

**Community Foundation for the Twin Tiers
Salaried Employee Guidelines**

Normal Operating Procedures:

First and foremost, employees must exhibit conscientious behavior. Remember, the Foundation is a charity and operates under a strict budget. Please do not take advantage of an agency created for the public good. The Foundation has a small staff, and we are here to serve the community.

Normal hours of operation are 9:00 am until 4:00 pm Monday through Friday. Staff is expected to arrive on time and be ready to work at the designated start time. The amount of time allocated for lunch is one hour and this time may be staggered to assure a presence in the office. One hour lunch is optional if the employee is only working until 2 pm on any given day.

Payment for Work Related Activities

Salaried employees are to understand that they must “do what it takes to get the job done.” It is recognized that some evenings and weekends may be worked, and this is a part of normal job responsibilities. Employees must not expect to be compensated for every minute spent completing job responsibilities.

The Executive Director must approve requests for time off or for any type of flex time. Flex time includes arriving up to one hour early and leaving up to one hour early. This may be requested occasionally for special circumstances, and approval is at the discretion of the Executive Director.

Compensatory time is awarded only at the discretion of the Executive Director and must be approved by the Executive Director and fully documented. Any comp time approved by the Executive Director must be taken within a one-two week period after being awarded. No comp time will be “held over” or “banked for future use. Once again, it is understood that as salaried employees, some overtime hours will occur, and no salaried employee is “entitled” to compensatory time of any kind.

Mileage reimbursement is dictated by federal guidelines. An employee is entitled to mileage reimbursement when travel is incurred on a personal auto for approved work related business. Employees may not charge out travel to and from home to work or from work to home. The Executive Director will approve all mileage reimbursements, and some requests may be denied.

Reimbursement will be paid for travel on work related business and may include hotel stay and moderate per diem for food expenses (based on State of Pennsylvania guidelines and city visited).

The purchase of alcohol is not reimbursable.

Limiting Personal Activities During Business Hours

Personal business should be conducted over the lunch hour or in the general time period around lunch, and these meetings, etc. must be kept to a minimum. No personal business (by phone or in person) or personal appointments should occur during regular business hours. If a personal appointment cannot be scheduled over lunch, vacation time may be used. (Personal appointments should be scheduled after business hours.

Participating on the boards of directors for other agencies and attending scheduled meetings is acceptable, but only if the board is work related or has a connection to the four counties served by the CFTT. Vacation time must be used to attend religious, political, special interest or non work-related board meetings during regular business hours. Employees must understand the time spent serving on boards is volunteer time; do not request compensatory time for attending board meetings.

When an employee leaves the office during business hours, they must state their destination and expected return time.

Earned Time Off

Employees will be eligible for 3 sick days to be taken annually. One day is earned every four months. If not taken, these days will not accumulate into the following year. Additionally days may require a doctor's excuse.

The Foundation does not have a family leave policy. If you must tend to a sick relative, vacation time must be used. If your vacation time is exhausted, you may take unpaid leave.

Personal Appearance

Business casual should guide work attire. No shorts, sweatpants, jeans, graphic t-shirts, halter-tops or extra short skirts.

Holidays & Bereavement Time Off

If a holiday falls on a Saturday, it will be observed on the Friday before; if a holiday falls on a Sunday, it will be observed on the Monday after.

Holidays that fall during your vacation count as holidays and do not count as vacation days.

Three bereavement days may be taken for the death of immediate family members including in-laws, nieces, and nephews.

Resignation or Dismissal

Two weeks' notice is required for resignation; one or two months notice is required for retirement.

Grounds for dismissal include: failure to abide by work schedule; excessive absenteeism or tardiness; unapproved early leaving; unexcused absences; insubordination; poor job performance; theft; physical violence or threats; abuse of drugs or alcohol.

Employment is "at will." The employee relationship is of an "at will" nature, which means that an employee may resign at any time or may be terminated at any time with or without cause.

Political Involvement

A non-profit cannot endorse or contribute to a political candidate, nor can it oppose one. This does not prohibit employees from participating in the political process, provided they do so as private citizens and not as a spokesperson for the non-profit. The workplace cannot be used for political resources. Improper electioneering activity may result in the loss of tax-exempt status.

Performance Evaluations

Employee performance will be evaluated annually.

CFTT Employee Guidelines Receipt

Every employee of the Community Foundation for the Twin Tiers (CFTT) who receives a copy of the Employee Guidelines must execute this written acknowledgment of his or her receipt of the guidelines.

Employee Guideline Acknowledgement Form

I hereby acknowledge receipt of the current Employee Guidelines and I understand and accept as my responsibility that I read and familiarize myself with the CFTT policies and procedures outlined in the Guidelines and otherwise.

I also understand that the Employee Guidelines contains guidelines only and is not part of any employment contract and does not alter my status as an employee-at-will. The policies and procedures contained in the Guidelines are subject to revision from time to time with or without notice.

Employee signature _____

Date: