

VERMONT YOUTH CONSERVATION CORPS STAFF HANDBOOK

Welcome to VYCC. This employee handbook will familiarize you with the various aspects, policies, and procedures for working at VYCC. This will be a useful reference document during your employment. To ensure continued success, we feel it is important that all employees understand our policies and procedures.

INTRODUCTION

This handbook was created to serve three primary purposes:

- (1) to present our policies and practices in one reference source;
- (2) to conform to certain state and federal laws and convey necessary legal information to our staff; and
- (3) to give a general description of VYCC's benefits.

This handbook serves as a guideline of VYCC policies and procedures. Circumstances may arise that will require the policies and procedures described in this handbook to change without notice. This handbook is a guideline and should not be interpreted as a contract of employment, either stated or implied, and the content within is subject to change. This handbook nullifies and replaces any previous VYCC employee handbooks. Please direct any questions you may have to your manager or Human Resources.

Underlying what we are communicating in this handbook is VYCC's desire to support individual performance and development and to provide the information necessary to make good decisions as we go about our daily work.

Please read this entire handbook and sign the acknowledgement at the back. Again, we encourage you to ask questions about our policies and procedures; feel free to speak with your supervisor or VYCC's HR Department at any time.

VERMONT YOUTH CONSERVATION CORPS MISSION

*Our mission is, to **teach young people personal responsibility** through **meaningful work** that connects us to the **land, community, and one another.***

Our mission goes to the heart of everything we do. We believe each individual needs to take personal responsibility for what they say and do, regardless of other internal or external issues or situations.

We are a training and development organization. Our model is centered on small diverse teams, led by highly trained leaders, completing important work that has great impact and benefits the community.

We offer two programs – Conservation and Agriculture – for young adults to work, learn and grow. In each program there are a variety of different opportunities depending on the interest of the Crew Member applicant.



VYCC CORE VALUES

PERSONAL RESPONSIBILITY – This is a bedrock value of VYCC. If we all take personal responsibility for our actions, communities will be stronger, healthier, and more resilient.

CONSERVATION – We must first instill deep and personal appreciation for the natural world in future generations of leaders. Be it in a working landscape, an urban center, or in the high wild spaces, immersive outdoor experiences are central to the VYCC experience.

LEADERSHIP – VYCC Crew Members work hard. Days are long, standards are high, and there is much work to do. These deliberate program elements are catalysts for personal growth. Time for reflection, clear structure, and personalized challenges reflect our belief that every Crew Member has leadership potential; when realized, lives are changed.

EDUCATION AND JOB TRAINING – Young adults yearn for independence and a chance to enter the “real world.” Job training, pre-employment skills, preparing young people for jobs, and enabling alumni to build careers are results for which we strive. A focus on technical skills, critical thinking, and environmental literacy are at the heart of VYCC experiences.

TEAMWORK – Everyone’s contributions matter. Completing high quality projects requires Crew Members to draw on skills and experiences greater than any one individual. Working alongside and living with diverse crew-mates sparks collaboration, appreciation, and a great deal of fun.

VYCC CODE OF CONDUCT

PERSONAL AND PROFESSIONAL INTEGRITY

All members of the board, staff, and members of VYCC are expected to act with honesty, respect, openness and the highest standard of integrity in all their dealings as representatives of the organization. The organization promotes a working environment that demands adherence to these core principles.

MISSION

Teaching young people personal responsibility through meaningful work that connects us to the land, community, and one another. All of VYCC’s programs support this mission, and all who work for, or on behalf of, the organization embrace and are loyal to this mission and purpose.

GOVERNANCE

VYCC has an active governing body, the Board of Trustees, which is responsible for fulfilling the mission, and, in partnership with the Executive Director and senior staff, setting the strategic direction of the organization. The Board also exercises oversight of the finances, operations, and policies of VYCC. The Board is comprised of members who have the requisite skills and

experience to carry out their duties and fulfill their governance duties acting for the benefit of VYCC.

FINANCIAL STEWARDSHIP

VYCC manages its funds responsibly and prudently. The organization maintains effective accounting systems, internal controls and competent staff, and makes other necessary expenditures critical to professional management. VYCC adheres to a spending practices policy which is fair, reasonable, and appropriate to fulfill its mission, and it takes reasonable steps to ensure that financial reports are factually accurate and complete in all material respects.

OPENNESS AND DISCLOSURE

VYCC provides comprehensive and timely information to stakeholders, the public and the media, and is responsive in a timely manner to reasonable requests for information. All information about VYCC will fully and honestly reflect the policies and practices of the organization. Basic informational data about VYCC, such as the Form 990, will be posted online or otherwise made available to the public. All solicitation materials accurately represent VYCC policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

LEGAL COMPLIANCE

VYCC is knowledgeable, and complies with the letter and spirit of laws and regulations pertaining to best practices management and governance of a nonprofit organization.

PROGRAM SAFETY AND EVALUATION

VYCC holds paramount the safety and health of its participant members and staff. As such, VYCC dedicates significant staff and board resources to ensure that VYCC's field program safety follows the most demanding standards, and is thereby a model of excellence in the industry. In addition, the organization regularly reviews program and organizational effectiveness, and maintains mechanisms to incorporate lessons learned into future program activities. The organization is responsive to the need for changes in its activities and programs, and is responsive to the needs of its stakeholders.

INCLUSIVENESS AND DIVERSITY

VYCC has a policy of promoting inclusiveness, and members of its staff, board, and participants reflect a commitment to diversity in order to enrich its programmatic effectiveness. VYCC takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and stakeholders served.

FUNDRAISING

VYCC solicitation of funds from the public or from donor institutions uses material that is truthful about the organization. VYCC respects the privacy concerns of individual donors and expends funds consistent with donor intent. VYCC discloses important and relevant information to potential donors, and sees to it that all donors receive appropriate

acknowledgement and recognition for their contributions. In raising funds from the public, VYCC will respect the rights of donors who will be informed of the mission of VYCC, the way the resources will be used, and VYCC's capacity to use donations effectively for their intended purpose.

EQUAL EMPLOYMENT OPPORTUNITY

VYCC strives to cultivate a work environment that encourages fairness, teamwork, and respect among all staff members. It is firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally.

VYCC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, disability, health coverage status, genetic information, including traits for sickle cell or hemoglobin C, HIV status, veteran or military status or any other characteristic protected by law.

VYCC complies with the requirements of applicable Federal and State laws in providing equal employment opportunities including, but not limited to, recruitment, selection, training, promotion, compensation, benefits, termination, and other terms and conditions of employment.

As required by State and Federal laws, VYCC will provide a reasonable accommodation for a qualified individual with a disability unless such accommodation creates an undue hardship for VYCC.

Employees' questions or concerns should be referred to the HR Department and/or the Chief Finance Officer.

AT-WILL STATUS

VYCC is committed to the philosophy that employment relationships are both personal and voluntary. This means that VYCC recognizes that changing circumstances make it impossible to guarantee employment. Employment with VYCC has no specified duration, and either the employee or the organization may end the employment relationship at any time, without cause or notice.

This handbook and any other policies in place from time to time do not alter the at-will status of your employment. The voluntary nature of the employment relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by the Executive Director.

EMPLOYMENT

Americans with Disabilities Act (ADA)

VYCC welcomes applications from people with disabilities and fully supports the Americans with Disabilities Act of 1990. If you believe you may need a reasonable accommodation in order to perform the essential functions of your job because of a disability, please contact the HR Department and/or the Chief Financial Officer.

State laws and Regulations

While this handbook was drafted to reflect Vermont and federal laws, you may at times be working in other states. If you have questions about state laws when working outside of Vermont, please contact the HR Department and/or the Chief Finance and Operations Officer.

Employment Classifications

The VYCC staff member classification is based on the employee's position description and the nature of the job, consistent with the Fair Labor Standards Act (FLSA) and all applicable state wage and hour laws. The classification determines how employees are paid, entitled benefits, and whether or not an employee receives overtime pay.

All staff members are classified as either exempt or nonexempt based on their position and the type of work performed on a regular basis.

Exempt

Those staff members who hold executive, administrative, professional, or other exempt positions as defined by the FLSA. Exempt staff members are paid on a salaried basis, and their salary is intended to constitute their entire compensation, regardless of the number of hours they work in a given week.

Nonexempt

Those staff members who perform work that does not meet the qualifications for exemption as defined by the FLSA. Nonexempt staff members are paid by the hour and are eligible for overtime pay when they work over forty (40) hours in one week.

Full-time Status

Full-time staff members are those who are assigned a regular work schedule for thirty (30) hours or more per workweek. Full-time staff members are eligible for all staff member benefits as specified by the various VYCC plans. [Note: More information about VYCC benefits and group plans is available from Human Resources.]

Part-Time Status

Part-time staff members are those who are assigned a regular work schedule of less than thirty (30) hours per workweek. Part-time staff members are eligible for limited staff member benefits, excluding medical and dental.

Seasonal /Temporary Status

Seasonal/temporary full-time or part-time staff members are those who are assigned to work for a specified and limited time. Seasonal staff serving 20 or more weeks will be eligible for medical/dental benefits and sick time, but not paid time off.

A staff member's classification (which determines eligibility for benefits and overtime pay) may change over the course of employment with VYCC. If, at any time, an employee has a question about a possible change in classification, he or she should speak with his or her supervisor or VYCC's Office Administrator.

Changes in staff member classification may result from a job change, a promotion, a change in work hours, or position description. Normally, a temporary change in job duties or work hours – for a period of up to four (4) months – will not affect classification. Changes in classifications and related changes in compensation and benefits will be documented and that documentation will include the effective date of the change.

Background Checks

VYCC has determined that it will consider an applicant's criminal history prior to employment.. VYCC is an equal opportunity employer and does not discriminate on the basis of race, sex, age, national origin, religion, disability, genetic information, or any other characteristic protect by federal or state laws. Any offer made to an employee/candidate for a position that requires a criminal history background check will be contingent upon the results of the background check meeting the required standards.

All background checks will be considered on their own merit on a case-by-case basis and the person being screened will have the opportunity to challenge incomplete or inaccurate information. In these cases, VYCC will contact the person, provide them with their criminal history information upon their written request, and allow them an opportunity to respond. All relevant information will be considered when making the final decision to hire or place an individual. Criminal history background checks will be examined prior to the start of a position/employment and as needed thereafter. The process and forms used for the background checks are in accordance with the Fair Credit Reporting Act and other applicable state laws. All information pertaining to the process will be kept in confidential files in Human Resources. The existence of a criminal offense or conduct will not necessarily exclude an applicant from employment. Instead, VYCC will only take an applicant's criminal background into account where the criminal conduct is inconsistent with the particular position, or is inconsistent with our values. For example, a crime involving children will normally exclude an applicant from any position that involves contact with youth participants.

Each record will be considered as follows:

- The nature and gravity of the offense or conduct
- Whether the offense is an *excluding offense (defined below)*
- When the offense happened
- Whether it is a charge or conviction
- The penalty/rehabilitation imposed
- Relevance to the nature of the position
- Whether hiring the applicant would pose an unreasonable risk to the business, its employees or its customers and partners.

Excluding offenses include convictions or any charge with a pending disposition:

- Past history of sexual abuse of children
- Any crimes in which children were involved including but not limited to pornography, violence abuse, exploitation or neglect, etc.
- Any violent crimes
- Sexually exploitative behavior
- Any major (in the sole determination of VYCC) drug arrests or convictions
- Crimes of moral turpitude

Employee Files

Each employee has an individual personnel file that is kept in HR Department. If an employee wishes to review the contents of their file, they must make an appointment during normal operating hours. A member of the senior management team must be present at the time of review, and the file may not be removed from the department. Copies of any documents in the file may be obtained.

VYCC's policy with prospective employers is to verify a staff member's position, dates of employment and salary only unless a former employee has completed and signed a reference release form.

It is important to keep relevant personal information such as name, home address, home telephone number, and emergency contact up to date. All staff members should notify the HR Department and/or the Chief Finance Officer immediately of any changes to personal information. VYCC will not, under any circumstances, give out home phone numbers or addresses without prior written authorization from an employee.

WORKPLACE

Punctuality and Attendance

Staff members who are unable to report for work for any reason must notify their immediate supervisor before the start of the workday. Employees are considered to have resigned if they have an unexcused or unreported absence for two consecutive days.

In general, all staff members are expected to be responsible and demonstrate respect for fellow staff by establishing a record of regular attendance. Frequent lateness or excessive absenteeism may result in disciplinary action up to and including immediate discharge.

Use of VYCC Business credit cards

Company credit cards may be issued to HQ staff and crew leaders. HQ staff can use their credit cards for any expense as approved in the Board-Approved Budget or Revised Projections. Any credit card usage which is unexpected or outside the budget sheets will need to have pre-approval by the Chief Finance Officer (CFO). Each employee will have a specific monthly spending limit as determined by need and availability. Any employee who needs to exceed their limit will need to get approval from the CFO by contacting the Finance Administrator.

All credit card purchase receipts must be collected and turned in to the Finance Administrator by the 10th of each month. Any purchases without receipts may be recoverable from the purchaser. If any unrecognized charge appears on a statement the Finance Administrator must be notified immediately for appropriate actions. If a card is lost or stolen the Finance Administrator must be notified immediately.

Misuse of the company credit card will result in the cancellation of the card. If the card is used for personal expenses, VYCC has the right to recover these expenses from the cardholder.

Workplace Conduct

VYCC staff members share responsibility for observing certain standards of conduct. These standards emphasize personal and professional integrity in all activities. Generally, treating others with the respect and consideration with which one expects to be treated, and maintaining open, ongoing communication with managers and co-workers will create a basis for a successful work experience.

VYCC expects each staff member to work to resolve problems and conflicts by focusing on solutions, keeping issues work-related (as opposed to personal), and communicating directly with those with whom they have a conflict. In most cases, a direct conversation can provide a resolution. Employees who allow personal relationships with co-workers to adversely affect the work environment may be subject to disciplinary action, up to and including immediate termination.

Workplace Harassment

VYCC is firmly committed to prohibiting unlawful discrimination throughout the employment process against individuals because of race, color, sex, sexual orientation, gender identity, age, religion, national origin, ancestry, place of birth, disability, health coverage status, genetic information, including traits for sickle cell or hemoglobin C, HIV status, veteran or military status or any other legally protected status. All employees are entitled to a workplace free of discrimination, including harassment based on any of the above factors. We will not tolerate such conduct at the workplace. If an employee believes that he or she has been subjected to unlawful discrimination or harassment, the reporting procedure outlined below for complaints of sexual harassment should be followed.

Sexual Harassment

VYCC prohibits sexual harassment of its employees. Sexual harassment is unlawful under state and federal statute. We are committed to providing workplaces free from this unlawful conduct.

Definition of "Sexual Harassment"

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
- (2) submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment may include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- unwelcome sexual advances
- suggestive or lewd remarks
- unwanted hugs, touches, kisses
- requests for sexual favors
- pornographic posters, cartoons or drawings
- sexual jokes and banter
- retaliating for complaining about sexual harassment

Retaliation against an employee for reporting sexual harassment or for cooperating in an investigation of a complaint of sexual harassment is unlawful and will not be tolerated. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in the complaint or investigation. Employees who believe they are being retaliated against should follow the complaint procedure outlined below.

Complaint Procedure

VYCC is committed to taking action when it learns of potential sexual harassment. Any employee who feels that he or she has been the victim of sexual harassment should contact:

Breck Knauft, Executive Director
1949 E. Main Street
Richmond, VT 05477
802-434-3969 x 110
breck.knauft@vycc.org

George Russell, Chair of the Board of Trustees
35 Cherry St. Burlington, VT 05401
georgerussell@machineryadvisors.org

We will take all necessary steps to ensure that the matter is promptly investigated and addressed. Any employee who has been found to have harassed another employee will be subject to disciplinary action, up to and including immediate termination.

Although employees are encouraged to file their complaint of sexual harassment through the aforementioned complaint procedure, the following agencies also process complaints of sexual harassment:

- (1) Vermont Attorney General's office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171 (voice/TDD).
- (2) Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, tel: (800) 669-4000 (voice), (800) 669-6820 (TDD).
- (3) If you are working in North Carolina, you may contact the closest local EEOC office:

EEOC – Raleigh Area Office, 434 Fayetteville Street, Suite 700, Raleigh, NC 27601-1701, tel: (800) 669-4000 (voice), (800) 669-6820 (TTY)

EEOC – Charlotte District Office, 129 West Trade Street, Suite 400, Charlotte, NC 28202, tel: (704) 344-6682 (voice), (704) 344-6684 (TTY)

EEOC – Greensboro Local Office, Suite 201, 2303 W. Meadowview Road, Greensboro, NC 27407, tel: (800) 669-4000 (voice), (800) 669-6820 (TTY)

Harassment by Non-Employees

Any harassing or otherwise discriminatory behavior by customers, vendors, or any other third parties should be reported to Human Resources as soon as possible so that appropriate corrective action may be taken.

Open-Door Policy

VYCC believes that staff concerns are best addressed through informal and open communication among all levels of management. Our open-door policy encourages productive and positive relationships within the organization. Staff members are encouraged to express their opinions, concerns, and suggestions regarding the workplace directly to their manager or any member of management whom they feel can help them. VYCC is eager to assist in the resolution of employee concerns, and to consider ideas for making our organization even better.

VYCC will attempt to keep all such expressions of concern, any required investigation, and the terms of resolution confidential. In the course of investigating and resolving concerns, however, some dissemination of information to others may be appropriate.

No staff member will be disciplined or otherwise penalized for raising a concern in good faith.

Confidentiality

All staff must maintain the strictest levels of confidentiality concerning sensitive or confidential information learned via any participant's application, medical form, or private conversations. Only a valid concern for the health and safety of an individual or group would be considered an acceptable reason for sharing such confidential information. All staff designated as Field Staff are expected to follow the procedures and behaviors outlined in the Field Operations Standards.

Mandatory Reporting

All Employees of VYCC are MANDATED REPORTERS, which means that YOU are required by law to report suspected child abuse or neglect to the Vermont Department of Children & Families (DCF) within 24 hours. Mandated Reporter obligations cannot be delegated to another VYCC employee. YOU are required to make the report. Notify your supervisor immediately of any and all reports made to DCF. It is VYCC's policy to cooperate with investigative bodies during any investigation regarding suspected abuse or neglect within the limits of the law, VYCC policy, and according to VYCC's legal counsel. VYCC also reserves the right to conduct an internal investigation in conjunction with investigative agencies.

Reports of Suspected Child Abuse or Neglect

Reports of suspected child abuse or neglect must be made within 24 hours to the Child Protection Line at 1-800-649-5285. If the child is in immediate danger, call 9-1-1 or your local police first; then call DCF to make a report.

Definitions – Child Abuse & Neglect

Vermont's child protection law defines an abused or neglected child as one whose physical health, psychological growth and development, or welfare is harmed or is at substantial risk of harm by the acts or omissions of his or her parent or other person responsible for the child's welfare. It also means a child who is sexually abused or at substantial risk of sexual abuse by any person (including another child). Harm can occur when there is:

1. Abandonment of the child.
 - a. *Child* means an individual under age 18.
2. Emotional maltreatment, physical injury, or sexual abuse.
 - a. *Emotional maltreatment* means a pattern of malicious behavior resulting in impaired psychological growth and development.
 - b. *Physical injury* means death, permanent or temporary disfigurement, or impairment of any bodily organ or function other than by accidental means.
 - c. *Sexual abuse* consists of any act or acts by any person involving sexual molestation or exploitation of a child including, but not limited to, incest, rape, prostitution, sodomy, child pornography, or any lewd and lascivious conduct involving a child.
3. Failure to supply a child with adequate food, clothing, shelter, or health care.
 - a. *Risk of harm* means a significant danger that a child will suffer serious harm other than by accidental means.

Discipline

Employees of VYCC are required to maintain high standards of conduct, productivity, integrity, cooperation, attendance, efficiency and economy in their work, whether dealing with one another or with members of the public. Occasions may arise when employees fail to meet the work standards of VYCC, fail to exhibit the proper conduct or professional attitude, or fail to successfully adhere to its policies or procedures. Any such failures may necessitate coaching, additional training or corrective action, up to and including immediate termination. There are many situations which may be cause for corrective action, including but not limited to poor performance, poor attendance or unacceptable conduct or attitude, but whether or not to take corrective action, and what action to take, is solely within VYCC's discretion.

Corrective action may take a variety of forms, including without limitation, warnings, suspension or immediate termination. Each situation will be evaluated on its own merits and the action taken will depend upon those circumstances.

WORKPLACE HEALTH AND SAFETY

Security

VYCC strives to provide a secure work environment for its staff, volunteers, customers and visitors. It provides for the security of its Richmond, Vermont campus and facilities by maintaining entry door key locks. Employees at the West Monitor Barn and Farm House at the campus are asked to comply with all security procedures, and immediately report any breach of security immediately to the Director of the Farm and Food Program, , the CFO, or the Executive Director.

Copying or giving keys or security codes to an unauthorized individual may result in discipline, up to and including immediate dismissal.

Safety

VYCC strives to provide each of our staff and volunteers with a safe, comfortable, and healthy work environment. It provides all staff with the tools, training, facilities, and information necessary to work in a safe and efficient manner, and asks employees to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their colleagues.

VYCC strives to comply with all workplace safety laws and regulations; staff members are responsible for taking the opportunities provided to understand and observe them. It is VYCC's fundamental belief that no one task is so important that it warrants risking the health or safety of any staff member at any time. Any workplace injury should be assessed immediately and 911 called if necessary, then the incident should be reported to the CFO and/or Executive Director. The supervisor of the staff member involved is responsible for completing and submitting an incident report.

Questions or concerns about workplace health and safety should be directed to a manager or the HR Department and/or the Chief Finance Officer.

Workplace Violence Prevention

VYCC is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization and staff.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

Drug-Free Workplace

VYCC takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind in the workplace is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

Alcohol and drug abuse in the workplace may pose potential health, safety and security problems. VYCC expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Violations of this policy may lead to disciplinary action, up to and including immediate discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on VYCC or worksite premises or at any time and any place during working hours. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may also confidentially seek help from the HR Department and/or the Chief Finance Officer, who will try to assist you in determining treatment coverage options under VYCC's health plan.

VYCC will support your participation in a treatment program as appropriate under the circumstances.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including immediate termination of employment.

Smoking

VYCC maintains a smoke free environment on its campus and on its programs. This policy applies to all owned or leased buildings and property, including vehicles. On the Richmond, VT campus there are no designated areas for smoking on the property. Smoking on VYCC property, or while actively working on a VYCC program, may result in disciplinary action, up to and including immediate termination.

STAFF DEVELOPMENT

Continuous Feedback and Performance Appraisal

VYCC believes that continuous, clear and respectful feedback inspires growth and enrichment throughout the organization and improves performance at all levels. Better relationships and more opportunities for professional growth will follow.

In order for such a process to be successful, feedback should be given and received with respect, and it should always be relevant, truthful and timely. Staff members are expected to be competent and confident in both giving and receiving feedback. Individuals and managers alike are expected to take an active role in the feedback process. Feedback should be used for identifying proficiencies and growth development as well as constructively addressing deficiencies. Feedback at VYCC will serve as support for disciplinary actions, professional development and promotions.

VYCC also believes that a formal performance review process, which includes setting goals and objectives for future performance, is key to the continued success of the individual, the department and the organization. Quarterly self-evaluation reports are due the 1st of each Quarter (April 1, July 1, and October 1) and the annual review report is due November 1 of each year. The objectives of the annual review are as follows:

1. To convey to employees members how they are doing on the job.
2. To encourage communication and two-way feedback on the expectations and goals of both staff and the organization.
3. To document performance in ways that will assist future managers and facilitate transfers, promotions and improvement plans.
4. To serve as a tool for coaching, planning and professional development.

BENEFITS

Health Insurance and Retirement

VYCC provides a variety of benefits to its employees, which may include health insurance, a Health Savings Account, cafeteria plan, short and long term disability, life insurance and an IRA. Please see Appendix A for details of the benefits currently offered and for eligibility requirements.

Worker's Compensation Insurance

All staff members are protected by our worker's compensation insurance policy while employed at VYCC. The policy is available at no cost to the employee and covers injury or illness arising or resulting from legitimate work activities. By law, VYCC is required to report injuries covered

under worker's compensation within twenty-four (24) hours. An on-the-job injury must be reported to a supervisor or the Office Administrator immediately. The supervisor is responsible for completing and submitting an incident report.

A leave of absence due to a disabling work-related illness or injury will run concurrently with leave to which the employee may be entitled under the Family and Medical Leave Act (FMLA) and the Vermont Parental and Family Leave Act (VPFLA). VYCC will follow the provisions of all applicable laws governing leave.

Complete information about worker's compensation and on-the-job illnesses or injuries is available from the HR Department and/or the Chief Financial Officer.

PAYROLL PRACTICES AND COMPENSATION

Workweek

The VYCC workweek is Saturday through Friday.

Pay Periods

VYCC payroll is bi-weekly, paid every other Friday. Employees are paid for work completed through the previous Friday.

Time Sheets

All employees are required to complete a timesheet each pay period, and to submit it on a timely basis. Any falsification of a time card will result in disciplinary action, up to and including termination.

Salary Deductions and Withholding

VYCC will withhold the following from your paycheck:

Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments.

If any employee has a question about his or her paycheck, the employee should report the concern to payroll immediately so that compliance with the law can be assured. VYCC will investigate the problem within two (2) weeks and will promptly make any appropriate corrections.

Direct Deposit

VYCC is committed to paperless transactions whenever possible. Employee paychecks are issued solely through electronic direct deposit.

Payments will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with financial institutions, such as banks or credit unions that support direct deposit.

Temporary exceptions to this policy may be made for new hires, to provide adequate time to set up a direct deposit account. Exceptions may also be made for employees who provide evidence that they cannot obtain an account at a financial institution offering direct deposit.

NOTE: It is each employee's responsibility to review his or her payroll stub for accuracy of personal information and payment information. Employees must immediately notify the Finance Department if there has been an overpayment of wages. Employees are not entitled to keep wage overpayments and VYCC may recoup overpaid amounts from future payments.

NOTE: Employees must notify the Finance Department when there is any change to bank accounts that affect direct deposit.

Expense Reimbursement

Staff members are reimbursed for reasonable and customary expenses incurred in the performance of one's job. Staff members are asked to complete a record of all expenses for which they seek reimbursement and to submit receipts along with the expense record for reimbursement approved by your immediate supervisor.

Salary increases

Salary increases are never guaranteed. The following factors are considered when determining salary increases:

- Budget available for increase.
- Overall job performance over the previous twelve months based on supervisor's employee evaluation annual report
- Salary in relation to comparable salaries in like positions inside the organization.

Social Media

This policy governs the publication of and commentary on social media by employees of VYCC. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

VYCC employees are free to publish or comment via social media in accordance with this policy. VYCC employees are subject to this policy to the extent they identify themselves as a VYCC

employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to VYCC). Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that VYCC employees must otherwise follow.

By participating in a VYCC crew you give permission for your likeness to be used for media and other promotional purposes for VYCC. If you do not want this, you must sign our media opt out form available from the Office Administrator or you can find it on the Member Services page of the VYCC website

Respect your audience, VYCC, and your co-workers

The public in general, and VYCC's employees and customers, reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent VYCC.

Speaking to the Media

Please refer all inquiries from reporters for the media (newspapers, magazines, radio, television, news agencies, and other news services) to VYCC's Marketing and Communication Director or Executive Director. It is VYCC's goal to give the press clear, consistent, and up-to-date information about the organization and its programs. Because information about activities changes often, it is especially important not to give the press information that is inaccurate or misleading.

ENDING EMPLOYMENT

Voluntary Termination of Employment

When an employee resigns from his or her job, VYCC asks for a minimum of two (2) weeks of notice. Mid- and upper-level managers are encouraged to provide 30-day notice if possible. A letter of resignation should be submitted to the immediate supervisor.

Staff members receive a prorated pay out (based on termination date) of earned, unused PTO when they voluntarily leave VYCC unless the termination date is within the first 90 days of employment or the employee gives less than a two (2) week notice. Accrued sick time is not paid out upon termination of employment.

Employees are considered to have resigned if they do not return from a leave of absence, turn down a comparable position offered, as appropriate, upon return from a leave of absence, or have an unexcused or unreported absence of two (2) consecutive days.

All VYCC property, including keys, credit cards, computer equipment, cellular phones, etc. issued to a staff member during the course of employment must be returned to the

Any salary due will be paid the next regularly scheduled payday for the pay period during which the voluntary termination occurred. Staff members who have completed 90 days of continuous employment with VYCC, and who have given appropriate notice, will also be paid earned, unused PTO.

Involuntary Termination of Employment

VYCC reserves the right to terminate any staff member at any time, with or without cause or notice. Unless otherwise required by law, VYCC will issue a final paycheck to a terminating employee within 72 hours of termination.

Rehire

Staff members who are rehired within ninety (90) days of voluntary termination or lay-off will be reinstated, with seniority, to most benefit programs, provided applicable waiting periods have been met.

Exit Interviews

A member of the management team makes every effort to meet with all regular staff members on or before their last day of work or at a time mutually convenient. This exit interview is meant to provide staff members with the opportunity to reflect on their experience at VYCC and to offer comments, advice, or suggestions pertaining to our work policies and practices. Information shared during an exit interview will be treated as confidential and acted on in an appropriate and timely manner.

APPENDIX A - BENEFITS

| Benefit | Eligibility | Waiting Period | Details |
|---|---|--|--|
| <i>Health Plan (Medical and Dental)</i> | <ul style="list-style-type: none"> • Full time year round (30+ hours per week) • Full time seasonal, working 20+ weeks | First of the month following 30 days of employment | Refer to Summary of Benefits and Coverage |
| <i>Health Savings Account (HSA)</i> | Same as above. | Same as above. | <p>Allows pre-tax dollars to be set aside for payment of uninsured medical expenses (such as co-pays and or deductibles).</p> <p>VYCC will match up to \$50 per pay period of employee contribution, with a maximum of \$550 matched annually.</p> |
| <i>Cash-in-lieu of Medical Insurance</i> | Same as above. | Same as above. | Eligible employees NOT enrolled in VYCC medical coverage receive up to \$1110 per year, paid out each pay period (\$42.69 per pay) |
| <i>Sick Time</i> | Employees working 30+ hours per week | No waiting period. | Accrual rate of 3.7 hours per bi-weekly pay period or 12 days per year |
| | Employees working 18+ hours per week | No waiting period. | Accrual rate of 1.85 hours per bi-weekly pay period or 6 days per year |
| | | | |
| <i>Simple IRA</i> | Any employee who has received at least \$5000 in compensation during any one year preceding the current calendar year and is reasonably expected to receive at least \$5,000 during the current calendar year | Until eligibility, criteria are met. | <p>VYCC will match up to 3% of the employee's contribution.</p> <p>Contributions are limited to the IRS maximum allowable for a SIMPLE IRA.</p> |

ACKNOWLEDGMENT OF RECEIPT OF VYCC EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the VYCC Employee Handbook (“Handbook”). I understand that I am responsible for reading all policies and procedures in this Handbook, as well as other policies and procedures of the organization.

I also understand that the purpose of this Handbook is to inform me of VYCC’s policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any VYCC employee, nor is it intended to create contractual obligations of any kind. I understand that VYCC has the right to change any provision of this Handbook at any time.

Corps Member’s Signature

Date

Corps Member’s Name (Typed or Printed)