



UNITED WAY
Southeast Iowa

Employee Handbook

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Table of Contents

1.0	Welcome and Introductions	4
1.1	Welcome to United Way of Southeast Iowa	4
1.2	At-Will Employment	4
1.3	About the Company	4
1.4	UWSEIA Service Area	5
1.5	Ethics Code	5
1.6	Employee Culture	5
1.7	Diversity	5
1.8	Revisions to Handbook	6
2.0	Hiring and Orientation	6
2.1	Posting of Openings	6
2.2	Conflicts of Interest	6
2.3	Employment of Relatives	7
2.4	Employment Applications and Verification	7
2.5	Job Descriptions	8
2.6	Training Program	8
2.7	Equal Employment Opportunity (EEO) and Non Harassment Policy	8
2.8	Pregnant Workers Fairness Act Notice	10
2.9	Disability Accommodation	10
2.10	Religious Accommodation	11
3.0	Wage, Hour, and Expense	12
3.1	Categories of Employment	12
3.2	Work Week	12
3.3	Attendance	12
3.4	Pay Period	13
3.5	Overtime	13
3.6	Meal and Break Periods	13
3.7	Recording Time	13
3.8	Direct Deposit	14
3.9	Paycheck Deductions	14
3.10	Business Expenses	14
3.11	Travel Expenses	15
3.12	Expense Reporting	16
4.0	Benefits	16
4.1	Overview	16
4.2	Holidays	16
4.3	Vacation/Sick	16
4.4	Jury Duty	17
4.5	Military Leave (USERRA)	17
4.6	Voting Leave	17

4.7	Crime Victim and Witness Leave	17
4.8	Medical and Dental Insurance	18
4.9	Retirement Plan.....	18
4.10	Workers' Compensation Insurance.....	18
4.11	Bereavement Leave	18
4.12	Bonuses.....	18
5.0	On the Job.....	19
5.1	Access to Personnel Files	19
5.2	Changes in Personal Data	19
5.3	Protecting UWSEIA and Client Information	19
5.4	Stakeholder Relations	19
5.5	Volunteer.....	19
5.6	Personal Appearance	20
5.8	Meeting Etiquette.....	20
5.9	Computer Security and Copying of Software	21
5.10	Non-solicitation/Non-distribution Policy	21
5.11	Telephone Use.....	22
5.12	Personal Cell Phone/Mobile Device Use	22
5.13	Employer-Provided Cell Phones/Mobile Devices	22
5.14	Use of Company Technology.....	23
5.15	Social Media	24
5.16	Use of Personal Vehicle for Work Purposes	25
5.17	Outside Employment.....	25
5.18	Workplace Smoking.....	25
5.19	Drug and Alcohol Policy	25
5.20	Employee Privacy	26
6.0	Performance, Discipline, and Separation.....	26
6.1	Performance Improvement	27
6.2	Suggestions and Ideas.....	27
6.3	Pay Adjustments.....	27
6.4	Standards of Conduct	27
6.5	Open Door/Conflict Resolution Process	28
6.6	Resignation Policy.....	28
6.7	Exit Interview.....	29
6.8	Post-Employment References.....	29
7.0	Safety.....	29
7.1	General Safety.....	29
7.2	Security.....	30
7.3	Good Housekeeping.....	30
7.4	Business Closure and Emergencies	30
	Closing Statement	31
	Acknowledgement of Receipt and Review.....	31

1.0 Welcome and Introductions

1.1 Welcome to United Way of Southeast Iowa

Welcome! You have just joined a dedicated organization of experienced non-profit professionals. We hope that your employment with United Way of Southeast Iowa (UWSEIA) will be rewarding and challenging.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements. UWSEIA complies with all federal and state employment laws, and this handbook generally reflects those laws. We reserve the right to interpret, modify, or supplement the provisions of this handbook at any time. In the event changes are made to the provisions of this handbook, UWSEIA will provide you with notice of such changes. Neither this Handbook nor any other written or verbal communication by any manager or supervisor is intended to or can create a contract for employment for a definite term, or a warranty of benefits.

No manager, officers, supervisor, or other employee of UWSEIA has the authority to enter into any agreement for employment for a specified period of time or make arrangements which alter, amend, or contradict the provisions in this Handbook, including your status as an at-will employee.

We are glad you have joined us and wish you great success!

All the best,

Megan Brincks, Executive Director

1.2 At-Will Employment

Neither the policies contained in this handbook nor any other written or verbal communication by any manager or supervisor is intended to or can create a contract of employment or a warranty of benefits.

UWSEIA adheres to the policy of employment-at-will. This means that you or UWSEIA may terminate the employment relationship at any time, with or without notice and with or without cause. Nothing in this handbook or any other UWSEIA document should be understood as creating a contract or any other guarantee of continued benefits or employment.

1.3 About the Company

Since 1925, UWSEIA has been working to make life better in our community. As one of over 1,800 independent, self-governing United Way organizations across the United States, our local United Way helps ensure that short-term needs are being met while simultaneously working on long-term solutions to problems. We do this by investing in and leading valuable community initiatives and programs.

We know that when people work together, amazing things happen that improve and strengthen our communities – for when we work together, we can accomplish much more than any of us could do individually. That's what LIVE UNITED is all about!

For more information on the latest and greatest at UWSEIA and our programs and initiatives, go to: www.unitedwayseia.org.

1.4 UWSEIA Service Area

UWSEIA proudly serves residents throughout the Southeast Iowa, with a primary focus on residents from the cities and towns of Burlington, West Burlington, Mount Pleasant, Mediapolis, Danville, New London, Morning Sun, Wapello, and Winfield.

1.5 Ethics Code

UWSEIA is committed to the highest ethical standards, based on our mission and guided by these fundamental values: Impact-Driven, Integrity, Compassion, Inclusive, Collaboration, Innovation, and Leadership. We have a special obligation to act ethically because of the unique trust placed in us to serve the public good. The success of the UWSEIA system and our reputation depend upon the ethical conduct of everyone affiliated with UWSEIA. Staff, volunteers, and representatives set an example for each other, and for UWSEIA partners, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

We expect that staff, volunteers, and representatives will not knowingly misrepresent UWSEIA and will not speak in an official capacity on behalf of UWSEIA unless specifically authorized. The confidentiality of proprietary information and similar confidential-sensitive information (i.e. financial records/reports, employee records, marketing or business strategies/plans, donor and client records, trademarks, etc.) about UWSEIA or operations, or that of our donors, clients or partners, is to be treated with discretion and only disseminated on a need-to-know basis.

All employees and Board Members of UWSEIA are also subject to and must comply with UWSEIA's additional Code of Ethics governing certain conduct by the UWSEIA's leadership. A separate document for signature will be provided annually.

1.6 Employee Culture

UWSEIA is committed to providing the best possible climate for maximum development and achievement of goals for employees. Our philosophy has always been to treat each employee as an individual and with respect, and to develop a spirit of teamwork; individuals working together to obtain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a workplace which is comfortable and progressive. Most importantly, a place where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere, taking into account individual circumstances and the individual employee.

We firmly believe that by communicating with each other directly, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship to achieve the goals of UWSEIA.

1.7 Diversity

Underlying the role and mission of UWSEIA is a firm belief in the dignity of all people. Our values include respect for all cultures and individuals with an aim toward understanding and celebrating the unique qualities of our citizens. We reaffirm this belief in our policies which guide and direct employment practices, community funding, volunteer recruitment, and service delivery.

UWSEIA values diversity and desires to promote respect for the dignity of all people without regard to race, creed, color, religion, marital status, lifestyle, disability, gender, age, national origin, education, position,

ancestry, veteran status, or any other difference. UWSEIA promotes the full realization of this policy through the positive recognition of the value of diversity.

UWSEIA values the diversity of our stakeholders because we believe that:

- Diversity adds to organizational excellence when we tap into the skills, talents, and resources of people of different backgrounds;
- Diversity improves our responsiveness and ability to understand community problems when we include diverse perspectives; and
- Diversity makes us better stewards of donor dollars when we reach out to all people.

UWSEIA has a deep and abiding commitment towards human service solutions that are both open to, and inclusive of all peoples. We are emphatic in our commitment to seek out and serve those persons who lack the resources and the ability to express their needs, and who continue to remain beyond the reach of the providers of those solutions.

UWSEIA's Board of Directors and leadership will continue to create and sustain an environment that encourages diverse viewpoints. It will oversee and foster the ongoing development of initiatives that support diversity at UWSEIA.

1.8 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including UWSEIA policies and procedures. The handbook is not a contract. UWSEIA reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will make every effort to communicate them in a timely fashion, typically in a printed supplement to the handbook and a company-wide email.

2.0 Hiring and Orientation

2.1 Posting of Openings

UWSEIA desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly qualified individuals. New job openings generally will be posted at the discretion of UWSEIA, but efforts will be made to first announce new positions internally before publicly advertised.

2.2 Conflicts of Interest

UWSEIA is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, client and donor relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a client, donor, partner organization, volunteer, contractor or another employee at UWSEIA, you must disclose it to your supervisor. If an actual or potential conflict of interest is determined to exist, UWSEIA will take such steps as it deems necessary to reduce or eliminate this conflict.

Several examples of conflict of interest which should always be avoided are set forth below, and similar situations must be scrupulously avoided.

1. If an employee or member of his or her immediate family has a financial interest in a firm which does business with UWSEIA and the interest is sufficient to affect the employee's decisions or actions, the employee must report the interest to UWSEIA and must not represent UWSEIA in any such transaction;

2. No employee or member of his or her immediate family shall accept gifts from any person or firm dealing or seeking to do business with UWSEIA under any circumstances from which it might be reasonably inferred that the purpose of the gift is to influence the employee in the conduct of UWSEIA business. Such gift should be returned with a note of explanation. Employees are not prohibited from accepting advertising novelties such as pens, pencils, and calendars or other gifts of nominal value when circumstances clearly show that such gifts are offered for reason simply of personal esteem and affection;
3. No employee shall directly or indirectly give, offer, or promise anything of value to any representative of any financial institution in connection with any transaction or business that UWSEIA may have with such financial institution; and
4. No employee should directly or indirectly engage in conduct which is disloyal, disruptive, competitive, or damaging to UWSEIA.

All employees and Board Members of UWSEIA are also subject to and must comply with UWSEIA's additional Conflict of Interest Policy governing certain conduct by UWSEIA's leadership. A separate document for review and signature will be provided.

2.3 Employment of Relatives

We will not employ relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at UWSEIA. It is your obligation to inform UWSEIA, in writing or via email, of any such potential conflict so UWSEIA can determine how best to respond to the particular situation.

2.4 Employment Applications and Verification

All employees must truthfully and accurately complete all required employment applications for employment with UWSEIA. Any untruthful statements and/or misrepresentations by an employee on his/her employment application shall be grounds for immediate dismissal.

All applicants, after receiving a written conditional offer of employment, shall be subject to a Criminal Offender Record Information (CORI) investigation. Depending upon the nature and duties of a particular position, an applicant receiving a written conditional offer of employment may also be subject to other background investigations such as credit checks or driving record checks.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability will be made consistent with any applicable law or regulations including state and federal discrimination laws. If the CORI investigation for an applicant reveals any criminal convictions, then the following factors will be considered in determining employment:

1. Relevance of the record to the position sought;
2. The nature of the work to be performed;
3. Time since the conviction;
4. Age of the candidate at the time of the offense;
5. Seriousness and specific circumstances of the offense;
6. The number of offenses;
7. Whether the applicant has pending charges;
8. Any relevant evidence of rehabilitation or lack thereof; and
9. Any other relevant information, including information submitted by the candidate or requested by UWSEIA.

If consideration of these factors reasonably leads to the conclusion that the hiring of the applicant may be detrimental to UWSEIA or prohibited by federal or state law or regulation (including its staff and/or representatives) and/or its clients, then the applicant will not be hired.

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with UWSEIA. If you are currently employed and have not complied with this requirement or if your status has changed, inform your supervisor.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by UWSEIA.

2.5 Job Descriptions

UWSEIA attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your supervisor.

Job descriptions prepared by UWSEIA serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, UWSEIA may have to revise job descriptions per business needs and with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your supervisor.

2.6 Training Program

In most cases, and for most departments, training employees is done on an individual basis by your supervisor or other designated employee. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. You may also be required to participate in trainings provided by United Way Worldwide. If you ever feel you require additional training, consult your supervisor.

2.7 Equal Employment Opportunity (EEO) and Non Harassment Policy

EEO Policy

UWSEIA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws. UWSEIA is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

UWSEIA will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the EEO Policy in a confidential manner. UWSEIA will take appropriate corrective action, if and where warranted. UWSEIA prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the EEO Policy.

Policy against Workplace Harassment

UWSEIA has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, clients, donors, partner organizations, employees, volunteers, contractors, vendors, and visitors are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, texts, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to UWSEIA or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, text, voicemail, or elsewhere at UWSEIA locations, programs, and events; and

- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Megan Brincks, Executive Director, 414-588-2061, megan.brincks@unitedwayseia.org. If the subject of the complaint is the Executive Director, you should file your complaint with the President of UWSEIA's Board of Directors.

UWSEIA prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy. It is the responsibility of every employee to cooperate fully with any investigation under this policy. There shall be no discrimination or reprisal against any employee for making a complaint or reporting an instance of suspected harassment or for cooperating with an investigation. It is unlawful to retaliate against an employee for filing a complaint or for cooperating in an investigation of a complaint of harassment.

As is appropriate, UWSEIA will inform pertinent parties of the results of any investigation.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If UWSEIA determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, UWSEIA may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, UWSEIA will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

State and Federal Remedies

In addition to UWSEIA's reporting process, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the government agencies listed here. Using UWSEIA's complaint process does not prohibit you from filing a complaint with these agencies. Note that claims must be filed with the Equal Employment Opportunity Commission (EEOC) and the Iowa Office of Civil Rights within 300 days.

EEOC Chicago Office Address: JCK Federal Building, 230 S Dearborn Street, STE 1866, Chicago, IL 60604.
Phone: 800-669-4000 Fax: 312-588-1260 TTY: 800-669-6820 ASL Video Phone: 844-234-5122 Website:
<https://publicportal.eeoc.gov/portal/>

Iowa Office of Civil Rights: 6200 Park Avenue, STE 100, Des Moines, IA 50321 Phone: 515-281-4121

2.8 Pregnant Workers Fairness Act Notice

The Iowa Pregnant Workers Fairness Act prohibits discrimination against employees due to pregnancy or conditions related to pregnancy. The law also requires employers to provide reasonable accommodations to employees who are pregnant or have a condition related to pregnancy. Conditions related to pregnancy include, but are not limited to, morning sickness, lactation, or the need to express breast milk in a private non-bathroom space.

The procedures for requesting an accommodation are described in the Disability Accommodation policy.

2.9 Disability Accommodation

UWSEIA complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities and related medical conditions, including lactation or the need to express milk for a nursing child. Consistent with this commitment, UWSEIA will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on UWSEIA.

Where an individual is suffering from a disability or condition, reasonable accommodation may include, but is not limited to:

- More frequent or longer paid or unpaid breaks;
- Time off to attend to a medical complication or recover with or without pay;
- Acquisition or modification of equipment or seating;
- Temporary transfer to a less strenuous or hazardous position;
- Job restructuring;
- Light duty;
- Private non-bathroom space for expressing breast milk;
- Assistance with manual labor; or
- A modified work schedule.

If you require an accommodation because of your disability (even if you can perform the essential functions of the job with some difficulty), it is your responsibility to notify your supervisor and begin an interactive dialogue with UWSEIA. UWSEIA encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job, however, UWSEIA is not required to make the specific accommodation and may provide an alternative accommodation.

You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, UWSEIA will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by UWSEIA in connection with a request for accommodation will be treated as confidential.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act, the State Paid Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

UWSEIA will not discriminate or retaliate against employees for requesting an accommodation.

2.10 Religious Accommodation

UWSEIA is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their sincerely held religious beliefs cause a deviation from UWSEIA's dress code or the individual's schedule, basic job duties, or other aspects of employment. UWSEIA will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current policies, and the burden on operations — including other employees — when determining a reasonable accommodation.

If you request an absence to observe a holy day, you must provide UWSEIA with at least ten (10) days notice. UWSEIA may require you to make up the time lost.

3.0 Wage, Hour, and Expense

3.1 Categories of Employment

Full-time Employees. Full-time employees are those employees who are scheduled to regularly work a 35 hours or more work week and could be eligible for certain benefits. These benefits are described in section 4 of the handbook.

Part-time Employees. Part-time employees are those individuals who are regularly scheduled to work less than 35 hours each week. Part-time employees who are scheduled to work less than 25 hours per week are not entitled to benefits other than those mandated by law. Part-time employees are only paid for hours actually worked.

3.2 Work Week

Because of the nature of our business, your work schedule may vary depending on your job. Normal business hours for UWSEIA are 9:00 a.m. to 5:00 p.m., Monday through Friday. Occasionally, UWSEIA events and programs take place outside of normal business hours and could change your schedule.

Flex Time – The use of flex time by employees may sometimes be permitted with the prior approval of your supervisor. Flex time must be used within one (1) work week and must accommodate business and/or operating needs.

Telecommuting – The use of telecommuting may be permitted on a limited basis. This option is not available for all job classifications, must be decided based on the business/operating needs of UWSEIA, and must have the approval of the Executive Director.

As with employees working in the office, those who telecommute will be expected to ensure the protection of all client/donor information with locking files, regular password maintenance, and any other steps appropriate. Computers should be locked when you walk away and other household members should not be allowed access to or use of UWSEIA property.

When telecommuting, employees must:

- Work their full, typical schedule.
- Attend all meetings in a virtual capacity.
- Achieve the same level of production as in the office.
- Maintain equivalent availability for colleague and client communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods.
- Respond promptly to communication.
- Follow all UWSEIA procedures and policies.
- Refrain from using alcohol or illegal drugs.

3.3 Attendance

Both attendance and punctuality are important for the success of UWSEIA and for your success within

UWSEIA. UWSEIA functions as a team and this requires that each person be in the right place at the right time.

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor by his/her preferred method. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

UWSEIA reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three (3) consecutive days, it is assumed by UWSEIA that you have voluntarily abandoned your position and you will be removed from UWSEIA's payroll. Excessive absenteeism and/or chronic or habitual tardiness by an employee shall subject the employee to discipline up to and including termination.

3.4 Pay Period

Employees are paid bi-weekly on a Friday. If a payday is on a holiday, you will be paid the day before the holiday. Review your paycheck for accuracy. If you find an issue, report it to your supervisor immediately.

3.5 Overtime

If you are a nonexempt employee, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor. Also, during certain times, UWSEIA may require you to work overtime and will attempt to give as much notice as possible. All overtime must be approved in advance by your supervisor. Unauthorized overtime or failure to work overtime when requested may result in discipline, up to and including termination.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours actually worked in a workweek, excluding meal periods. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime. All hours worked on a holiday will be paid at a rate of double time of your base rate of pay.

Exempt employees as defined by federal and state law are not entitled to overtime pay and no "comp time" is allowed to any employee pursuant to Federal and State law.

3.6 Meal and Break Periods

UWSEIA strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and break periods. You are entitled to a meal break if you work six (6) hours or more. Check with your supervisor regarding procedures and schedules for meals and breaks. Meals/breaks shall consist of a sixty (60) minute unpaid time period and UWSEIA requests that employees accurately observe and record meal and break periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know. In addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking a meal or break.

3.7 Recording Time

UWSEIA is required by applicable federal, state, and local laws to keep truthful and accurate records of hours worked by employees. To ensure that UWSEIA has complete and accurate time records and that employees are paid for all hours worked, employees are required to record all working time using UWSEIA's time sheet.

You must accurately and truthfully record all of your time to ensure you are paid for all hours worked, and must follow established UWSEIA procedures for recording your hours worked.

Notify your supervisor immediately of any pay discrepancies, unrecorded or misreported work hours, or any involuntarily missed meal or break periods.

Falsifying time entries or those of a coworker is strictly prohibited and will be subject to discipline up to and including termination. Immediately report to the Executive Director any employee or supervisor who falsifies your time entries or encourages or requires you to falsify your time entries.

3.8 Direct Deposit

UWSEIA requires all employees to enroll in direct deposit.

3.9 Paycheck Deductions

UWSEIA is required by law to make certain deductions from your pay each pay period, including but not limited to, deductions for federal or state income tax, Social Security and Medicare (FICA) taxes, state unemployment taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form.

You may also authorize certain voluntary deductions from your paycheck such as charitable contributions to UWSEIA, health insurance, and retirement plan. Voluntary deductions will not be made without your written authorization.

Review your paycheck for errors each pay period and immediately report any discrepancies to your supervisor.

3.10 Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at UWSEIA. Unless authorized, employees may not make expenditures on behalf of UWSEIA.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal UWSEIA procurement processes.

Use of Employer Credit Cards

All employees in the possession of a credit card issued by UWSEIA will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. UWSEIA's credit card may not be used for personal reasons. Use of UWSEIA's credit card is restricted to approved business-related expenses.

Immediately report lost or stolen cards to your supervisor.

Business Events and Meetings

UWSEIA pays for pre-approved expenses necessary to achieve a valid business purpose when meetings are held with clients, donors, partner organizations, volunteers, contractors, vendors, or other UWSEIA employees. The most senior employee present is to pay for and report all expenses.

Staff Development and Training Seminars

UWSEIA encourages its employees to develop their abilities and skills by participating in workshops, seminars, advanced learning, and continuing education. UWSEIA pays for budgeted pre-approved expenses associated with attendance at classes and seminars that enhance job-related skills.

Employees may also arrange to attend pre-approved classes and seminars during working hours at their own expense if it is job-related and if their regular job responsibilities can be fully carried out and/or performed in their absence. Employees may also apply to their supervisor for unbudgeted funds for registration fees, travel and other expenses as available. Final approval of unbudgeted items will be at the sole discretion of the Executive Director.

3.11 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at UWSEIA.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved UWSEIA business trips (excluding normal commuting). Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your supervisor has been received.

Advances

UWSEIA does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Air Travel

Employees are expected to obtain the lowest available airfare and are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

Rail transportation

UWSEIA will reimburse for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Mileage

Employees will be reimbursed for mileage based on the per mile rate established by UWSEIA each year. Mileage reimbursement, using an employee's privately owned vehicle, is determined from the point of origin to the point of destination and return. Points of origin/destination could include the employee's home, the office, or a temporary work location. Mileage between home and work location is considered commute mileage and is therefore not reimbursable.

Hotels

UWSEIA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. In-room incidentals, except for WiFi, are not approved expenses.

Meals

Employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included. Reasonable expenses are outlined below:

- Breakfast: An amount up to \$18*
- Lunch: An amount up to \$20*
- Dinner: An amount up to \$36*

*Subject to location, allowances may vary as approved by supervisor

If a free meal is served on the plane, at a meeting, included in a conference registration fee, built into the hotel rate, or replaced by a legitimate business meal, the allowance for that meal may not be claimed.

Taxis, Ride Sharing Automobiles and Public Transportation

Employees will be reimbursed for the costs of taxis, ride sharing automobiles, and public transportation for travel to and from an airport or train station and to and from a hotel and conference or meeting venue.

3.12 Expense Reporting

Report approved expenses monthly on the standard expense report form and include a description of the expense, its business purpose, date, place, participants, and the original receipts. All expenses which have been approved shall be paid by the end of the month in which the report was submitted by the employee. If the monthly expense total is under \$10, the expenses should be deferred to the next month's report unless related to a contract or fiscal year end date.

4.0 Benefits

4.1 Overview

Benefits will be provided only to full-time, salaried employees working at least 40 hours per week.

4.2 Holidays

UWSEIA offers the following paid holidays each year: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day, New Years Eve.

Employees who are scheduled to work on a holiday shall receive a floating holiday which must be used within 90 days. In the event a holiday falls within an employee's scheduled vacation time, the employee shall receive the holiday and shall not be charged vacation leave for that day.

4.3 Vacation/Sick

Employees will receive fifteen (15) days of paid vacation/sick leave, each 12-month period.

Vacation is subject to the following conditions:

1. Vacation pay for full-time employees consists of the employee's regular rate of pay for the vacation period. Vacation pay will be issued within a normal pay cycle and will not be issued in advance.
2. Vacation leave can be carried over into the next year.
3. UWSEIA reserves the right to deny a request for vacation leave due to the business needs of UWSEIA or to allow carry over and use of a previous year's vacation leave into the next year. Any conflict between two or more employees requesting vacation leave for the same time period shall be resolved by the employees' supervisor based on organizational needs.

4. Upon separation of employment for any reason, eligible employees will be paid for any unused accrued vacation leave.

4.4 Jury Duty

Employees who are summoned for jury duty will receive benefits/pay required by law. Employees called for jury duty are expected to return to work when not actually serving as jurors during their regular work hours (i.e., if excused for the day).

You should make appropriate arrangements with your supervisor as soon as you have received your jury duty notice. You must also provide UWSEIA with a copy of your jury duty summons at the time you request jury duty leave. Upon completion of your jury duty, you must provide UWSEIA with a copy of your jury duty certificate.

4.5 Military Leave (USERRA)

UWSEIA complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to the Executive Director. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Executive Director.

4.6 Voting Leave

If your work schedule prevents you from voting on Election Day, UWSEIA will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

4.7 Crime Victim and Witness Leave

Occasionally, employees may be the victim of a crime or legally compelled to attend a judicial proceeding as a witness. In these circumstances, employees may take unpaid leave to:

- Respond to a subpoena to appear as a witness in any criminal proceeding;
- Attend a court proceeding or participate in a police investigation related to a criminal case in which they are a witness or a crime victim (or a deceased family member was a victim);
- Attend or participate in a court proceeding related to a civil case in which they are a victim of family violence; or
- Obtain a restraining or protective order on their own behalf.

In some circumstances, employees per state law may utilize accrued sick leave. In other circumstances, employees may be permitted to use their accrued leaves at the discretion of UWSEIA.

If you need to take leave under this policy, notify your supervisor as soon as possible. You may be required to provide documentation supporting such leave.

This policy does not apply to employees who have committed or are alleged to have committed a crime.

4.8 Medical and Dental Insurance

Full-time employees are allotted a \$300 monthly stipend to utilize the health care system of their choice.

4.9 Retirement Plan

UWSEIA provides eligible employees the opportunity to participate in a UWSEIA retirement plan should they meet all qualifications for eligibility/membership in such plan. Contact the Executive Director to find out if you are eligible to participate.

This benefit, as well as other benefits, may be canceled or changed at the discretion of UWSEIA or Retirement Fund, unless otherwise required by law.

4.10 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at UWSEIA, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

4.11 Bereavement Leave

UWSEIA recognizes the importance of taking leave when there is a death in the family. In case of a death of an employee's immediate family member, the employee shall be entitled to receive five (5) days of bereavement leave. "Immediate family" is defined as an employee's spouse, parent, child (including foster child and stepchild), grandparent, sibling, mother or father-in-law, or a person who resides in the household of the employee and has a familial or familial-like relationship with the employee. Employees may be allowed one (1) day of bereavement leave due to the death of a person who is not an immediate family member or at the discretion of the Executive Director.

You may use accrued but unused vacation/personal time if additional time is needed. Additional unpaid time off may be granted at the discretion of UWSEIA on a case-by-case basis.

You must provide notice of your need for bereavement leave as far in advance as possible. UWSEIA may require documentation supporting your need for bereavement leave.

4.12 Bonuses

UWSEIA rewards hard work and dedication. Each employee is given a bonus structure based on the campaign goal. Please refer to your offer letter for specific details. The bonus will be paid out every April, after the previous campaign closes.

5.0 On the Job

5.1 Access to Personnel Files

UWSEIA maintains confidential personnel files for all employees which are stored separate and apart from any business-related records in a safe, locked, inaccessible location. Supervisors and others in management may have access to your personnel file for possible employment-related decisions.

All requests by an outside party for information contained in your personnel file will be directed to the Executive Director, which is the only department authorized to give out such information.

5.2 Changes in Personal Data

UWSEIA needs to maintain up-to-date information about each employee, so we are able to aid you and your family in matters of a personal emergency.

Please provide changes in your name, address, telephone number, marital status, number of dependents, changes in beneficiaries, or any other related matter promptly to the Executive Director. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

5.3 Protecting UWSEIA and Client Information

It is the responsibility of every employee to protect UWSEIA and our confidential information regarding our clients, donors, partner organizations, employees, volunteers, contractors, vendors, and intellectual property. Opinions and attitudes towards UWSEIA may be determined for a long period of time by the actions of one employee. Each employee must be sensitive to the importance of providing courteous and confidential treatment in all working relationships. Disclosure or attempting to obtain or observe confidential information by unauthorized persons is harmful to UWSEIA's business and is illegal and prohibited. Any employee in possession of confidential information is responsible for its security and care must be taken to ensure that such information is safeguarded.

All contacts with the media require prior approval. Additionally, the development of all UWSEIA materials (including but not limited to brochures, business cards, newspaper articles, postage, and videos) requires prior approval. Should a media representative contact you, any and all such communications should be shared with UWSEIA's Executive Director to help determine next steps.

5.4 Stakeholder Relations

We are all responsible for creating positive relationships with our stakeholders (current and past employees, clients, donors, partner organizations, volunteers, contractors, vendors, and visitors). You are expected to treat everyone with the utmost respect and courtesy during your working time and should never argue or act in a disrespectful manner. If you are having problems with a stakeholder, notify your supervisor immediately. If a stakeholder voices a suggestion, complaint, or concern regarding UWSEIA, inform your supervisor.

5.5 Volunteer

UWSEIA believes that by getting involved in the community we can strengthen both individuals and the communities around us. If you seek to volunteer on your own time, it should not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. While in your volunteer role, never

misrepresent UWSEIA or speak in an official capacity on behalf of UWSEIA unless specifically authorized. Make it clear you are acting on your own behalf.

5.6 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of UWSEIA. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. Hair must be clean, neat, and well groomed, including facial hair.

While employees are not required to wear what is traditionally considered business attire, appropriate standards of professionalism must be followed Monday through Friday. This may include wearing jeans and UWSEIA or program branded clothing.

Use common sense and good judgment in determining what to wear to work and depending on what you have scheduled for the day and activity.

Examples of items considered inappropriate:

- Apparel with holes, rips or tears
- Revealing clothing that exposes your back, chest, stomach, navel, underwear, or that reveals too much cleavage
- Strapless tops or muscle shirts
- Very short skirts/dresses/shorts – shorter than 4.5” above the knee
- Graphic Tee’s or other items adorned with language or images that can be considered foul, vulgar, or obscene
- “Workout attire,” including spandex & leggings
- Beachwear, including swimwear, swimsuit cover-ups, or casual flip flops

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

UWSEIA, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on UWSEIA.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Repeated violations or violations that have major repercussions may result in appropriate disciplinary action, up to and including termination.

For questions about the specifics of the policy including event-specific recommendations, please contact your supervisor or Executive Director.

5.8 Meeting Etiquette

Business meeting etiquette promotes an atmosphere of mutual respect among people in the workplace, which facilitates strong communication and productive engagement.

UWSEIA follows these common rules for proper meeting etiquette:

- 1) Be present and focused

- 2) Be punctual and come prepared
- 3) Actively listen and participate while taking turns speaking
- 4) Ask questions at the appropriate time
- 5) Be attentive to your body language
- 6) Put away technology/electronic devices
- 7) Eat and drink appropriately
- 8) Professional, respectful, and appropriate language is to be used at all times.

For meetings held via video conference:

- 1) Mute your computer or microphone when not speaking
- 2) Ensure others are not in the room to cause distractions
- 3) Dress appropriately considering those in attendance
- 4) Maintain appropriate backgrounds
- 5) Use sufficient identification
- 6) Ensure hardware is up to specification
- 7) Stay focused on the topic and conversation
- 8) Professional, respectful, and appropriate language is to be used at all times.

5.9 Computer Security and Copying of Software

All computers, electronic, and telephonic documents, data, and communications transmitted by, received from, or stored in UWSEIA's electronic equipment are the property of UWSEIA. Employees are not to use UWSEIA owned computers, software, and other business equipment for their personal needs, correspondence, messages, or business. Employees are not to transmit material on UWSEIA's equipment in violation of law or UWSEIA policy. Employees shall not alter computers or other electronic equipment in any way with regard to hardware, software, wiring, and their location.

Employees' computers, files, and electronic and telephonic communications are not private and UWSEIA may inspect them at any time, at UWSEIA's discretion. Employees have no right to privacy on or in any documents or information created or stored in UWSEIA's computer system or sent through email.

Software programs purchased and provided by UWSEIA are to be used only for creating, researching, and processing materials for UWSEIA use. By using UWSEIA hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable UWSEIA policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of UWSEIA, or developed by UWSEIA employees or contract personnel on behalf of UWSEIA, is and will be deemed UWSEIA property. It is the policy of UWSEIA to respect all computer software rights and to adhere to the terms of all software licenses to which UWSEIA is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or UWSEIA to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your supervisor's approval. All software acquired by UWSEIA must be installed through UWSEIA's IT company. You may not duplicate, copy, or give software to any outsiders including clients, donors, partner organizations, employees, volunteers, contractors, vendors, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by UWSEIA. Employees shall respect and obey all copyright laws.

5.10 Non-solicitation/Non-distribution Policy

To avoid disruption of business operations or disturbance of others, UWSEIA has implemented a Non solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization other than UWSEIA. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false or defamatory, is never permitted. Nonemployees are not permitted to solicit or distribute materials on company premises at any time.

Violations of this policy should be reported to your supervisor.

5.11 Telephone Use

UWSEIA phones are principally for work-related communications. Limit personal use of UWSEIA telephones to brief communications during breaks and meal periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged.

5.12 Personal Cell Phone/Mobile Device Use

UWSEIA recognizes that many employees use their mobile devices for work-related tasks — to store contacts, take photographs that help them with business-related tasks, perform work-related research, keep calendars, use apps that enhance productivity, and text with colleagues who are out of the office on business.

While employees are able to use personal cell phones and other mobile devices in the workplace, they must not allow the use of such devices to be distracting to other employees, interfere with job duties and productivity, or impact workplace safety and health.

Employees are expected to comply with UWSEIA's policies regarding the protection of confidential and proprietary information when using personal devices and may not connect personal devices to UWSEIA's network or to UWSEIA equipment (computers, printers, etc.) unless authorized.

5.13 Employer-Provided Cell Phones/Mobile Devices

UWSEIA may issue certain employees a UWSEIA cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "handsfree" listening/speaking option, and you in fact utilize the hands-free device.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to UWSEIA, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

UWSEIA owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment separation, all such equipment and passwords must be returned to UWSEIA in operable condition.

All employees issued a UWSEIA cell phone/mobile device must sign and comply with the UWSEIA's Company Owned Cell Phone Agreement.

Employees shall not be permitted to receive, transmit, submit, or publish any discriminatory, defamatory, inaccurate, abusive, harassing, obscene, profane, sexually orientated, pornographic, threatening or culturally or racially offensive or illegal materials on UWSEIA's cell phone/mobile devices or other electronic equipment. UWSEIA's EEO and anti-harassment policy shall apply to all forms of electronic communications by employees.

5.14 Use of Company Technology

UWSEIA's IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law. This policy governs the use of all IT resources and communications systems owned by or available at UWSEIA, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, security and communications systems, hardware, peripherals, and software, including network key fobs and other devices.

All content maintained in UWSEIA's IT resources and communications systems are the property of UWSEIA. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on UWSEIA electronic information and communications systems.

UWSEIA reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over UWSEIA's IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that UWSEIA will exercise this right periodically, without prior notice and without prior consent.

The interests of UWSEIA in monitoring and intercepting data include, but are not limited to: protection of UWSEIA trade secrets, proprietary information, and similar confidential sensitive information (i.e. financial or donor records/reports, marketing or business strategies/plans, client records and information, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on UWSEIA's IT resources and communications systems.

Do not use UWSEIA's IT resources and communications systems for any matter that you would like to be kept private or confidential.

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, UWSEIA will also advise law enforcement officials of any illegal conduct.

Employees shall not be permitted to receive, transmit, submit, or publish any discriminatory, defamatory, inaccurate, abusive, harassing, obscene, profane, sexually orientated, pornographic, threatening or culturally or racially offensive or illegal materials on UWSEIA's computers or other electronic equipment. UWSEIA's EEO and anti-harassment policy shall apply to all forms of electronic communications by employees.

Employees who work with confidential information on UWSEIA's computers will keep such information confidential and secure. Other employees will not access such information and if inadvertently they gain access to confidential information, they will immediately exit from the document or program and will keep such information confidential.

5.15 Social Media

At UWSEIA, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to UWSEIA, you are expected to follow our guidelines for appropriate use of social media.

Guidelines

For purposes of this policy, *social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with UWSEIA, as well as any other form of electronic communication.

UWSEIA principles, guidelines, and policies (including but not limited to UWSEIA's EEO and anti-harassment and anti-retaliation policies) apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any clients, donors, partner organizations, employees, volunteers, contractors, and vendors, of UWSEIA or impermissibly publish confidential information protected by law.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

UWSEIA expects respectful and courteous activity by employees on social media during nonworking time. Employees should use good professional judgment and take prudent actions and refrain from any actions that harm UWSEIA's reputation, business objectives or that harms or adversely affects other employees or clients. You should not disclose confidential information of UWSEIA on any social media. Employees should respect other employees' privacy and should not post photographs of current or former employees without their approval or private or confidential information about current or former employees. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or UWSEIA policy. Your personal posts and social media activity should not reflect upon or refer to UWSEIA.

Maintain Accuracy and Confidentiality When

posting information:

- Maintain the confidentiality of intellectual property, UWSEIA initiatives and confidential information (i.e. client records, financial or donor records/reports, marketing or business strategies/plans, trademarks, etc.) related to UWSEIA.
- Do not create a link from your personal blog, website, or other social networking site to a UWSEIA website that identifies you as speaking on behalf of UWSEIA.
- Never represent yourself as a spokesperson for UWSEIA. If UWSEIA is a subject of the content you are creating, do not represent yourself as speaking on behalf of UWSEIA. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Do not use social media while on your work time, unless it is work related as authorized by your supervisor or consistent with policies that cover equipment owned by UWSEIA.

Employees who violate the provisions of this section may be disciplined up to and including termination.

5.16 Use of Personal Vehicle for Work Purposes

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and appropriate insurance coverage. Any changes in your driving record must be reported to UWSEIA.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

- Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
- Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a handsfree device.

Employees are expected to operate their vehicles safely and in accordance with all laws.

5.17 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at UWSEIA is prohibited. UWSEIA recognizes that you may seek additional employment during off hours, but in all cases, we expect that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment should be disclosed, in writing or email, to the Executive Director.

5.18 Workplace Smoking

UWSEIA is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients as well as the impact on UWSEIA's health insurance rates. Smoking at all office, program and event spaces is prohibited. This includes the use of vapes and other forms of e-cigarettes.

5.19 Drug and Alcohol Policy

UWSEIA is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of UWSEIA to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

UWSEIA expressly prohibits employees from engaging in the following activities when they are on duty or conducting UWSEIA business or on UWSEIA premises (whether or not they are working):

1. The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances;
2. The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
3. The illegal or unlawful use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. UWSEIA does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to UWSEIA Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Activities

From time to time, UWSEIA may sponsor social or business-related activities where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times and shall refrain from illegally operating a motor vehicle under the influence of alcohol.

Treatment and/or Rehabilitation

UWSEIA may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, UWSEIA may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. UWSEIA may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

5.20 Employee Privacy

Employees shall have no right to privacy and should not expect privacy in any UWSEIA-issued desk, file cabinet, locker, cubicle, office, common area, or vehicle. UWSEIA reserves the right to inspect or search such areas at any time, without notice, in its discretion. UWSEIA also reserves the right to inspect an employee's personal property on the premises of UWSEIA.

6.0 Performance, Discipline, and Separation

6.1 Performance Improvement

UWSEIA will make every effort to regularly review your work performance and shall endeavor to perform a formal evaluation annually or as business dictates. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

All written evaluations shall be provided to each employee and a copy shall be signed by employee and supervisor to acknowledge receipt of the same. Written evaluations shall be placed in the employee's personnel file.

6.2 Suggestions and Ideas

UWSEIA is interested in your constructive ideas for and suggestions for improving our operations and believes that suggestions indicate initiative on the part of an employee. Employees should send all suggestions to your supervisor or another member of the management team. After the suggestion has been considered, next steps will be shared.

We also encourage you to offer any suggestions derived from seminars/trainings and other outside sources of information you believe would add value to UWSEIA.

6.3 Pay Adjustments

Depending on financial health and other UWSEIA factors, efforts will be made to give pay raises based on job performance. UWSEIA may also make individual pay raises based on merit or due to a change of job position.

6.4 Standards of Conduct

UWSEIA wishes to create a work environment that promotes respect, responsibility, integrity, and value for all our employees, clients, and other stakeholders. We all share in the responsibility of improving the quality of our work and team environment. By deciding to work here, you agree that you have an obligation to follow our rules. If an employee's behavior interferes with the orderly and efficient operation of a department, disciplinary measures will be taken. Disciplinary measures may include either a verbal or written warning, a suspension without pay, or discharge. The appropriate disciplinary action imposed will be determined by UWSEIA, at UWSEIA's sole discretion. UWSEIA does not make any guarantee that one form of discipline will necessarily precede another.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on UWSEIA property (including in UWSEIA vehicles), or on UWSEIA business.
- Inaccurate reporting of the hours worked by you or any other employees.

- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of UWSEIA or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying UWSEIA property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Possession or use of illegal drugs and/or controlled substances or alcohol on the premises or during work hours.
- Speaking about an employee or UWSEIA in a disparaging manner.
- Fighting with or harassment of (as defined in our EEO policy) any Stakeholder.
- Threatening or bullying other employees or clients
- Physical or sexual contact or assault
- Disclosure of intellectual property, UWSEIA initiatives and confidential information (i.e. client records, financial or donor records/reports, marketing or business strategies/plans, trademarks, etc.) related to UWSEIA.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on UWSEIA premises during working hours.
- Failure to dress according to UWSEIA policy.
- Use of obscene, offensive, sexually orientated, discriminatory, abusive, threatening or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at UWSEIA.
- Gambling on UWSEIA premises.
- Lending UWSEIA property, including but not limited to, keys, key fobs, vehicles, and credit cards to unauthorized persons.
- Sleeping while on duty
- Negligence in the use of equipment or UWSEIA motor vehicles or improper care of the same
- Harassment of any employee, client, visitor or other members of the public
- Arrest for crimes of violence or moral turpitude

6.5 Open Door/Conflict Resolution Process

UWSEIA strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, the Executive Director. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of UWSEIA, management, its employees, or any other persons or entities related to UWSEIA, bring your concerns to the attention of your supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the Executive Director. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

6.6 Resignation Policy

UWSEIA hopes that your employment with UWSEIA will be a mutually rewarding experience; however, UWSEIA acknowledges that varying circumstances can cause you to resign employment. UWSEIA intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

UWSEIA requests that you provide as much notice as possible but at least a minimum of two (2) weeks' notice of your resignation. In case of retirement, the employee should give his/her notice of intent to retire two (2) months in advance. Your thoughtfulness in providing such notice is appreciated.

Final Pay

UWSEIA will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify UWSEIA if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property and Information/Data

Return all UWSEIA property and information/data at the time of separation, including keys/key fob, files, credit cards, equipment, and information. Failure to return any or all items may result in deductions from your final paycheck where state law allows.

6.7 Exit Interview

You may be asked to participate in an exit interview when you leave UWSEIA. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; to identify any trends requiring attention or opportunities for improvement; and to assist UWSEIA in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

6.8 Post-Employment References

UWSEIA policy is to confirm dates of employment and job title only. With written authorization, UWSEIA will confirm compensation. Forward any requests for employment verification to the Executive Director.

7.0 Safety

7.1 General Safety

It is the responsibility of all UWSEIA employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow UWSEIA's health and safety rules. Report all safety concerns or hazards to your supervisor using UWSEIA's standardized form. Send a copy of it to the Executive Director. UWSEIA also requires that all occupational illnesses or injuries be reported to your supervisor as soon as reasonably possible and that an injury form be completed on each reported incident.

Please observe the following precautions:

1. Be aware of your work location evacuation plan. If unaware contact your supervisor.
2. You should operate, adjust, and repair equipment only if you are trained and qualified.
3. Get help when lifting or pushing heavy objects.
4. Understand your job duties fully and follow instructions. If you are not sure of the safest procedure, don't guess, ask your supervisor.

5. Know the locations, contents, and use of all first aid equipment. In the event of fire, do not attempt to fight it, and leave the building immediately. Once you are safe, call the fire department and notify your supervisor.
6. The possession, discharge, or display of any firearms and other dangerous weapons is strictly prohibited.

All new employees will be provided a walk-through of their work site, by their department and/or Supervisor, within 1-2 days of start date. The walk-through will include a review of the building's emergency exits and evacuation procedures.

7.2 Security

All employees are responsible for helping to make UWSEIA a secure work environment. Upon leaving work, protect and/or lock valuable or sensitive or confidential material in your work area and report any lost or stolen keys, key fobs, equipment, or similar devices to your supervisor immediately. Refrain from discussing specifics regarding UWSEIA security systems, alarms, passwords, etc. with persons not employed by UWSEIA.

Immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, or visitors of UWSEIA. All visitors must enter through the main entrance and must identify themselves. No visitors are permitted outside of any reception area unless authorized by UWSEIA and escorted by a UWSEIA employee. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

7.3 Good Housekeeping

Good housekeeping and a neat and clean place to work are essential for job safety and efficiency. All employees are expected to keep their work place clean and in good order at all times. All common areas such as break rooms should be kept clean and in good order. Please pick up after yourself after using common areas.

7.4 Business Closure and Emergencies

UWSEIA recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount. When severe weather or other circumstances require an emergency closing or remote work day, it shall be the responsibility of the President to make the determination of whether an emergency closing or remote work day is warranted. In an emergency, UWSEIA will make every effort to notify you of the closing or remote work day by phone, text, email, and/or other applications. These notification efforts assume that you have access to electricity and internet and/or phone service. When UWSEIA is unable to notify you of the closure or remote work day, use common sense to assess the safety and practicality of the situation.

Full-Day Closure

If your work location is closed for the day and your job responsibilities allow you to work from home, please make every effort to do so. You will be paid for your regularly scheduled workday.

Partial-Day Closure

There may be situations when UWSEIA may decide to delay the opening of the offices or to close the offices early. Employees will be expected to remain at work until the appointed closing time or unless they receive permission from their supervisor to do otherwise. If your job responsibilities allow you to work from home, please make every effort to do so. At UWSEIA's discretion, you will be paid for the hours remaining in your regularly scheduled workday.

Closing Statement

Thank you for reading our employee handbook. We hope it has provided you with an understanding of our mission, history, and operations as well as our current policies and guidelines. We look forward to working with you to create a successful organization and a safe, productive, and pleasant workplace.

Megan Brincks, Executive Director

Acknowledgement of Receipt and Review

By signing below, I acknowledge that I have received a copy of the UWSEIA Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that UWSEIA has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Executive Director of UWSEIA.

I understand that neither this handbook nor any other communication by a representative of UWSEIA or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized UWSEIA representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by UWSEIA.

If I have any questions about the content or interpretation of this handbook, I will contact my supervisor or the Executive Director.

Signature

Date

Print Name