

MARION COUNTY LITERACY COUNCIL, INC.

Edited, amended & approved by the Board of Directors

Personnel Policy



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WELCOME, MISSION AND VISION

Welcome to Marion County Literacy Council, Inc. (MCLC). The Mission of MCLC is to promote the importance of literacy in today's society and provide a framework for instruction dedicated to improving adult literacy skills throughout Marion County, Florida.

MCLC is a nonprofit, tax-exempt charity governed by a volunteer board of directors who come from all segments of our community including leaders from non-profit agencies, for-profit businesses, government, education and retirees. With the guidance of the Board of Directors, an Executive Director manages the staff of MCLC.

Our vision is: all adult citizens of Marion County should have a resource available at no cost to help them improve their literacy skills. Marion County Literacy Council's vision to accomplish the second component of its mission is to train and support volunteer tutors who will provide direct instruction to support adults in obtaining the necessary reading skills to achieve their personal and professional goals.

THIS EMPLOYMENT HANDBOOK

This employment handbook is presented to all employees as a matter of information only. The language in this handbook does not, nor is it intended to set forth, constitute or support any expressed or implied contract between MCLC and any of its employees. While the MCLC's management fully endorses the plans, procedures and policies described herein, they are not to be construed as sole conditions of employment.

The policies described herein seek to create, within practical limits, working conditions, privileges and benefits that are conducive to both individual well-being and the health and success of MCLC. These policies are intended to protect both MCLC and its employees and are intended to be an example to the nonprofit community of good personnel policies and practices.

CHANGES IN POLICY

This manual supersedes all previous employee manuals and memos. While every effort is made to keep the contents of this document current, MCLC reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

EMPLOYMENT POLICIES

EEOC/NON DISCRIMINATION

MCLC is committed to the full utilization of all human resources and to a policy of equal employment opportunity. MCLC does not discriminate on the basis of sex, religion, race, color, national origin, disability, or age. Individuals with disabilities will be accommodated to the fullest extent possible as outlined in the ADA guidelines. This policy applies to all aspects of employment including recruiting, hiring, training, promotion, salaries, layoff or termination and all other terms and conditions of employment.

QUALIFICATIONS FOR EMPLOYMENT

All employees of MCLC must be at least eighteen years of age upon initial hire, and possess either a high school diploma or a GED. All employees are hired by the Executive Director, who may approve the pay rate of employees within the approved budget. Upon initial hire, each employee completes personnel and payroll forms, and if applicable, benefits forms. Each employee is required to read and sign this Employee Policies and Procedures Manual.

GENERAL EMPLOYEE RELATIONS

MCLC is committed to providing the best possible environment for maximum development and achievement of goals for all employees. MCLC encourages open communication among employees.

HARASSMENT PROHIBITED

MCLC will not tolerate harassment or intimidation of its employees on any basis or for any reason, including harassment based on race, color, sex, age, religion, national origin, sexual orientation or disability.

SEXUAL HARASSMENT is a form of misconduct that undermines the integrity of the employment relationship. It refers to behavior, which is not welcome, which is offensive, which undermines morale, and therefore, interferes with work effectiveness. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, occurring in the course of his/her employment, volunteer or vendor relationship with MCLC.

If an employee believes that he/she or anyone else is being sexually harassed, the employee should address his/her concern by: 1) telling the person engaging in the harassing conduct or communication the conduct or communication is offensive and must stop; and 2) notifying the Executive Director. If the employee would be more comfortable, the employee may report it instead to the President of the Board of Directors.

Accusations of sexual harassment will be investigated and if it is determined that sexual harassment has occurred, one of the following actions will be taken:

1. Unintentional harassment – in the event of unintentional harassment, the offending party will be counseled.

2. Intentional harassment – in the event of intentional harassment, the action taken will result in discipline, up to and including discharge.

If a complaint is alleged or brought forth, there will be no retaliation, even if a complaint is not founded. The same protection against retaliation applies to anyone who is a witness to a harassing event.

False accusations can have serious effects on those involved. Accordingly, accusations that are not made in good faith may also be grounds for disciplinary actions including possible termination or other action as deemed appropriate by the Executive Director.

WORKPLACE VIOLENCE

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect MCLC in any way or which occur on premises occupied or utilized by the employees of MCLC will not be tolerated.

COMPLAINT PROCEDURE

Complaints should be taken to the supervisor to attempt initial resolution. If no solution is found, the complaining party may file a signed written allegation with the Executive Director. The complainant will meet with the Executive Director to describe the circumstances involved and the Executive Director will attempt to resolve the dispute. Should no resolution be found, the Executive Director will conduct an investigation into the matter under dispute, collect evidence relating to the matter, interview parties involved, and at the conclusion of the investigation, make a decision. Should the complainant feel he or she has not or cannot obtain satisfaction, the complainant may submit the matter directly to the President of the Board of Directors of Marion County Literacy Council, Inc. The Executive Committee of the Board will issue a final decision after appropriate deliberation.

SUBSTANCE ABUSE POLICY

MCLC is committed to maintain a safe workplace free from the use, abuse and effects of alcohol, drugs and controlled substances. Employees have the right to work in an environment that is free from drug or alcohol abuse or misuse. Employees who are under the influence of drugs or alcohol may adversely affect other employees and the public.

“Under the influence”, referring to impairment, is defined as 1) being unable to perform work in a safe and productive manner; being in a physical or mental condition which creates a risk to the safety and well-being of the individual, other employees, the public, or the MCLC’s property; 2) having any detectable level, in excess of a trace, of alcohol, illegal drugs, or controlled substances, or any combination thereof, in the urine or blood. If an employee suspects any other employee of being under the influence, the employee should contact the Executive Director immediately.

The following rules will be enforced uniformly:

1. All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.
2. The sale, possession, transfer, purchase or effects of alcohol, illegal drugs or controlled substances (unauthorized prescription drugs) is prohibited in the work environment while conducting MCLC business. Any unlawful activities will be reported to the appropriate law enforcement officials.

3. All employees are prohibited from being under the influence of legal over-the-counter or prescription drugs if such drugs affect the employee's ability to safely perform duties and responsibilities.
4. Any employee perceived or proven under the influence will be sent home without pay.

SEARCH POLICY

MCLC reserves the right to search MCLC property and/or personal effects placed upon its property if there appears to be reasonable suspicion based on specific objective facts that unauthorized prescription drugs, controlled substances, and/or alcohol will be found in the particular place to be searched. The Executive Director will conduct the search and provide a written report of the findings.

EMPLOYMENT PRACTICES

OFFICE HOURS

The regular hours of the MCLC office are 9:00 a.m. to 5:00 p.m., Monday through Friday. The office will be staffed by at least one employee during those hours whenever possible. Hourly employees will be paid for all hours worked but may not work more than 40 hours per week.

INTRODUCTORY EMPLOYEES

All employees, other than temporary, upon initial hire, are categorized as introductory employees. An introductory employee is a person employed with a view of becoming a regular member of the staff upon successful completion of the introductory period. Time spent during this period will be credited toward employment length of service. During this period, introductory full time employees may be terminated at any time, with or without cause. The introductory period is three (3) months, at the end of which the Executive Director will conduct a written performance review of the employee's work. If deemed necessary by the Executive Director, the introductory period may be extended in additional monthly intervals. Upon completion of a satisfactory review at the end of the introductory period, the employee is transferred to a regular employee status.

CLASSIFICATION OF EMPLOYMENT

Definitions of Employment

Regular Full-Time: Those full-time employees who have successfully completed the introductory period are classed as regular employees.

Regular Part-Time: Those employees who have successfully completed the introductory period and who work on a regular, long term basis, but who work no more than twenty-five (25) hours a week.

Temporary Part-Time: An employee working a maximum of twenty-five (25) hours per week on an hourly, daily, or monthly basis, for less than a one-year period.

Contractual: An employee who is contracted to provide services for a specific length of time.

FAIR LABOR STANDARD ACT POSITION CLASSIFICATION

Non-Exempt: Employees in these positions are subject to the overtime provisions of federal and state laws, which require pay at time and one-half for hours working in excess of forty hours in one workweek. Employees classified as Non-Exempt generally occupy non-supervisory positions.

Exempt: Employees in these positions, i.e., management, supervisory, professional and administrative, are exempt from overtime provisions of the Fair Labor Standards Act. Therefore, the normal workweek is not defined by a specific number of hours. It is the expectation that Exempt employees will be available and will manage their time in such a way that position duties, goals, objectives, and work plans are accomplished as needed to perform effectively.

OVERTIME COMPENSATION

Employees working in positions classed as non-exempt under FLSA guidelines will be paid overtime pay at the rate of one and one-half (1 ½) times their hourly rate for hours worked in excess of forty hours per week. Overtime must be authorized in advance and approved by the supervisor.

COMPENSATORY TIME/FLEXIBLE SCHEDULED TIME

Instead of payment for overtime worked, employees may request compensatory time off. If this time is taken within the same week as the overtime is worked, and the total number of hours worked during the week does not exceed 35, it is referred to as “flexible scheduled time” and is taken at a direct one-for-one ratio. If this time is taken after the work week in which the overtime was worked, it is referred to as “comp time” and is taken at a one and one-half time ratio. The maximum accrual of “comp time” time is 35 hours, and it must be taken within 3 months.

OUTSIDE EMPLOYMENT

MCLC hopes you will not find it necessary to seek additional outside employment. However, if you plan to accept an outside position, you must notify the Executive Director, in writing, prior to accepting the employment. Outside employment must not conflict in any way with your responsibilities within MCLC.

TERMINATION

VOLUNTARY

If you resign from MCLC, you will be required to submit a written notice and to the Executive Director. Exempt employees are required to give a minimum of 30 days notice in writing and non-exempt employees, a minimum of two weeks notice in writing. If you terminate your employment with MCLC with proper notice and obtained regular status, you will be paid for any unused leave. An employee must give the minimum notice listed above, to maintain a status of “eligible for rehire” with MCLC.

Once resignation has been offered, you are expected to remain on the job during the notice period unless otherwise specifically requested. During this time, you are still expected to continue to maintain good work ethic and professionalism.

Your pay will continue through your last working day. Travel advances will be deducted from your last paycheck.

INVOLUNTARY

MCLC supports the concept of employment at will, which is based on common law practices. It reserves the right to terminate any employee at any time, for any reason. An employee who is involuntarily discharged is usually not subject to rehire. However, if a position is eliminated due solely to budgetary or staffing considerations, efforts will be made to place you in another position without loss of service. For terminations that do not occur for budgetary or staffing reasons, individuals shall only be paid for time worked. Employees will normally receive their final paycheck, less any funds owed to MCLC, on the next regularly scheduled payday. Final paychecks will be mailed to the address on file, unless other arrangements are made.

In the event of involuntary termination by MCLC, the Executive Director or Chairman of the Board may ask the terminated employee to leave the premises on the day of termination.

Two days of absence without notice to appropriate management is considered Absent Without Official Leave (AWOL) and is eligible for immediate dismissal.

RETURN OF PROPERTY

Property, equipment, records, manuals, publications, files, keys, parking passes (if applicable) and other work related materials are the property of MCLC and should remain on the premises at termination.

EMPLOYEE FILES

A confidential employee file is maintained in the Executive Director's office for every employee, and may include, but not be limited to the following:

- Job application and resume
- Wage and salary information
- W-4 form
- I-9 form
- Federal and state tax information
- Benefit application forms and/or beneficiary designations
- Employment offer letter
- Employee Performance Review forms
- Changes in employment status
- Acts of commendation
- Disciplinary actions
- Professional training and development records
- Termination information and exit interview form
- Other relevant information as deemed necessary by the Executive Director, or as requested by the employee.

Employees are responsible for maintaining a log or time sheet of their hours worked, in the form provided by the Executive Director. This information will be submitted to the Executive Director on a schedule to be established by the Executive Director.

Employees have a responsibility to keep their personnel records up to date and should notify the Executive Director in writing of any changes in name, address, telephone number, number of dependents, marital status, addresses of dependents, and emergency contact names and numbers. Employees are responsible for tracking professional development and/or training log. These files are accessible only by the Executive Director and may not be removed from the office.

PROOF OF INSURANCE/ CURRENT DRIVER'S LICENSE

All MCLC employees, full and part time, as well as interns, who drive their vehicles on company business, are required to provide and maintain the following:

1. Proof of liability insurance on their vehicle (Personal Injury Protection is not adequate);
2. Valid Driver's license.

VACANCY AND PROMOTION FROM WITHIN POLICY

When a vacancy occurs, or a new position is created, current eligible MCLC employees will be made aware of opportunities and requirements to qualify for the position prior to conducting an external search. In the event no current MCLC employee is selected for the position, it is advertised externally.

EMPLOYMENT REFERENCES

MCLC will confirm an employee's employment by providing the employee's name, dates of employment, and title of last position held.

EMPLOYMENT OF RELATIVES

Unless approved by disinterested members of the Board, the employment of close relatives of staff or Board members in Regular Full-Time position is prohibited because of the potential problems which may arise due to the personal relationships involved.

Close relatives for employment purposes are considered: parents, children, siblings, spouse, grandparents, grandchildren, aunts, uncles, cousins, nieces, nephews, in-laws, or step-relatives.

COMPENSATION

The starting salary for a new employee is based upon the position, experience and qualifications brought to the job, and the prevailing market rate for similar positions. MCLC has 26 bi-weekly scheduled pay periods per year. What an employee earns is a personal and confidential matter.

Employee Performance Development and Review

The Executive Director shall be responsible for evaluating the performance of staff members. The first evaluation shall occur three months after the hire date. All subsequent evaluations shall occur on the anniversary date. The salary shall be reviewed at the annual review or at any time that it is determined that additional duties or responsibilities have been taken on or are being performed by other staff. The amount of monies allotted for all salary increases will depend upon MCLC's performance, budgetary constraints, and general economic conditions. The Executive Director, or the Board in setting the Executive Director's salary, has final authority to approve any adjustments.

The Executive Director shall have the responsibility of determining the unacceptable performance of any staff member. The Executive Director will have the authority to terminate any employee for unsatisfactory performance after following the established procedure. When “unacceptable” performance is determined in any appraisal, the Executive Director will specify a period of 30 days, after which specific period of time performance will be reappraised. It may also specify if termination will follow if the performance has not substantially improved by the end of the specified period. These terms will be contained in the written appraisal.

The MCLC Executive Committee shall be responsible for evaluating the performance of the Executive Director, utilizing input from the Board of Directors. The annual evaluation shall occur on or about the anniversary date. The salary shall be reviewed at the annual review or at any time that it is determined that additional duties or responsibilities have been taken on or are being performed by other staff. The amount of monies allotted for salary increases and incentive payments will depend upon MCLC’s performance, budgetary constraints, and general economic conditions. The Board has final authority to approve any adjustments or incentive payments.

PAYROLL DEDUCTIONS

Deductions taken from employee paychecks may include, if applicable, but are not limited to:

Federal withholding taxes	Voluntary employee deductions
Social Security taxes (FICA)	
Medicare Part B Taxes	
Court ordered garnishments	

JOB DESCRIPTIONS

Each position in MCLC has a written job description. A copy will be included with this manual for each employee. To request a new copy, see your supervisor.

PROFESSIONAL DEVELOPMENT AND TRAINING

MCLC requires employees to complete a minimum of twelve hours of professional development training per year. This training must be approved in advance by the Executive Director, and documentation submitted for the employee’s personnel file.

TRAVEL REIMBURSEMENT

When actual expenses exceed prepaid expenses, MCLC will reimburse the employee for allowable expenses when receipt is presented and approved by the Executive Director. If prepaid expenses exceed actual expenses, the employee shall arrange with the vendor to provide a refund to MCLC.

If the employee is required to travel or entertain as part of his/her job, MCLC will reimburse the employee for all reasonable expenses at the discretion of the Executive Director.

Reimbursements will be made for the following job related expenses, only when properly documented and approved:

Auto Transportation – All employees will be paid up to the current IRS rate per mile (established by Congress), plus parking fees while traveling on MCLC out of town business and when mileage is properly documented. Information relative to destination and purpose of trip is required. When

traveling on business, before or after work, mileage paid will be actual mileage incurred minus regular commuting mileage. Work related travel must be documented on a mileage form, which shall be completed and submitted to the Executive Director no later than the fifth working day of each month for the preceding month.

Business Meetings – Reasonable costs incurred for meetings will be reimbursed (e.g. meals, tips/gratuities.) Information is required on who attends and purpose of the meeting.

Supplies – Reasonable out-of-pocket costs for services or supplies connected with MCLC business will be reimbursed, when properly explained and documented as well as pre-approved by the Executive Director.

Travel/Conferences/Professional Development Guidelines - MCLC shall encourage attendance at literacy conferences locally, statewide, and nationally. Every effort will be made to include conference fees and conferee expenses in the annual budget with the goal of sending appropriate staff whenever possible. MCLC is committed to providing professional development opportunities for all staff members and will allocate funds annually in the budget for this purpose.

MCLC shall reimburse staff as follows:

Costs of travel, room, meals, tips/gratuities and registration fees for out of town MCLC business will be reimbursed when authorized by the Executive Director. Non-reimbursable expenses include, but are not limited to, alcoholic beverages, in-room movies, dry cleaning, and entertainment costs.

Distances longer than 250 miles may be considered for air travel. The Executive Director must approve car rental. Car travel will be reimbursed at the rate provided in the annual IRS circular in January of each year. The staff will be informed by memo of the new rate each January.

A per diem of \$36.00 / day (\$6 for breakfast, \$11 for lunch, and \$19 for dinner) shall be paid to staff to cover food and beverages. If meals are included in the travel package, per diem will not be paid. The employee must obtain receipts for all expenses except meals.

Toll Calls – Reasonable costs incurred for business related phone calls will be reimbursed.

Expense reimbursements will be paid in checks separate from the normal paycheck, based upon completed and approved reimbursement reports.

BENEFITS

VACATION

If you are a regular employee whose standard work schedule is at least 50 percent of a full-time equivalent, you are eligible for vacation time off with pay.

Annual Accrual. Your annual accrual is granted on the **anniversary of your hire date**. You can use your vacation only after it has been granted. Your length of service with MCLC determines the amount of annual paid vacation you earn as follows:

Length of Service	Annual Accrual	Length of Service	Annual Accrual
	(for full-time employees)		(for regular part-time employees)
1 - 3 years	10 days	1 - 3 years	5 days
4 -9 years	15 days	4 -9 years	10 days
10 -14 years	20 days	10 -14 years	15 days
15+ years	25 days	15+ years	20 days

If you are a *regular part-time employee* who works a five-day week, during the vacation period, you are paid only for the number of regularly scheduled work hours.

New Employees. During the first full year of employment, you accrue vacation monthly. Accrual starts at the rate of one day per month after three full months of continuous employment. After you celebrate your 12-month anniversary you are granted a lump sum to give you a total of 10 days during the calendar year in which the 12-month anniversary occurs.

Vacation Scheduling. You may schedule vacations as hours, individual days, or as blocks of days as approved by the Executive Director. Advance approval is necessary, except in extenuating circumstances, such as a family emergency or death of a non-family member. (Refer to Bereavement Policy below) Three consecutive weeks of vacation will be granted at the discretion of the Executive Director and based on a written request provided 60 days prior to the first requested day of vacation. Following 10 years of employment, all paid staff working 25 hours per week or more will receive four weeks of paid vacation. Four consecutive weeks of vacation will be granted at the discretion of the board of directors based on a written request provided 90 days prior to the first requested day of vacation.

Due to the limited staff at MCLC, a minimum of two weeks advance notice is requested from all employees wishing to take one week or less of vacation. It is not possible for more than two employees to take scheduled vacation at the same time. Should more than two employees request vacation for the same period, the Executive Director will award vacation based on the first request received and/or seniority.

Employees wishing to take two weeks consecutively must provide a written request for the dates requested 30 days prior to the first requested day of vacation.

Vacation Balances. MCLC's vacation records are maintained from information recorded on signed timesheets. You may review your current balance at any time with the Executive Director or the director's appointed staff person.

Vacation Carryover. A maximum of 5 days may be carried over to the next calendar year (year beginning on the anniversary of date of hire).

Pay in Lieu of Vacation. You are required to take earned vacation. Payment in lieu of taking vacation is not granted except for accrued unused vacation at the time of separation of employment.

Vacation Pay for Separating Employees. If you leave the employ of MCLC, you are entitled to payment for accrued and unused vacation (see Termination Section). You will receive pay for unused vacation in the next regularly scheduled paycheck following your last day of employment.

PERSONAL LEAVE

If you are a regular employee whose standard work schedule is 25 hours per week or more, you are eligible for time off with pay to take care of personal business and will be granted (3) personal days starting January 1 of each year.

You must use your personal days each year or forfeit them by December 31st. They do not carry over to the following year. If you terminate your employment with MCLC, you are not entitled to payment for unused personal days.

ILLNESS

MCLC provides accumulated sick leave to treat a short-term, non job-related illness or injury. Sick leave allows your regular base salary to continue during such an absence up to the number of days you have accrued.

Eligibility. If you are a regular employee whose standard work schedule is at least 25 hours per week and you have completed three months of continuous employment, you are eligible to accrue sick leave benefits.

Accrual. Your length of service with MCLC determines the amount of annual paid sick leave you earn as follows:

Length of Service (for full-time employees)	Annual Accrual	Length of Service (for regular part-time employees)	Annual Accrual
1 - 3 years	10 days	1 - 3 years	5 days
4 -9 years	15 days	4 -9 years	10 days
10 -14 years	20 days	10 -14 years	15 days
15+ years	25 days	15+ years	20 days

If you are a *regular part-time employee* who works a five-day week, during the illness period, you are paid only for the number of regularly scheduled work hours.

These days may be accumulated up to a total of 130 working days, or six working months of paid sick leave. Your income will continue if you have accumulated sufficient sick leave to cover your illness. In the event you become ill for a period beyond your accumulated sick leave, you will not receive pay for each day of absence not covered.

Coverage. MCLC continues to pay you 100% of your regular base salary for as long as you are eligible to receive sick leave or until your accumulated sick leave is exhausted. If the period of your own illness, injury, or disability exceeds your accumulated sick leave, you may request a medical leave of absence.

Use of Accumulated Sick Leave. Up to your accumulated balance, you can use your sick leave days to cover your own routine illnesses; medical or dental appointments; extended illnesses or accidents; disabilities; and a short-term medical emergency in your immediate family (spouses, children, parents and spouses' parents) or of your domestic partner. At the completion of five consecutive working days of your own illness, you must furnish a signed statement from your physician that attests to your continued illness and estimates the probable duration. MCLC reserves the right to request a signed medical statement for any sick leave absence.

JURY DUTY

Regular, full-time employees who are summoned for jury duty will be paid their normal rate of pay for up to two weeks. If the employee must continue jury duty for more than two weeks, Leave-Without-Pay will be granted until such time as the jury duty is completed. Upon receipt of a jury summons, the employee must immediately provide the supervisor with a copy of the summons. The employee will be paid only for time served on jury duty.

MILITARY LEAVE

As a member of a military reserve or National Guard unit, if you are required to participate in training activities, you will be granted up to two weeks' leave. MCLC's policy for regular, full-time employees is to insure that you do not suffer any loss of pay while performing your military duty. We will continue regular pay during the two-week training period, less the amount paid by the military, documented by copies of your pay vouchers or check submitted to the Executive Director immediately after you receive them.

If your active duty is greater than two weeks, such as during a local or national emergency, you will receive an extended leave without pay. When you return from your military leave, unless economic conditions or other changes in MCLC's operations have affected employment during your leave, you will be restored to your previous or similar position with continuity of service and accrued benefits as of the date your leave began.

LEAVE WITHOUT PAY

Regular, full-time employees who have been continuously employed by MCLC for a minimum of one year may request leave without pay, not to exceed one week. A written request must be submitted to the Executive Director.

BEREAVEMENT LEAVE

If you are a regular, full time employee, you are eligible to receive your regular compensation for time absent from your regular work schedule for bereavement purposes.

You can receive your regular base salary for an absence of up to five consecutive days in the event of the death of a member of your immediate family: spouse, domestic partner, child, stepchild, parents, stepparents; up to three consecutive days in the event of the death of your father- or mother-in law, son- or daughter-in-law, grandparents, siblings, or a member of your immediate household; and one day for the death of other relatives or close friends.

If you require more time than listed above, you may request additional days as a vacation leave (if available), personal days, or an unpaid leave of absence.

MCLC reserves the right to require verification of death before paying any bereavement leave under this policy.

LEAVE OF ABSENCE

Medical Leave of Absence for Long-Term Illness

Eligibility. If you are a regular employee whose standard work schedule is at least 25 hours a week and you have completed one year of continuous employment, you are eligible to request a medical leave of absence. You may request such a leave of up to six weeks when you are disabled and unable to perform your regular position responsibilities due to an illness or disability and are under the care of a physician for the duration of the absence. Considering the needs of MCLC, we will endeavor to approve your request. After six weeks medical leave, MCLC will have the right to replace you.

Physician's Certification. A physician's statement, that certifies your disability and states the projected duration of the disability, must accompany your written request for medical leave. If your medical leave request is granted, you must provide MCLC with additional physician's statements at thirty days attesting to your continued disability and inability to work.

Compensation. While on an approved medical leave of absence, you may be eligible for continuation of your regular base salary, up to the limits outlined in MCLC's sick leave. (Refer to these policy statements in this manual for further details.)

Return to Work. At the end of your leave, when you are ready to return to work, you must submit a statement from your physician that indicates that you can return to work and states limitations, if any.

Maternity/Adoption/Family/Parental/Personal Leave

Eligibility. If you are a regular employee whose standard work schedule is at least 25 hours per week and you have completed six months of continuous employment, you are eligible to request an unpaid leave of absence of up to 12 weeks for the purpose of giving birth, caring for a newborn child, adopting a child under the age of 18, caring for a seriously ill relative or member of your household, or a household emergency, or other personal circumstances.

These leaves are unpaid; however, at your discretion, you may chose to continue to receive your regular base compensation, by using accrued, unused vacation or personal leave, up to accumulated limits.

Each request for a Leave of Absence will be considered on an individual basis based on accrued leave. The leave may be approved or not approved after your immediate supervisor and the Executive Director have reviewed the request.

HOLIDAYS

For full-time employees, there will be ten paid holidays per year. Paid holidays are:

- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following Thanksgiving Day
- Christmas Eve Day through January 2nd

-One floating holiday to be utilized on President's Day, Good Friday, Columbus Day, Veteran's Day or the employee's birthday.

The floating holiday must be designated by the employee and approved by the Executive Director, with a minimum of two weeks notice, to allow for proper business planning.

When a holiday falls on Saturday, it is normally observed on the preceding Friday; when a holiday falls on a Sunday, the holiday is normally observed on the following Monday.

To be eligible to receive pay for the holiday, you must have worked or been on approved paid leave, for the normally scheduled workdays immediately before and after the holiday. As a regular part-time employee, you are paid for your normal number of hours if a holiday falls on a day during which you are normally scheduled to work.

SEVERE WEATHER

MCLC is officially open for business each regular workday, except scheduled holidays and except in these weather-related conditions:

- The local or state government declares a weather-related "state of emergency."

Weather conditions may also require from time to time that we close the office early. You will *not* have to record an early closing as vacation or personal leave. The Executive Director shall determine when MCLC will be closed due to severe weather conditions. All employees must leave the office at the time of closing unless they receive permission to remain.

In the event of severe weather, such as a hurricane, employees are expected to ensure the safety of their families prior to reporting to work. If severe weather is expected to prevent an employee from safely reaching the work site, the employee is responsible for notifying the Executive Director.

Vacation or personal time must be used for any absences occurring if the MCLC office remains open but an employee is unable to reach work due to severe weather.

EMPLOYEE CONDUCT AND WORK RULES

PERSONAL DRESS AND APPEARANCE

MCLC and its employees are very much in the public eye. Members of the community may judge the nonprofit sector based on visual perception – the workplace and employees' personal appearance. Therefore, it is very important that MCLC project a positive and professional image. MCLC requests that employees dress appropriately for a business environment, using good taste and judgment in choosing appropriate and clean clothing for work.

If an employee reports to work improperly dressed or groomed, the Executive Director shall instruct the employee to take appropriate corrective action. The employee will not be compensated during such time away from work. Repeated violations will be cause for disciplinary action.

Examples of inappropriate attire, but not limited to the following:

- Transparent fabrics
- Midriffs exposed

- Low neckline or tube tops
- Short shorts
- Tight fitting pants or skirts, leggings, spandex, bike shorts
- Short-skirts (more than 2" above the knee)
- Offensive picture/language on garments
- Excessive body piercing
- Excessive exposed tattoos

DISHONESTY/THEFT

MCLC attempts to assist employees in safeguarding their personal property while at work. However, MCLC cannot assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry large sums of cash or other valuables with them when they come to work. Employees should exercise reasonable care with respect to the personal belongings.

UNACCEPTABLE WORK HABITS

Unacceptable work habits will be defined as those minor behaviors and actions that require disciplinary action in the form of verbal and written warnings. Examples of unacceptable work habits include, but are not limited to the following:

- Abusive language
- Excessive tardiness
- Failure to correct unsatisfactory work performance for which the employee is primarily responsible
- Failure to follow Executive Director's work instructions
- Insubordination
- Interfering with others who are working
- Excessive use of the telephone for personal purposes
- Smoking in any area of the MCLC offices
- Harmful and/or disruptive horseplay, pranks, or practical jokes

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of MCLC's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and MCLC's telephone, voice mail and electronic mail systems.

MCLC has provided these systems to support its mission. Although limited personal use of MCLC's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, MCLC's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in MCLC's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of MCLC. MCLC may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in MCLC's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to MCLC. Likewise, the deletion of a

document or message may not prevent access to the item or completely eliminate the item from the system.

MCLC's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, or physical disability. Similarly, the MCLC's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to MCLC's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Changes or modifications to the hardware configuration of computer equipment should never be made by individual users. Requests for such changes should be directed to the Executive Director.
- Additions to or modifications of the standard software configuration provided on MCLC's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to the Executive Director.
- Personal software should never be loaded to company computers by individual users. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to the Executive Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from diskettes. This practice also risks the introduction of a computer virus.
- MCLC's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on MCLC's PCs.
- Unlicensed software should not be loaded or executed on MCLC's PCs.
- Company software (whether developed internally or licensed) should not be copied onto diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.

- The location or installation of computer equipment in offices and work areas should not be changed by individual users. Requests for such changes should be directed to management.

There are a number of practices which individual users should adopt that will foster a higher level of security. Among them are the following:

- Log off personal computers when leaving the work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from diskettes before copying documents on such diskettes for delivery outside MCLC.
- Back up any information stored locally (other than network based software and documents) on a frequent and regular basis.

Employees should contact the Executive Director if there are questions.

INTERNET ACCEPTABLE USE

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. MCLC has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of MCLC, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

MCLC may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her usage of the Internet. In addition, MCLC may restrict access to certain sites that it deems are not necessary for business purposes.

MCLC's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, or disability.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto MCLC's computer equipment. In addition, the software may be covered by copyright laws so the downloading could be an infringement of copyright law.

- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of MCLC.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to the Executive Director.

MCLC INTELLECTUAL PROPERTY

A. Intellectual property as used herein shall be defined as ideas; writings, brand names, computer programs, software, program materials, teaching methods and materials, data compilations, results of research, art or graphic design works, films, recordings, and other results of intellectual effort.

B. MCLC reaffirms its exclusive ownership rights in intellectual property created by the MCLC's employees, volunteers, or agents in the pursuit of their MCLC duties. Ownership of all intellectual property is to be held in the name of the legal entity, "Marion County Literacy Council, Inc.," "Marion County Literacy Council", "MCLC" and, as such, precludes ownership by any group or individual.

C. Each employee, volunteer, and agent creating intellectual property for MCLC must sign an agreement stating that MCLC will have ownership rights to any creative product that results from his or her work for the organization. Each employee, volunteer, and agent having access to and or using intellectual property of MCLC must sign an agreement acknowledging the corporate ownership of its intellectual property and agree not to use or disclose the intellectual property except for the benefit of the corporation and at the direction of the Executive Director. Signing this agreement shall be a condition of performing work for MCLC.

D. It is the responsibility of MCLC personnel – employees, volunteers and agents – to identify potentially protectable intellectual properties. Those who originate intellectual property in the course of their employment or service with MCLC must promptly notify the Executive Director in writing before publication or public disclosure of the work. The disclosure should contain a detailed description of the work and a concise statement of its importance and possible use. If the Executive Director and Board of Directors determine not to seek legal protection for any intellectual property on behalf of MCLC, the employee or agent who created the property may ask MCLC to release all or part of the ownership rights.

E. MCLC encourages staff participation in activities such as symposiums, professional publications, seminars, and lectures. Staff and volunteer personnel should be careful not to disseminate intellectual property prematurely, because so doing might preclude MCLC from asserting legal protection.

F. When any work is published by MCLC, distributed to the public by sale or otherwise, it should contain notice of copyright. The notice shall consist of the word "copyright" or the letter "c" in a circle, followed by the year of the first publication and the Corporation's name. The words "all rights

reserved” shall follow. The notice shall be located in a place and manner that makes it obvious to any reader. This generally will be on the title page, on the reverse of the title page, or after the credits in a video. The copyright notice must be affixed to all copies to be distributed.

DISCIPLINARY ACTION (AFTER INITIAL PROBATIONARY PERIOD)

If an employee is having difficulty performing the job at a satisfactory level, the Executive Director will advise the employee of such and will coach him/her on improving job performance. The purpose of this coaching is to help identify what action is needed to improve performance, clarify job expectations and to give the employee every opportunity to correct a deficiency. This action will include identifying problems and seeking solutions. An employee may be terminated if continuing to perform at an unsatisfactory level.

Termination and discharge procedures are only guidelines and do not in any way constitute a legal contract between MCLC and its employees. In addition, specified grounds for termination are not all-inclusive since MCLC maintains the right to terminate employment for any reason.

Depending on the circumstances, the following steps in coaching and disciplinary action may be followed:

1. Personal discussion between Executive Director or Supervisor and employee, which the Executive Director will document in writing.
2. A written warning (may be repeated, based on circumstances).
3. Corrective action and length of period will be documented and shared with the employee.
4. Discharge.

MISCONDUCT

MCLC rules of conduct are generally common sense requirements for properly operating business functions and maintaining the best possible work environment. In fairness to all employees, MCLC wants to advise employees of the types of behaviors, which can lead to disciplinary action up to, and including immediate dismissal without previous discussion or warning and may be asked to leave the work premises immediately. Following are some examples of types of behavior.

These examples should not be considered to be an all-inclusive list or to be exclusive of any work rules, practices, policies, or procedures. If you have any doubts, ask a supervisor before acting.

- Walking off the job
- Absent Without Official Leave (AWOL)
- Dishonesty
- Changing, falsifying or mutilating time cards/sheets
- Falsifying employment application or other records
- Fighting or threats of violence to others
- Disorderly conduct
- Theft of any property belonging to MCLC or others, or failure to report the same
- Willful damage, misuse or destruction of MCLC property, equipment or product
- Possession, use, or being under the influence of intoxicants or illegal drugs or controlled substances on MCLC property or during MCLC functions
- Sleeping on the job
- Harassment or discrimination toward an employee because of sex, race, religion, national origin, disability, or any other characteristic or status protected by law
- Unauthorized access to confidential records or information

- Discussing any confidential matter with anyone outside of MCLC, with unauthorized MCLC employees, or with volunteers.
- Discussions or contact with the Board of Directors and/or local volunteers regarding personnel policies, practices, grievances, etc.
- Possession of lethal weapons while on MCLC premises, while on MCLC business, or during MCLC events or functions.

HEALTH AND SAFETY

SMOKING POLICY

MCLC is a smoke-free workplace. This policy applies to anyone working in or visiting MCLC's premises.

ACCIDENTS AND INJURIES

MCLC wants to provide a safe place for employees and volunteers to work. Employees are responsible for abiding by all safety regulations of MCLC and for using common safety practices. All accidents and injuries, which occur on MCLC's property – whether to visitors or employees – must be reported immediately to the Executive Director.

Employees should not render even well intentioned first aid unless an emergency exists. When accidents involve volunteers or visitors, the Executive Director should be notified. If an injury warrants, the employee should see a doctor as soon as possible.

MCLC may require any employee needing time away from the job for medical reasons to provide a written authorization to return to work.

MISCELLANEOUS

Handbook Disclaimer

It is important for MCLC's employees to understand that nothing contained in this handbook is intended to guarantee any term of employment or specific benefits for any period of time. MCLC may, from time to time, change duties, location of employment, continued employment or any of the terms or conditions of employment. None of these guidelines, policies, or procedures, changes the employment-at-will relationship between the employee and MCLC, nor should they be construed to create a contract of employment between the employee and MCLC. The employee may separate from employment at any time, for any reason, and MCLC reserves the same right. Any policy or procedure is subject to change by MCLC's Board of Directors.

APPENDICES

1. Job Descriptions (attached)
2. Confidentiality Agreement/Signature page (attached)



I certify I have received a copy of the **Marion County Literacy Council, Inc.** Personnel Manual. I have read and fully understand its contents and agree to follow the policies and procedures described. I understand that failure to follow said policies may result in disciplinary action up to and including termination. I understand the contents of this manual may be changed, at which time I will receive an updated copy. I further understand MCLC will not modify its policy of employment-at-will. I understand that neither this manual nor any verbal or written communication to me by any employee or Board Member of Marion County Literacy Council constitutes a contract of employment, and that either MCLC or I may terminate my employment at any time, with or without cause.

Printed name_____

Signature_____ Date_____

Approved 10/18/7 by Board of Directors



