Foundation will allow Regular Full-Time and Regular Part-Time employees up to five (5) day's pay, at their regular wages, for an absence from work due to the death of relative.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Bereavement leave is available to all employees immediately upon employment and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available vacation leave for additional time off as necessary.

310 Parental Leave

The Community Foundation will provide parental leave to all Regular Full-Time and Regular Part-Time employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to give parents additional flexibility and time to bond with their new child, or a newly adopted child, and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

To be eligible for paid parental leave Regular Full-Time and Regular Part-Time employees must work for at least 12 months and 1,040 hours during the 12 consecutive months immediately preceding the date the leave would begin.

Parental leave is limited to a maximum of twenty-four (24) weeks of paid and unpaid leave combined as follows: Up to 16 weeks of paid leave (if accrued) + unpaid leave.

Paid time off will be pro-rated for regular part-time employees. Leave will continue to accrue for the period covered by paid parental leave, flex time, sick leave, and vacation days. Time spent on unpaid parental leave is not counted in computing the amount of time an employee worked during a given year.

Either parent may take up to a maximum of sixteen (16) weeks of paid leave as described below. An employee may choose to use the follow as paid leave:

- Two (2) weeks of paid parental leave
- Accrued flex time
- Accrued sick leave
- Accrued vacation days

If parental leave crosses a calendar year, employees may carry over unused vacation time solely for the purposes of the parental leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave available.

The Community Foundation will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation or sick leave. It will be the employee's responsibility to pay for benefits during unpaid leave.

Eligible employees may have the option to work remotely or to work flexible schedules before or after parental leave. All flexible work schedules must be pre-approved by the employee's immediate supervisor and the President & CEO. If pre-approved, employees may use a combination of paid work, paid leave and unpaid leave.

The employee will provide his or her supervisor with notice of the request for leave at least 60 calendar days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The fact that multiple births or adoptions occur does not increase the length of Parental Leave.

Upon termination of employment, the employee shall not be eligible for payment for any unused Parental Leave.

An employer may take disciplinary action, up to and including termination, against an employee who uses Parental Leave for purposes other than those described in this Policy.

311 Breastfeeding Policy

As part of our family-friendly policies and benefits, the Community Foundation supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The Community Foundation recognizes each woman will have different needs for milk expression breaks. A breastfeeding employee may use any unoccupied and non-reserved room within the Community Foundation office for this purpose. A

refrigerator for the storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Employees are expected to use this benefit wisely and only as necessary.

312 Jury Duty

The Community Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. If an employee receives a summons to jury duty, advise the supervisor as soon as possible. While serving on the jury, an employee will receive leave with pay. Either the Community Foundation or the employee may request an excuse from jury duty if, in the Community Foundation's judgment, the employee's absence would create serious operational difficulties.

316 Medical, Dental & Vision Insurance

The Community Foundation's health insurance plan provides Regular Full-Time employees and their dependents with 100% of the cost for medical, dental, and vision insurance benefits. Regular Full-Time employees are eligible to participate in the health insurance plan.

Regular Full-Time employees may participate in the health insurance plan effective the first day of the month following 60 days after their hire date. Participation is subject to all terms and conditions of the agreement between the Community Foundation and the insurance carrier. Details of the health insurance plan are available from the insurance carrier. Contact the Chief Financial Officer for more information about health insurance benefits.

317 Life Insurance

The Community Foundation provides a \$25,000.00 term life insurance policy for Regular Full-Time employees. Employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Community Foundation and the insurance carrier. This insurance benefit begins on the first day of the month after an employee has completed one (1) month of service. Benefits are reduced after age 65. Details of the basic life insurance plan including benefit amounts are available from the insurance carrier. Contact the Chief Financial Officer for more information about life insurance benefits.

319 Long-Term Disability

The Community Foundation provides a long-term disability (LTD) benefits plan to help regular full-time employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work. Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Community Foundation and the insurance carrier. Eligible employees may begin LTD coverage only after completing one (1) month of service. Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Chief Financial Officer for more information about LTD benefits.

320 401(k) Savings Plan – Employee Portion

The Community Foundation allows Regular Full-Time, Regular Part-time, and Temporary employees to establish a 401(k) savings plan to provide employees the potential for future financial security for retirement. To be eligible to join the 401(k) savings plan, an employee must be 21 years of age or older. Employees may establish and contribute to the investments of their choice beginning on the first day of the next quarter following 90 calendar days of employment. The 401(k) savings plan allows eligible employees to elect how much salary they wish to contribute and direct the investment of their individual plan account. Employee contributions to the 401(k) savings plan are immediately vested 100%.

Because the contribution to a 401(k) plan is automatically deducted from pay before federal and state tax withholdings are calculated, there is a tax savings now. Contact the Chief Financial Officer for more information about the 401(k) plan.

322 401(k) Pension Plan – Employer Portion

The Community Foundation has established a 401(k) Pension Plan to provide Regular Full-Time, Regular Part-time, and Temporary employees the potential for future financial security for retirement. To be eligible to join the 401(k) plan, an employee must be 21 years of age or older. Employees may participate in the 401(k) plan beginning on the first day of the next quarter following 90 calendar days of employment.

The Community Foundation will contribute the following % of the base salary of each regular full-time and regular part-time employee as an automatic contribution to this plan:

1 - 4 years of service	5%
5 - 9 years of services	7%
10 + years of service	10%

An employee will become 100% vested after 1 year of service. Non-elective contributions to the 401(k) are made by the employer regardless of any participation by the employee. Employer non-elective contributions will begin with the first payroll following employee entry into the plan. Contact the Chief Financial Officer for more information about the 401(k) plan.

325 Mileage Reimbursement

Every employee receives reimbursement at the federal rate for approved miles driven on behalf of the Community Foundation.

327 Cell Phone Allowance

Unless other arrangements are made, every employee receives a \$50 monthly cell phone allowance.

329 Membership Dues

The Community Foundation will pay the membership dues for any employee required to become/remain a member of a civic club.

330 Educational Support

From time-to-time certain employees will be offered educational assistance at the discretion of the President & CEO in order to facilitate their job knowledge and performance.

403 Paydays

All employees are paid biweekly on every other Tuesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. All paychecks are distributed via direct deposit.

502 Work Schedules

The Community Foundation office is open between 8:00 am and 5:00 pm Monday through Friday except for official holidays. Each employee's normal work schedule varies depending upon the organization's needs. See individual position descriptions for specific hours. Staffing needs and operational demands may necessitate variations in starting and ending times, and variations in the total hours that may be scheduled each day and week.

Flexible scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

In addition to working in the office, employees may work remotely depending upon the position and needs of the Community Foundation. This privilege allows employees to work remotely with supervisory approval. Issues such as staffing needs, the employee's performance, and the nature of the job will be considered before approval.

505 Smoking

In keeping with the Community Foundation's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, clients, donors, and visitors.

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or natural disasters, can disrupt normal business operations. In extreme cases, these circumstances may require the closing of the office. When operations are officially closed due to emergency conditions, full-time exempt employees will be paid for the time off from scheduled work. At the discretion of management, part-time and hourly employees may be given the opportunity to work extra hours when appropriate to make up the lost time. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation or personal time benefits.

512 Business Travel Expenses

The Community Foundation will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the President & CEO. Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Community Foundation. Employees are expected to limit expenses to reasonable amounts. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with the successful completion of business objectives. The Community Foundation will not assume any expenses, other than shared lodging, for companion travel. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee. When travel is completed, employees should submit completed travel expense reports within 15 days. Reports should be accompanied by itemized receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

601 Family and Medical Leave (FMLA)

The Community Foundation will grant family and medical leave in accordance with the requirements of applicable federal and state and local law in effect at the time the leave is granted. Although these laws sometimes have different names, the Community Foundation refers to these types of leaves collectively as “FMLA Leave.” In any case, employees will be eligible for the most generous benefits available under applicable law. Because the Community Foundation of Northeast Alabama has fewer than 50 employees, employees are not eligible for FMLA

Employees who are not eligible for FMLA may request unpaid personal leave.

Employees are required to first use any accrued paid leave time before taking unpaid medical leave.

Employees are responsible for the cost of health insurance benefits for the full period of the approved unpaid medical leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on unpaid family or medical leave is required to provide the Community Foundation with at least two weeks advance notice of the date the employee intends to return to work.

605 Military Leave

Federal law provides employees with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA. State laws may also provide an employee with rights to take military leave. If the employee works in a state that provides rights in addition to those provided under USERRA, the Community Foundation will provide those rights. If an employee plans to request leave based on military service, he or she should contact Human Resources for information on any additional rights or requirements, if applicable, under state law.

Eligibility for Leave: The Community Foundation provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five years during employment, except in certain, defined circumstances.

Notice of Leave: Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor with as much advance notice as possible of any anticipated leave of absence for military service.

Compensation and Benefits During Leave: Accrued, unused vacation or PTO will be paid during military leave at the employee's request. After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense for up to 24 months or during the remaining period of service, whichever is shorter.

Reinstatement: In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed his or her service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service. Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, the Community Foundation will provide training to assist the employee in the transition back to the workforce.

Vacation benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued vacation benefits the employee had at the time the military leave began minus any vacation benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue vacation benefits at the rate he or she would have attained if no military leave had been taken.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Community Foundation expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of Community Foundation property
- Falsification or unauthorized altering of any Community Foundation documents or records
- Possession, distribution, sale, transfer, or use of illegal substances while working
- Unauthorized possession, distribution, sale, transport, or use of alcohol while working
- Fighting, threatening violence or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or donor-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, weapons or devices in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies

702 Drug and Alcohol Use

The Community Foundation strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, the Community Foundation has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or nonprescribed prescription drugs and alcohol.

Drug Use, Distribution, Possession and Impairment: The Community Foundation strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. “Illegal drugs” means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. The Community Foundation will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse policy violations related to medical marijuana.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

Alcohol Use, Distribution, Possession and Impairment: All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at work or on duty and from coming onto the Community Foundation premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee’s job performance

Prescription and Over the Counter Drugs: This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication’s effect on the employee’s ability to work safely, and promptly disclose any work restrictions to a supervisor. Employees are not required to reveal the name of the medication or the underlying medical condition.

The Community Foundation reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. The Community Foundation will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. The Community Foundation will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse other policy violations related to medical marijuana.

The Community Foundation adheres to the Drug-Free Workplace Act. You must notify the Community Foundation within 5 days if you are convicted of any drug-related crime. Any convicted employee subject to the Drug-Free Workplace Act will be required to participate in a drug rehabilitation program.

Employee Drug Testing and Consent: The Community Foundation reserves the right to test you for drugs, alcohol, or controlled substances under the following conditions: Reasonable suspicion, post-accident, random testing, and follow-up testing. Employee consent is required for drug/alcohol testing. All employees must sign the Employee Acknowledgement and Consent Form. As a condition of continued employment, employees are required to comply with the terms and conditions previously mentioned in this policy. Employee cooperation and support is mandatory.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or

treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Community Foundation policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Community Foundation any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the President & CEO without fear of reprisal.

703 Sexual and Other Unlawful Harassment

The Community Foundation is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the President & CEO or the Governance Committee Chair. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the President & CEO who will handle the matter in a timely and confidential manner. If the complaint involves the President & CEO these issues should be reported to the Governance Committee Chair. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

To maintain a safe and productive work environment, the Community Foundation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Community Foundation. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Community Foundation presents to donors and visitors. During business hours, whether working in person or remotely, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Personal tattoos must be covered, and body piercing jewelry removed (except earrings). Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Employees should consult their supervisor regarding questions or clarifications of appropriate attire.

706 Return of Property

Employees are responsible for all Community Foundation property, materials, or written information issued to them or in their possession or control. Employees must return all Community Foundation property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Community Foundation may withhold from the employee's check or final paycheck the cost or assessed value of any items that are not returned when required. The Community Foundation may also take all action deemed appropriate to recover or protect its property.

707 Social Media Policy

This policy covers the use of various social media platforms and programs, including but not limited to blogs, Twitter, LinkedIn, Facebook, Instagram, etc. Violations of this policy may result in discipline up to and including termination of employment.

We understand that some employees may maintain social media sites or profiles or may contribute posts to the sites or profiles of other people, businesses, or groups. It is important to understand that posts, images, tweets, messages, and e-mail can be re-sent around the world. Even if you take precautions to restrict access to your site, posts, or profile, it is possible that someone—perhaps even someone who is permitted to view the site—can copy it and use it in a way you did not intend. To protect the Community Foundation's interests, we expect that employees who maintain or contribute to social media sites will abide by the following guidelines, as well as practice common sense.

- The Community Foundation's equipment, including computers, internet access, and electronic and digital systems and storage, are not to be used for employees' personal social media. Working time should not be spent updating or creating personal social media posts, sites, and spaces.
- When posting (which includes but is not limited to a blog post, a comment or wall post, status updates, modification of your profile, or "tweeting") about your work at home on your own time, you must abide at all times with all legal and ethical requirements, as well as the Community Foundation's policies regarding non-harassment and other matters including those governing the confidentiality of the Community Foundation's information and information of or about the Company's donors, grant processes, and finances.
- You may not disclose confidential or other inside information about the Community Foundation, its donors, grant recipients, or its employees that you learn in the course of your employment.
- You may not use any materials belonging to the Community Foundation, including our promotional and marketing materials, without the written permission of the President & CEO.
- You should assume that people, including co-workers, supervisors, customers and their family members, are reading your postings. Be respectful. You may not make discriminatory, defamatory, libelous or slanderous comments when discussing the Community Foundation, its donors, grant recipients, its employees, or anyone or anything else.
- The Community Foundation may address as a disciplinary issue any language that you post in a blog or a social media site that reflects negatively on your work ethic or your level of commitment to and compassion for our customers.

Nothing in this policy is intended to prohibit, nor should it be interpreted as prohibiting, employees from engaging in communications with other company employees concerning working conditions or issues.

The Community Foundation strives to provide the best service and work environment possible. We welcome your concerns and suggestions for improvement. You should bring these to management or through the problem resolution process outline in Section 718. We hope that our employees would recommend our services. However, the Community Foundation does not encourage its own employees to "guerilla market" our services online. If you—or someone in your immediate family, like a spouse, parent, child, or sibling—do make any such recommendation or review, the review must disclose the employment relationship.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Community Foundation. Although advance notice is not required, the Community Foundation requests that:

President & CEO	give at least an eight (8) weeks' written notice
Vice President(s)	give at least a four (4) weeks' written notice
Officer(s)	give at least a four (4) weeks' written notice
Director(s)	give at least a four (4) weeks' written notice
All other Staff	give at least a two (2) weeks' written resignation notice.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee will be ineligible for future employment with the Community Foundation.

716 Cultural Alignment

The purpose of this policy is to state the Community Foundation's position on administering equitable and consistent employee integration with the culture and character of the Community Foundation. The best fit for employees is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The Community Foundation's own best interest lies in ensuring fair treatment of all employees and advancing standards that allow employees to contribute to the Community Foundation's mission and strategic plan. The major purpose of any disciplinary action is to improve the Community Foundation and prevent recurrence of misunderstandings or miscommunications and promote satisfactory service for all employees.

Even with the best intentions, a supervisor may need to use progressive coaching and corrective measures. If these actions are unsuccessful, disciplinary action may call for additional and progressive steps including: 1) verbal warning, 2) written warning, 3) suspension with or without pay, and 4) termination of employment appropriate to the severity of the problem and the number of occurrences. Progressive disciplinary action is not required in situations of egregious behavior.

718 Problem Resolution

The Community Foundation endeavors to provide enjoyable working conditions for its employees. Therefore, the Community Foundation encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Community Foundation supervisor, and if appropriate, the Board of Trustees. The Community Foundation strives for fair and impartial treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Thus, employees are encouraged to offer positive and constructive criticism across all sectors and relationships.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Community Foundation in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to use the following steps, which the employee may discontinue at any step.

1. Employee presents their problem to an immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the President & CEO.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. The supervisor then documents discussion.
3. Employee presents problem to President & CEO if the problem is unresolved.
4. The President & CEO counsels and advises employee, assists summarizing the problem in writing, visits with employee's supervisor, if necessary.
5. President & CEO reviews and considers the problem and informs employee of decision and forwards copy of written response in the employee's file. The President & CEO has full authority to make any adjustment deemed appropriate to resolve the problem.
6. Issues involving the President & CEO are referred to the Governance Committee Chair.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

780 Promotions and Transfers

All vacant or newly created positions are posted internally to consider existing, qualified employees. The position may be posted within the respective area for a period of three workdays. If a qualified candidate is not selected, the position is then posted for three workdays within the context of the entire organization to apply. A job description will be available from the President & CEO for review by interested employees. If an employee perceives that he/she/they meets the basic requirements for the position, it is necessary to convey his/her/their interest to the President & CEO.

Any verbal or written reprimands in the employee's file may be a disqualification for consideration for the position. Employees may apply for positions, not within their existing responsibilities, provided they have completed a minimum of six months of service in their current assigned position.

790 Disclaimer

The policies and procedures set out here are not intended to be contractual commitments by the Community Foundation. They are merely descriptive of suggested procedures to be followed. The Community Foundation reserves the right to revoke, change, or supplement these policies and procedures, and this document, at any time without notice.