



**AARON COMMUNITY CULTURAL
CENTER**
WWW.ACCCBSM.COM
Call: 800.527.4184, ACCCBSM@GMAIL.COM



AARON COMMUNITY CULTURAL CENTER POLICY HANDBOOK



Mission Statement

The Mission of Aaron Community Cultural Center is to preserve and share history of individuals of color, provide educational, social, employment training and family systems programs from birth to death. This mission will occur face to face and in a cyber environment.

“Ready, Forward”

ACCC Scheduled Closings/Holidays

Aaron Community Cultural Center will observe the following holidays and closings:

New Year's Eve

New Year's Day

Dr. Martin Luther King, Jr. Birthday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

A. PURPOSE

The following personnel policies and procedures as established by the Board of Directors of Aaron Community Cultural Center (ACCC) are designed to provide a uniform and equitable basis for personnel administration for all employees. The Executive Director shall have the ultimate responsibility for the implementation of these policies and procedures and for insuring that they are administered in a manner consistent with the spirit and intent with which they were established.

B. EQUAL EMPLOYMENT OPPORTUNITY – NON-DISCRIMINATION

The employment policies and practices of ACCC are to recruit and hire employees without discrimination because of race, religion, sex, age, national origin, or physical impairment. The equal employment policy shall apply to all employees with respect to compensation, recruitment opportunities for advancement, and termination.

C. POLICY INTENT, AMENDMENT AND APPROVAL

1. Intent Toward Employment

These policies are not intended as a contract or guarantee of employment. ACCC reserves the right to revise or terminate any or all policies, procedures, and benefits in whole or in part, with or without notice, at any time. Employment with ACCC is “at will” for an indefinite duration. Aaron Community Cultural Center is an “AT-WILL” employer.

2. Amendments

All amendments to these policies and procedures must be submitted to the Board of Directors for review and approval before enforcement.

D. APPLICATION PROCESS

1. Each candidate for employment must complete an application for employment. If an information contained in this application is determined to be false or misleading, the Executive Director reserves the right to terminate employment immediately.

2. Each candidate must provide:
 - a. A copy of a high school diploma or college degree and an official transcript from any post-secondary educational institution attended.
 - b. Three (3) written references from previous employers, professional associates and other members in the community who are not members of immediate family.
 - c. A medical statement from a physician, health consultant or community health agency.
 - d. Each candidate must provide evidence of no prior criminal record by virtue of a completed criminal records check.
 - e. Supervisory staff must pass a Finger Print Report.

3. The candidate could be initially interviewed by designated supervisory staff for filling staff positions. While the nature and handling of the interview is completed up to the interviewer, we feel that it is important to determine the applicant's attitude and thinking concerning education, discipline, the community served and to obtain some idea of the applicant's physical and emotional health.

4. If the interview indicates that the candidate is a serious candidate for a position, then the candidate may be referred to the Executive Director for consideration for employment.

E. ORIENTATION PROCEDURES

1. A new employee's job description will be reviewed thoroughly by the immediate Supervisor. The evaluation process will also be explained to the new employee. The evaluation sheets will be covered in detail and the evaluation frequency specified.

2. A thorough review of these policies an employee shall be part of the orientation process.
3. New staff will begin with directed observation and participation with community members being served.
4. The employee is given an Employment Information Packet which includes:

To Be Returned to the Executive Director

- A. Job Commitment
- B. Tax Forms
 1. Employee's Withholding Exemption Certificate W-4
 2. State of California Employee's Withholding Exemption Form DE-4
 3. I-9 Employment Eligibility Verification
- C. Payroll Deduction Authorizations
- D. Insurance Application and Information
- E. Time Card
- F. Physician Authorization Policy regarding job-related injury

To Be Retained by the Employee

- A. Job Description/Performance Appraisal (Evaluation)
- B. Personnel Policies and Procedures
- C. Staff acknowledgement of Rules and Regulations
- D. Current Calendar of Events
- E. Emergency Evacuation Plans for the center, including fire and disaster drills

F. PERSONNEL PRACTICES

1. Personnel Classification

Aaron Community Cultural Center has the following classes of employees: Full-Time and Part-Time.

2. Personnel Records

For security and confidentiality, all personnel records are kept in a locked file cabinet. Each employee file should contain:

- a. Application of Employment
- b. Signed Job Commitment with Staff Acknowledgement
- c. Reference Responses (at least 3)
- d. Current Physical Examination
- e. Current Performance Appraisal
- f. Training Documentation, including CPR and First Aid
- g. Criminal Records Check
- h. Payroll Deduction Authorization by the Employee
- i. Proof of Education
- j. Form I-9 Employment Eligibility Verification
- k. Finger Print Report
- l. Valid Driver's License
- m. Tax Forms
- n. Personnel Change Forms

3. Work Schedules

The working hours for all employees is 8:00 a.m. to 5:00 p.m. One hour is permitted for a lunch break, which should be taken anytime between 12:00 noon and 2:00 p.m. unless prior approval of a Supervisor is obtained. A standard work day is 8 hours; a standard work week is 40 hours. All employees should be available for weekend work and during the lunch hour as may be required by the Supervisor/Manager. Flex time may be approved by your superior if requested and approved in advance. Employees' specific work schedules must meet program needs.

Refusal to comply with a required change in work schedule may result in disciplinary action.

4. Overtime for Non-Exempt Employees

From time to time, overtime work may be necessary. All overtime by non-exempt employees must have **written** approval of the Executive Director. Any time worked by non-exempt employees in excess of forty (40) hours per week will be paid at one and one-half times the regular hourly rate.

5. Compensatory Time for Managerial and Professional Staff

Persons in managerial and Supervisory positions as Executive Director, Administrators, Supervisors are considered as exempt and salaried employees meaning they are hired for the purpose of fulfilling the responsibilities of a position with the understanding that work hours may, and most likely will, exceed a normal 8-hour work day and/or a 40-hour work week.

6. Timekeeping

Each employee is required to accurately record time worked. Federal and state laws require ACCC to keep an accurate record of time worked in order to calculate employee pay and benefits. If it necessary to leave before the end of the day on personal business, you are required to sign out and again upon returning. When you are absent from the Center, you should notify your Supervisor of the kind of leave you are taking for that day --- sick, personal, vacation, or compensatory---in order for the supervisor to apply that time appropriately. If you are negligent in documenting days out, the Supervisor will use his/her own discretion. In totaling the number of work hours at the end of each month, the Supervisor will multiply the number of work days by 8 hours to get the total work hours for the month. Hours less than those required will be taken from any accrued time. Hours beyond the required may be considered compensatory time based on prior approval from the Supervisor.

Falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

7. Attendance and Punctuality

1. To maintain a safe and productive work environment, Aaron Community Cultural Center expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the other employees and on Aaron Community Cultural Center. If you are unable to report to work or in case you may be late, you should notify your Supervisor one hour prior to the time you normally would report so that arrangements may be made to cover your assignment.

Abusive absenteeism and tardiness will be subject to disciplinary action. Failure to notify your Supervisor of front office reception staff of your absence at the beginning of your shift may result in disciplinary action up to and including termination. Two (2) consecutive days of unauthorized absence shall be considered job abandonment and automatic termination.

8. Personal Property

Employees are responsible for keeping personal property out of visibility in work areas. Aaron Community Cultural Center will not be liable for any loss, theft or damage to personal property of employees. A file drawer or other suitable facility will be made available for employee use.

9. Dress Code

Employees should have a desire to dress for SUCCESS and come to work daily in business attire.

No tee shirts, jeans, sweats, stilettos, sports shoes, flip flops, plunging neck lines, micro mins, tight pants or see through garments. Employees cannot wear perfume, scented oils, or fragrance during hours at ACCC.

10. ACCC is a No Smoking work environment

11. Personnel Data Changes

It is important for all employees to inform the Supervisor of any change of address, phone number, emergency contacts, educational accomplishments, and other such status reports as soon as known by the employee.

G. TERMS OF EMPLOYMENT

1. Introductory/Probationary Period

Each employee is hired for a trial period of six (6) months. It is the responsibility of each new employee to fully meet the responsibilities of the job for which hired. The immediate supervisor determines if the employee has satisfactorily completed the probationary period.

During the probationary period, employment with the agency can be terminated with and without sufficient cause by the agency and/or by the employee.

Accrual of sick leave does not occur during the probationary period. Sick leave accrual will begin after the 7th month of full-time satisfactory employment.

Completion of the probationary period does not alter the fact of **AT WILL** employment.

2. Staff Evaluation/Performance Appraisals (This will be ACCC EVALUATION process)

Initially you will be evaluated by your supervisor after 3 months of full-time continuous employment; again at the end of 6 months, and at the end of 12 months. Normally evaluations will occur yearly on your employment anniversary date. All evaluations will be written and conducted in complete confidence. You will be shown the evaluation and given the opportunity to discuss it with your supervisor. You are expected to sign the evaluation to show that you have read it. Evaluations will be kept in your personnel folder and become part of your personnel record. In the event an employee is promoted to a higher job classification, an increase in pay may be attached.

3. Promotions and Transfers

It is the policy of this organization to advance its employees, whenever possible, by offering higher positions as vacancies or new openings occur. Promotions are based on past performance and the ability to assume added responsibilities. You are invited to speak with the supervisor or Executive Director as these opportunities occur.

4. Secondary/Outside Employment

ACCC and all of its employees are committed to adherence to high ethical standards. The avoidance of conflicts of interest and the avoidance of any appearance of impropriety. It is obvious that such problems may arise when members of ACCC are employed by another employer or self-employed while being simultaneously employed here. Therefore, ACCC requires that anyone employed, in any capacity (whether full time or part time) by anyone or self-employed must advise the Executive Director of the employment they intend to undertake. The Executive Director will review the matter and approve or disapprove. Failure to advise the Executive Director of contemplated or ongoing outside employment will be grounds for termination. Failure to abide by the Executive Director's decision will be grounds for termination.

If it is determined by ACCC that such employment will not pose an immediate problem with regard to the ethical considerations of confidentiality and conflict of interest; the employee shall sign a form indicating full explanation that the proposed outside employment does not conflict and that no ethical problems exist, but that when and if such problems arise, the Executive Director will be immediately notified.

5. Conflict of Interest

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

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of ACCC. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

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

relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage such as domestic partners.

If employees have any further influence on transactions involving purchases, contracts or leases, it is imperative that they disclose in writing to the Executive Director of ACCC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

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

A. Neptism (Employing Relatives)

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

It is ACCC's policy not to employ a close relative, domestic partner, personal care attendant or member of the household of any employee. A close relative is defined as spouse (or former spouse), parent, child, sibling, or close relative by marriage (in-laws, stepson or stepdaughter, stepbrother or stepsister).

6. Ethical Code/Confidentiality

The successful business operation and reputation of ACCC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence required careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of ACCC is dependent upon our customers' trust, and we are dedicated to preserving that trust. Employees owe a duty to ACCC and its customers to act in a way that will merit their continued trust and confidence.

ACCC will comply with all applicable laws and regulations and expects its directors, officers and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgement, based on high ethical principles, will guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of actions, the matter should be discussed openly with the immediate supervisor, and if necessary, with the Executive Director for advice and consultation.

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

7. Trade Secrets, Confidentiality, and Intellectual Property

During your employment with ACCC, you will have access to a variety of confidential and proprietary information of ACCC that has been compiled at significant expense and is of great value to the company. All ACCC employees have a common interest and responsibility to ensure that no employee accidentally or intentionally discloses to non-employees any Trade Secret.

All intellectual property as defined in our Trade Secrets, Confidentiality, and Intellectual Property Agreement must be disclosed in writing and all proprietary rights in such property are owned by ACCC. A separate confidentiality and non compete agreement will be required at the time you sign your employee agreement.

Your obligations concerning Trade Secrets, Confidentiality, and Intellectual Property Agreement that you are required to sign as a condition of employment.

8. Drug and Alcohol Free Workplace

It is ACCC's intention to maintain a drug and alcohol free workplace and to provide employees with a safe and healthful working environment. The abuse of alcohol and drugs possess potential safety, health, and security problems for employees and ACCC alike. Therefore, ACCC has designed the following policy to free its workplace from substance abuse.

ACCC prohibits employees from using, consuming, possessing, being under the influence, transferring or selling any amount of alcohol, drugs, or other controlled substances on ACCC property (including ACCC vehicles) or in the course of company business at any time except for reasonable use of alcohol in social situations as approved by management. (Use of prescription drugs inconsistent with a physician's directions is considered a violation of this policy). ACCC prohibits the consumption of alcohol, drugs, or controlled substances during working hours or while representing the company or dealing or associating with customers or representatives of competitors. Violation of these provisions will result in an employee's immediate removal from the facility and appropriate disciplinary action which can include termination of employment.

9. Smoking

ACCC has adopted a policy that there will be no smoking anywhere within any of its in-door premises or in its vehicles. There will be no smoking within ten feet of the back door and no smoking near the front door.

10. Notice of Resignation

If you plan to resign, you are requested to confirm your intention by submitting a letter to the Executive Director at least 2 weeks in advance of leaving. A resigning employee is expected to make an appointment with the Executive Director for an exit interview before the last day of work. Failure to submit a written notice will make you ineligible for rehiring. Any unused sick time will be forfeited upon resignation. Any purchases, phone charges, property, inventory, or advances will be taken from your final paycheck. **Your final pay check may not be issued until this exit interview occurs.**

11. Cause for Dismissal

Immediate dismissal may be deemed necessary by your supervisor for a violation of confidence, such as discussing a client with someone other than staff or interdisciplinary agency, harsh and/or abrupt treatment or discipline; violation of an approved policy; failure to comply with licensure regulations; failure to perform at a standard of excellence defined by evaluation form; insubordination; or adverse recommendation on employee evaluation are also causes for dismissal.

12. Termination

Any employee may be dismissed at any time “AT WILL”.

13. Grievance Procedure

Grievance Procedures shall be provided for the use of any employee who believes he/she has a justifiable complaint. The following steps shall be followed in initiating and processing a grievance.

- a. The employee must register the grievance with his/her immediate supervisor within 2 working days, and if not satisfied with the results, may proceed to step #2.
- b. The employee submits his/her grievance in writing within 5 working days to the Executive Director. The Executive Director will discuss the grievance with the employee and immediate supervisor and seek a resolution of the grievance within 30 days of receiving the complaint.
- c. If the employee is not satisfied, within 5 days he/she may submit his/her grievance in writing to the Personnel Committee of the ACCC Board of Directors which will review all factors involved and which will provide the employee with a final decision after the next scheduled quarterly Board of Directors Meeting.

H. Compensation and Benefits

1. Pay Day

All employees are paid semi-monthly or monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that the regularly scheduled payday fall on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least two (2) weeks prior to departing for vacation.

Exempt employees' payroll is calculated on a monthly basis. Pay periods run from the first day of the month through the end of the month. Paychecks will be distributed on or before the fifth day of the following month. If the fifth falls on a weekend or holiday, paychecks will be distributed on the last working day before the weekend or holiday.

Non-exempt employees' payroll is calculated on a semi-monthly basis with pay periods running from the first day of the month through the fifteenth, and from the sixteenth through the end of the month. Paychecks shall be distributed on the fifth and twentieth day of the month.

If the fifth or twentieth fall on a weekend or holiday, paychecks will be distributed on the last working day before the weekend or holiday.

(Remove this process)

2. Tax Benefits

a. Social Security/FICA. is deducted from your wages and deposits monthly with the Federal Government.

b. Unemployment Compensation is paid by ACCC for each employee.

c. Work's Compensation is purchased yearly for all employees. The purpose of Worker's Compensation is to address employees injured while performing prescribed duties. A list of medical facilities approved by the Worker's Compensation Board and which must be used by the injured employee this information will be provided by personal.

ACCC will provide modified jobs, or an alternative work program for an injured worker to return to work, when the authorize treating physician has authorized restrictions in physical capacities.

3. Insurance and Retirement

a. Health Insurance Plan –

Effective Date: January 2018

Group Health Insurance is available to employees who are hired to work for thirty-hours (3) or more per week. If elected, coverage is effective the first day of the month following completion of a ninety (90) day waiting period for new employees.

ACCC contributes to the cost of the individual employee's health insurance coverage only. ACCC will vary for individual coverage. Each employee will be responsible for their individual employee's expense through payroll deduction. An employee's family members may be included in the health insurance coverage at the employee's expense through payroll deduction. ACCC will determine the level of employer contribution during annual budget reviews at which time the employer contribution may be reduced or terminated. Employees will be given the option of contributing the difference or terminating coverage.

Employees who are hired to work for thirty hours (3) or more per week may have other health insurance arrangements. For example, an employee may wish to enroll under a spouse's health plan rather than the ACCC plan, or to continue an existing individual plan. In such cases, ACCC will reimburse to the employee an amount up to 50% of the average cost to cover individual employees under the Group Plan, but not to exceed, the amount the agency would have to pay in order to cover the employee under ACCC plan. In no event will ACCC reimburse more than the cost actually paid by the employee to secure alternate coverage. A monthly invoice or similar statement from the alternate insurer or employer is required to be on file to request reimbursement.

b. Life Insurance

c. Retirement Plan

Each employee, whether full-time or part-time will be allowed to voluntarily participate in a tax sheltered annuity plan as established in the IRS code section 403(b).

Each employee will be allowed to have this benefit through payroll deduction.

4. Leave Policies

a. Leave with Pay (Yes)

Each employee is entitled to eight (8) hours per month or 12 days per year for use in case of sickness or other personal matters. Each part-time employee who works at least 20 hours per week is entitled to a prorated amount of days per year for use in case of sickness or other personal matters. This leave time begins accruing from the start of employment and accrues at the rate of 8 hours per month per payroll period through the twelfth month. The full-time employee will carry over into successive years no more than a total of 90 days.

b. Vacation

Full-time and part-time employees will accrue vacation time as follows: Part-time employees' vacation days will be prorated based on a full-time employee.

A full-time employee is allowed 10 days of vacation per year after the first year of employment and during the second and third year of employment.

After three (3) years of employment, a full-time employee is entitled to fifteen (15) days of vacation per year.

After five (5) years of employments, a full-time employee is entitled to twenty (20) days of vacation per year.

Vacation days not used in any annual period may be carried over to the next annual period, but no longer than one additional annual period up to a maximum of thirty (30) days or 240 hours for full-time employees. This is prorated for part-time employees.

Request for vacation should be submitted to your immediate supervisor at least two (2) weeks prior to the departure date. ACCC cannot guarantee that a time requested for vacation will be granted. If necessary for sufficient staffing, you may be asked to reschedule your vacation.

Vacation time may be converted to commensurate pay upon termination of employment.

Leave shall be used only when earned and annual leave with pay shall not be allowed in advance of being earned. Should an employee have insufficient leave to cover a period of absence, no advance shall be granted and such absence shall be without pay.

In the event an employee dies, all compensation including vacation pay, due to such employee as of the date of death shall be paid to the beneficiary of such employee, the surviving spouse of such employee, as may be determined by law

or by the applicable executed documents in the pension records of such employee.

c. Family and Medical Leave of Absence

A leave of absence is a means of remaining on the payroll while not actively at work. This permits the employee to continue certain employee benefits and retain credit for Years of Service while being off the active payroll for a specified period of time.

Employees who have actively worked for at least one year and for 1,250 hours over the previous 12 months, immediately preceding the start of the requested leave period, are eligible for 12 work weeks per calendar year of unpaid, job-protected leave for certain medical and family care situations.

Reasons for Taking Leave:

1. A serious health condition that makes the employee unable to perform the employee's job;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, son, daughter, or parent who has a serious health condition.

At ACCC option, accrued paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certificate

The employee must provide 30 days advance notice when the leave is "foreseeable". When this is not practical, notice should be verbally provided as soon as possible and at least within one or two business days when the employee becomes aware of the need. Failure to provide reasonable notice could result in denial of the requested leave until proper notice is given.

A medical certificate may be required to support a request for leave because of a serious health condition, and may require second or third opinions (at ACCC's expense) and a fitness for duty report to return to work. Failure to provide required certification can result in denial of requested leave and/or sick pay benefits.

Job Benefits and Protection

1. Employees health coverage under “group health plan” may be maintained by ACCC.
2. Upon return from Family and Medical Leave, the employee may be restored to original or equivalent position with equivalent pay and benefits unless the position was eliminated due to organizational restructuring.
3. The use of FMLA will not result in the loss of employment benefits that accrued prior to the start of an employee’s leave.

Return to Employment After Leave

Employees on leave of absence after the 12 work week FMLA period are not guaranteed continued employment.

d. Maternity Leave

Should you become pregnant, you are expected to notify your immediate supervisor and accompany such notification with a physician’s statement of your ability to continue employment at the 5th month of pregnancy. Doctor’s consent and job performance will determine your ability to work through the 9th month of pregnancy.

Maternity leave of absence cannot be extended beyond four months from the date of delivery of your child, unless special permission has been granted by the Executive Director.

Regular full-time employees may be allowed maternity leave with pay to the extent of accumulated unused vacation leave and/or sick leave and then may be placed on leave of absence without pay.

In order to maintain major medical insurance coverage after all accrued leaves have been exhausted, the employee must assume full-time payment of major medical coverage.

e. Jury Duty

ACCC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Any full-time employee shall be granted leave with pay on all days during which he/she shall be selected by any court to serve as a juror. Employees must show the jury duty summons to their immediate supervisor as soon as possible so the supervisor may make arrangements to accommodate their absence. The employee is expected to report for work whenever the court schedule permits. Employees will be eligible for the differential in pay for the duration of their jury duty.

f. Military Leave

Regular full-time employees may be granted leave with pay for two weeks in any one calendar year to serve at required military encampments.

Regular full-time employees who terminate their employment to serve in the Armed Forces will be granted re-employment rights as provided by law.

g. Bereavement

Each employee, whether full-time or part-time, will be allowed up to five (5) days of paid leave in any calendar year for the death of an immediate family member or significant other of either gender. Leave will be prorated for part-time employees. Bereavement for second and third relatives will be allowed on case by case basis. In the event the aforementioned 5 days is not adequate to take care of business or other arrangements, an employee may use annual leave where applicable, provided such as request is made and approved by the immediate supervisor or Executive Director.

h. Educational Leave

Each full-time or *part-time (20 hours per week) employee is eligible for paid leave for educational training that will benefit ACCC and is directly related to the job duties.

At least one (1) year of employment with ACCC is required to be eligible for paid leave for educational training.

After the first year of employment, a full-time employee will be entitled to three (3) days of educational leaver per calendar year.

After two (2) years of employment, a full-time employee will be entitled to six (6) days of educational leaver per calendar year.

After three (3) years of employment, a full-time employee will be entitled to nine (9) days of educational leaver per calendar year.

After four (4) years of employment, a full-time employee will be entitled to twelve (12) days of educational leave per calendar year.

After five (5) years of employment, a full-time employee will be entitled to fifteen (15) days of educational leave per calendar year.

Leave will be prorated for part-time employees.

i. Illness and Accident Records

Federal Law - Occupational Safety and Health Administration (OSHA) requires that records of all illnesses and accidents that occur during the workday are maintained on all employees. State laws regarding worker's compensation also make it mandatory that you report any illness or injury on the job, no matter how insignificant.

Workers' Compensation is purchased yearly for all employees. The purpose of Workers' Compensation is to address employees injured while performing prescribed duties. Posted at the site is a list of medical facilities approved by the Worker's Compensation Board and which must be used by the injured employee. The panel of clinics will be explained by the immediate supervisor or Executive Director. Workers' Compensation forms are available from the immediate supervisor and Executive Director in case of an injury that occurred while on the job. If you hurt yourself or become ill, contact your supervisor for assistance. If you fail to do this, you may jeopardize your right to certain workers' compensation payments and health insurance benefits in the future.

j. Voting

If it should be necessary, you may leave work for up to two hours to vote in any public election or referendum. You will be expected to notify the supervisor at least one week in advance. You **will** be paid for such time.

ACCC's voting policy is designed to be compliant with the law while being the least disruptive to our business operations. All full-time employees who are scheduled to work a full work day will be assigned to come in either 9:00 a.m. or to leave 4:00 p.m. on a voting day when the polls are open from 7:00 a.m. – 7:00 p.m. The supervisor will assign you the voting leave time. If your regular work day begins at or after 9:00 a.m. or ends at or before 4:00 p.m., then you do not

qualify for voting leave. All voting leave is with pay, and is to be indicated as working time on your time sheet.

4. Safety

To assist in providing a safe and healthful work environment for employees, customers and visitors. ACCC has established a workplace safety program. This program is a top priority for ACCC. Its success depends on the alertness and personal commitments of all.

ACCC provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities, and if new equipment or devices are needed, the employees will advise the supervisor. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

5. Visitors in the Workplace

For the safety and security of employees and the facilities at ACCC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter ACCC at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on ACCC premises, employees should immediately notify their supervisor, or if necessary, direct the individual to the main entrance.

6. Company Phone Use and Cell Phone Use

ACCC presently has a limited number of phone lines. It is imperative that these lines remain open for the conduct of business during normal work hours, 8:00 a.m. to 5:00 p.m. Therefore, the following rules apply to the use of company lines for personal reasons:

- a. There will be no conversational calls.
- b. All personal calls will not exceed two minutes in length.
- c. Personal calls can only be made or received when at least two lines are open.
- d. Business calls must always be handled before personal calls except in a true emergency.

Employees may carry and use personal **cell phones** while at **work** on a sporadic basis. If employee use of a personal **cell phone** causes disruptions or loss in productivity, the employee may become subject to disciplinary action per company **policy**.

7. Electronic Information and Communications

All electronic equipment and property provided by ACCC to employees in connection with the performance of their duties is and shall at all times remain the property of the company and subject to the company's control. This includes without limitation all duplicating and facsimile transmitting equipment, all computer equipment, software and files, email, all electronic and telephonic communications systems, including voicemail and all communications and information transmitted by, received from, or stored in these systems. As such, all such systems and information are to be used for job related purposes only.

The use of computers, both electronic and telephonic communications, and other business equipment is consistent with ACCC's legitimate business interests, authorized representatives of ACCC may monitor or review the use of such equipment at any time and from time to time at the discretion of ACCC. Inappropriate use includes, but is not limited to:

- a. Personal non-business use without authority;
- b. Failure to register all passwords or security codes with the Office Manager;
- c. Transmission of sensitive or proprietary information to unauthorized persons or organizations;
- d. Unauthorized attempts to access another's email account;
- e. Transmission of obscene, offensive, or harassing messages, or communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, or religious beliefs;
- f. Any illegal or unethical activities, or any activity that could adversely affect ACCC;
- g. Activities that compromise ACCC's business, reputation, objectively, or violate company policies;
- h. Activities that cause congestion and disruption of networks or communication systems, such as attaching graphics files or jokes to messages, or sending group messages.

This list of prohibited email conduct is by no means exclusive. ACCC reserves the right to discipline any individual who it determines has misused its computers or network systems. ALL files, data, and information of any kind that is put on ACCC's computers becomes the property of ACCC.

8. Insurance, Licenses and Vehicle Use

If you are required to be insured or licensed and you cannot be qualified for insurance or license, your employment may be terminated.

All employees are required to hold valid driver's licenses and automobile insurance certificates. Failure to have proof of a valid license or insurance certificate will be grounds for termination and will result in your being barred from driving any ACCC vehicle. License and insurance must be maintained by all employees and must be provided to ACCC for verification upon request. Copies of your license and certification will be placed in your personnel file.

Company vehicles may be driven only with permission of the Executive Director and only for the purposes of company business.

Permission and route (travel) forms must be approved by the supervisor in advance of any business travel in any vehicle. No deviations or side trips for personal business are allowed while driving on company business. **NO unauthorized** passengers are allowed in any ACCC vehicle.

9. Telecommuting

ACCC aims to have its employees perform their job in the most productive work environment possible. Specific jobs or tasks may be accomplished more productively by the use of flexible work arrangements such as telecommuting. Telecommuting is defined as an employment arrangement in which work delegated from the employee's supervisor is regularly scheduled and conducted during the employee's normal work hours from a remote location, such as their home. For some job titles, work may be done at odd hours and not necessarily at any specific time of the day or night.

Telecommuting may result in benefits to the employee, through increase morale and retention to the company through decreased office space costs and overhead and to the community at large through decreased traffic congestion.

DISCLAIMER

I understand that Aaron Community Cultural Center (ACCC) is an **AT WILL** employer. **No policy benefit or procedure implies or may be construed to imply that this Policy Handbook is an employment contract for any period of time.**

Nothing contained herein is intended to be part of an employment relationship or alter the **AT WILL** status of my employment, **but rather is simply a collection of general statements of company policy.** My employment can be terminated with or without notice, with or without cause by me or by my employer at any time. Furthermore, ACCC reserves the right to modify or revoke these policies at any time in the future except that any Dispute Resolution Agreement or other specific agreement signed by ACCC and the Employee can only be modified through agreement of both parties. I understand that my **AT WILL** employment status can only be modified in a writing signed by the Executive Director of ACCC.

Signature of Employee

Date