

# VERMONT YOUTH CONSERVATION CORPS EMPLOYEE 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.

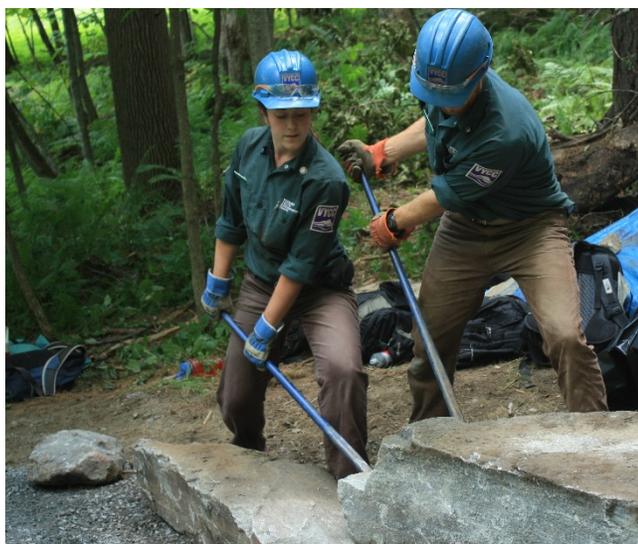
## VERMONT YOUTH CONSERVATION CORPS MISSION

*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 Food and Farm – 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** – When we own our actions and step up to serve, we make ourselves and our communities healthy and strong.

**DIVERSITY AND TEAMWORK** – Everyone’s contributions matter. we are strongest when VYCC represents all members of our community. Meaningful group work sparks enduring friendships.

**LEADERSHIP** – Every Corps member has leadership potential. Hard work, high standards, reflection, and structure are catalysts for personal growth and a lasting sense of agency.

**EDUCATION AND JOB TRAINING** – Learning is at the core of the Corps. Members develop technical skills, critical thinking, and self-awareness that ready them for a lifetime of learning, job success and civic contributions.

**THE NATURAL WORLD** – The outdoor experience feeds our souls and brings us together. Be it a working landscape, wild spaces, or town centers, we inspire reverence and ensure access for all.

## EQUAL EMPLOYMENT OPPORTUNITY

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

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 their Supervisor, HQ Staff person 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.

### **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 10<sup>th</sup> 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 they have been subjected to unlawful discrimination or harassment, the reporting procedure outlined below for complaints of sexual harassment should be followed. Harassment is generally defined as any behavior that is: **offensive, threatening, demeaning, belittling, hurtful, or embarrassing.**

## **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:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of a person's body;
- touching or grabbing any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask a person to socialize on or off-duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- retaliating for complaining about sexual harassment;

- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an person's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of their sex or sexual orientation; or
- off-duty conduct which falls within the above definition and affects the work environment.

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.

### **Harassment Complaint Procedure**

VYCC is committed to taking action and is required by law to take action when it learns of potential sexual harassment or workplace harassment. VYCC is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved person does not wish to formally file a complaint.

Any employee who feels that they have been the victim of, or have been made privy to knowledge of sexual harassment or workplace harassment should communicate with a supervisor immediately. Any VYCC employee who has been made aware of a sexual or workplace harassment situation should report it to the Executive Director, who has been designated to receive complaints. If reporting to the Executive Director is not an option, all supervisors should report to one of the members of the Board listed below. Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy. Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any person who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation. If the allegation of sexual harassment is found to be credible, VYCC will take appropriate corrective action. VYCC will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease, and that no retaliation will occur. Any employee, supervisor, or outside party found by the employer to have committed harassment will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal. If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy.

## **What you should do if you believe you have been harassed**

Any person who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the person subjected to the harassment does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the following people, or to their supervisor.

Breck Knauft, Executive Director  
802-434-3969 x 110  
[breck.knauft@vycc.org](mailto:breck.knauft@vycc.org)

George Russell, Chair of the VYCC Board of Trustees  
[georgerussell@machineryadvisors.org](mailto:georgerussell@machineryadvisors.org)

[Anne Adler, Trustee, VYCC Board of Trustees](#)  
[Anneadler11.11@gmail.com](mailto:Anneadler11.11@gmail.com)

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:

- Vermont Attorney General's office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602  
tel: (802) 828-3171 (voice/TDD)
- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, tel: (800) 669-4000 (voice), (800) 669-6820 (TDD)
- Vermont Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT 05633-6301  
email: [human.rights@vermont.gov](mailto:human.rights@vermont.gov), tel: 1-800-416-2010 (Toll Free VT) or 1-802-828-1625 (voice),  
(Only if you are employed by the State of Vermont). Complaints must be filed within 360 days of the adverse action.

## **Harassment by Non-Employees**

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

## **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.

## **Whistleblower Policy**

VYCC requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of VYCC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that VYCC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of VYCC's code of ethics or suspected violations of law or regulations that govern VYCC's operations.

### No Retaliation

It is contrary to the values of VYCC for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of VYCC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### Reporting Procedure

VYCC has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If they are not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, they are encouraged to speak with the Executive Director or the President of the Board. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the President of the Board.

### Compliance

The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

### Accounting and Auditing Matters

The Executive Director shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Whenever possible the anonymity of the complainant will be maintained.

### Handling of Reported Violations

The Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the person filing the complaint is not notified that the complaint was received by the Executive Director, that complaint should be filed a second time directly with the President of the Board.

### **Mandatory Reporting**

All Employees of VYCC are Mandated Reporters, which means that if you are over 18 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.

## **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. All employees are encouraged to express their opinions, concerns, and suggestions regarding the workplace directly to their Supervisor or any member of HQ 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.

### **Restricted activities**

Due to the non-profit status and public support of VYCC and VYCC programs, certain activities are prohibited as they could jeopardize our non-profit status or public funding sources.

Employees and Corps Member are restricted from certain political activities while performing any duties which are funded by AmeriCorps or other federal grants. For a list of activities, please see our AmeriCorps member manual or

[https://www.nationalservice.gov/sites/default/files/documents/acprohibited\\_activities.pdf](https://www.nationalservice.gov/sites/default/files/documents/acprohibited_activities.pdf)

## **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 request to see the Benefits Overview from the Administration Manager 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.

**Overtime Pay**

Nonexempt (hourly) staff members are paid at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) in a workweek. Overtime is not at the staff member's discretion; it requires advance supervisor approval. Working overtime without supervisor approval may result in disciplinary action.

**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.

**Insurance**

Your contribution to health insurance, a Health Savings Account, or other insurance premiums or contributory benefits plans for yourself and any eligible family members.

Other deductions which you authorize, including IRA contributions

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.

## **INFORMATION AND COMMUNICATION**

### **Use of VYCC Computers and Internet Access**

The use of VYCC organizational systems, including computers, fax machines, email and all forms of Internet/Intranet access, is for company business to perform daily job activities and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense to VYCC.

Use is defined as "excessive" if it interferes with normal job functions, or responsiveness. Electronic communication should not be used to distract co-workers, or disrupt the workplace. VYCC prohibits all inappropriate conduct including, but not limited to:

- Sending chain letters
- Engaging in unlawful or malicious activities
- Engaging in private or personal business activities
- Sending, receiving, or accessing objectionable materials

- Infringing in any way on the copyrights or trademark rights of others
- Using abusive, profane, racist, sexist, or objectionable language in email
- Causing congestion, disruption, disablement or alteration of the VYCC network
- Deliberately propagating any virus, worm, Trojan horse, trap-door or other code designed to disrupt, disable, impair or otherwise harm the network

Use of organizational resources for inappropriate activity will lead to disciplinary action, up to and including dismissal and criminal prosecution.

### **Ownership, Confidentiality and Access of Electronic Mail, Voice Mail, and Computer Files**

VYCC owns the rights to all data and files in any computer, network, or other information system used in the organization. VYCC reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content. VYCC has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. The organization will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-mail activities. VYCC also reserves the right to monitor electronic mail messages and their content. Be aware that the electronic mail messages sent and received using organizational equipment are not private and are subject to viewing, downloading, inspection, release, and archiving.

It is a violation of VYCC policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Violators will be subject to disciplinary action, up to and including immediate termination.

### **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.

### **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 immediate manager or Office Administrator prior to leaving on the final day of work.

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.

## **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.**

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Employee’s Signature

Date

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Employee’s Name (Typed or Printed)