

Employee Handbook

United Way of Salt Lake
serving Davis, Salt Lake, Summit, and Tooele Counties

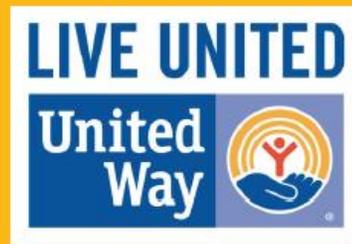


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SECTION 1000 INTRODUCTION

1010 INTRODUCTION TO THE HANDBOOK

Purpose of the Handbook

This Handbook is a general guide of human resource policies. It is not comprehensive, does not address all employment issues or policy exceptions, and is not intended to provide specific details in all areas. Many issues (such as benefits) are addressed in detail in other official documents that are controlling. Consequently, employees are encouraged to contact the Operations Director or their Supervisor with their questions. We will gladly make assistance available so you understand the policies and what is expected of you. If you do not request assistance, we will assume that you fully understand the Handbook. Likewise, if you have any suggestions related to United Way of Salt Lake (UWSL) policies or procedures, please let us know.

Policies Are Not Contracts or Guarantees of Rights

These policies are not contractual employment commitments and except for the employment-at-will policy, may be changed or revoked at any time. No policy is intended as a guarantee of terms or conditions of employment or of benefits or rights. This Handbook does not alter the employment-at-will relationship in any way. Employment is not for any specific time and may be terminated at will, without notice, at any time, with or without cause. Employees may also resign at any time. These guidelines replace any previous oral or written policies and practices regarding matters covered in this Handbook. The only exceptions to these policies are those written and signed by the President and CEO.

If you have questions or need help in understanding the policies in this Handbook,
please ask your Supervisor or the Operations Director.

1020 MESSAGE FROM THE PRESIDENT AND CEO

Greetings!

Whether you have just joined our organization or have been with us for some time, we are confident that you will find United Way of Salt Lake to be a professional and productive organization. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association. UWSL is proud of how professional and accountable we are to all of our stakeholders. We pride ourselves on being one of the best-run organizations anywhere. Our employees are truly our most valuable asset and each of us directly contributes to the continued success of our organization.

This Handbook was developed to establish a framework in which employees' efforts can advance both UWSL's objectives and the individual's interests. To further this goal, we have adopted human resource policies which we believe are fair, consistent, and let employees know what is expected of them. It is our intention that these policies will promote sound management, as well as success and growth for each employee as an important part of our team.

Please familiarize yourself with the Handbook's policies, as they answer many common questions concerning your employment at United Way of Salt Lake. Please sign and return the Employee Acknowledgement Form found at the beginning of the Handbook to the Operations Director.

We hope that your experience is enjoyable, challenging, and rewarding in every respect!

Warm regards,

Deborah S. Bayle
President and CEO

1030 UNITED WAY OF SALT LAKE MISSION STATEMENT AND OVERVIEW

Congratulations! You are joining a dynamic organization which serves a very special and unique role in our area.

Our mission: To improve lives and build strong communities by uniting individuals and organizations with the passion, expertise, and resources needed to solve problems.

The specific purposes and objectives include:

- UWSL works to develop and implement long-term solutions in the areas of education, income and health. It supports the most basic needs of food, shelter, health and safety for those in crisis and with chronic conditions. It also works to create cohesive communities to address Utah's changing demographics.
- UWSL has adopted Collective Impact, a unique approach to solving community problems, as its model. United Way of Salt Lake's Collective Impact work is concentrated in neighborhoods where community challenges are the greatest. It requires that all segments of the community work together to solve its most pressing challenges and take advantage of its best opportunities. United Way of Salt Lake serves as the backbone organization to ensure that all elements are in place to achieve success.
- UWSL works with various lead and strategy partners to create a vision and set goals; measure success by tracking and sharing data and modifying programs to ensure results; align all programs, activities and strategies to mutually reinforce each other; and create an environment of continuous communication.
- UWSL develops adequate resources to accomplish its goals and objectives through a variety of innovative fund-raising strategies.
- UWSL provides leadership, financial grants, technical assistance, coaching, staff support, data tools and evaluation, and other assistance to neighborhoods and communities in collaboration with lead and strategic partners to ensure that the goals and objectives of each partnership are moving forward.
- UWSL provides financial grants to nonprofit organizations that provide basic needs services of food, shelter, health and safety.
- UWSL advocates at the local, state, regional and national level on issues that affect its mission. Public policy advocacy is an essential component of United Way's mission because the government is a critical decision-maker and partner in providing education, income, health, and basic needs services.
- UWSL operates 2-1-1 information and referral services for the State of Utah, excluding Utah County. 2-1-1 is an easy-to-remember telephone number that connects people with important health and human services programs.
- UWSL partners with other local nonprofits, organizations, and schools to provide meaningful volunteer opportunities for corporations, church groups, individuals, etc.
- UWSL is a catalyst for positive community change.

**SECTION 2000
GENERAL MANAGEMENT PRACTICES**

2010 AMERICANS WITH DISABILITIES ACT (ADA)

Scope of the ADA

As part of our Equal Employment Opportunity commitment we will implement all applicable provisions of the Americans with Disabilities Act (ADA). United Way of Salt Lake's policy is to select and retain the best-qualified applicant for each available job. We do not discriminate against any qualified applicant or employee with a known physical or mental disability in any employment practice including hiring, promotion, job assignment, compensation, discipline, training, and termination. Ability, not disability, is the basis of all of our employment decisions.

Reasonable Accommodations

As required under the ADA, all qualified applicants or employees who inform UWSL that they have a physical or mental disability, which is protected by the Americans with Disabilities Act, will be given reasonable accommodation unless such accommodation will result in undue hardship or create a direct health or safety threat on UWSL. A reasonable accommodation is defined as any modification or adjustment to a job, employment practice or the work environment, which will make it possible for an individual with a disability to enjoy an equal employment opportunity. Any employee with ADA-related questions or discrimination complaints, or anyone seeking an accommodation is encouraged to contact the Operations Director.

2020 EMPLOYMENT-AT-WILL

Our policy provides that all employees who do not have individual, written employment contracts for specific, fixed terms are considered employees-at-will. Employment with United Way of Salt Lake is voluntarily entered into, and the employee is free to resign at will at any time, with or without notice and with or without cause. Similarly, UWSL may terminate the employment relationship at will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or contract of employment between United Way of Salt Lake and any of its employees.

2030 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

EEO Commitment

United Way of Salt Lake is committed to the principals of Equal Employment Opportunity and to making employment decisions based upon each person's performance, qualifications, and abilities. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, advancement, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws, as well as all laws related to terms and conditions of employment. We desire to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, sexual orientation, gender identity, marital status, age, pregnancy, veteran, current or future military status, or any other status protected by federal, state or local laws.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Operations Director. Employees can raise concerns and make reports without fear of reprisal or retaliation.

Corrective Action

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2040 HARASSMENT

All Harassment Prohibited

All United Way of Salt Lake employees have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. Verbal, physical, or other communication or conduct by an employee, manager, customer, or supplier which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment, will not be tolerated. All types of harassment, whether based on sex, race, color, religion, age, disability, or other protected classes, are unacceptable work behavior and expressly prohibited. Same-sex and heterosexual harassment are also prohibited.

Examples of Harassment

Harassment may include conduct (both overt and subtle) that demeans another person or shows hostility toward an individual because of a protected characteristic. Examples include, but are not limited to, teasing, unwelcome advances, leers, repeated requests for a date, inappropriate touching, pinching or patting, practical jokes, offensive or lewd remarks, inappropriate personal questions, showing or posting inappropriate pictures or cartoons, and offensive use of the internet, e-mail, voice mail, and other communication systems.

Harassment may exist when:

- Submission to such conduct is made an explicit or implicit term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Reporting Procedures

An employee who believes that he/she has been harassed, or who has questions regarding this policy, is strongly encouraged to immediately contact his/her Supervisor or the Operations Director. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees should feel free to raise their concerns or make complaints without fear of retaliation.

Corrective Action

An employee found to have participated in sexual or any other type of harassment will be subject to corrective action up to and including termination.

SECTION 3000 EMPLOYMENT STATUS AND PERSONNEL RECORDS

3010 EMPLOYMENT CATEGORIES

Our employees are classified into several categories: temporary, part-time, or full-time, and exempt or non-exempt. Classifications are important in determining eligibility for various benefits, overtime, and to clarify employment status. Since employees are employed at-will for unspecified durations, established classifications do not guarantee employment.

Each employee's position is designated as exempt or non-exempt.

NON-EXEMPT employees receive overtime pay for work in excess of 40 hours in a workweek. Their work and pay are determined based on their actual hours worked.

EXEMPT employees hold positions which meet specific tests established by the Fair Labor Standards Act (FLSA). They are not eligible for overtime pay.

In addition to each of the above categories, each employee belongs to one of the following employment categories.

FULL-TIME EMPLOYEES are hired to work a normal 40 hour workweek on a regular basis. Generally, they are eligible for full benefits subject to the terms and conditions of each benefit program.

PART-TIME EMPLOYEES are scheduled to work less than 32 hours per week indefinitely on a regular or irregular basis. Part-time employees are not eligible for benefits.

TEMPORARY EMPLOYEES are hired for defined projects and/or limited timeframes and are eligible for limited benefits, based off hours worked. Employment beyond any initially stated period does not imply a change in employment status. As with all other employees, temporary employees remain employees-at-will throughout their employment.

3020 PERSONNEL FILES AND RECORDS

Updating Information

Records and information regarding each applicant, employee, and former employee are kept to ensure compliance with government requirements and to support benefit programs and employment actions. It is important that records are accurate and current. Therefore, employees are asked to notify the Operations Director of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of dependents
- W-4 (dependent information)
- Emergency contact person
- Immigration status
- Military status
- Insurance beneficiaries

Access to Files

Human resource files are the property of UWSL and, therefore, access to them is restricted. Generally, only management personnel have access to the files. Employees may review their own records by requesting an appointment with the Operations Director. The employee's Supervisor or another member of the management team must be present during any employee review of records. Copies of the records may be made. However, under no circumstances, may a file be removed. Contact the Operations Director for additional information.

3030 REFERENCE CHECKS

To ensure that individuals who become employees of UWSL are well qualified and have a strong potential to be productive and successful, it is the policy of UWSL to check the employment references of all applicants. This may include personal and professional references, as well as criminal, academic, financial, and driving records to the extent permitted by law. Misrepresentations with regard to references or employment history are taken seriously by UWSL and constitute grounds for discipline or discharge.

Refer All Requests to Human Resources

All reference requests and inquiries regarding current or former employees should be directed to the Operations Director. Responses to such inquiries will confirm only dates of employment and position(s) held, as well as violent acts of former employees. No employee may provide a letter of reference for any current or former employee without the President and CEO's permission.

SECTION 4000 EMPLOYMENT PRACTICES

4010 PROBLEM RESOLUTION

Informal Problem Solving

UWSL seeks to promote an atmosphere where employees are comfortable voicing their concerns and raising employment-related issues. Therefore, employees are encouraged to speak informally and discuss any problems with their Supervisor so that appropriate actions may be taken. UWSL is committed to ensuring a responsive and fair problem-solving process at the lowest possible organizational level and encourages this same commitment from all employees. If such informal discussions fail to resolve an employee's concerns, he/she is encouraged to utilize our more formal complaint procedures.

Formal Problem Solving

Documentation in Writing

If an employee feels that a formal complaint is appropriate, he/she should provide a written, detailed explanation to his/her Supervisor of the problem and related events along with a summary of how the employee would like to see the problem resolved. Complaints must be submitted promptly, generally within five business days of the event. When a complaint to an employee's Supervisor may be inappropriate under the circumstances, he/she may submit a complaint directly to the Operations Director. All written complaints receive a written response, in addition to any other response.

Appeal

If an employee is dissatisfied with a Supervisor's decision, he/she may appeal within five days, in writing, to the Operations Director.

Human Resources Assistance

Employees are also encouraged to utilize the Operations Director for consultation at any stage in the problem-solving process. Effort will be made to resolve the problem as quickly and as confidentially as possible.

Procedures Are Guidelines

This policy is only a guideline. UWSL reserves the right to take any action that Management deems appropriate.

4020 CORRECTIVE ACTION

Employee Responsibilities

All employees are expected to comply with UWSL's standards of behavior and performance. Any noncompliance with these standards must be remedied and is subject to corrective action.

Possible Corrective Action

Examples of corrective action include oral warnings, written reprimands, suspension, probation, demotion, and termination. However, nothing in this policy alters the at-will relationship between UWSL and its employees and all corrective action policies are guidelines only.

Management Discretion

In cases of serious misconduct or performance problems, an employee may be suspended or terminated immediately. Each situation is dealt with on a case-by-case basis and is at the sole discretion of Management.

4030 HIRING OF RELATIVES (NEPOTISM)

Conditions

An employee may not hold a position where he/she reports directly to an immediate relative or household member.

For this policy, "immediate relative" includes relatives such as spouse, parents, step-parents, siblings, step-siblings, aunts, uncles, nephews, nieces, grandparents, grandchildren, children (whether by blood, marriage, or adoption), mothers-in-law, fathers-in-law, sisters-in-law, brothers-in-law and anyone else who lives with or has a close personal relationship with the employee.

In the event that there is a **temporary** staffing position available, the President and CEO may authorize **temporary employment** of an employee's relative. An employee's relative may not be considered for temporary employment without the prior approval of the President and CEO.

4040 OUTSIDE EMPLOYMENT AND ACTIVITIES (MOONLIGHTING)

Conditions

Employees may hold outside jobs or be involved in outside business, educational, community, and nonprofit volunteer activities, as long as they continue to meet established performance standards and such activities do not impact business interests, consume UWSL resources, or create conflicts of interest. An employee's position at UWSL is considered to be of primary importance. Employees are expected to devote full attention and energy to our organization.

Consultation with Management

An employee should make clear at all times that he/she is acting on a private, personal basis and not as a UWSL representative. Written Management approval should be sought if any doubt exists regarding the appropriateness of an employee's involvement in outside activities.

4050 PERFORMANCE REVIEWS

All employees are strongly encouraged to regularly and informally discuss their job performance and goals with their Supervisor. Additionally, formal performance reviews are conducted annually. Reviews provide an opportunity for employees and Supervisors to discuss job duties, employee strengths and weaknesses, mutual concerns, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting long-term goals. Performance reviews and the appraisal process are subject to the discretion of UWSL and may be changed or eliminated as Management deems appropriate. All formal performance reviews are to be signed by the employee, the employee's Supervisor and the President and CEO.

4060 PROMOTIONS AND TRANSFERS

Eligibility

UWSL encourages employees to seek more advanced positions or lateral positions for which they qualify. In some cases, preference is given to applicants from the same department when business needs dictate such a priority. Some jobs may be filled through reorganizations or reassignments without being posted. Employees who are on disciplinary action are not eligible to apply for open positions. Additionally, an employee's performance record and skills must support the change in job responsibilities.

Process

All transfers and promotions will be judged individually, based on departmental needs and the skills, abilities, and work record of the employee. Employees seeking a change in position should discuss it first with their Supervisor before applying for a different position. . Employees are encouraged to discuss their job plans and career goals at any time with their Supervisor.

Management Discretion

While Management intends to work closely with all employees to ensure that job placements are appropriate and satisfying, all staffing decisions are subject to Management's complete discretion. Promotion and transfer guidelines may be disregarded as business needs require.

4070 TERMINATION OF EMPLOYMENT

In the absence of a specific written agreement, employees may resign at any time. UWSL also has the right to end an employment relationship at any time, with or without notice or cause and for any legal reason. No Supervisor (except the President and CEO) has authority to enter into an employment agreement for any specified time period.

Resignation

Notice

All employees should provide advance written notice of their intention to leave the organization. The notice should state the reason for the resignation and give the date of departure.

- Members of the senior management team should provide at least four weeks' notice.
- All other employees are requested to give at least two weeks' notice.

Vacation or personal days may generally not be included in the notice period. Employees who fail to give proper notice may be ineligible for reemployment and may lose certain benefits that are not formally accrued.

Exit Interviews

Management may determine that it would be helpful to conduct an exit interview with a departing employee to determine the employee's reasons for leaving and opinions regarding the workplace. Exit interviews are not mandatory and will be at the discretion of Management. The time is also used to arrange for the return of UWSL property and to answer employee questions regarding benefits and other issues. Such interviews are generally conducted during the last week of employment.

Paychecks

Terminated employees and those who resign will be paid as is required by State law – generally the next scheduled pay run. Payment for accrued vacation will be provided at termination. However, no payment will be made for accrued sick or other leave days. Pay will be electronically deposited directly into the employee's designated checking or savings account.

Benefits

Benefits end on the last day of the month in which termination occurs. Employees, unless terminated for gross misconduct, may choose to continue their medical and/or dental benefits at their expense in accordance with existing federal regulations (COBRA), see section 6010. Contact the Operations Director for more information.

4080 SEVERANCE POLICY

Purpose

To provide specific circumstances under which severance may be offered, recognizing that severance is not an entitlement to any employee.

Parameters and Limitations

Acknowledging that due to reduction of force or cause, it is sometimes desirable for both parties to end an employment relationship and facilitate an orderly termination process; UWSL may provide a severance payment, contingent upon a release of claims. Severance agreements are determined and approved by the President and CEO. Severance agreements exceeding two weeks of wages for each full year of service completed must be reviewed and approved by the President and CEO, Chair of the Board of Directors and the Chair of the Administration/Finance Committee.

United Way of Salt Lake typically will not approve severance if the employment relationship is terminated under the following circumstances:

- Voluntary resignation
- Dishonesty in connection with job performance that results in personal benefit to the employee
- Material breach of duties that has not been cured by the employee within 30 calendar days after UWSL notifies the employee of the breach; or
- Conviction of or plea of *nolo contendere* to a felony criminal offense, any misdemeanor criminal offense related to substance abuse, performance of the employee's job or the reputation or operation of UWSL.

Responsibility

Compliance with this policy shall rest with the President and CEO, Chair of the Board of Directors, the Chair of the Administration/Finance Committee and the Operations Director.

SECTION 5000 EMPLOYEE RESPONSIBILITIES

5010 APPEARANCE AND GROOMING

The success of UWSL depends on you, the employee. Your actions, appearance, and statements create an image and an expectation for our business contacts and the general public. UWSL has established an image of professionalism and its employees must reinforce this image. One of the key aspects of our image is clothing. It is important to convey a professional image to our stakeholders at all times. Because of this, UWSL has developed a dress code. The dress code recognizes the fact that different styles will be necessary, depending on changes of seasons, degree of outside contact, nature of work, and safety issues. With these considerations in mind, we have developed a dress code that will provide general guidelines. The final decision on what to wear and what is appropriate apparel is the responsibility of each Supervisor. The Operations Director, or members of Management, may instruct the Supervisor if there are employees who are not living up to the dress code.

Guidelines:

1. **Clothing Appropriate to the Work.** Dress, grooming, and hygiene should be appropriate for office work, degree of customer contact, and expected business standards.

2. **Expected Attire.**

Employees with Public Contact: Employees who frequently interact with the public are expected to be professionally dressed and to convey a positive image:

- **Women:** Appropriate dress for women includes: Business and pant suits. Professional, business-length* dresses. Business-length* skirts or dress slacks with blouse, sweater or vest. (*Business-length: modest length, no more than 2 inches above the knee)
- **Men:** Appropriate dress for men includes business suit or sport coat. Dress slacks with dress shirt. Dress slacks with dress shirt and tie. Turtleneck shirts or sweaters. Dress shoes, loafers with appropriate socks.

Employees without Public Contact: Employees who do not frequently interact with the public are expected to dress professionally, with proper grooming and hygiene, and adhere to the prohibited attire standards below.

3. **Prohibited Attire:** Extreme, immodest, or revealing attire is not permitted. Sheer clothing, tight, clingy or revealing garments or garments with low necklines are not allowed. Casual sportswear, such as sun dresses, jeans, sweat pants, sweat shirts, leggings (unless worn under a dress), painter pants, T-shirts, cropped tops, tank tops, sleeveless tops, golf shirts, shorts, hiking boots, athletic/tennis shoes of any kind and/or flip-flops, hats and caps are unacceptable.

4. **Special Dress Standards:** As designated by Management, more specific dress standards may be required of employees in some positions.

5. **Casual Day:** Employees are allowed to dress in business casual attire on Fridays and one other day of their choice. It is up to each employee to use his/her best judgment when attending meetings or special events where dressing casual may not be appropriate. Employees may wear causal pants, nice jeans, golf shirts, etc. No athletic/tennis shoes, T-shirts (unless LIVE UNITED), hiking boots, jeans that are faded, oversized, have holes or fraying, or other unsuitable attire will be permitted.

6. **Summer Attire:** A slightly less formal dress code may be instituted in the summer months. Female employees will be permitted to wear Capri style dress pants and sandals.

7. **Grooming:** Good personal hygiene is absolutely essential. Employees are expected to be clean, neat, and well groomed.

- a) **Perfume:** Employees should avoid excessive perfume, cologne, or other fragrances.
- b) **Hair:** Extreme hairstyles or colors are not appropriate for business. Hair, beards, and moustaches must be kept neat clean, and controlled.
- c) **Personal Hygiene:** Employees whose personal hygiene presents a problem or concern will be so advised by their immediate Supervisor. It will be the employee's responsibility to take appropriate action to correct the problem.

8. **Body Piercings and Tattoos:** It is important to maintain a professional image. When meeting with anyone other than the staff of UWSL (in our office or off-site) tattoos must be covered and visible body piercings removed (with the exception of appropriate earrings). Visible body piercings must be inconspicuous and will be allowed at Management's discretion on a case-by-case basis. Any tattoos that promote racism/discrimination, indecency, violence, are sexually explicit, or are found to be offensive, must be covered at all times.

8. **Dress Outside United Way:** Employees who travel on UWSL business, attend business-related seminars and/or training programs, or whose business takes them outside of the office are expected to continue to adhere to United Way dress standards.

9. **Corrective Action:** Improperly groomed or dressed employees will be subject to corrective action. Where necessary, such employees will be sent home to comply with established standards. Supervisors are responsible for administration of this policy in their departments. Other members of Management, or the Operations Director, may step in to correct the situation if the need arises.

On occasion, special dress requirements may be necessary. Dress recommendations are made with advance notification for these special events. Management or Supervisors may authorize temporary modifications to UWSL guidelines due to the environment and nature of specific tasks.

5020 ATTENDANCE AND DEPENDABILITY

The purpose of this policy is to provide a standard of attendance and punctuality for all UWSL staff. Absenteeism and tardiness burden co-workers, disrupt business operations, and reduce the quality of customer service. Because employees are vital to UWSL's quality of work, reliable and consistent attendance is required of all employees.

Expectations

Department Heads and Supervisors determine employees' work schedules and the hours necessary for department operations. Employees are expected to be at their worksite at their scheduled start time, to return from lunch breaks as scheduled, to perform assigned work during all work hours, and to work any assigned overtime. Employees are not permitted to leave work before their scheduled quitting time, unless previous arrangements have been made with their Supervisors. We recognize that employees occasionally become ill, need to miss work, or, will be late.

Prompt Notice Required. Employees are expected to give their Supervisors as much advance notice as possible (calling or texting no more than thirty (30) minutes after scheduled start time) of anticipated tardiness, absence, or of the need to leave early. Sending an email to your Supervisor or other staff member is not acceptable. However, if the Supervisor has an assistant, it is acceptable to notify the assistant if the Supervisor is not immediately accessible. Employees should explain the reason for the absence or tardiness and when they will return to work. Supervisors should be personally notified on a daily basis unless a return to work day has been established or an alternate arrangement has been established.

Personal Notification Required. If an employee cannot reach his immediate Supervisor within thirty (30) minutes of the scheduled start time, the Operations Director, or the Supervisor's assistant, should be notified. Notifying any other employee is not acceptable. Notifying the Receptionist is not acceptable. Having someone else call for the employee is only acceptable in specific circumstances when it is not possible for the employee to call. Employees should also maintain regular contact with their Supervisors during any extended absences.

Absence

An employee is considered absent when not at work or unavailable for the assigned work schedule, regardless of the reason.

Scheduled Absences. Employees are to notify their Supervisor as early as possible about scheduling time off from work (e.g. vacation, doctor's appointments, personal days, etc.), whether paid or unpaid.

Unscheduled Absences. When an employee misses work due to an unscheduled absence (e.g. calling-in sick), he/she is required to give the Supervisor as much advance notice as possible, calling or texting no more than thirty (30) minutes after scheduled start time. After three consecutive days of unscheduled absences, failure to notify and receive approval will be considered job abandonment, and the employee's employment status can be terminated effective the day following the last day of work.

Excessive Unscheduled Absences. Excessive unscheduled absences may result in the employee being placed on probation, up to, and including termination. Supervisors will notify employees when patterns or concerns develop that may place them at risk for probation or termination.

The following factors will be considered to determine if unscheduled absences are excessive:

- **Patterns of Absence:** A pattern of absence demonstrates a predictable routine. For example, if the employee is consistently absent the day after payday, or a particular day (e.g. Monday/Friday, or always on the day before or after a holiday, etc.)
- **Frequency of absence:** Repeated instances of unscheduled absences, such as call-ins, early departures, etc. will be considered. Even though the absences may not constitute a predictable pattern, if the employee is frequently absent, the absences could be considered excessive.
- **An occurrence** (e.g. calling in sick) is defined as an unscheduled absence. A single occurrence may involve consecutive days of absences without a return to work in between. Prearranged/approved time off and accommodations, as well as FMLA leave (Section 7050), are not considered occurrences for determining excessive absenteeism. Supervisors may require documentation from employees when appropriate.

Punctuality

Employees are considered tardy when they fail to report to work at the scheduled time. A five minute grace period applies before an employee is considered tardy. This includes returning late from breaks and lunch periods. Employees may not extend a normal workday to make up for being tardy without Supervisor approval.

In cases of excessive tardiness, employees are subject to Corrective Action (Section 4020), including probation, up to, and including termination.

Emergency Closings

Severe weather, natural disasters, power outages, and other emergencies may require the closing of facilities. As allowed by federal and state law, time off due to emergency closings or shortening of hours will be paid.

5030 COMMUNICATION AND INFORMATION SYSTEMS

The communication systems (including telephone, fax, photocopy machine, voice mail, e-mail, computer files, Internet systems, computers, iPads, and wireless devices) are provided for business purposes and are UWSL property. Consequently, UWSL may intercept, monitor, review, and disclose any communication or files as business needs require. Messages or files created, sent, or received are not an employee's private property. Employees should have no ownership or privacy expectations regarding communications or data sent over UWSL's information systems.

All communications, both inside and outside UWSL, should be professional, business-like, and courteous. Communications that are offensive, discriminatory, sexually explicit, non-job related, disruptive, harassing or used to solicit commercial, religious, political, charitable, or other non-business causes are strictly prohibited. Improper use of systems and equipment may subject an employee to corrective action.

Telephone

Personal use of the telephone should be minimal. Good judgment should be used in limiting the length and frequency of personal calls. Long distance calls may not be charged to UWSL and must either be placed collect or deducted from the employee's pay.

Passwords

All passwords must be disclosed and remain UWSL property. To ensure security, confidential passwords should not be shared with co-workers. Passwords should not be posted anywhere that others may view them. While employees should treat all messages as confidential and should not try to access another employee's mail or files, they should be aware that the confidentiality of messages cannot be guaranteed. Passwords do not completely guarantee security and messages that are erased may be retrieved and read.

Internet

UWSL Internet access is provided to employees to enhance the performance of their work, efficiency and effectiveness. Use of UWSL Internet is permitted and encouraged where use supports the goals and objectives of the Organization. Employees are expected to use the Internet responsibly and productively, and may be held personally liable for damages caused by misuse. Misuse includes; access of illegal, obscene or otherwise inappropriate sites and materials which could result in potential lawsuits; lost productivity and delay in work; and the direct and indirect costs of unnecessary Internet use.

1. The Internet may not be used for transmitting, retrieving, or storing any communication of a discriminatory, harassing, obscene or pornographic nature.
2. Copyrights must be respected and employees may not copy, retrieve, modify or forward copyrighted material except with permission or as a single copy to reference only.
3. Only software, patches, or enhancements approved by IT are allowed on UWSL computers.
4. Downloading of files which are incompatible with the system or that interfere with the optimum functioning of the bandwidth are not allowed unless it is a requirement of the employee's job, in which case the approval of IT is required. Excessive use of the Internet for non-business related activities loads the system unnecessarily and is discouraged. (Examples of the types of files that should not be downloaded unless there is a clear business need and the approval of IT has been received, include, but are not limited to: mp3, wav, avi, mov, or any streaming content.)
5. UWSL may monitor Internet usage at any time.

Abuse of UWSL's facilitated Internet access may be subject to disciplinary action, up to and including termination.

Use of the Computer

Only software and related files approved by UWSL are permitted on UWSL computers. Anything that might be defined as pirating, such as software taken out of the office and copied onto a non-UWSL computer, or, software not owned by UWSL and copied onto UWSL equipment, is prohibited. It is also inappropriate to play computer games or watch videos online during business hours.

Electronic File Storage

Employees are required to save all UWSL files to the UWSL Dropbox account or designated server. Saving personal, non-work related files to UWSL's Dropbox account or other designated servers is not permitted. Employees are allowed to save personal files to the desktop of their computer; however, UWSL reserves the right to remove employee access, at any time, to any work computer, server, or system.

Electronic Mail

Employees should understand that while e-mail can be an informal mode of communication it should be treated the same as any professional written communication. As a result, it could be read in the future by anyone including adverse third parties (such as in litigation). Employees should consider the statement they are making before sending an e-mail message.

Security

To ensure the integrity of our communication systems, it is critical that employees follow all established security policies and procedures.

5040 SOCIAL MEDIA POLICY

Purpose

Social media has grown to be a daily aspect in personal and professional life and at times, the line between personal and professional life can become blurred. It is important to remember as an individual in today's business world, you are always a representative of your organization. UWSL staff members are responsible for the content they publish on any form of social media. UWSL is confident you will be trustworthy of the responsibility placed on you when participating in social media.

Expectations

Our goal in using social media is to engage a larger audience in the work of UWSL and its collective impact partners. Employees are not required to use social media unless they are ready to participate and responsibly join the conversation. The first step is to understand social media tools and how to use them. Online etiquette should be considered; explore the topics being discussed, and contribute only when you have questions or something positive to add to the conversation. Please seek advice or assistance from our Communications Director if you are uncertain about the tools, topics, or your part in the online community and conversation.

Employees must avoid taking public positions on issues, people, organizations and/or businesses to which UWSL partners with or connects. UWSL employees shall not engage in partisan political activity during business hours and are advised to take great care when participating in politics outside normal working hours. Employees must always disclose to the appropriate parties that such activity is unrelated to his or her UWSL employment.

Guidelines for Information Sharing

- **Think before you click.** Once a thought, comment, picture, or video is sent off into the vast world of the Internet, it is nearly impossible to remove or undo. Take a moment to consider the possible positive or negative consequences before you post online.
- **Use common sense.** Avoid posting items that could be embarrassing, harmful, or in poor taste. Follow the mantra, "if in doubt, don't." Profanity, crude humor, ethnic or racial slurs, and references to drug or alcohol abuse are never appropriate.
- **Be respectful.** Address people in a courteous manner that is respectful of their privacy and opinions.
- **Be positive.** Even when talking about tough subject matter, keep the tone positive.
- **Do not use the United Way of Salt Lake logo,** unless you are authorized to do so.
- **Respect confidentiality.** As with any organization, at times you will be privy to information not available to others outside the organization. Seek clarification before posting to make sure you are not breaking the confidentiality policy.
- **Seek approval.** If you are talking about a friend, family member, co-worker, supervisor, organization, UWSL, or UWSL partner, it is always appropriate to seek permission.
- **Follow the law.** Be careful to follow laws such as copyright and fair use.

Writing Basics

- **Creative writing is encouraged.** Each person has his or her own style and personality. Sharing information, your experience, or perspective in an informal manner that connects to readers is very important. Creative or informal writing reveals more about you and your personality, which draws in readers who want to learn more about you and your experiences. When writing, be aware your audience and thoughtful of what you are saying, not only as a representative of UWSL, but also of yourself.
- **Grammar and spelling.** Your message may not be heard because of simple errors in your grammar or spelling. Take time to check for mistakes and to read your work out loud to and how it sounds.
- **Keep it concise.** It takes time to learn how to share your thoughts in an easy, clear, and concise manner. Have another person review your work and be open to suggestions. Set your work aside and come back to it at a later time so you can look at it with a fresh perspective. It is worth the effort and will help to improve your first draft.
- **Follow messaging guidelines.** When talking about UWSL's work, be sure to follow UWSL messaging and writing guidelines.

5050 MOBILE PHONE POLICY

Acknowledging the mobile phone as an essential tool for certain positions, UWSL has a group mobile phone and data plan. This policy outlines eligibility and requirements for plan participants. UWSL reserves the right to modify or update this policy at any time.

Eligibility

Eligibility to participate in UWSL's mobile phone plan is determined by each Supervisor. If eligible, it is understood you are routinely using the mobile device for work-related activities, and are readily accessible to UWSL staff and stakeholders for work-related calls, even if they fall outside working hours. If you are eligible and do not wish to participate in the plan, you can be reimbursed \$30 for mobile phone use related to work. For reimbursement, employees must submit an Expense Reimbursement Form monthly, signed by their supervisor.

Phone Lines and Hardware

Eligible employees will be issued a standard cellular device, a phone line, and if needed, data access; property of UWSL. If an employee is terminated or leaves the organization, he/she must return the device. If an employee wants a device above the standard issue, he/she assumes all fees over \$100, ownership of the phone, and the phone line contract upon resignation or termination.

Employees have the option to transfer their own personal lines from another plan or carrier to UWSL's mobile plan under the following conditions:

- Employee is responsible for line transfer fees
- One line per employee – no family or additional lines allowed
- Employee carries over own mobile device and assumes responsibility for the device
- Employee agrees to take device and line upon resignation or termination

Employees whose work requires mobile hot-spot access can use a company-provided device or elect to use their phones as the device. Employees using their phones for the dual purpose will be reimbursed for the additional fees incurred, not to exceed \$30. Reimbursement for data service on other personal electronic devices used for work will be considered for reimbursement on a case by case basis, not to exceed \$15.

The plan carrier requires the Operations Director's approval for all upgrades and line transfers.

Usage

While personal use is not discouraged, the billing statement is reviewed regularly for overages and third-party downloaded content such as apps, games and ringtones. Users who abuse the plan privileges will be given warning, and if not resolved, removed from the plan.

Responsibility

Employees are responsible for all mobile devices. If the device, property of UWSL or the employee, is lost, damaged, or stolen, the employee is responsible for replacement at current or like value.

Employees are asked to use mobile devices responsibly. Text messaging and driving is illegal in Utah, and we ask that employees on the plan abide by State law. Employees should also use discretion in relaying confidential information about UWSL, as not all communications are secure and could be illegally intercepted by an outside party.

Resignation or Termination

Upon resignation or termination, employees must return the standard issue device. Missing or damaged devices (beyond normal wear) will be deducted from the employee's final pay check. Those with upgraded devices are responsible for transferring the line service to their own, personal, phone plan. Failure to complete the transfer within 48 business hours will result in termination of the line.

5060 CONFIDENTIALITY

Maintaining confidentiality is a condition of employment. Employees are responsible for acting with complete professionalism when discussing UWSL business or handling UWSL information. Information, files, documents, records, plans, and other material relating to UWSL, its employees, donors, partners and other stakeholders is considered confidential. UWSL's general business affairs should not be discussed with anyone outside the organization, except as required in the normal course of business. Inappropriate release of confidential information, either internally or externally, will result in corrective action, including possible termination. All questions and requests for confidential information, including reference requests, should be referred to the Operations Director.

5070 CONFLICTS OF INTEREST

Employees (and their families or household members) may not participate in activities which conflict with or appear to conflict with the business interests of UWSL, or which hurt their job performance. Examples of conflicts of interest include, but are not limited to:

- Accepting gifts, cash, discounts, and entertainment from business contacts that could be interpreted as given to influence an employee's actions. Employees may accept nominal gifts (those under \$50) such as pens, calendars, Christmas candy, and meals;
- Working for an organization or having outside business interests which compete with UWSL or engaging in work that interferes with job performance at UWSL;
- Receiving improper personal benefits (directly or indirectly) because of actions taken on the job;
- Improperly using UWSL facilities, equipment, supplies, or name; and
- Developing a relationship with a donor or other business contact which may jeopardize an employee's independent judgment.
- Developing a relationship with a donor or other business contact which may jeopardize an employee's independent judgment.
- Serving on non-profit boards of community partners to which UWSL provides grants. (Employees can serve on other nonprofit boards where UWSL does not provide grants, but must disclose they cannot fundraise.)
- Fund raising for any non-profit organization.

Employees who violate United Way conflict of interest policies will be subject to corrective action including termination. Employees should contact their Supervisor or the Operations Director if they have questions or if they receive an inappropriate gift (such as one exceeding \$50).

Political Activity

UWSL employees must exercise great care with regard to involvement in partisan political activity. UWSL employees shall not engage in political activity during business hours unless the employee is away from work without pay, or on vacation. Any employee involved in partisan political activity must make clear to all appropriate parties that such activity is unrelated to his or her UWSL employment. Political endorsements are an individual right; however, UWSL requests its employees refrain from allowing their names to be used in written brochures, signage, etc. and from providing their UWSL business cards, phone numbers or e-mail addresses as a form of contact for any political activity.

5080 DRUGS AND ALCOHOL

Purpose

In order for UWSL to assist in maintaining a safe and pleasant working environment, free from use of illegal drugs and abuse of alcohol or prescription drugs, UWSL has adopted the following policy with regard to the use, possession, or sale of alcohol or drugs.

Policy

No employee of UWSL shall report to work, operate the company vehicle, be present on company premises, or be on company business while under the influence of alcohol or controlled substances during normal working hours. For purposes of this policy, normal working hours are 7:00 A.M – 6:00 P.M. Monday through Friday and shall include lunch and rest periods, or any event where staff is representing UWSL. The President and CEO may modify the normal working day due to social business functions.

The possession, concealment, promotion or sale of illegal substances is prohibited and cause for termination. While UWSL understands employees under a physician's care are sometimes required to use prescription drugs, abuse of prescribed medication will be dealt with in the same manner as the abuse of illegal substances.

Any employee who is suspected of being under the influence of drugs or alcohol will not be allowed to work. The employee's Supervisor will consult with the President and CEO, who will determine if the employee should be sent home, or to a lab for testing. If the employee is sent for testing, he/she will be driven to the drug testing facility accompanied by a member of Management. Employees who are sent home can arrange for transportation or be driven home by a member of Management.

UWSL reserves the right to inspect and search all organizational property or property on UWSL premises for intoxicating liquor, controlled or illegal substances or any other substance that impairs job performance. UWSL reserves the right to repeat searches as needed.

All regular or temporary, full or part-time employees of UWSL must comply with this policy. Any employee not cooperating, in any way, shall be subject to termination.

Voluntary Admission

An employee who voluntarily informs his/her Supervisor of a personal drug or alcohol problem prior to probable cause testing, may do so in complete confidence without jeopardizing his/her employment with UWSL. The employee will be required to seek immediate treatment, and may be subject to periodic drug/alcohol testing. Every attempt will be made by the Management of UWSL to facilitate referral of employees to a nonprofit organization or governmental agency that may be able to assist the employee in the treatment of a drug or alcohol-related problem.

Drug Testing

Drug testing will be required or requested under the following circumstances:

1. Pre-Employment

UWSL requires pre-employment drug screening designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicates a potential for impaired or unsafe job performance.

2. Reasonable suspicion - includes, but is not limited to the following:

- Observed alcohol or drug use during work hours or on company premises
- Apparent physical state of impairment and/or incoherent mental state

- Marked changes in personal behavior that are otherwise unexplainable
- Deteriorating work performance that is otherwise unexplainable
- Complaints from staff or others that an employee may be under the influence
- On the job accidents resulting in medical treatment beyond first aid
- Suspicious or questionable behavior

Drug screening tests will not be performed without written consent.

Confidentiality

UWSL will make every effort to keep the results of drug and alcohol tests confidential. Information shall be communicated only on a need-to-know basis.

5090 EMPLOYEE CONDUCT AND WORK RULES

Rules and standards regarding employee behavior are necessary for efficient operation and for the benefit and safety of all employees. All employees are expected to meet established performance and conduct requirements. While it would be impossible to compile an all-inclusive list of expected behavior and/or unacceptable conduct subject to corrective action, the following guidelines provide a general outline of expectations. This is not a limited list, and there could be additional reasons for disciplinary action, or termination of employment.

Performance

Employees are expected to perform their jobs efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include:

- Failure to meet quality standards and deadlines;
- Refusal to work overtime or failing to accept work assignments;
- Insubordination or failing to follow Supervisor's or Management's directions;
- Unprofessional conduct or rudeness to customers or other employees

Attendance

Employees are expected to arrive at work as scheduled and to return from lunch breaks promptly. Examples of attendance misconduct include:

- Unexcused or excessive tardiness or absences;
- Leaving work early; and
- Taking extended lunch hours or breaks

Honesty and Integrity

Employees are expected to demonstrate honesty and professionalism in the conduct of all business activities, including observance of the spirit, as well as the letter, of the law. Additionally, employees are responsible for reporting any illegal or unethical actions of employees and non-employees through our Whistleblower Policy. Examples of unacceptable actions include:

- Willful or negligent damage, theft, or misuse of property;
- Falsification of records or documents (including time records, absence reports, expense accounts, and other business records);
- Failure to report injury or unsafe conditions or to cooperate in UWSL investigations;
- Disclosing confidential information without authorization; and
- Use of UWSL time or equipment for unauthorized or personal purposes.

Behavior

Employees are expected to conduct themselves professionally and to meet established standards of behavior. Examples of unacceptable employee behavior include:

- Violation of dress and grooming standards;
- Working under the influence of illegal drugs and/or alcohol;
- Possession, use, or sale of alcohol or illegal drugs at work;
- Using offensive, foul, or abusive language;
- Possession of guns, explosives, or other weapons on UWSL property;
- Fighting with or threatening employees or non-employees;
- Harassment or discrimination of any kind (including sexual harassment);

- Any intentional or negligent act which endangers the safety, health, or well-being of another person;
- and
- Misconduct or any act which disrupts work or discredits the organization.

Company Functions

At times, events are held on and off company premises where alcohol is served. Employees are responsible for complying with UWSL's policy on behavior, even if you are or are not consuming alcohol at a company-sponsored event.

The expected conduct and work rules outlined above are merely examples of the types of behavior that may subject an employee to corrective action. UWSL is an at-will employer, and maintains complete discretion over corrective action and termination policies and practices.

5100 PERSONAL AND WORK PROPERTY, SEARCHES, AND INSPECTIONS

Protecting Personal Property

UWSL does not assume responsibility for theft, damage, or disappearance of employees' personal or property in the workplace. Consequently, employees should not keep valuable property or large amounts of cash at work. Good judgment should also be used when displaying personal items.

Protecting UWSL Property

UWSL employees assume responsibility for theft, damage, or disappearance of UWSL issued property. Replacing building access cards, parking cards, computer equipment, and accessories will be at the employee's expense. Please use good judgment when using and transporting UWSL property.

Searches and Inspections

To ensure workplace security and safety, all UWSL facilities, UWSL property (including desks, work stations, computers, files, etc.), and employee's personal property on UWSL premises are subject to inspection without notice and upon request.

Employee Responsibilities

All employees are responsible for assisting with the security of UWSL property and work areas and any related investigations. Employees should immediately notify a Supervisor or the Operations Director of any unfamiliar or suspicious persons in their work areas and offer assistance or escort such persons as is appropriate.

5110 PUBLIC RELATIONS AND CUSTOMER SERVICE

It is our goal to provide unequalled customer and business service. Employees are expected to be professional and to interact politely and patiently with all donors, partners, business contacts, and other stakeholders. Employees should always attempt to satisfy customers' needs or questions and to build goodwill. Public relations problems should be reported to a Supervisor who will assist and provide suggestions for resolving problems. UWSL always welcomes employee input or suggestions regarding customer service, public relations, and improvement of total quality.

5120 SAFETY

Safety is the responsibility of each employee. Accidents or diseases can be prevented through planning and attention. Workers compensation coverage protects an employee who is injured in a work-related accident. In order to maintain a safe working environment, employees are required to do the following:

- If situation demands, call 911. Immediately seek medical or first aid treatment if you are in an accident.
- Promptly report any injury to your Supervisor or the Operations Director. Make sure that your treating physician completes a Physician's Initial Report of Work Injury or Occupational Disease.
- If an employee observes a safety hazard of any kind, his/her Supervisor should be notified immediately.

Employees who violate safety policies may be subject to corrective action, up to and including termination.

5130 USE AND POSSESSION OF WEAPONS

The safety and security of employees and all visitors to our facilities is important to us. No employee may possess any deadly weapon on UWSL premises, including in any vehicle in the parking lot. The weapon ban applies to employees legally licensed to carry weapons. Employees who violate this policy will be subject to immediate corrective action, up to and including termination.

5140 CONSUMER REPORTS

For various employment purposes, UWSL may obtain a consumer report. This report may include a 1) criminal history (felonies and misdemeanors), 2) credit history, 3) driving history, and 4) employment history. An employee has the right to request additional information as to the nature and scope of the investigation. Should any adverse action be taken based on the consumer report, the employee will be provided the name, address and telephone number of the agency that provided the report and have the opportunity to dispute the accuracy or completeness of the file.

SECTION 6000 COMPENSATION AND BENEFITS

6010 COBRA - INSURANCE CONTINUATION

In some instances, employees and their dependents that lose or become ineligible for their group health and /or dental insurance plans may pay for a temporary extension of coverage through COBRA. COBRA coverage is not automatic. Employees must inform the Operations Director that an extension in coverage is desired and then complete and submit all required paperwork within the required time limits. The following are examples of qualifying events and beneficiaries under COBRA:

- Coverage may continue for up to eighteen (18) months upon an employee's retirement, termination (voluntary or involuntary), reduction of hours, layoff, or leave of absence. However, employees fired for gross misconduct are not eligible for coverage.
- Coverage for dependents may continue for up to thirty-six (36) months because of divorce/legal separation, ineligibility of a dependent child, a covered employee/retiree becoming entitled to Medicare, or because of the death of the covered employee/retiree.
- COBRA is a complicated and technical law. Contact the Operations Director for complete information and assistance.

6020 INSURANCE AND RETIREMENT BENEFITS

Eligible employees are offered various insurance and retirement benefits. Information summarizing these benefits is provided to participating employees periodically and as required by law. The programs outlined below are described in detail in official documents located in the CFO's office. These documents are controlling and should be reviewed when specific questions arise. Benefit plans involving current, past, or retired employees may be changed or eliminated at any time at UWSL's sole discretion.

Benefits Offered

Eligible employees are provided a wide range of benefits in addition to those required by law (such as Social Security, Workers Compensation, and Unemployment Insurance). Eligibility depends upon a number of factors including employee classification (such as full-time or part-time) and time employed. Some plans require employee contributions and waiting periods.

Employee Benefits Plans Include:

Health Insurance: Full-time employees are eligible to participate in UWSL's group health insurance plan after the completion of sixty days of full-time uninterrupted service. The coverage will be effective the first day of the month following the completion of this requirement. A portion of the premium is paid by UWSL. Employees should refer to the benefit packet for a complete description of coverage and cost.

Dental Insurance: Full-time employees are eligible to participate in UWSL's group dental insurance plan after the completion of sixty days of full-time uninterrupted service. The coverage will be effective the first day of the month following the completion of this requirement. Employees may elect one of two different plan options. The employee premium is paid by UWSL. Employees should refer to the benefit packet for a complete description of coverage and costs.

Vision Insurance: Coverage is included in the Dental plan. The employee premium is paid by UWSL. Refer to the benefit packet for complete description of coverage.

Basic Life Insurance and Accidental Death and Dismemberment: Basic Life and Accidental Death and Dismemberment Insurance are provided to all full-time employees after the completion of thirty days of uninterrupted full-time employment. The coverage will be effective the first day of the month following the completion of this requirement. The benefit amount is equal to 1.5 times the employee's annual salary (.50 times dismemberment). The premium is paid by UWSL. Coverage ceases at termination or retirement. An employee can choose to convert coverage to an individual plan, but to do so, must contact the provider within 31 days of termination or retirement.

Long Term Disability Insurance: Group Long Term Disability Insurance is provided to all full-time employees after the completion of thirty days of uninterrupted full-time employment. The coverage will be effective the first day of the month following the completion of this requirement. Employee must meet the definition of total disability, as described in the plan's detail. Payment begins on the 91st day following the date of disability. Payments are made monthly to the date of recovery or to the Social Security National Retirement Age. The benefit is 50% of the employee's monthly earnings up to \$6,000 per month.

Flexible Spending Reimbursement Accounts: Employees may set aside pre-tax money from their earnings to pay for childcare, dependent adult care or medical/dental expenses not covered by insurance. The plan year is from January 1st through December 31st of each year. The employee may elect to have up to \$5,000 taken out of his/her pay for the Dependent Care and up to \$2,500 for the Health Reimbursement. By enrolling in this plan, the employee will reduce his/her taxable income and will have more take-home pay. Full-time employees are eligible for this plan the first day of the month, after completing sixty days of uninterrupted full time employment.

Section 403(b) Thrift Plan: Employees are automatically enrolled in the retirement plan on the first day of the month following the hire date, unless the employee selects to opt out. Automatic enrollment contributions will be set at a pretax contribution rate of 2% of the employee's compensation. Employees may either increase or decrease their deferral percentage at any time. Employees have the option to make deferral contributions on either a pretax or Roth basis. Pretax contributions allow the employee to defer paying taxes until the time of distribution. Roth contributions allow the employee to pay taxes now; if certain conditions are met, the earnings may be tax free.

United Way of Salt Lake will match 75% of the first 6% of an employee's contribution. In order to receive the maximum match, the employee needs to defer 6% of his/her compensation. If the employee defers 6% of his/her compensation, the match will equal 4.5% of compensation. The employer match is always made on a pretax basis.

Employee deferral contributions are always 100% vested. The employer matching contribution is subject to a 3 year vesting schedule. Vesting refers to the timing as to when the employee is entitled to the employer match. The employer match will vest based on the following schedule:

Years of Service	Vesting Percentage
Less than 1	0%
1	0%
2	0%
3	100%

For more detailed information, please refer to the Summary Plan Description located on the Employee Intranet, under Human Resources. You may also contact the Operations Director for more details.

6030 OVERTIME

Employees may occasionally be required to work overtime hours to meet business needs. Management will attempt to schedule overtime fairly and consistently. However, advance notice may not always be possible. Failure to work overtime or working overtime without authorization may result in corrective action, up to and including termination. **Exempt (salaried) employees are not entitled to either overtime pay or compensatory time.**

Calculating Overtime

Only non-exempt full-time, part-time, and temporary employees are eligible for overtime pay for work performed beyond forty (40) hours per week. Exempt employees are not eligible to receive overtime pay. **Prior approval by a Supervisor is required before any non-exempt employee may work overtime.** Work beyond 40 hours per week will be paid at one and one-half times the employee's hourly rate. Overtime is calculated based on a single workweek beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday.

Based on Hours Worked

As required by law, overtime pay is based on actual **hours worked**. Time off for lunch breaks, sick leave, vacation, holidays, funeral leave, jury leave, leave of absence, or similar time off is not considered hours worked for calculating overtime.

6040 SALARY AND PAYROLL PROCEDURES

Wage and salary guidelines have been established for every position in the organization. These levels are based on the complexity of the job and the knowledge, skills, education and abilities required to perform the job, among other factors. Employees are not to share the amount they are paid, or the amount others are paid, with any other employees. Failure to comply with payroll confidentiality may be cause for disciplinary action, up to and including termination.

Salary ranges and levels are reviewed periodically to make sure they are competitive in the marketplace. The amount of each employee's salary depends on various factors, which include individual performance, expertise and market value of the job.

We seek to provide fair, competitive wages and salaries that recognize each individual's unique contribution to the overall goals of the organization. Salary increases, when granted, are based on merit, job performance, position, and UWSL's financial health. We also seek to provide timely and accurate payment to employees in compliance with all applicable laws. Employees who have questions or concerns regarding any compensation programs or policies are encouraged to contact their Supervisor or the Operations Director. Salary policies and procedures are made at the sole discretion of UWSL's Management and may be unilaterally modified or revoked at any time.

Pay Procedures

Employees are paid on a bi-weekly pay schedule. Should a payday happen to fall on a scheduled day off (such as a holiday), direct deposits will normally be made on the last working day before the scheduled pay date. A list of scheduled paydays can be found on our Employee Intranet.

Paycheck Distribution

Pay is electronically deposited directly into the employee's designated checking or savings account. Employees must verify that their banking institution accommodates direct deposits and provide information required by the Operations Director (including a voided check containing the employee's account number and other vital information). Under no circumstances will UWSL Way release pay early. Salary advances may not be made.

Time Records

To ensure that employees are accurately paid and that we are in compliance with applicable law, complete records of employee hours worked must be kept.

Non-exempt employees are required to record actual time worked including starting and ending time and time off for lunch. The use of accrued leave time must also be recorded on official time forms. All overtime hours require prior approval of Supervisor. Non-exempt employees must submit a weekly timesheet. Each employee must complete a time record for each workweek: 12:01 a.m. Sunday to midnight on Saturday. The timesheet should be completed and submitted to the appropriate Supervisor for approval by the end of the day each Friday. **Exempt employees** must account for daily attendance and record accrued leave days used. **Salary deductions may be made for full day absences of exempt employees if the employee is absent a full day for personal reasons or because of illness or injury if he/she has yet to qualify for the leave plan or has exhausted his/her leave allowance.**

Care should be taken to ensure that time records are completely accurate. Falsifying any time record or completing another employee's record is strictly prohibited.

6050 WORKING HOURS

As allowed by law, UWSL reserves the right to schedule work hours as business and organizational needs require. Daily and weekly work schedules may be changed at the complete discretion of UWSL to meet varying job responsibilities and business conditions. While attempts will be made to establish steady and predictable hours, there are no guarantees of minimum or maximum hours and lack of notice is not an acceptable reason for refusing work.

Hours Worked

UWSL hours of operation are Monday through Friday, 8 a.m. to 5 p.m. Core hours of operation are from 9 a.m. to 4 p.m. Full-time exempt, non-exempt, and temporary employees are expected to work eight hours each day, excluding a one-hour, unpaid lunch. Time off for lunch breaks, sick leave, vacation, holidays, funeral leave, jury leave, leave of absence, or similar time off is not considered actual hours worked.

Lunch and Rest Breaks

Full-time exempt, non-exempt, and temporary employees are required to take a one-hour, unpaid lunch break. Lunch breaks are taken between 11 a.m. and 2 p.m. and cannot be used at the beginning or end of day. Part-time employees who work more than 1/2 of a day will also receive a meal break. Employees may receive two paid fifteen minute rest breaks in each eight-hour day, morning and afternoon, **if work permits**. Employees who work through their lunch or rest breaks will not be paid additional compensation.

Volunteer Service Hours

Full-time employees have the option to offer eight hours of paid, volunteer service per month. Volunteer service must take place during normal business hours. Service type and hours must be approved, in advance, by the employee's Supervisor. Volunteer service during work hours should be associated with UWSL's work if at all possible.

SECTION 7000 TIME OFF

7010 BEREAVEMENT LEAVE

Eligibility

Full-time employees are eligible to use bereavement leave, prorated based off of hours worked. Part-time employees are not eligible for paid bereavement leave but, may, with their Supervisor's approval, use unpaid leave to attend a funeral or handle family affairs.

Time Allowed

Bereavement leave of up to five days with pay is provided in cases of a death in the immediate family providing such a length of time is required.

Immediate Family Defined

For the purposes of this policy, "immediate family" includes spouse, parents (including in-laws), children, stepchildren, daughter-in-law, son-in-law, brother-in-law, sister-in-law, siblings, grandparents, grandchildren, and any member of an employee's household.

Approval

An employee requiring bereavement leave should immediately inform his/her Supervisor.

Extra Time

If more than five days are needed because of travel time or extenuating circumstances, an employee may use vacation leave or unpaid time off, if approved. Accrued sick leave may not be used for bereavement leave.

Documentation Required

An employee may be required to provide documentation, such as an obituary, death certificate or funeral service program, when requesting bereavement leave.

7020 HOLIDAYS

United Way recognizes the importance of leisure time and will observe holidays as annually designated by Management.

Eligibility

Full-time employees are eligible for holiday pay.

Schedule

Currently the following holidays are observed:

New Year's Day	Pioneer Day
Martin Luther King Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Staff Appreciation Day (day after Thanksgiving)
Independence Day	Christmas Day

Holidays on Weekends and During Vacations

If a holiday falls on a weekend it may be observed, at Management's discretion, either the Friday before or the Monday after the holiday. If a holiday occurs during an employee's scheduled vacation, it will not be counted as a vacation day and the employee will be granted another day off which may be added to the present vacation period or, with the Supervisor's permission, taken at a later date during the vacation year.

Working Holiday

Business necessity may require scheduling employees to work on holidays. Employees required and approved to work on scheduled holidays will receive a personal day to be used, with the Supervisor's permission, at any time during the year.

Personal Day

Full-time employees are given one personal day each year to be used for any purpose. This day is non-accruing and must be used during the year or it will be forfeited. This day must be scheduled with Supervisors' prior approval.

7030 JURY AND WITNESS LEAVE

Employees are encouraged to fulfill their civic responsibilities by serving jury or witness duty.

Jury and Witness Duty

Eligibility. All full-time employees are eligible for paid court-ordered witness or jury leave.

Pay. Full-time employees will be paid at their regular base rates for jury or witness duty.

Non-Paid Leave. Part-time employees do not qualify for paid jury leave. In those instances or where paid leave has been exhausted, employees may take unpaid leave or use accrued vacation or personal leave as appropriate.

Procedure. Employees must immediately provide their supervisor with copies of court notices. Jury or witness pay and leave will not be authorized without prior documentation. Employees are expected to check in daily with their Supervisors and provide updates of their availability for work.

Breaks in Duty. Employees should report to work on any business days that the court schedule permits or if released from court early.

Jury Compensation. Fees received for jury or witness service must be submitted to UWSL to receive jury pay, Employees who do not qualify for paid leave may retain their jury/witness fees.

7040 SICK LEAVE

It is critical to our operations that every employee be dependable and on the job. Employees should only take time off for illness if absolutely necessary. However, Management recognizes that an employee may need to take time off for medical reasons. The sick leave policy is designed to provide some protection to eligible employees against loss of income during unavoidable absences. It is also UWSL policy that employees do not come to work with a communicable illness, such as the flu, a cold or with a fever.

Eligibility

Full-time Employees. Full-time employees are eligible for paid sick leave. Sick leave will be pro-rated for full-time employees working less than 40 hours per week. Leave without pay may be granted to full-time employees who have no accrued leave available.

Part-time Employees. Part-time and temporary employees are not eligible for paid sick leave, but may take unpaid absences as approved by their Supervisors.

Accrual

Full-time employees accrue sick leave based on hours worked, up to eight hours for each month of active service. Accrual begins at hire and time is pro-rated for partial months worked. Sick leave may only be used after it is accrued and sick leave does not accrue during an unpaid leave of absence.

Maximum Accrual, Carryover and Unused Accrued Days

Employees may carryover unused sick days into the next year and accumulate a maximum of ninety workdays of sick leave. Days in excess of ninety workdays will be forfeited. Unused sick days may not be traded for cash or vacation days. Additionally, employees are not paid for accrued sick days at termination.

Use of Sick Leave

Sick leave is intended to provide some income protection in the event of the illness or injury of an employee or member of his/her immediate family, which includes a spouse, domestic partner, children, stepchildren, or parent. When illness or injury requires you to be off work, you can be paid out of sick days accrued beginning with the first (1st) workday you are absent. Sick leave due to maternity generally may be up to 6 weeks (30 work days) of your existing accrued sick leave, unless a physician's note certifies more time is needed due to the pregnancy or childbirth.

Physician Certification

During any medical absence, UWSL may request written certification of the illness or injury from the employee's physician. Situations include absence from work, return from leave, request for leave, or a request for accommodation. Additionally, a verification or release by a health care provider may be a condition of returning to work.

Abuse of Sick Leave

Employees who abuse sick leave policies or misrepresent the reasons for using sick leave will be subject to corrective action, up to and including termination.

7050 FAMILY AND MEDICAL LEAVE ACT (FMLA LEAVE)

United Way of Salt Lake provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, domestic partner, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements under FMLA

Eligible employees with a spouse, son, daughter, or parent on covered active duty (duty during deployment to a foreign country, either in the regular Armed Forces, or in the Armed Forces Reserves under certain calls or orders) may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- Eligible employees may also take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty. A covered service member also includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred or aggravated in the line of duty while on active duty and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Benefits and Protections

During FMLA leave, United Way of Salt Lake will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able, but does not return to work after the expiration of the leave, the employee will be required to reimburse United Way of Salt Lake for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or UWSL's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for United Way of Salt Lake for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA Leave is either 12 weeks in the 12-month period as defined by United Way of Salt Lake, or 26 weeks as explained above. United Way of Salt Lake uses the 12-month period measured forward from the first day of the employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt United Way of Salt Lake's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment, and those taking intermittent or reduced schedule family leave with United Way of Salt Lake's agreement, may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is unpaid time, and employees are not entitled to unemployment compensation during FMLA leave. United Way of Salt Lake employees are required to substitute accrued sick leave, then vacation, during this period. Using these accrued hours allows the employee to receive income while on leave. In order to use paid sick or vacation hours for FMLA leave, employees must comply with United Way of Salt Lake's normal sick leave and vacation policies. If an employee fails to follow United Way of Salt Lake's policies, such as advanced/immediate notice, or documentation, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted. Sick and vacation leave does not accrue during unpaid leaves of absence, and may only be used after it is accrued. FMLA leave and workers' compensation leave may run concurrently.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When a 30 day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with United Way of Salt Lake's normal call-in procedures.

Employees must provide sufficient information for United Way of Salt Lake to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform United Way of Salt Lake if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. United Way of Salt Lake may require second and third medical opinions at United Way of Salt Lake's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with United Way of Salt Lake's attendance guidelines. Employees on leave must contact the Operations Director at least three days prior to establish their first day of return.

United Way of Salt Lake's Responsibilities

United Way of Salt Lake will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, United Way of Salt Lake will provide a reason for the ineligibility.

United Way of Salt Lake will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If United Way of Salt Lake determines that the leave is not FMLA-protected, United Way of Salt Lake will notify the employee.

Unlawful Acts

FMLA makes it unlawful for United Way of Salt Lake to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against United Way of Salt Lake.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Additional Information

If you have questions or need more information, please contact the Operations Director. You may get copies of all applicable forms and paperwork from the Operations Director.

7060 VACATIONS

Time away from work to rest, relax, and pursue personal interests is important. Therefore, paid vacation days will be provided to eligible employees.

Eligibility

Full-time employees will accrue paid vacation days. Paid vacation days will be pro-rated for full-time employees working less than 40 hours per week. Part-time employees and temporary employees are not eligible to accrue paid vacation days.

Accrual

Based on Actual Time Worked. Vacation time accrues based on actual time worked and does not accrue during unpaid leave, workers compensation leave, or layoffs.

Based on Length of Service. Vacation is on an accrual basis and begins at the date of hire. Full-time employees, working forty hours per week, will accrue vacation hours in accordance with the following schedule:

<u>Length of Service</u>	<u>Non-Exempt</u>	<u>Exempt</u>
1 year	10 days	15 days
5 years	11 days	16 days
6 years	12 days	17 days
7 years	13 days	18 days
8 years	14 days	19 days
9 years and over	15 days	20 days

Carry Over

The maximum vacation an employee may carry over in a calendar year is 40 hours. Any accumulation in excess of this maximum will be forfeited. Employees will not be paid for forfeited vacation. However, there may be business needs that require that an employee be on the job and not utilize his/her accrued vacation hours. Under these circumstances, an employee may carryover more than the allowable 40 hours. To qualify for this exception, an employee must obtain prior written approval from his/her Supervisor, and the President and CEO. All vacation carried over from the previous year must be used within the first six months of the following calendar year.

Scheduling

Vacation time should be requested as early in advance as possible. All requests are subject to Supervisors' approval, based upon operating requirements and staffing considerations.

Pay for Unused Vacation

Current Employees. Employees should use their earned vacation by the end of the year following the year in which it is accrued. Five days may be carried over. Any accumulation of excess of this maximum will be forfeited.

Terminated Employees. Terminated employees will be paid for all unused vacation time.

<p style="text-align: center;">SECTION 8000 CREDIT CARD CHARGES, EXPENSES, AND REIMBURSEMENTS</p>

8010 CONTROL OF EXPENSES AND REIMBURSEMENT

Employees should play a strong role in controlling expenses of products and services used in business-related activities. All employee expenses must be approved in advance by their Supervisors and itemized receipts or evidence of expenditures must be submitted for reconciliation with credit card statements and with all reimbursement requests. In limited circumstances, employees may be given cash advances to cover reasonable, anticipated expenses. Employees should contact their Supervisor for detailed information and procedures for receiving reimbursement. Any reimbursable expenses incurred by the President and CEO must be approved by the Board Chair. **Employees should submit one expense report for each calendar month. Employees must submit a request for reimbursement of expenses within sixty days of occurrence. Any reimbursement requests turned in after sixty days will not be processed.**

Abuse of Expense Policy

Employees who abuse the expense policy, including falsifying or exaggerating expenses and incurring unnecessary and excessive expenses, will be subject to corrective action, up to and including termination. Unnecessary, unauthorized, and/or unreasonable expenses will not be reimbursed and will be the personal responsibility of the employee.

Business Travel

Employees will be reimbursed for all actual and reasonable travel expenses, including transportation, meals, and lodging costs provided such expenses are incurred in the authorized conduct of UWSL business. All business travel must be approved in advance and employees are responsible for securing reasonable and cost-effective travel arrangements. Employees should contact their Supervisors for travel guidelines and reimbursement procedures.

Car Expenses

Employees may be reimbursed for use of their own cars on UWSL business. All vehicle reimbursements require prior authorization from employees' Supervisors and must meet established reimbursement guidelines and procedures. The required use of a personal car shall be reimbursable according to the current IRS allowable rate. UWSL is not responsible for parking or traffic violations. Employees should contact their Supervisors with questions.

Participation in Professional and Other Organizations

Membership and participation in professional organizations can be important in promoting employee development and UWSL business interests. Professional memberships and related expenses may be reimbursed with the advance approval of Management. Employees should contact their Supervisors for reimbursement guidelines and procedures.

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