



PERSONNEL

POLICES

December 18, 2009

Table of Contents

FOREWORD.....	4
1. EMPLOYMENT POLICIES	5
1.1 Applications	5
1.2 Reference Checks	5
1.3 Immigration Compliance	5
1.4 SCC Division of Responsibilities	6
1.5 Employment Categories.....	7
1.6 Promotions and Transfers	7
1.7 Conflict of Interest	8
1.8 Non-Discrimination and Anti-Harassment Policy	8
1.9 Americans With Disabilities Act Policy	10
1.10 Confidentiality Policy	11
1.11 Background Investigation	12
1.12 Auto Safety	12
1.13 Other Issues.....	12
1.14 Whistle Blower Policy	12
1.15 Document Retention	13
2. COMPENSATION AND EVALUATIONS	13
2.1 Payment of Salary, Paydays and Hours of Work	13
2.2 Pay Advances.....	14
2.3 Overtime Pay	14
2.4 Telecommuting	14
2.5 Time Records.....	14
2.6 Human Resource Records.....	15
2.7 Expense Reimbursement.....	15
2.8 Compensation Policy	16
2.9 Merit Increase Policy	17
2.10 Incentive Bonus Policy	18
3. PERMANENT STAFF LEAVE AND BENEFITS.....	20
3.0 Leave Policy	20
3.2 Bereavement	22
3.3 Jury Duty	22
3.4 Military Leave.....	23
3.5 Sabbatical.....	23
3.6 Pregnancy Leave.....	23
3.8 Federal Family Medical & Leave Act (FMLA).....	23
3.9 Compassionate Transfer of Leave.....	23
3.10 Benefits Package.....	24
3.11 Wellness Benefit.....	24
3.12 Workers' Compensation Benefit.....	24
3.13 403(b) Retirement Benefit	25
3.14 Tuition Reimbursement	25
4. SEASONAL STAFF LEAVE AND BENEFITS	25
4.0 Seasonal Staff Leave.....	25
4.1 Seasonal Staff Benefits	26

5. OPERATIONAL POLICIES.....	26
5.1 Attendance, Punctuality and Dependability.....	26
5.2 Drug & Alcohol Use and Abuse.....	26
5.3 Workplace Violence.....	27
5.4 Romantic Relationships.....	27
5.5 E-mail, Internet and Voice Mail Policy.....	27
5.6 SCC Information and Property.....	29
5.7 Promotional Consent Release.....	30
5.8 Use of SCC Equipment.....	30
5.9 Smoke Free Work Environment.....	30
5.10 Cell Phone Use.....	30
5.11 Profanity.....	31
5.12 No Solicitation.....	31
5.13 Credit Card Use.....	31
5.14 Petty Cash.....	31
5.15 Dress Code.....	31
6. SAFETY AND RISK MANAGEMENT.....	33
6.1 Safety.....	33
6.2 Driver Standards.....	33
6.3 Use of Company Vehicles.....	33
6.4 Emergencies and Accidents.....	34
7. LEAVING SCC.....	35
7.1 Resignation.....	35
7.2 Dismissals.....	35
7.3 Post Resignation/Termination Procedures.....	35
8. FINANCIAL AND ORGANIZATIONAL POLICIES AND PROCEDURES.....	36
8.1 Purchase Approval Procedure.....	36
8.2 Checks.....	36
8.3 Credit Cards.....	36
8.4 C.E.O. Authority.....	37
8.5 Executive Director and Program Director Authority.....	37
8.6 Bank Statements.....	37
8.7 Payroll.....	37
8.8 Deposits.....	37
8.9 Accounts Payable.....	37

Empowering Individuals to Positively Impact their Lives, their Communities and the Environment!

FOREWORD

It is the mission of the Southwest Conservation Corps to empower individuals to positively impact their lives, their communities and the environment. SCC's vision statement is: empowered individuals leading the way to stronger communities and a healthy planet.

Southwest Conservation Corps' values and guiding principles include: *1) Experiential learning*—learning through hands-on experience and service to our community; *2) Respect*—for ourselves & others, for our community and environment; *3) Openness and Willingness*—keeping an open mind and a willingness to changes; *4) Commitment*—to doing our best, to finishing what we start, to our goals; *5) Responsibility*—personal responsibility for our words and our actions and civic responsibility to be active in the well being of our communities; *6) Pride*—in self, our culture, community, and work; *7) Challenging* ourselves to excellence; *8) Honesty*—being truthful in our words and actions; *9) Fun*—to enjoy our work, ourselves and others; and *10) Health and Safety*—managing risk through preparation, awareness and good judgment.

Whether you have just joined our staff or have been at Southwest Conservation Corps (“SCC”) for awhile, we are confident that you will find our Organization a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of SCC to be one of its most valuable resources. This manual has been written to serve as the guide for the employer and employee relationship.

We have prepared these guidelines to provide you with information covering some aspects of your employment, and to answer questions you might have about your job. These guidelines supersede all prior SCC policies and all statements concerning the terms and conditions of your employment. SCC reserves the right to change, replace or withdraw from any of the following guidelines without prior notice.

The violation of any provision of these guidelines may result in disciplinary action, up to and including discharge.

THESE GUIDELINES ARE NOT A CONTRACT AND DO NOT IMPOSE ANY LEGALLY ENFORCEABLE OBLIGATION ON SCC. ALL SCC EMPLOYEES ARE EMPLOYED AT WILL. THUS, ANY EMPLOYEE OR SCC MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, FOR ANY OR NO REASON, WITH OUR ONLY OBLIGATION BEING THE PAYMENT OF WAGES EARNED THROUGH THE LAST DAY WORKED. THE NATURE, TERMS OR CONDITIONS OF SCC'S EMPLOYEES' EMPLOYMENT CANNOT BE CHANGED BY ANY REPRESENTATION UNLESS IN WRITING SIGNED BY THE EXECUTIVE DIRECTOR OR REGIONAL DIRECTOR.

We are excited that you have become part of our team! Welcome to Southwest Conservation Corps!

1. EMPLOYMENT POLICIES

1.1 Applications

Prospective employees are required to complete and sign an employment application and SCC may verify the information contained in the application. False, misleading or failure to provide complete information may result in no job offer or disciplinary up to and including discharge.

An applicant may be disqualified, or dismissed if already hired, if it is found that the person failed to submit the required application materials during the prescribed time limits or the person does not meet the minimum qualifications of the job.

1.2 Reference Checks

All inquiries regarding a current or former year-round SCC employee must be referred to the Executive Director. If the Executive Director is unavailable, such inquiries shall be directed to your direct supervisor. All inquiries regarding seasonal employees must be referred to the Program Director. If an employee receives a written request for a reference, he or she should refer the request to the Executive Director for handling or Program Director for all seasonal employees. No full-time, year round SCC employee may issue a reference letter to any current or former employee without the permission of the Executive Director. However, the Program Director may submit letters of recommendation for field staff at his or her discretion.

Under no circumstances should any SCC employee release any information about any current or former SCC employee over the telephone. All telephone inquiries regarding any current or former employee of SCC must be referred to the Executive Director or the Program Director. All referrals must be truthful and not deliberately misleading or rendered with malicious purpose.

In response to an outside request for information regarding a current or former full-time SCC employee, the Executive Director will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former full-time employee, or his or her employment with SCC will be furnished unless the employee authorizes the SCC to furnish this information in a writing that also releases the SCC from liability in connection with the furnishing of this information or if SCC is required by law to furnish any information. However, the Program Director may submit letters of recommendation for field crew at his or her discretion.

1.3 Immigration Compliance

In compliance with the Immigration Reform and Control Act, all employees are required to complete the Employee Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with SCC within the past three years, or if their previous I-9 is no longer retained or valid. Employees who fail to comply with the requirements of the Act within three (3) days of their hire date cannot continue to be employed by SCC.

1.4 SCC Division of Responsibilities

A. Board of Directors. The Board of Directors is the policy-making body of the organization. It delegates administration of the organization to the Executive Director. Direction is provided to the Executive Director through formal Board and committee meetings. Communication from the Board of Directors to the employees is through the Executive Director. The Board of Directors shall have the ultimate responsibility for approval of these guidelines governing human resources matters.

B. The CEO. The Board of Directors delegates the authority and responsibility for human resources administration to the CEO. The CEO shall exercise such authority and bear responsibility as prescribed in these guidelines. The CEO may establish such other guidelines as are necessary to carry out the responsibility of human resource administration. The CEO may delegate human resources matters consistent with the direction of the Board of Directors to the VP for Business. No one other than the CEO of SCC may alter or modify any of these guidelines. No statement or promise by a supervisor, manager or director may be interpreted as a change in policy nor will it constitute an agreement with an employee.

C. Employees. All candidates for, appointees to and employees of the SCC are expected to have the general qualifications of integrity, honesty, sobriety, and dependability. Industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work are characteristics of the employment. Where the position requires the driving of an automobile, the employee must have a valid driver's license, be insurable and is expected to drive the automobile safely. Employees of the SCC are hired with the understanding that continuation of employment is dependent on the availability of adequate funding, satisfactory performance, compliance with the guidelines contained in this handbook, as well as the terms of the Workplace Dispute Resolution Agreement. As a condition of continued employment with SCC, employees must read, understand and comply with these guidelines.

1.5 Employment Categories

SCC has the following categories of employees:

Full-Time An employee who works no less than 40 hours per week.

Part-Time Part-time employees are classified as exempt or non-exempt and work a regular schedule of 24 hours or more hours per week. Only part-time employees that work a minimum of 24 hours per week are eligible for benefits as defined herein.

Exempt Exempt employees are those who have job duties that are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a semi-monthly basis..

Non-exempt Non-Exempt employees receive overtime pay in accordance with our overtime policy. Their salaries are calculated on an hourly basis.

Regular

Employees A regular employee works full-time or part-time (at least 20 hours per week) and may be entitled to benefits if funding is available.

Seasonal

Employees Seasonal employees include the Crew Leaders, all of whom are exempt employees.

Temporary

Employees A temporary employee works full-time or part-time for a specific length of time or until the end of a program. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees typically do not receive any additional compensation or benefits provided by SCC unless specifically stated within the terms of the hire letter. AmeriCorps members, VISTA Volunteers and Corpsmembers are an example of Temporary Employees.

1.6 Promotions and Transfers

The C.E.O. has the full authority and discretion to make lateral reassignments and promotions within SCC. The three-month probation will be in effect for all promotions at which time, a written evaluation will be completed by the supervisor.

1.7 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which SCC wishes the business to operate. The purpose of these guidelines is to provide general directions so that employees can seek further clarification on issues related to the subject of acceptable standard of operation. Contact the C.E.O. for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of SCC's business dealings. For the purposes of this policy, a relative is a person who is related by blood or marriage.

The existence of a relationship with outside companies does not in itself create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, it is imperative that this be disclosed to a SCC officer as soon as possible in order to assess whether an actual or potential conflict of interest exists so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which SCC does business, but also if the employee or relative receives any kickback, excess benefit, bribe, substantial gift or special consideration as a result of any transaction of business deals involving SCC.

SCC Staff and Board of Directors are required to complete and sign an annual disclosure of conflict of interest. If there is potential conflict of interest, the Board will follow the conflict of interest procedures outlined in the SCC by-laws.

1.8 Non-Discrimination and Anti-Harassment Policy

SCC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, SCC requires that all relationships among persons in the workplace will be respectful, business-like and free of prejudice and harassment.

It is SCC's policy that employees work without discrimination or harassment on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, sexual expression, military expression or any other characteristic protected by law. SCC prohibits and will not tolerate any such discrimination or harassment.

A. Definitions of Harassment

1. Sexual harassment. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. SCC fully intends to comply with all EEO guidelines.

Sexual harassment may include a range of subtle and not so subtle behaviors between individuals of the same or different gender. These behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), but may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

2. Other harassment. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows aversion toward an individual because of a person's race, color, religion, national origin, age, disability or any other characteristic protected by law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows aversion toward an individual or group, including through e-mail.

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation by fellow employees or a supervisor or manager. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

B. Retaliation Is Prohibited

SCC prohibits retaliation against any individual who reports discrimination or harassment, or one who participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including discharge.

C. Complaint Procedures

SCC requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced harassing conduct must file all complaints with the Executive Director before the conduct becomes severe or pervasive. If you believe you have been harassed by the Executive Director, you should report the complaint to the Program Director, who will report the complaint to the Board Chair and the Executive Director. Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, please promptly report any complaints or concerns so that rapid and constructive action can be taken. SCC will conduct an investigation concerning the alleged harassment, and if confirmed, it will take every effort to stop it before it becomes severe or pervasive. This is only possible with the cooperation of its staff.

D. Investigation Procedures

Any reported allegations of harassment, discrimination or retaliation will be investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be attempted to be maintained through the investigation process to the extent consistent with adequate investigation and appropriate corrective action.

E. Discipline

Discipline for conduct constituting harassment, discrimination or retaliation will be handled appropriately. Discipline will include any steps to assure the conduct will not be repeated, such as training, referral to counseling, monitoring of the offender and/or other disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as SCC believes appropriate under the circumstances.

1.9 Americans With Disabilities Act Policy

SCC complies with all applicable provisions of the Americans With Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms of employment because of such individual's disability or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy, SCC will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the SCC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the organization.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Executive Director. Upon receipt of an accommodation request, the Executive Director and your direct supervisor will meet with you to discuss and identify the limitations resulting from the disability and the potential accommodation that the SCC might make to help overcome those limitations.

The SCC will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, our overall financial resources and organization, and the accommodation's impact on the operation of SCC, including its impact on the ability of other employees to perform their duties and on our ability to conduct business.

SCC will inform you of its decision on the accommodation request or on how to make the accommodation. The law does not require us to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant believes that he or she has been discriminated against based on a disability should notify the Executive Director. All inquiries or complaints will be treated as confidential to the extent possible.

1.10 Confidentiality Policy

We do our best to protect the privacy of clients and workers and the confidentiality of information provided to us.

We strive to maintain the confidentiality of personal information provided to us by applicants, workers, or participants. We cannot guarantee confidentiality, however, and in various circumstances, we may have to disclose personal information to third parties. This may happen, for example, when we are conducting a background investigation, and information may need to be disclosed in the context of verifying it, or when we need to inform supervisors of an employee's special circumstances to enable the supervisors to provide a proper work environment. Employees and volunteers working with our organization are expected to follow all instructions given regarding maintaining the confidentiality of information in our files and shared with us by those we serve.

We seek to comply with applicable federal and/or state laws that may restrict the disclosure of confidential information.

We also seek to comply with applicable laws that may require us to report confidential information to appropriate authorities, such as state child abuse reporting statutes.

1.11 Background Investigation

Background investigations are required for crew leaders or anyone supervising youth. There are two levels of searches depending on the type of youth in the crew. There may be circumstances where one or all of the following may be required – a notary, drug testing or finger printing. Background investigations may be conducted at any time during the selection process or after employment. Continued employment is contingent upon the results of the background search. After a satisfactory background search and/or driver's record is obtained, it is the responsibility of the employee to inform SCC of any subsequent event that would compromise an employee's eligibility to remain an SCC employee.

1.12 Auto Safety

Employees who will operate vehicles on business for the organization must complete an Auto Safety Form. This is not necessary for employees who will never operate vehicles for business purposes. A driver's record search must be performed every two years for each employee who will be operating SCC vehicles. If an employee uses a cellular phone for business or personal purposes, he or she **SHALL NOT** use the phone while driving on SCC business. If the phone rings during business driving, the employee is required to either (i) turn off of the road and cease driving before the phone is answered or (ii) delay answering the phone until driving is completed. **ABSOLUTELY NO TEXTING IS ALLOWED WHILE DRIVING AN SCC VEHICLE.**

1.13 Other Issues

In cases where employees have made honest mistakes, it is up to the CEO's discretion whether SCC will absorb resulting expense as a cost of doing business. In instances of gross negligence and/or repeated mistakes, the employee/instance will be handled by the SCC disciplinary procedures. The Board of Directors may serve as a sounding board on a case-by-case basis as needed.

1.14 Whistle Blower Policy

In cases where an employee feels that there has been a violation of organizational policy or state or federal laws, there are two methods of reporting violation(s) with no consequences to the individual for reporting the infraction. The incident must be reported in writing to either the

C.E.O. or the Board of Director’s Chair or Secretary. The C.E.O. and/or BOD Chair and/or BOD Secretary will follow up on the issue and submit a written report to the Executive Board of Directors and employee who reported the incident.

1.15 Document Retention

<u>Record Retention Schedules</u>			
Copies of tax returns	Forever	Employee expense records	3 years
Tax/legal correspondence	Forever	Personal investment records	6 years
Audit reports	Forever		after sales
Contracts and leases	Forever	IRA records	6 years after
Real estate records	Forever		withdrawals
Corporate minutes and stock records	Forever	Canceled checks	3 years
		Paid vendor invoices	3 years
Bank Statements	6 years	Employee payroll records	3 years
General ledger and journals	6 years	Depreciation schedules	Tax life of asset
Sales records and journals	6 years		plus 3 years
Personnel Files	7 years		

This retention schedule does not apply in the event of litigation. Every attempt must be made to preserve all documents and electronic data until litigation is concluded.

2. COMPENSATION AND EVALUATIONS

2.1 Payment of Salary, Paydays and Hours of Work

Salary payment is made in arrears for salary due up to the prior pay period. Paydays are bi-monthly according to the pay schedule published at the beginning of each year and are electronically deposited into each employee’s bank account. Hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one hour lunch period each day (or 30 minute lunch with a 15 minute break in the morning and afternoon). Employees may be required to work during some Saturdays and/or Sundays.

Overtime payment, if any, is included in a non-exempt employee's base salary payment. Written permission from your supervisor is required in order to work overtime.

Crew paydays are bi-weekly and will be paid by check. If a paycheck is lost, the Business Director must be notified in writing as soon as possible before a replacement check can be issued. A stop payment fee will be charged to the employee for all stop payments that are placed. If the lost paycheck is recovered and the SCC identifies the endorsement as the employee’s, the employee must give the SCC a replacement check within 24 hours of the time it is requested.

A statement of earnings is given each pay period to employees indicating gross pay, statutory deductions and voluntary deductions. The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Business Office..

2.2 Pay Advances

Pay advances for regular employees of \$500.00 or less may be considered. A pay advance request form must be submitted and approved by the Executive Director if more than \$200.00. The Program Director may approve advances for less than \$200.00. If granted, the advance must be reimbursed from the next paycheck.

For payroll advances of \$50.00 and more, a check will be issued. Payroll advances under \$50.00 may be funded by petty cash.

2.3 Overtime Pay

Depending on SCC business needs, employees may occasionally be required to work overtime. Prior approval of a supervisor, however, is required before any non-exempt employee may work overtime. Employees working overtime without approval may be subject to disciplinary action. Non-exempt full-time employees are eligible for additional pay for work performed beyond their regularly scheduled 40 hours per week.

The first 40 hours worked in a week are paid at the employee's regular hourly rate. Thereafter, additional time is paid at a rate of 1 ½ times the employee's hourly rate. Employees are responsible for calculating their own hours on a daily basis. Each day, the time the employee starts and finishes work must be recorded. The employee's supervisor must approve his or her hours worked at the end of each week. All overtime worked must be approved by your supervisor.

2.4 Telecommuting

Telecommuting will be permitted under special circumstances, typically for a very limited period of time, with the prior approval of the particular region's Executive Director. Executive Directors must have prior approval from the C.E.O.

2.5 Time Records

The attendance of each employee is recorded on the Time Allocation Sheet. Our attendance records are SCC records, and care must be exercised in recording the hours worked,

overtime hours, and absences. All non-exempt employees must record the time they arrived and departed, each day, on his or her time record. Each employee is responsible only for his or her own record keeping. Lunch time is one hour unless otherwise approved by supervisor. Exempt employees must indicate business trips, vacation, sick and administrative days on the Time Allocation Sheet. Each employee shall have his or her supervisor initial the Time Allocation Sheet before it is submitted to the Business Office. If your supervisor is out of the office when the Time Allocation Sheet is turned in, please turn it in to the Business office.

2.6 Human Resource Records

To keep necessary SCC records up to date, it is extremely important that you notify the Business office of any changes in:

- ❖ Name and/or marital status;
- ❖ Address and/or telephone number;
- ❖ # of eligible dependents;
- ❖ W-4 deductions; and
- ❖ Person to contact in case of emergency

Please keep the Business office apprised of any changes to the above within one week of the change.

2.7 Expense Reimbursement

SCC will pay actual, reasonable costs when travel is necessary for required business. Reimbursable expenses include air travel, lodging, business telephone, gasoline and educational materials if required or desired by SCC. Employees authorized to travel by air on a required work assignment will be reimbursed for coach travel and tourist accommodations. SCC will reimburse staff up to \$30.00 per day for meals on business trips when staff is traveling for program development, professional development or in the pre-season at least one hundred fifty miles away from base (receipts required). The Executive Directors and/or C.E.O. can approve an additional meal per diem on a case by case basis in special circumstances. All staff are expected to use dining establishments that are moderately priced regardless of purpose (i.e. entertaining potential sponsors, staff incentives, etc.). All field staff are expected to eat with a crew during programming months. Prior approval by the Executive Directors is required for all air and conference travel. Reimbursement is not allowed for purchases of alcohol. If conference registration fees include meals, no expense reimbursement or per diem is allowable.

For normal business needs of the Program, expenses of \$200 or less shall be paid from petty cash. If expenses exceed this amount, a "Purchase Request Form" must be completed with the appropriate approval signatures. It is not expected that expenses should exceed these sums, and therefore, it is not expected that there should be any out-of-pocket expenses incurred by field staff. If there is such an occasion, call the Executive Director or your direct supervisor prior to

incurring the expense to receive authorization. Please refer to the complete Purchase Approval Procedures under “Financial and Organizational Policies and Procedures” on page 24.

Fines and insurance premiums or damage and repair on personal autos are not reimbursable. Employees will certify as to insurance coverage on personal automobiles used for business related travel.

Expense reports, receipts and other related documents must be submitted within ten working days of completion of long distance/conference travel and submitted with their bi-weekly Time Allocation Sheet for local travel.

Use of vehicles: If SCC “staff” vehicles are available but the employee chooses to use his/her own car, SCC will reimburse for the cost of gas only; i.e. if 5 gallons is used for the trip, employee will be reimbursed the cost of the 5 gallons used.

If there are no “staff” vehicles available and employee uses his/hers own vehicle, mileage will be reimbursed at .55 per mile as per 1/1/09 IRS rate.

Prior to taking a private vehicle for travel, the option of renting a vehicle should be considered as to which would be the most economical and approved by the regional Executive Director or CEO prior to travel

As a last resort, a private vehicle can be used and will be reimbursed at \$.55 per mile.

Staff vehicles are defined as vehicles that are not used to transport crews.

2.8 Compensation Policy

Overview:

Southwest Conservation Corps strives to be the best conservation corps in which our employees can work and serve our communities. We believe it is in the best interest for our organization that our employees be fairly compensated for the value of their work and contributions.

It is our intention to use a compensation program that is objective and non-discriminatory in theory, application and practice. The program is designed to attract, retain and reward our employees in direct alignment with our core values and vision.

Philosophy:

We provide pay and benefits that are competitive within a broadband range to attract and retain employees who are willing to consistently perform on a high level and make a significant contribution to our community.

Design:

December 18, 2009

The compensation program aligns all positions to market by using local, national and industry specific survey data. Market data includes other Conservation Corps, local non-profits and comparable for-profit data. It also addresses significant market differences due to geographical locations.

The program evaluates external equity which is the relative marketplace position worth comparable to the positions in other Conservation Corps, as well as the general job market, factored by general economic variances and local markets.

Our compensation program evaluates internal equity which is the relative worth of each position comparing the level of job competencies, formal training and experience, responsibility and accountability. Positions are arranged in a formal broadband grading structure.

Responsibilities:

The CEO is responsible and accountable to the Board of Directors and is charged with ensuring that the Conservation Corps is staffed with highly qualified, competent employees and that the compensation program is administered on a fair and equal basis.

Compensation includes hiring wages/salaries, merit and promotional increases and compensation consisting of salary, incentive, retention, bonus and other discretionary pay for all positions except that of the CEO.

The CEO is responsible to ensure that salary ranges are reviewed and updated on an annual basis, that all positions are market aligned every two to four years and that all pay adjustments are administered in a fair and equitable manner. This includes that the total compensation program is managed with consistency and equity.

2.9 Merit Increase Policy

Overview:

Merit pay is used to reward successful performance and is based on the amount of funds budgeted in the Merit Increase pool. Larger increase amounts are awarded to those employees who consistently exceed performance standards. In accordance with the Southwest Conservation Corps, supervisors recommend whether an employee should receive an increase based on an annual performance review and the amount of increase appropriate for the performance results.

The following factors are considered in awarding merit increases to employees:

- Performance reported in the annual performance review.
- The appropriate pay level within the salary range.
- Pay increase pool funds available.

- Increase recommendations approved by Management Team.

Design:

Employee performance is formally reviewed once each year in the month of December. Only regular employees are eligible for merit increases. The employee must be employed with at least six months continuous service to qualify for a merit increase.

An employee whose pay is at the maximum of the salary range may not be granted a merit increase.

Each year the CEO and Management Team will determine the pool of merit increase funds available and the possible levels of increases. All recommendations by supervisors for merit pay increases will be considered in relationship to all others in making the best use of the funds available. The objectives of the compensation program and financial resources available will be considered in the decision making process.

The Compensation Committee, approved by the Executive Board, will make final determination of merit increases for all positions at grade IV and above.

Amount of Increases:

In most cases there will be multiple (2-4) levels of increases. A typical range for these increases might be 0 to 5%. The majority of employees will typically receive an increase in the middle of the range. To receive the maximum level of increase an employee must have demonstrated consistently outstanding performance throughout the year and served as role model for others displaying desirable characteristics.

Non-Annual Merit Increases:

In exceptional circumstances an employee may be considered for a merit pay increase at a time other than the end of the fiscal year. This could be based on a promotion, a significant change of job duties, or outstanding performance that should be recognized more immediately than the end of the year.

2.10 Incentive Bonus Policy

Overview:

Southwest Conservation Corps recognizes the value of all of its employees in contributing to its success as an organization. The bonus policy exists to allow the organization to provide bonuses to its employees when appropriate and fiscally able.

Design:

December 18, 2009

The Southwest Conservation Corps bonus policy operates on the fiscal year basis. At the completion of each fiscal year the Management Team, with the approval of the Executive Board, determines whether a bonus is a viable option and, if so, the level of available funds for a bonus pool. Whether a bonus will be awarded and the amount of any bonus will be based on the overall net income earned by the organization during the past year and takes into account other investments needed for the coming year, including merit increases to salaries, and the overall health of the organization. Availability of funds for bonuses varies from year to year and bonuses are typically only awarded under exceptional circumstances. If awarded, bonuses will be paid during the first pay period of the fiscal year.

Eligibility:

Employees eligible for bonuses are those who complete the entire fiscal year and maintain good standing throughout the fiscal year.

Part-time employees working a minimum of 20 hours per week are eligible. Temporary, seasonal or on call employees are not eligible to participate.

Taxable:

These bonuses are considered to be taxable income and will be added to the employee's compensation in the year they are awarded.

Compensation Decision-Making Process

SCC engages in shared decision making.

- The Vice-President for Site Leadership and the Regional Executive Director determine compensation for program staff.
- The Board and CEO determine compensation for Executive Directors and senior Headquarters staff.
- The Board determines compensation for the CEO.

New Hires

SCC sets salaries for new staff members based upon the following:

- SCC salary chart
- Job responsibilities
- Experience, knowledge, background and cultural competence relative to the position
- SCC experience
- Local conditions
- References/resume/interview notes

1. PERMANENT STAFF LEAVE AND BENEFITS

3.0 Leave Policy

Overview:

Southwest Conservation Corps believes that employees should spend time away from work to maintain balance in their lives. In addition the Corps understands that employees have diverse needs for time off from work. This Paid Time Off (PTO) policy is established to meet those needs. Time off for vacation, holidays and sick time have been combined to allow employees to allow employees compensated time away from work. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their PTO hours to allow for adequate reserves to cover absences.

Definition:

Paid time off (PTO) provides all regular full and part time staff members with time away from work that can be used for vacation, holiday, personal time, illness or time off to care for dependents.

Eligibility:

Regular full time and part time staff members who work an average of 20 hours a week or more on a regular basis are eligible to accrue PTO. (Eligible part time employees accrue PTO on a pro-rated basis.) Employees who work less than 20 hours per week, on call, seasonal and temporary employees are not eligible to accrue PTO.

Accrual:

Accrual of PTO is based on paid hours of work up to 2080 per year, excluding overtime and is earned on a per pay period basis. Eligible employees working less than 40 hours and at least 20 hours per week accrue PTO in a pro-rated basis. Length of service determines the rate at which the employee accrues PTO. There is no accrual when unpaid leave is taken or when Long Term Disability Benefits are paid. Once the maximum accrual is reached, no additional PTO will be accrued.

<u>Years of Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Maximum Annual PTO Accrual</u>
New hire – 2	10.667	256 hours (32 days)
2 – 5	12.334	296 hours

		(37 days)
5 Plus	14	336 hours (42 days)

Use and Scheduling of PTO:

PTO must be requested in advance and requires supervisory approval, except in the case of sudden illness or emergency. Approval of PTO is subject to Corps staffing requirements and established procedures. All approved time away from work will be deducted from the employee's PTO bank.

PTO may not be used for time missed due to late reporting to work except during inclement weather.

Employees are required to use available PTO when taking time off from work with the exception of time off in accordance with Corps policy for Jury Duty, Bereavement, or Military duty.

Employees may not borrow against their PTO accounts and no advance compensated leave will be granted.

PTO may be used in hourly increments for non-exempt employees. For exempt employees PTO must be used in either half-day or full-day increments only.

Annual Carry Over:

In order to provide a buffer for personal and sick time off requirements, a maximum of 80 hours of PTO may be carried over at the end of each calendar year for employees with less than five years of SCC service. For employees with five or more years of SCC service, a maximum of 100 hours of PTO may be carried over at the end of each calendar year. The total number of hours carried over from one calendar year to the next may not exceed this 80 hour maximum for employees with 0-5 years of service and 100 hours for employees with five or more years of service.

PTO in excess of the 80 (or 100) hour maximum will be deposited into each individual's "reserve sick-time bank". The reserve sick-time bank days are for use for certified medical leave that extends beyond 5 calendar days as per Federal Family Leave Act (FFLA). The reserve sick-time bank maximum is 520 hours.

Payment of Unused Paid Time Off:

Employees who leave for reason of resignation, termination or retirement from the Corps will be paid all accrued, unused PTO. Any accrued time in the individual's reserve sick-time bank is not eligible for pay out at the end of employment.

On-Call Time Off Compensation

One additional day off will be granted for each instance that a staff member serves On-Call for a continuous 7-day period. This day off must be taken in the week immediately following the week on-call and will not be added to the employee's PTO pool.

3.2 Bereavement

Funeral Leave for an Immediate Family Member: When a death occurs in an employee's immediate family, all regular full time employees may take up to three days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. SCC may require verification of the need for the leave.

Other Funeral Leave: All regular, full-time employees may take up to one day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by case basis. The pay for time off will be prorated for a part-time employee if the funeral occurs on scheduled work days. The supervisor should confirm the time is recorded accurately on the timecards. SCC may require verification of the need for the leave.

Additional Time Off: SCC understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

3.3 Jury Duty

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, employees will be compensated their regular rate of pay, not to exceed \$50.00 per day, for the first three days of jury service. Thereafter, pay will be made to the employee by the court. An employee on jury duty is expected to report to work any day he or she is excused from jury duty.

Upon receipt of the jury notice, the employee should immediately notify his or her supervisor. A copy of the jury notice should be provided to the Business Office for payroll and attendance purposes. Upon the employee's return from jury service, the employee must notify the Office and Finance Manger and must submit a signed Certificate of Jury Service indicating the number of days served.

3.4 Military Leave

A full-time employee who is drafted or enlists in active duty of the military service in time or war, armed conflict or emergency will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave time for unpaid leave. While in active service, such employee may not be removed from employment. Documentation of the military leave shall be provided to the Business Office prior to taking the leave.

3.5 Sabbatical

After every 5 years of service, staff members are eligible to take a “sabbatical” for 1 month to pursue a related staff development./research area. The activity during sabbatical must be related to the job and to further develop SCC. For example, a staff member could join another corps for a month or go to a 1 month training program or travel and visit numerous other corps, etc. The leave is not automatic and must be approved by one’s supervisor and the Executive Director. **SCC will cover salary and benefits during time away, but not travel costs, class expenses, etc., unless approved through the staff development policy.**

3.6 Pregnancy Leave

In the case of a normal or abnormal pregnancy, pregnancy leave shall be treated as an unpaid leave of absence for up to twelve (12) weeks as per the Federal Family and Medical Leave Act.. Any accrued PTO may be used. PTO hours are not accrued while on pregnancy leave without pay.

3.8 Federal Family Medical & Leave Act (FMLA)

The FMLA grants every eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

For the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

3.9 Compassionate Transfer of Leave

Compassionate Transfer of Leave is defined as contributions of vacation or sick hours from employees to other employees who are unable to work due to circumstances as outlined in the Federal Family and Medical Leave Act. Employees must have exhausted all forms of paid leave before they can receive transfers of leave from other employees and they must not be receiving benefits from either Worker’s Compensation or Long Term Disability. Employees are able to continue accruing and using vacation and sick hours while on leave with pay.

December 18, 2009

Requests for Compassionate Transfer must be approved by the Executive Director. Requests for receiving Compassionate Transfer of Leave by the Executive Director must be approved by the Board of Directors.

Immediate Family for the purpose of Sick and Bereavement Leave is defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

3.10 Benefits Package

SCC provides to each regular employee who works greater than 24 hours per week the following company-paid health benefits:

1. Employee dental insurance through Companion Life Insurance Company
2. Employee vision insurance through Pacificare
3. Employee long-term disability and life insurance through Principal Life Insurance
4. SCC contributes \$3,960.00 per year per employee above their contracted annual salary to each permanent employee who works greater than 24 hours per week to be used for health or dependent care. The contribution is a maximum of \$165.00 per person per pay period. This benefit can only be used for health or dependent care with one exception, which is described below. If an employee chooses not to participate, he/she forfeits the benefit. If an employee does not use the entire amount to reimburse an insurance premium, he/she must forfeit the residual or put it into an HSA. The only case in which any of it will be provided as cash to an employee is if the employee provides proof that he/she is covered by comprehensive health insurance through another family member. If an employee elects an HRA for insurance premium reimbursements, the maximum to be funded into employee's account is 100% of the employer contribution (i.e. \$165.00 per pay period). No employee contribution is allowed to fund their HRA for insurance premium reimbursements. Contributions to a Health Savings Account and/or Dependent FSA can be a combination of employer and/or employee contributions. Please refer to the SCC Flexible Benefits Plan Summary Description for further details.
5. SCC provides an Employee Assistance Plan for all permanent and seasonal staff.

Benefits become effective after the 3-month probationary evaluation is performed and received by the Business Office. Employment in Colorado remains "at-will" even after the conclusion of the probationary period.

3.11 Wellness Benefit

Regular employees will receive a wellness benefit of \$250 annually (e.g. healthcare membership, race entry fee, new sports equipment, etc.). The deadline to submit receipts for reimbursement to the Business Office is October 31st.

3.12 Workers' Compensation Benefit

December 18, 2009

SCC is covered under statutory Workers' Compensation Laws. If you sustain a work-related injury, you must notify your supervisor of the injury immediately.

For an injury or emergency in Durango, you can go to Mercy Medical Center 1010 Three Springs Rd. Durango, CO 81301; 970-247-4311.

For an injury in Tucson, you can go to Tucson Occupational Medicine at one of three addresses:

1661 W. Grant Rd., Tucson, AZ 85745 520-628-4340

2945 W. Ina Rd. Tucson, AZ 85741 520-877-8601

888 S. Craycroft Rd. Tucson, AZ 85711 520-747-0446

For an injury or emergency in Alamosa, you can go to SLV Regional Medical Center

106 Blanca Ave., Alamosa, CO 81101 719-589-2511.

For an injury or emergency in Salida, CO, you can go to: Heart of the Rockies Medical Center at 1000 Rush Drive, Salida, CO 81201 719-530-2200.

If you are outside any of these areas, go to the nearest hospital. In case of emergency, go to the nearest hospital.

3.13 403(b) Retirement Benefit

After one year of employment, employees are eligible to participate in SCCs' 403(b) Retirement Plan administered by TIAA-CREF. Employees who contribute to their TIAA-CREF 403(b) will receive 2% of their annual gross income as an organization contribution on a monthly basis. Employee contributions are a minimum of \$25 via payroll deduction each pay period

3.14 Tuition Reimbursement

Regular employees are eligible for tuition reimbursement for courses directly related to their current position and are limited to \$100/course. The course and subsequent reimbursement must be approved by the Executive Director. The Board of Directors must approve reimbursement for courses taken by the Executive Director.

2. SEASONAL STAFF LEAVE AND BENEFITS

4.0 Seasonal Staff Leave

Time Off –At the end of the first month the employee will be given 5 comp days that can be used for any personal purpose for needed time off (vacation, sick, etc). After 4 months the employee will be given an additional 5 comp days. After 7 months, an additional 5 days. The idea is that no seasonal employee would work more than 10 months, therefore the maximum number of comp days for any employee would be 15 over the course of their employment. All

December 18, 2009

days off must have approval from the employee’s supervisor. Award days are not paid out at the end of temporary employment.

Time employed	Number of Comp Days Off awarded
At end of one month	5 days
At end of four months	5 additional days
At end of seven months	5 additional days

4.1 Seasonal Staff Benefits

Health Insurance – After the first month the employee will be reimbursed up to \$150 per month with receipt of payment into any standard insurance plan.

5. OPERATIONAL POLICIES

5.1 Attendance, Punctuality and Dependability

Because SCC depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. Employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time especially during Program operations where work on some Sundays is required at 8:00 a.m. An employee must notify their supervisor or the Executive Director as far in advance as possible, each day, if he or she expects to be late or absent. An employee who fails to contact their immediate supervisor or the Office and Finance Director may be considered as having voluntarily resigned. A record of absenteeism and lateness is maintained which becomes part of the human resources record. Absenteeism and lateness reduce an employee's chances for advancement and may result in dismissal.

5.2 Drug Free Workplace Policy

If any SCC employee is caught manufacturing, distributing, dispensing, possessing, or using any illegal drug, alcohol, or controlled substance while in the SCC workplace, this constitutes serious violations of SCC rules, jeopardizes SCC and can create situations that are unsafe or that substantially interfere with job performance. It is also against SCC policy to drive a motor vehicle for SCC business while impaired by any alcohol or drug, whether legal or illegal. If this policy is violated, the employee may be disciplined, up to and including termination, depending on the severity of the offense.

December 18, 2009

5.3 Workplace Violence

SCC strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. This includes but is not limited to intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use or possession of weapons. Additionally, offensive comments regarding violent events will not be tolerated. All instances of violence must be reported to your supervisor and/or Executive Director and/or CEO. SCC will promptly respond to any established incident of violence.

5.4 Romantic Relationships

Romantic relationships are not permitted between co-workers where one employee acts in a supervisory capacity to the other employee.

5.5 E-mail, Internet and Voice Mail Policy

A. Introduction

SCC's technical resources, including desktop, laptop and portable computer machines, Internet and World Wide Web ("web") access, voice mail, electronic mail ("e-mail"), electronic bulletin boards, and its Intranet enable employees quick and efficient access ability to exchange information throughout the SCC and around the world. When used properly, these resources greatly enhance employee productivity and knowledge.

This policy applies to all technical resources that are owned by SCC, are used on or accessed from SCC premises, or that are used for SCC business. This also applies to all activities using any SCC paid accounts, subscriptions, or other tech services, such as Internet and Web access, voice mail and e-mail, whether or not the activity was conducted from SCC premises.

SCC must preserve all data and put a "litigation hold" on all documents at the moment those Human Resources perceives there is a possibility of litigation. Human Resources will start interviewing involved parties to determine what computers/documents should be placed on litigation hold.

B. SCC Supplied Communications Systems

SCC supplied communications systems, including but not limited to, voice mail, e-mail, electronic bulletin board systems, interactive messaging services, interactive chat services, electronic mailing lists, and the Intranet, are intended to assist the SCC and its employees performance of SCC-related business only. **All SCC supplied communication systems are SCC property. As such, all voice mail and e-mail messages created, sent and received are and remain SCC's property.**

December 18, 2009

SCC reserves the right to retrieve and read any message composed, sent or received. **Even when a message is deleted, it is still possible to recreate the message. The ultimate privacy of messages cannot be guaranteed to anyone.**

Notwithstanding SCC's right to retrieve, read or listen to any such documents and/or messages, they should be treated as confidential by other members of SCC and accessed only by the intended recipient. Employees are not authorized to retrieve, listen to or read any or voice mail messages that are not sent to them. Employees shall not attempt to gain access to another person's messages or files without proper authorization.

SCC supplied communications systems may not be used to solicit for commercial ventures, religious or political causes, investment, pyramid schemes, chain letters, spamming (unsolicited e-mail), or other non-SCC related purposes. In addition, SCC supplied communication systems may not be used to create or disseminate any offensive or disruptive messages. Messages that contain obscenity, pornography, threats, intimidation, defamatory content, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that are intended or likely to offend a reasonable person on the basis of his or her age, physical or mental disability, gender race, religion, national origin, physical attributes, sexual preference or any other classification protected by law are strictly prohibited.

C. Web Access

SCC supplied web access, including but not limited to, Internet access through Internet service providers, use of proprietary online services, web-based chat systems, use of Usenet newsgroups, and use of local area networks, are supplied to assist SCC and its employees in the performance of SCC-related business only. SCC supplied web access may not be used to create or disseminate any offensive or disruptive messages, or to create, disseminate, store, transmit, forward, cut, paste, copy, print, save, send by fax, upload, or download any messages communications or other material in violation of the copyrights, trademarks, service marks, trade secrets, patents, intellectual property or other confidential or proprietary information of any party. Further, web access to sites and services which contain obscenity, pornography, threats, intimidation, defamation, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that are intended to or are likely to offend a reasonable person on the basis of his or her age, physical or mental disability, gender, race, religion, national origin, physical attributes, sexual preference, or any other classification protected by law are strictly prohibited.

In addition to these restrictions, SCC supplied web access may not be used for the unauthorized copying or transmission of text, other communications, computer software, photographs, video images, graphics, music or sound recordings. SCC supplied web access is provided for SCC-related use only and should not be used for the benefit of any other business.

December 18, 2009

SCC employees are prohibited from surfing the Net, listening to radio stations via the Net or playing web-based games during work hours.

D. Notification of Violations

If a SCC employee receives notice or becomes aware that any SCC supplied communications systems or web access are being or has been used to create, disseminate, store, transmit, forward, cut, paste, copy, print, save, send by fax, upload, or download any messages communications or other material in violation of the copyrights, trademarks, service marks, trade secrets, patents, intellectual property or other confidential or proprietary information of any party, such employee shall have the obligation to inform SCC of such use or proposed use. SCC has designated **Harry Bruell** as its agent to receive notification of claimed infringement. **Harry Bruell** can be reached in his office or by e-mail at **harry@sccorps.org**. SCC reserves the right to remove or disable access to any material that is claimed to be infringing or to be the subject of infringement.

By using SCC supplied communication systems and web access, and/or by signing this policy, the employee consents to the employer reviewing, auditing, intercepting, accepting, disclosing and/or destroying all documents and/or messages created by, received by, sent by or on SCC communication systems. Unauthorized use of SCC supplied communications systems and web access may be grounds for disciplinary action, up to and including termination.

5.6 SCC Information and Property

The protection of SCC business information, property and all other SCC assets are vital to the interests and success of SCC. No SCC related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of SCC) may be removed from the SCC's premises. In addition, when an employee leaves the employment of SCC, the employee must return all SCC related information and property that the employee has in his or her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

Bikes and dogs are allowed in SCC offices with permission from the Regional Executive Director. For any individual leaving a bike at SCC, the risk of theft or damage will remain with the owner and will not be a liability to SCC.

Use of conference rooms in SCC offices:

1. At 701 Camino Del Rio: use for only organizations within the Building. Permission granted by E.D. or C.E.O..
2. At LV and SD sites: Permission to use will be granted by E.D.s
3. All sites:

December 18, 2009

If request to use room is during office hours, permission will be granted on a case by case basis. Must be an organizational level purpose and not commercial. Outside non-profit organizations will be granted permission on a case by case basis.

5.7 Promotional Consent Release

The employee acknowledges and hereby gives permission to Southwest Conservation Corps and AmeriCorps to use photos, videos, voice recordings and quotes of themselves for marketing, public service announcements, or other promotional materials and initiatives.

5.8 Use of SCC Equipment

SCC provides supplies, equipment and materials necessary for you to perform your job. These items are to be used solely for SCC's purposes. Employees are expected to exercise care in the use of SCC equipment and property and use such property only for authorized purposes. Loss, damages or theft of SCC property should be reported at once. Replacement cost may be charged to employee if SCC finds negligence was involved.

SCC's equipment, such as telephone, postage, facsimile and copier machines are intended to be used for business purposes. Personal use of these or other equipment that results in a charge to SCC should be reported immediately to the Business office so that reimbursement can be made.

Upon termination of employment, the employee must return all SCC property, equipment, work product and documents in his or her possession or control.

Because a large percentage of our business is conducted over the phone, it is essential to project a professional telephone manner at all times. Although SCC realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on SCC phones without prior approval from the employee's supervisor.

5.9 Smoke Free Work Environment

In order to maximize the health of its employees and clients, the SCC office and facilities are smoke free areas. Smoking outdoors is permissible. Any violation arising under this policy should be reported to the Executive Director.

5.10 Cell Phone Use

If an employee uses a cellular phone for business or personal purposes, he or she **SHALL NOT** use the phone while driving on SCC business. If the phone rings during business driving,

December 18, 2009

the employee is required to either (i) turn off of the road and cease driving before the phone is answered or (ii) do not answer the phone until driving is completed. **ABSOLUTELY NO TEXTING IS ALLOWED WHILE DRIVING AN SCC VEHICLE.**

Personal use of SCC cell phones is restricted to usage at “unlimited” times (i.e. weekends) or to cell phones within the network that do not charge minutes to the SCC cell phone plan. No personal texting is allowed on SCC cell phones.

5.11 Profanity

SCC encourages a work environment where employees respect each other, their supervisors and SCC’s customers. It is against SCC policy to use profanity in the workplace to demean, insult, degrade or disrespect a co-worker, supervisor or customer. Any violation of this policy may result in disciplinary action, including termination.

5.12 No Solicitation

No employee may solicit, directly or indirectly, for any purpose, any of SCC’s employees or customers without SCC’s prior written consent. Moreover, no employee will encourage the departure of any of SCC’s employees for any reason.

5.13 Credit Card Use

Credit cards may be used for SCC business only, such as for gas, supplies, equipment and trips. Such credit cards must be used solely for SCC program purposes and may not exceed the budget allocation. Receipts and expense reports must be initialed by your supervisor prior to submitting them to the bookkeeping department. Absolutely no personal purchases may be made on SCC credit cards, even if it is your intent to reimburse such amounts. Any violation of this policy may subject an employee to discipline, up to and including discharge.

5.14 Petty Cash

The Business office maintains a petty cash fund which may be used for minor purchases for SCC business purposes. Any employee desiring to take petty cash must complete the petty cash request form. Receipts must be maintained to the extent possible. The petty cash request form and receipts must be initialed by your supervisor. No additional petty cash disbursements will be made to any employee until all receipts and any remaining cash are returned to the business office.

5.15 Dress Code

December 18, 2009

All employees are expected to come to work dressed appropriately. **Dress code will apply to all corps-sponsored events.**

1. Footwear must be worn at all times.
2. No pajama tops or bottoms will be allowed during work or while traveling to work sponsored activities.
3. Shorts and skirts must be mid-thigh in length and not revealing. i.e. bare midriffs, bare shoulders, low cut shirts or blouses, muscle shirts and/or tank tops with spaghetti straps, transparent clothing are all unacceptable.
4. Clothing that is cut or torn will not be allowed.
5. Clothing which indicates membership or affiliation with any gang will not be allowed.
6. Clothing must be properly buttoned/zipped/tied at all times.
7. Clothing must be appropriately worn with no derogatory messages, i.e. clothing with lettering and/or pictures depicting drugs, sex, violence, nudity, profanity, vulgarity, offensive terminology, or which is distracting to the work environment will not be allowed.
8. No body piercing or pierced jewelry which creates a safety issue will be allowed.
9. Chains, spikes or sagging pants will not be allowed.

6. SAFETY AND RISK MANAGEMENT

6.1 Safety

Regular, full-time employees occasionally go into the field for various program operations. In this event, such employees must follow the Field Staff Manual which addresses matters of safety.

SCC's goal is to reduce or eliminate property losses and personal injuries to both our employees and visitors. All employees are required to report any conditions they believe are unsafe to the Executive Director. Safety is everyone's business.

6.2 Driver Standards

The following standards have been established to determine who is eligible to drive SCC vehicles. All guidelines are based on the submission of a current Motor Vehicle Record (MVR). SCC requires that all individuals submit current proof of insurance and a MVR to be reviewed. Additionally, SCC requires all individuals to notify their supervisor within one week if he/she receives a traffic violation after submitting a MVR and before the end of their employment with SCC. An individual must have an acceptable MVR in order to drive SCC vehicles and are required to inform SCC in writing of any traffic violation they incur while employed with SCC

Acceptable MVR record is defined as:

1. No major violations in the past 3-years. These include:

- a. DUI/DWI/DWA/OUI
- b. Reckless Driving
- c. Careless Driving
- d. Vehicular Homicide
- e. Leaving the Scene of an Accident

2. No more than:

- a. Two moving violations in past 3 years
- b. One moving violation and 1 at-fault accident in prior 3 years
- c. Two at-fault accidents in prior 3 years

These guidelines are subject to individual account/driver exceptions per SCC discretion based on individual account peculiarities/situations.

6.3 Use of Company Vehicles

December 18, 2009

The SCC vehicle maintenance checklist must be completed by any employee prior to travel of 50 miles or more. Always wear safety belts and drive in a safe manner while driving SCC vehicles or driving for SCC purposes. If you are involved in a motor vehicle or other accident, do not make any statements to anyone unless and until you speak with the Executive Directors or C.E.O.. Employees are not allowed to use cell phones for talking or texting while driving SCC vehicles. No personal use of SCC vehicles is allowed and no lending or hiring out of vehicles will be permitted.

6.4 Emergencies and Accidents

If you sustain a work-related injury, you must notify your supervisor or the Business office immediately following the injury. If your injury requires the attention of a doctor, you can obtain a list of approved physicians by calling our Workers' Compensation Carrier. In case of an emergency, you should go to Mercy Medical Hospital, unless you are outside of La Plata County, in which case, go to the nearest hospital emergency room for treatment and use Mercy Hospital if additional treatment is necessary.

7. LEAVING SCC

7.1 Resignation

When an employee decides to leave for any reason, SCC would like the opportunity to discuss the resignation before final action is taken. SCC often finds during this conversation that another alternative may be better. If the employee decides to leave, it is requested that the employee provide SCC with a written two-week advance notice period (vacation days or personal days may not be included in the two-week notice period).

7.2 Dismissals

Every SCC employee has the status of employee-at-will, meaning that no one has a contractual right, express or implied, to remain in SCC's employ. SCC or the employee may terminate employment without cause, and with or without notice, at any time for any reason. No supervisor or other representative of SCC (except the Executive Director and Program Director) has the authority to enter into any agreement for employment or to make any agreement contrary to this provision.

7.3 Post Resignation/Termination Procedures

The Executive Director or Program Director is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of SCC property including:

- SCC credit card(s);
- Office keys;
- SCC manuals;
- Petty cash balance in your possession or control;
- Cellular phones belonging to SCC;
- Telephone cards belonging to SCC;
- Gas cards belonging to SCC;
- SCC and its clients documents and other materials; and
- Any additional SCC-owned or issued property.
- Computer and phone log-on names and passwords.

If you have used any passwords on SCC documents on SCC computer(s), those passwords must be provided to the Executive Directors or C.E. O.

8. FINANCIAL AND ORGANIZATIONAL POLICIES AND PROCEDURES

8.1 Purchase Approval Procedure

The approved Budget sets the limit for expenses within a line item.

Staff primarily responsible for line-item expenses will alert the Business Office or the Executive Director of impending large expenses in order to insure sufficient cash flow for the organization (i.e. large uniform and tool orders, vehicles, computers).

Staff will receive monthly expense statements from the Business Office to facilitate budget and expense monitoring.

For purchases under \$500, final purchase approval must be obtained from your supervisor before turning the purchase request from into the Business Office. Visa purchases can be compiled on the Visa Receipts Monthly Summary Form and submitted for approval with the current statement.

Purchases over \$500 must receive **prior approval** from the Program Directors, Executive Directors or C.E.O. as well.

Executive Directors will need prior approval from the C.E.O. for purchases that are over \$500 that are **not** already included in the current approved budget.

Upon completion of the purchase, the receipt, invoice, or check copy is to be attached to the Purchase Request Form and submitted to supervisors for approval signature.

The Purchase Request Form with documentation and supervisor signature must be turned into the Business Office within one week of the purchase.

An approved SCC check signer must approve every payment in writing by initialing the actual bill or by some other similar written approval. When feasible, the lead staff member at a remote site should approval in writing all payments related to that site. All receipts for purchases are to be submitted to the Business Office within the timeframe specified above. If there is an outstanding charge of over \$60 that is not accompanied by a receipt within 60 days, this will become a payroll deduction to the originator of the expense **OR** if there are 3 missing receipts within one year, the forth receipt will be treated as a payroll deduction.

8.2 Checks

Only upper management has check signing authority, specifically this includes the C.E.O., Vice-President for Site Leadership, Operational Director, Executive Directors, and Program Directors.

8.3 Credit Cards

Only year-round staff have access to SCC Credit Cards, specifically the Executive Director, Regional Directors, Program Directors, Recruiters and Program Coordinators. For all credit card purchases, the staff will comply with the Expense Approval/Purchase Tracking Protocol. Seasonal staff will have access to generic SCC debit cards which will be loaded on a monthly basis. The seasonal staff will comply with the Expense Approval/Purchase Tracking Protocol and will submit receipts to the Business Office monthly.

8.4 C.E.O. Authority

The C.E.O. has a \$450,000 line of credit with Alpine Bank primarily to facilitate cash flow for the organization. For all credit card purchases, the C.E.O. will comply with the Expense Approval/Purchase Tracking Protocol.

8.5 Executive Director and Program Director Authority

The Executive Directors and Program Directors have a Visa Credit Card with a limit of \$5,000 to respond to program emergencies and to make program purchases staying within the line item amount approved in the budget. For all credit card purchases, the Directors will comply with the Expense Approval/Purchase Tracking Protocol.

8.6 Bank Statements

The C.E.O. will open all of the bank statements, review and sign off on them. If requested, the Treasurer will receive a separate copy of the bank statements mailed directly to her(his) home and will review the statements each month. SCC will ask the bank to provide images of the back of the checks in addition to the front images.

8.7 Payroll

The C.E.O. will review and initiate direct deposits via the bank's Automatic Clearing House transfer system. The Program Directors will review and sign payroll checks and/or approve automatic payments for the crew leaders and crewmembers. The Business Office will carefully review all I-9's and copies of Drivers Licenses prior to issuing payroll checks.

8.8 Deposits

The V.P. of Business will not retrieve the mail. The Admin Assistant will open the envelope and make a copy of the check before giving it to the V.P. of Business. A copy of all checks and cash that come through the mail will be put in the C.E.O.'s mailbox. The C.E.O. will then match the copied checks to the bank statement on a monthly basis. The unopened bank statements will be given to the C.E.O. for review and approval before the Business Office receives the statement for reconciliation.

8.9 Accounts Payable

The C.E.O. will carefully review all bills, looking especially for prior balances. The Administrative Assistant will prepare the payments and submit to the Director of Operations, Executive Director or C.E.O. for check signature. Invoice approval must be done by someone other than the check signer.

December 18, 2009

E-MAIL, INTERNET AND VOICE MAIL POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of SCC's E-Mail, Internet and Voice Mail Policy. I agree that I have read it and agree to its terms. I understand that my use of SCC's E-mail system, the Internet and the voice mail system constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the E-mail, Internet and voice mail systems and all information transmitted by, received from, or stored in that system are the property of SCC, (2) the systems are to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to SCC's monitoring my use of these systems at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

Date: _____

Signature: _____

Print Name: _____

ACKNOWLEDGMENT FOR EMPLOYEE MANUAL

I acknowledge that I have received a copy of SCC's Employee Manual which contains various employment guidelines. I have read the Manual thoroughly and agree to consent to abide by the guidelines. I understand the SCC's guidelines are not a contract and impose no legal obligation of any kind on SCC. I understand that my employment is at-will, and may be terminated by me or SCC without prior notice and for any or no reason. SCC's sole obligation at the end of employment is to pay the wages earned and vested through the last day worked. I understand that the at-will nature of my employment cannot be modified by representation, other than written contract signed by SCC's Executive Director. I also understand that these guidelines are continually evaluated and may be changed, replaced or withdrawn from by SCC without prior notice.

Please sign and date this receipt and return it to the Executive Director.

Date: _____

Signature: _____

Print Name: _____