EMPLOYEE HANDBOOK

United Way of Washtenaw County
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Revised March 2015
Mission

The mission of United Way of Washtenaw County is to mobilize human and financial resources to help individuals and families build better lives and stronger communities by providing leadership to:

- Identify human service needs
- Set priorities and action plans to meet community needs
- Collaborate and partner with others
- Demonstrate results that matter

Our Mission is based on the following values...

Caring
Integrity
Volunteerism
Inclusiveness
Community

With our values, we envision...

In a rapidly changing world, United Way of Washtenaw County (UWWC) will become an active participant in building a stronger, healthier and more compassionate community.

Diversity Vision Statement

United Way of Washtenaw County's vision is to be local, state and national model for championing diversity, welcoming and serving everyone. Diversity goes beyond race and gender. It values individuals without regard to characteristics including but not limited to race, religion, color, gender, nationality, sexual orientation, disability and age.

Our ability to embrace diversity and to make it an integral part of our business will enable us to serve our communities more effectively.

United Way of Washtenaw County advocates and promotes diversity among its Board, staff, agencies, volunteers, programs, services, donors, suppliers and partners.

March 2015
WELCOME TO UNITED WAY OF WASHTENAW COUNTY!

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with United Way of Washtenaw County.

As an employee of United Way of Washtenaw County (UWWC), you are an ambassador and representative of the organization to every person with whom you come in contact, and are expected to uphold the highest standards of conduct and professionalism at all times. We owe a duty to this organization and the greater community which built it, and are dedicated to maintaining the trust of our donors and partners.

You are an important part of this process for your work directly influences our organization’s reputation.

For the new employees, we are glad you have joined us. For existing employees, we are grateful for your continued loyalty. We hope all of you will find your work to be both challenging and rewarding.

Sincerely

United Way of Washtenaw County President

March 2015
Policy Development and Interpretation

The following human resources policies have been developed to govern United Way of Washtenaw County, referred to in this handbook as “UWWC.” These human resources policies apply to all employees except as noted. It is the responsibility of each UWWC employee to read the employee handbook, to remain current on all changes, and to abide by the rules, policies and procedures set forth. New policies will be issued from time to time, as need for them develops, and there will be revisions in existing policies when necessary. UWWC is an “at-will” employer. This means that the employee and/or UWWC may end the employment relationship with or without cause. This employee handbook is not a contract and the policies contained within do not change your at-will employment. Instead, it has been prepared as a reference manual to help you in understanding both the employment policies for the organization, as well as the benefits provided by UWWC. Some employees may have a separate written agreement pertaining to their employment. If any of the policies in this handbook conflict with the negotiated agreement, country, state, or local laws or regulations, then the negotiated agreement, country, state, or local laws or regulations will supersede the organizations policy in those specific instances.
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AT WILL EMPLOYMENT

This Employee Handbook contains information about the employment policies and practices of the Organization. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and United Way of Washtenaw County. While every attempt has been made to create these personalized policies consistent with federal and state law, if an inconsistency arises the policy(s) will be enforced consistent with the applicable law.

UWWC retains the right to make decisions involving employment as needed in order to conduct its mission in a manner that is beneficial to the employees and UWWC. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed in writing by the President and the Board of Directors, UWWC reserves the right to revise, delete and add to the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

OUR ORGANIZATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE ORGANIZATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP EXCEPT THOSE EMPLOYEES COVERED UNDER A COLLECTIVE BARGAINING AGREEMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT-AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF UWWC IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL UNLESS THOSE AGREEMENTS ARE IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT AND THE UWWC BOARD CHAIR.

This Employee Handbook refers to current benefit plans maintained by UWWC. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

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A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

EQUAL EMPLOYMENT OPPORTUNITY

United Way of Washtenaw County is committed to equal employment opportunity. However, we will employ only those individuals entitled to work in the United States, complying with the Immigration Reform and Control Act of 1986 (IRCA). We will not discriminate against employees or applicants for employment on any legally-protected basis including, but not limited to: veteran status, race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, citizenship, intent to become a citizen, age, height, weight, familial status, marital status, genetic information, and disability as defined by law.

You may discuss equal employment opportunity related questions with the President or the CFO.

EMPLOYEES WITH DISABILITIES

United Way of Washtenaw County is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the President or the CFO of the need for an accommodation. Upon doing so, they may ask you for your input or the type of accommodations you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Under Michigan law, employees must give the company notice in writing of a need for accommodation within 182 days of the time that you know or reasonably should have known of the need for an accommodation of any disability.

March 2015
Your medical information will be kept confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including discharge.

PROHIBITION OF HARASSMENT

United Way of Washtenaw County is committed to providing a workplace free from sexual harassment and discriminatory harassment. To meet this commitment, UWWC will promptly investigate complaints of harassment and take remedial action designed to stop any unlawful harassment.

Sexual harassment is an infringement of an employee's right to work in an environment free from unlawful sexual pressure. UWWC does not tolerate sexual harassment or any other form of harassment based on protected categories (race, religion, national origin, color, age, sex, sexual orientation, weight, height, marital status, physical or mental disability or veteran status, whether by peer employee or supervision/management.

- Such conduct will result in immediate discipline up to and including discharge.
- Unwelcome sexual advances and abusive verbal or physical conduct will be defined as harassment when:
  - Submission to such conduct or communication is made either explicitly a term or condition of the individual’s employment; or
  - Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
  - Such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s employment or creating an intimidating, hostile or offensive work environment.

- Examples of prohibited conduct intended as illustrations are given below. Improper conduct is not limited to these examples exclusively:
  - Unwelcome or unwanted sexual advances;
  - Requesting or demanding sexual favors;
  - Engaging in any type of sexually oriented or other inappropriate conduct that would unreasonably interfere with another’s work performance; and/or

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- Creating a work environment that is intimidating, hostile or offensive because of unwelcome or unwanted conversations, suggestions, request, demands or physical threats.

- Any violation of this policy may be cause for discipline, up to and including termination.

- Allegations of harassment shall be reported immediately to the CFO.

*Discriminatory harassment* includes verbal or physical conduct based upon race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, marital status, disability, height, weight, or any other status protected by law when the conduct or comments have the purpose or effect of unreasonably interfering with an individual’s employment or creating an intimidating, hostile or offensive work environment.

**COMPLAINT PROCEDURE**

Any employee who feels that he or she is a victim of harassment or discrimination by any supervisor, management official, employee, donor or any other person in connection with employment must bring the matter to the immediate attention of the President. An employee who is uncomfortable for any reason in bringing such a matter to the attention of the President, or is not satisfied after bringing the matter to the attention of the President, should report the matter to the Chair of the Board of Directors.

Any employee who is determined to have engaged in harassment or discrimination in violation of this policy will be subject to disciplinary action as United Way of Washtenaw County deems appropriate, up to and including termination pursuant to the at-will employment relationship.

**RETAIIATION AND INTIMIDATION PROHIBITED**

Persons who feel that they are experiencing harassment or discrimination must feel free to come forward with complaints, and United Way of Washtenaw County must be free to conduct a complete and thorough investigation without any interference.

Accordingly, UWWC wants to make it clear that no one may retaliate or discriminate against a person for making a complaint or for participating in an investigation. This includes intimidation, coercion, harassment or negative acts or comments against a complainant. Reports of any type of conduct of this sort should be made as detailed above in the Complaint Procedure.

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Likewise, a complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and United Way of Washtenaw County will take appropriate disciplinary action, up to and including termination pursuant to the at-will employment relationship, if its investigation shows that deliberately dishonest and bad faith accusations have been made.

**MICHIGAN INTERNET PRIVACY PROTECTION ACT**

UWWC will comply with the Michigan Internet Privacy Protection Act. No employee of UWWC or any agent acting on our behalf will require an employee or applicant to grant access to, allow observation of, or disclose information that allows access to or observation of the employee’s or applicant’s personal internet account. UWWC compliance with this act does not prohibit us from disciplining or discharging an employee for disclosing our proprietary, confidential, or financial information through the employee’s personal internet account with our prior authorization.

**CATEGORIES OF EMPLOYMENT**

**INTRODUCTORY PERIOD:** Full-time and part-time employees are on an introductory period during their first six months of employment.

During this period of time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter, and does not alter the at-will employment relationship.

The United Way of Washtenaw County uses the following employment classifications:

**FULL-TIME EMPLOYEES** regularly work at least a 32 hour workweek.

**PART-TIME EMPLOYEES** work 31 hours or less each week.

**NON-EXEMPT EMPLOYEES** are entitled to overtime pay as required by applicable federal and state law.

**EXEMPT EMPLOYEES** – Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deduction to their weekly salary under UWWC's policies.

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REGULAR EMPLOYEES – Regular positions are essential for the effective long-term operation of the organization. Regular part-time and regular full-time employees are required to work a predetermined schedule of hours and days.

CONSULTANTS AND INDEPENDENT CONTRACTORS for a specified time, normally less than one year.

REHIRES – An employee is classified as a rehire before 6 months of termination and/or resignation.

INTERNS – Classified under temporary employment status. As such interns are not eligible for any employer provided benefits. Internships can be both paid and unpaid depending on the details provided in the initial offer letter.

VOLUNTEERS - are not employees are not eligible for any United Way of Washtenaw County employee benefits.

Upon hire, you will receive written correspondence from the President notifying you of your employment classification.

DRIVER’S LICENSE/DRIVING RECORD

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver’s license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

BONDING CERTIFICATION AND OTHER REQUIREMENTS

Prior to your employment, United Way of Washtenaw County will request permission from you to run a complete background and credit check. Certain positions in the organization have access to large sums of community money. As a result, certain positions require that individuals in those positions be bonded. Failure to qualify or to maintain a bond may result in termination of your employment. Termination of the employment process will result if findings deem in the best interest of our contributors, participants, and/or organization, to not employ the applicant.

The employee releases and agrees to hold harmless UWWC, its officers, directors, employees, successors, and/or assigns from any and all liability, of any kind or nature whatsoever, which might arise out of or result from and Statement or omission made or contained in the employment investigation of the truthfulness or accuracy of statements made or contained in the employment investigation, background check, and screening on the employment application.
NEW EMPLOYEE ORIENTATION

At the time you joined UWWC and received your orientation, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to the CFO. You will be asked to complete personnel, payroll and benefit forms.

If you lose your employee Handbook or if it becomes damaged in any way, please notify the CFO as soon as possible. A copy of the Employee Handbook is also available on the shared drive (H:)

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about UWWC and your job.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, UWWC is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by UWWC.

ACCESS TO PERSONNEL RECORDS

Current or former employees, upon making a written request to Human Resources, may review their personnel file at reasonable intervals (usually not more than twice a year). If you want to review your file, schedule an appointment with Human Resources. A small fee may be required for any copies made at your request.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the CFO promptly.

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REFERENCE CHECKS

UWWC's policy is to only confirm our employees' dates of employment, salary history and job title.

An employee, under no circumstances, should provide another individual with information regarding current or former employees of UWWC. If you receive a request for reference information, please forward it to the CFO.

SOCIAL SECURITY NUMBER PRIVACY POLICY

It is the policy of UWWC to ensure to the extent practicable the confidentiality of employees' Social Security Numbers in accordance with the requirements of the Michigan Social Security Number Privacy Act. The President has responsibility for the implementation and enforcement of this Policy.

Permissible Uses

There are numerous legitimate and permissible uses of Social Security Numbers. The most common include:

Use Authorized or Required by Law. United Way of Washtenaw County may use Social Security Number if authorized or required by state or federal statute, rule, or regulation, or by court order or rule, or in litigation.

Primary Account Number. UWWC may use an individual's Social Security Number as the primary account number:

- to verify the individual's identity, to identify an individual, or to do another similar administrative purpose related to an account, transaction or employment;
- to investigate an individual's claim, credit, criminal or driving history;
- to detect, prevent, or deter identity theft or other crimes;
- to lawfully pursue or enforce legal right, such as for audit, collection, investigation or transfer of an employee benefit, or a claim, debt, receivable or account;
- to provide or administer employee or health insurance or membership benefits, claims or retirement programs.

Restrictions on Use and Disclosure

UWWC will comply with the following restrictions on the uses and disclosures of Social Security Numbers:

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Public Displays. UWWC will not publicly or visibly display more than 4 sequential digits of a Social Security Number on UWWC property or on any UWWC identification badge or similar item.

Computer Use. UWWC will not require employees to use or transmit more than 4 sequential digits of their Social Security Numbers over the internet or on a computer system or network unless the connection is secure or the transmission is encrypted. Similarly, UWWC will not require employees to use or transmit more than 4 sequential digits of their Social Security Numbers to gain access to the internet or a computer system unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification or authentication device is also required.

Mailing of Documents. Mailing means the use of U.S. mail or other delivery services that do not require the recipient to sign for the package.

United Way of Washtenaw County will not include more than 4 sequential digits of Social Security Numbers on the outsides of envelopes or packages, and will not mail documents or information containing more than 4 sequential digits of Social Security Numbers if those numbers are visible without manipulation from the outside of the envelope or package.

UWWC will not include more than 4 sequential digits of Social Security Numbers in documents or information mailed to individuals for purposes other than those set forth in Section 1 unless: (1) the use of Social Security Numbers is permitted or required under state or federal law; (2) the document is sent as part of an application or enrollment process initiated by the individual; (3) the document is sent to confirm the accuracy of an individual’s Social Security Number for an account, contract, policy or insurance benefit, or to establish, service, amend, confirm the status of, or terminate the account, contract, policy or benefit; (4) the Social security Number appears in the document or that individual’s parent or legal guardian; or (5) the document or information is mailed in a manner consistent with specific federal regulations.

Access to Information and Training

UWWC limits access to Social Security Numbers to those employees whose job duties require that they use this information in connection with UWWC business. The employees who have access to Social Security Numbers are those who work in the following areas:

Human Resources
Benefits Administration
Computer and Information Technology
President

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Documents and electronic files containing Social Security Numbers will be maintained in a confidential manner, and will not be disclosed to persons other than those working in the specified areas.

All employees in the designated areas will be provided training on the specific requirements of the Michigan Social Security Number Privacy Act and the provisions of this Policy.

**Disposal of Documents and Data**

United Way of Washtenaw County will properly dispose of documents containing Social Security Numbers by ensuring that all materials are shredded prior to discard. Data stored in electronic format will be rendered irretrievable before computers are discarded or destroyed.

**Penalties**

Any employee who has intentionally violated the Social Security Number Privacy Act or this Policy is subject to disciplinary measures up to and including discharge.
RECORDING YOUR TIME

For payroll purposes, your workweek starts at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. Because of the nature of our business your work schedule may vary depending on your job. Our normal business hours of operation are 8:00 a.m. to 4:30 p.m. Monday through Friday. Accurately recording time worked is the responsibility of every employee. Federal and state laws require United Way of Washtenaw County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

It is a violation of company policy for any employee to falsify or alter his or her or another employee’s time. It is also a serious violation of company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs you to: 1) incorrectly or falsely under- or over-report your hours worked; or 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your supervisor.

All employees must record their hours on time sheets and give them to their immediate supervisor for their signature to be turned in to the CFO by the Friday following the end of a pay period. It is important that UWWC pays its employees accurately and properly records any time away from work. Failure to turn in your timesheet could result in your paycheck being delayed.

PAYDAY

In order to receive your paycheck a timesheet must be turned in at the end of the pay period. You will be paid on the 15th and last day of the month.

Please review your paycheck for accuracy. If you find a mistake, report it to the CFO immediately. The CFO will assist you in taking the steps necessary to correct the error.

OVERTIME

Exempt employees are not eligible for overtime pay. Non-exempt employees are eligible for overtime for hours actually worked over 40 hours per week. There may be times when you will need to work overtime so that we may meet the needs of the organization. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for actual hours worked in excess of 40 hours in a workweek.

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If you have any question concerning overtime pay, check with the CFO.

PAYCHECK DEDUCTIONS

United Way of Washtenaw County is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of UWWC that exempt (salaried) employees’ pay will not be “docked”, or subject to deductions, in violation of federal or state law. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. UWWC may make deductions from employees’ salaries in a way that is permitted under federal and state wage and hour rules. Thus, exempt employees may be subject to the following salary deductions for the following reasons:

- Absences of one or more full days due to sickness or disability or for personal reasons, in excess of the paid Personal Time Off (PTO) days provided by UWWC;
- Absences of one or more full days for vacation, in excess of the paid vacation days provided by UWWC;
- Absences of one or more full days before an employee becomes eligible for vacation or PTO days;
- Suspensions of one or more full days for violations of workplace conduct rules, such as, but not limited to, rules against sexual harassment and workplace violence;
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee’s full salary;
- Any unpaid leave taken under the Family and Medical Leave Act.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the CFO.

GARNISHMENT/CHILD SUPPORT

When an employee’s wages are garnished by a court order, UWWC is legally bound to withhold the amount indicated in the garnishment order from the employee’s paycheck. UWWC will, however, honor federal and state guidelines which protect a certain amount of an employee’s income from being subject to garnishment.

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REPORTING PAYCHECK OR SALARY ERRORS OR DEDUCTIONS

United Way of Washtenaw County will investigate any salary or wage errors brought to its attention and make appropriate corrections if warranted. Therefore, if you believe that your paycheck is incorrect for any reason (for example, that you have not been paid for all time worked, that you have not been paid overtime that you believe you are entitled to, or that your salary has been docked when it should not have been) report the issue to the CFO as soon as possible so that UWWC can investigate and make any corrections that are necessary in a timely manner.

PERFORMANCE REVIEWS

UWWC periodically reviews its employees’ performance to ensure that UWWC’s work is of the highest quality and, as appropriate, provide merit salary increases as incentives for higher productivity and career advancement. Compensation for labor liaisons will be in accordance with the Huron Valley Labor Council’s negotiated contract. All salary increases are subject to the financial status of the organization. Having your compensation and/or performance reviewed does not mean that you will be automatically given an increase.

Performance evaluations are conducted periodically, and should occur at least once each year. The Supervisor will complete a Personnel Evaluation Form and discuss the evaluation with the employee, provide positive and/or negative feedback, discuss career plans, suggest additional training, or specify corrective action if appropriate. The performance evaluation is an important factor in determining salary adjustments.

Unsatisfactory Job Performance

When an employee is not performing in a satisfactory manner and/or at an acceptable professional level, UWWC reserves the right, in its sole discretion, to initiate a performance improvement process designed to educate the employee regarding job expectations and assist the employee in achieving those expectations. The specific terms of any particular performance improvement plan will be developed by the employee’s Supervisor and approved by the President, both as to job expectations and duration of the performance improvement time period.

By providing for a performance improvement process UWWC does not modify the at-will employment relationship with its employees.

No paid time off, other than due to illness or paid holidays, may be taken during the performance improvement process. Nor is an employee eligible for salary increase or promotion during this period.

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EMPLOYEE BENEFITS

United Way of Washtenaw County has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by UWWC. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

UWWC reserves the right to modify its benefits at any time. We will keep you informed of any changes.

HOLIDAYS

Full-time regular employees are eligible for paid holidays after one month of employment.

UWWC normally observes the following holidays during the year:

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

Eligible non-exempt employees receive a paid holiday only if the holiday falls on a day they are normally scheduled to work.

Eligible exempt employees are eligible for holiday pay.

When any of the ten holidays mentioned above fall on a Sunday, the following Monday will be observed as a holiday. When any of the above holidays falls on a Saturday, the preceding Friday will be observed as a holiday.

VACATION

Full-time employees begin accruing vacation time immediately and are eligible to use paid vacation time after they have completed three months of employment.

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Vacation is calculated according to the calendar year. During your initial month of employment, you earn vacation on a prorated basis. The CFO will inform you of the number of vacation days and date on which you become eligible.

Thereafter, employees receive vacation as follows:

- Full-time employees will receive vacation time at the rate of two working days for each month employed.
- Part-time employees are not eligible for vacation time.

Submit vacation requests in advance to your supervisor. When possible vacation request are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.

Pay is not granted in lieu of taking the actual time off. Up to five days of vacation time can be carried over to the following year with approval of the CEO. Accrued vacation may not exceed 17 days at any point in the calendar year.

Accrued vacation can be used for a United Way of Washtenaw County pledge. The amount UWWC will recognize as a donation will be calculated on an after-tax basis. Information regarding this option is available from the CFO.

Eligible employees who provide at least two weeks’ advance notice of their resignation will be paid for unused vacation that has been accrued in the current calendar year. All other employees will not be paid for unused vacation upon termination.

**PERSONAL TIME OFF**

Full-time employees begin accruing personal time immediately, and are eligible to use personal time after they have completed three months of employment.

During your initial month of employment you receive a PTO day on a prorated basis. The CFO will inform you of the number of days and the date on which you become eligible.

Thereafter, employees receive personal time as follows:

- Full-time employees will receive personal time at the rate of one working day for each month employed.
- Part-time employees are not eligible for personal time.

Personal time off must be used in 4 hour increments.

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Pay is not granted in lieu of taking actual personal time off. However, personal time can be carried over to the following year up to 5 days. Personal time is not paid out if the employee leaves employment.

Exempt employee absences in excess of the time off provided under this policy will be deducted from the employee’s salary.

Personal time can be used for various situations such as a doctor’s appointment, child leave, funerals not covered under bereavement leave. It is not for use as a form of vacation time. Any additional information regarding this option can be discussed with the CFO.

**JURY DUTY**

UWWC will grant leaves to all employees who are summoned to serve on a jury for a period designated by the court so that employees suffer no loss of regular income and no loss of vacation or personal time due to them.

If the employee is excused from such duty or service for one or more regularly scheduled workdays because of court adjournment or other reasons, the employee is expected to report to work and resume his/her regular duties.

When notified about jury duty, an employee must informed his/her immediate supervisor, give him/her a copy of the letter/notification immediately and send a copy to the CFO.

UWWC will pay employees their regular salary and or hourly rate as long as employees submit their just pay/witness feed to UWWC as soon as it is received.

**MILITARY LEAVE**

An employee who is required to participate in military training programs, who is called up during short term civil or national emergencies, or who leaves work to serve in the military, will receive time off from work and be reinstated, as provided by applicable law. Upon receiving your orders, you must notify and make arrangements with your supervisor as soon as you can.

Military orders should be presented to the CFO and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to UWWC unless military necessity makes this impossible. You must notify the CFO of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.
Non-exempt employees' leaves during military service will be unpaid, although they may use accrued vacation if they have any available.

Exempt employees' leaves during military service will be unpaid, although they may use accrued vacation if they have any available.

Additional information regarding military leaves may be obtained from the CFO.

**BEREAVEMENT LEAVE**

Full-time employees are eligible immediately upon hire for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and domestic partners and their parents.

Requests for bereavement leave should be made to your immediate supervisor as soon as possible.

**LEAVE OF ABSENCE**

Under special circumstances, full-time regular employees who have completed five years of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of your supervisor.

Leaves may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence; subject to our staffing and business requirements.

**FAMILY AND MEDICAL LEAVE**

Despite the fact that the United Way of Washtenaw County is not required by law to provide Family and Medical Leave in accordance with the Family and Medical Leave Act, it does provide eligible employees with up to 12 work weeks of unpaid, job protected leave a year, and requires group health benefits to be maintained during the leave as if employees had continued to work instead of taking leave.

**Leave Conditions**

To be eligible:

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1. Have worked for UWWC at least one year and have worked at least 1250 hours during the twelve (12) months leading up to this leave.
2. Provide notification to the CFO your leave request.

Reasons for Taking Leave

An eligible employee will be provided up to 12 total workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

1. To care for the employee’s child after birth, or placement for adoption or foster care; the entitlement to leave for a birth or placement of a son or daughter shall expire at the end of the 12 month period beginning on the date of such birth or placement;
2. To care for the employee’s spouse, the employee’s son, daughter or parent who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform his/her job. A serious health condition requires either an inpatient hospital stay or continuing treatment by a health care provider.

The 12-month period is calculated by measuring forward from the date that the employee’s first FML begins.

Intermittent/Reduced Schedule Leave

Intermittent leave is FML leave taken in separate blocks of time due to a single reason. A reduced leave schedule is a leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday.

The FML permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

1. Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee’s own serious health condition.
2. Intermittent/reduced schedule leave may be taken to care for a newborn or newly adopted child only with the employer’s approval, unless the mother or child has a serious health condition.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FML. United Way of Washtenaw County will not require employees to take more FML time than the circumstances giving rise to the leave request dictate.

If an employee needs intermittent or reduced leave that is foreseeable based upon planned medical treatment of the employee or a family member, or if

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UWWC agrees to intermittent or reduced leave for the birth, placement, adoption or foster care of a child.

Substitution of Paid Leave and Disability Leave

United Way of Washtenaw County provides paid vacation and PTO days as set forth in the Employee Handbook. Employees must apply all available paid time off to cover all or part of the FML taken. Similarly, leave for which disability leave or benefits are available runs concurrently with leave taken under the FML.

Worker’s Compensation Leave Runs Concurrently

FML and Workers’ Compensation leaves run concurrently. Thus, when an employee is injured and unable to work, his or her time off will be counted as FML time off.

Serious Health Condition

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility; or
- any period of incapacity requiring absence of more than three calendar days from work, school or other daily activities that also involves continuing treatment by a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- any absences to receive multiple treatments (including reasonable recovery time) by a health care provider for a condition that likely would result in incapacity of more than three days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.).

The following conditions ordinarily will not constitute “serious health conditions” unless complications arise:

- Common colds
- Minor ulcers
- Routine dental care
- Flu
- Upset stomachs
- Orthodontia care
- Ear aches
- Non-migraine
- Periodontal Disease
- Headaches
- Routine dental care
- Orthodontia care
- Non-migraine
- Periodontal Disease
- Headaches

Medical Certification

United Way of Washtenaw County requires medical certification assuring that leave for a serious health condition of the employee or of the employee’s

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immediate family is required. This certification requirement can be met through the completion of the FMLA Certification of Health Care Provider form. This form will be provided by the CFO upon request. This form must be completed, signed by the appropriate health care provider and submitted by the employee to the CFO within 15 calendar days in order for the time off to qualify as FML excused absences. Failure to supply this certification will result in denial of FML status, and your absence will be assessed under UWWC’s attendance policy. This means that you may be subject to discipline up to and including discharge if your absence is not excused as FML.

Maintenance of Health Benefits

UWWC will maintain group health insurance coverage, including family coverage, for an employee on FML on the same terms as if the employee continued to work. The employee must arrange to pay his/her semi-monthly premium payments while on leave with the CFO. Health benefits under FMLA will stop if and when an employee informs UWWC of an intent not to return to work at the end of a leave period, or if the employee fails to return to work when the FML is exhausted. UWWC’s obligation also stops if the employee’s premium payment is more than 30 days late and UWWC has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

Status During Leave

Certain types of earned benefits, such as PTO or paid leave, will not continue to accrue during periods of unpaid FML.

Job Restoration

UWWC requires a fitness for duty certificate prior to restoring an employee to work following FML for the employee’s own serious health condition (other than for intermittent leave).

Upon return from FML, UWWC will make every attempt to restore the employee to his or her original job. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, UWWC may refuse to reinstate employees after using FML during which health coverage was maintained. If applicable, UWWC will notify the employee as soon as UWWC decides it will deny job restoration, and explain the reasons for this decision; offer the employee a reasonable opportunity to return to work from FML after giving this notice; and make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then request restoration.

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Employees who give notice that they do not intend to return to work lose their entitlement to FML.

Employee Notice

Eligible employees seeking to use FML will be required to provide:

- 30-day advance notice of the need to take FML for foreseeable reason, if it is possible to do so;

- notice “as soon as is practical,” which generally means within one or two business days of learning of the need to take FML, when the need to take FML is not foreseeable;

- sufficient information for United Way of Washtenaw County to understand that the employee’s request for leave involves FML-qualifying reasons; and

- sufficient information when UWWC was not made aware that the employee was absent for FML reasons, but the employee wants the leave that was taken counted as FML for an FML-qualifying reason.

- Completed certification no later than 15 days from the initial request for FML leave. The required documentation consists of properly completed FMLA Certification of Health Care Provider.

No Work While On Leave

The taking of another job while on FML or any other authorized leave may lead to disciplinary action, up to and including discharge.

FAMILY AND MEDICAL LEAVE-EXPIRED

In the event an employee continues to remain disabled beyond 12 weeks, he/she will begin Long Term Disability, if eligible.

Maintenance of Health Benefits

Benefit premiums will be the responsibility of the employee once he/she is placed on Family Medical Leave-Expired. The employee must notify the CFO at least 15 days prior to being placed on Family Medical Leave-Expired status as to whether they wish to continue their benefits. The CFO will bill the employee for the monthly premiums. United Way of Washtenaw County’s obligation to maintain their benefit status stops if the employee’s premium payment is more than 30 days late and UWWC has given the employee written notice at least 15
days in advance advising that coverage will cease if payment is not received. Vacation and PTO will not accrue while on Family Medical Leave-Expired.

**Job Restoration**

UWWC will make no assurance that employees returning to work from Family Medical Leave-Expired status will be reinstated to the same or similar job.

**MEDICAL INSURANCE**

Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract after completing one month of employment.

Information and enrollment forms may be obtained from the CFO.

To assist you with the cost of this insurance, UWWC pays a portion of a single, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

A booklet containing the details of the plan and eligibility requirements may be obtained from the CFO.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling. Upon termination you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information contact the CFO.

**COBRA**

Due to the size of the organization, United Way of Washtenaw County is not governed by the Consolidated Omnibus Budget Reconciliation Act (COBRA). No such coverage is available.

**DENTAL AND VISION INSURANCE**

Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract after completing one month of employment.

Information and enrollment forms may be obtained from the CFO.

To assist you with the cost of this insurance, UWWC pays a portion of a single, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

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A booklet containing the details of the plan and eligibility requirements may be obtained from the CFO.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling. Upon termination your coverage will end. For more information contact the CFO.

**LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE**

Eligible full-time employees will be enrolled in this plan upon completion of one month of employment.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is covered by United Way of Washtenaw County.

Participating employees will also be covered under UWWC’s Accidental Death and Dismemberment Insurance.

Complete details of these plans may be obtained from the CFO.

**SHORT-TERM DISABILITY INSURANCE**

You may be eligible for short-term disability benefits under an insurance policy offered by UWWC and paid for by the employee.

Whether you are eligible for benefits is determined by the short-term disability insurance company (AFLAC) under the terms of the policy. In general, full-time employees are eligible for the short-term disability insurance program after completing one month of full-time employment. This insurance program is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability. The benefits are calculated as a percentage of your salary, for a duration of up to 13 weeks.

Please check with the CFO for additional information concerning this benefit.

**401(k) QUALIFIED RETIREMENT PLAN**

UWWC provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. UWWC’s contribution, if any, is determined by UWWC on an annual basis.

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You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the CFO. In the event of any conflict in the description of the plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the CFO.

ATTENDANCE AND PUNCTUALITY

The business hours of our organization are 8:00 am to 4:30 pm. Employees are expected to work these business hours. Certain special events may require shifting hours to cover early morning or evening hours. Attendance and punctuality are important factors for your success within United Way of Washtenaw County. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but no later than before the start of your workday.

Personal issues requiring time away from your work, such as doctor’s appointments or other matters, should be scheduled during your non-working hours if possible.

If you are absent for three days without notifying UWWC, it is assumed that you have voluntarily abandoned your position with UWWC, and you will be removed from the payroll.

DERELICTION OF DUTY

In order for United Way of Washtenaw County to run effectively and provide the service expected by the community, each employee must adhere to and conform to the rules of their assigned tasks. Failure or refusal to perform assigned duties in a satisfactory manner is considered dereliction of duty. Dereliction of duty on the part of any employee may be cause for disciplinary action up to and including dismissal.

INCLEMENT WEATHER OR OTHER EMERGENCIES

Weather conditions or other emergencies may, from time to time, interfere with normal business operations. UWWC’s objective is to minimize disruptions while simultaneously not subjecting employees to undue risk in connection with traveling to work. The following procedures have been established:

Facility remains open: On those occasions in which the UWWC office remains open, employees may, with appropriate notice to their Supervisors, modify their March 2015
arrival or departure times to allow for safe travel. Employees not reporting to work during the first \( \frac{1}{2} \) of the day, before 12:00 noon, will be charged a \( \frac{1}{2} \) day personal leave or vacation leave time for the remainder of the work day. In the event that an employee does not have accumulated vacation or personal time available, an unpaid half day will be deducted from their next paycheck.

*Facility is closed:* If the site is closed due to inclement weather or any other emergency, employees are not to report to work. The nature, severity and duration of emergency situations such as this cannot be predicted. Employees will receive their regular pay provided the office is officially closed at the President’s discretion for that period of time.

The President will make a determination on whether the office will be closed or not by 6:00 a.m. If the office is to be closed, the President will notify Department Supervisors and they will then notify their staff.

**PAY ADVANCES AND LOANS**

It is the United Way of Washtenaw County’s policy to not issue pay advances or loans.

**LOCAL TRAVEL AND BUSINESS EXPENSES**

United Way of Washtenaw County will reimburse you for business and travel expenses when these expenses are incurred in connection with the performance of your job and are handled in accordance with the following policies and procedures:

**Automobile Mileage** – An allowance for automobile mileage is paid by UWWC when employees are on official business. All mileage reimbursement requests must include a map showing total distance from an online mapping service. Mileage must exceed or equal 10 miles in total in 1 workday to be eligible for reimbursement. Mileage from home to office is not allowable and should be deducted from any trip made direct from or returning home. There is an exception for approved business trips where mileage may be charged from home to the airport or other transportation hub. Recipients of allowance for mileage must carry automobile liability insurance. The mileage reimbursement rate is established by the CEO and the CFO and is subject to change without notice.

**Parking Fees** – Full reimbursement for parking fees is allowed if incurred in connection with an assignment away from the office and street parking (gratis) is not available.

**Meals** – When employees are required to attend breakfasts, luncheons, or dinners as official representatives of UWWC, reimbursement will be made for the full cost. The one exception is alcohol. The employee is responsible for any cost

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associated with the consumption of alcohol. All reimbursements will be requested on an Expense Reimbursement Form with supporting documentation (receipts) attached.

OUT OF TOWN TRAVEL

Properly documented out of town travel expenses are reimbursable after the travel using an Expense Reimbursement form signed by your supervisor. No travel advance is available.

Airfare and Hotel – Out of town business travel that involves airfare or hotel expenses should be pre-approved in writing by your supervisor AND CEO. When making reservations for business travel, you should make every attempt to acquire the lowest available cost for airfare (coach seating) and a hotel room. The preferred method for making airline and hotel reservations is to do so using a credit card. A receipt is required to substantiate the air travel and hotel charges. See the CFO for credit card information.

Ground Transportation – You are encouraged to use an airport or hotel shuttle as a lower cost option than a taxi. Car rental (compact models with the additional liability and collision insurance offered by the rental company) should be used infrequently and only with prior approval. Payment options for rental cars should be discussed with the CFO.

Meals, Tips, Telephone, etc. – Reasonable meals, tips for services, and telephone/Wi-Fi costs are reimbursed at the amount paid by you, provided they are business related. Receipts must be provided when requesting reimbursement for these costs. You are responsible for personal expenses; i.e., airline accident insurance, laundry service, newspapers, etc.

CONFERENCE/TRAINING EXPENSES

You should receive prior written approval to attend a conference. Using a Conference and Training Request form you should attach any printed material describing the conference/training along with information on related costs; i.e., hotel, airfare, etc., and give to your supervisor for approval. You may make your reservations once your request has been approved.

On occasion UWWC may qualify for reimbursement of conference expenses through United Way Worldwide’s FLEX Credits program. This program may require you to submit paperwork or complete an on-line submission form for UWWC to receive reimbursement. Please see the CFO for more information on this program.

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UWWC does not provide for tuition reimbursement. Non-exempt employees must have time to attend outside of regular working hours specifically approved in advance by their supervisor, CFO, and CEO.

STANDARDS OF CONDUCT

Community Services Liaison discipline and/or termination shall be the joint responsibility of the Huron Valley Labor Council and UWWC, and must meet accepted standards of just cause for discipline outlined in Section F, Disciplinary Procedures outlined in the contract. Each employee has an obligation to observe and follow UWWC’s policies and to maintain proper standards of conduct at all times. If an individual’s behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by UWWC. UWWC does not guarantee that one form of action will necessarily precede another.

Following is non-exhaustive list of conduct that is likely to lead to discipline or discharge. Some of these items are expanded further in other Handbook sections. These examples are not the only conduct which may result in discipline or termination. Because of varying circumstances and factors, UWWC reserves the right to interpret its work rules and determine which activity warrants discipline or termination.

By providing these rules and examples, United Way of Washtenaw County intends to set forth guidelines of its expectations. UWWC does not intend to modify its right to terminate an employee at will, with or without notice or with or without cause.

Specific Prohibitions

- negligence in performance of assigned duties or in following instructions
- falsification of UWWC records or reports or other dishonesty
- failure to complete time records as required by UWWC policy
- harassment of or discrimination against other employees
- failure to cooperate in UWWC investigations regarding complaints or possible wrongdoing
- interference with UWWC investigations regarding complaints of possible wrongdoing, by, e.g., witness intimidation, destruction of evidence or withholding of evidence
- interference with UWWC security procedures and protections for physical facilities, electronic data and other property

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• conflict of interest
• absenteeism or tardiness in violation of the attendance policy
• possession of weapons on UWWC property or during UWWC functions
• disregard of UWWC policies, including all provisions of this Handbook
• insubordination
• disrespect toward fellow employees, volunteers, visitors or other members of the public
• performing outside work or use of UWWC property, equipment or facilities in connection with outside work while on UWWC time
• violation of UWWC substance abuse policy
• misconduct or other conduct that may constitute a crime under the law
• theft
• physical violence or threats of physical harm
• abusive or threatening language

DRESS POLICY

Projecting a positive public image is crucial to United Way of Washtenaw County. UWWC employees must always be mindful that UWWC is a public entity and, as such, has donors and business partners who visit UWWC offices every day, sometimes arriving unexpectedly. Proper professional work attire sets the tone for the organization. While not all employees may interact directly with outside organizations or donors, they are often observed by those visiting other staff.

Clothing and accessories must be appropriate to employees' specific duties, work environment, and the business community standards in which employees work. “Business casual” dress is the norm for staff working in the UWWC office. Business casual is defined as a more relaxed and comfortable type of dress that continues to present a professional image. Business casual is crisp, neat, and looks appropriate even for a chance meeting with a donor or other community constituent. Business casual dress is appropriate in most situations when working with donors and partners. There are times when more traditional business attire (e.g., suits, dresses, sports coats, ties, etc.) is required. Such time would include attendance while representing UWWC at any meeting with volunteers in our offices or out in the community including formal or official functions. Employee dress should never look like cocktail or party or picnic attire unless attending a UWWC function defined as such.

Capri pants are acceptable as long as they are tailored and are no shorter than mid-calf. Sleeveless attire is acceptable, only if professional style.

While UWWC remains respectful of employees' right to choose their own professional work attire, some items are inappropriate for office wear. Examples include shorts, t-shirts, beach shoes, sweatshirts, shower shoes, halter tops, exercise clothes, body piercing, uncovered tattoos, shirts with inappropriate March 2015
words or visuals, and clothes that are sloppy, not clean, or in disrepair. These examples are not the only forms of dress which may be prohibited.

The President may modify these guidelines for specific health and safety reasons or for specific work activities such as offsite meetings, cleanup days, or weekend work.

RESPONSIBILITIES

Individual employees are responsible for appropriate attire consistent with these dress standards. This includes meeting appropriate standards of hygiene, health, and safety. Failure to comply will result in the employee being sent home to change clothes and a proportionate pay dock for the time away from work. Repeated failure to comply will be considered insubordination and handled as a disciplinary issue.

If in doubt – don’t wear it!

Managers and supervisors are expected to communicate appropriate standard of dress to their staff and are expected to coach and counsel employees who dress inappropriately.

PERSONAL TELEPHONE CALLS

It is important to keep our telephone lines free for donor/volunteer calls. Although the occasional use of UWWC’s telephones for a personal emergency may be necessary, routine personal calls are discouraged.

Personal cellular telephones must be turned off or set to a silent alert during work hours while on UWWC premises. The UWWC pays an employee for a full day’s work and in return expect a full day’s work. That cannot happen when the employee is on either UWWC’s telephones or their cell phone for personal calls.

Failure to comply could result in disciplinary actions.

MOTOR VEHICLE CELL PHONE POLICY

UWWC realizes that the employee may have a cellular phone that is used for personal or business affairs. UWWC also recognizes the hazard that is present when the cellular phone is used while operating a motor vehicle. It is UWWC policy that calls related to UWWC business on the cellular phone are to be taken or made while your vehicle is parked or while using a hands-free device. Any use of a cellular phone during the operation of a motor vehicle for UWWC business is at the employee’s risk. UWWC will be held harmless for any damages caused during the use of a cellular phone while operating a motor vehicle.

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COMPUTER SOFTWARE LICENSING

UWWC purchases or licenses the use of various computer software programs. Neither UWWC nor any of UWWC's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication computer software is a federal offense, punishable by up to a $250,000 fine and up to five years in jail.

United Way of Washtenaw County does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within UWWC shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

SOCIAL MEDIA

Online media is a great way to keep up with current events and share the many exciting things happening at UWWC. Staff are invited and encouraged to fully utilize social media to discuss UWWC and promote its work.

However as employees of United Way of Washtenaw County, we also have an obligation to UWWC. Employees are not authorized to use their identity as UWWC employees, including their United Way email accounts, in association with personal sites that are outside the scope of United Way's mission.

Employees will be held responsible for what they write and what they post. The UWWC social media site is governed by its mission and our credo – and by good judgment and common sense. In general, employees will tell the UW story responsibly and not write or post anything that would embarrass our families, volunteers or reflect badly on United Way.

Employees must ensure that their blogging and social networking activities do not interfere with their work commitments. Unless they are officially designated to work with social media, they will reasonably limit their personal use of social networking sites at work. Inappropriate posts can result in corrective action or termination.

CUSTOMER AND PUBLIC RELATIONS

UWWC's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

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The opinions and attitudes that donors and volunteers have toward UWWC may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a donor/volunteer for granted, but if we do we run the risk of losing not only that donor/volunteer, but his or her associates, friends or family who may also be donors/volunteers or prospective donors/volunteers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

PROTECTING UWWC PROPERTY

Protecting UWWC property is the responsibility of every employee. Removing or borrowing UWWC property without prior authorization is not allowed. Employees engaging in such conduct may be punished up to and including dismissal.

Knowledge of any unauthorized taking/borrowing of UWWC property should be reported to your immediate supervisor.

PROTECTING UWWC INFORMATION

Protecting UWWC and donor information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss UWWC's confidential business with anyone who does not work for us. Care should be taken to prevent confidential discussions from being overheard by other volunteers or staff members who are not involved (i.e. discussing problems in the hall or reception area).

All telephone calls regarding a current or former employee's position/compensation with UWWC must be forwarded to the CFO.

UWWC's address shall not be used for the receipt of personal mail.

CONFLICT OF INTEREST/CODE OF ETHICS

An entity's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with UWWC, or any of its donors, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

United Way of Washtenaw County adheres to the highest legal and ethical standards applicable in our business. UWWC's business is conducted in the strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

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Employees of UWWC shall conduct their personal affairs in such a fashion that their duties and responsibilities to UWWC are not jeopardized and/or legal questions do not arise with respect to their association or work with UWWC.

To avoid a possibility of a conflict of interest, UWWC prohibits the hiring of immediate family members. Members of the immediate family include spouses, parents, brothers, sisters, children, children of domestic partners and domestic partners and their parents.

No employee, family, relative, extended family tree may “win” prizes, scholarships, grants, i.e. varsity letters scholarships, as sponsored by UWWC.

Employees may not serve on funded agencies’ boards. All volunteer time is done on employee’s personal time and is not paid nor reimbursed by UWWC.

OUTSIDE EMPLOYMENT

If you are thinking of taking on a second job, you must notify your supervisor immediately to avoid the possibility of a conflict of interest. A conflict of interest occurs when the interests of the employee or another outside party actually or potentially affect UWWC in a negative way. We must always avoid the outward appearance of a conflict of interest, even if one might not actually exist. Thus, you may not accept a position with a vendor, donor or other nonprofit that serves the same communities without making full disclosure to the CFO and the President. UWWC reserves the right to refuse permission to an employee who seeks permission to take an outside job.

Employees may not conduct outside work or use UWWC property, equipment or facilities in connection with outside work while on UWWC time.

WHISTLEBLOWER POLICY

The United Way of Washtenaw County is committed to the highest possible standards of ethical, moral and legal business conduct including fair, accurate and transparent accounting of its financial matters. UWWC expects all employees, officers, directors and agents to act in accordance with the highest ethical standards in the performance of their responsibilities. This requires full compliance with all applicable laws and regulations, accounting standards, accounting controls and audit practices. UWWC relies on all employees, officers, directors and agents of the organization to conduct themselves in accordance with the requirements and spirit of this policy and to report any suspected violations of this policy or other questionable financial, accounting or audit matters.

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In line with this commitment and our commitment to open communications, this policy provides an avenue for employees to raise concerns. This policy covers serious and sensitive concerns that could have a significant impact on UWWC, such as actions that:

- may lead to incorrect financial reporting;
- are unlawful;
- violate UWWC policy, including our Code of Ethical Behavior; or
- otherwise amount to serious improper conduct.

**Reporting Complaints, Concerns or Questionable Practices**

**Financial, accounting and audit matters**: Any employee who has complaints or concerns about UWWC accounting, internal accounting controls or auditing matters; or who becomes aware of questionable accounting or auditing matters is encouraged to confidentially report such matters to UWWC Audit Committee.

**Unlawful actions, violations of UWWC policy, serious improper conduct**: Any employee who has knowledge of or a concern about illegal, dishonest or fraudulent activity or actions which represent serious improper conduct in violation of UWWC policy should immediately contact his/her manager, the CFO/CEO, or the Chairman of the Board of Directors. The action taken by UWWC will depend on the nature of the concern.

In order to facilitate a complete investigation, you should be prepared to provide as many details as possible including a description of the questionable practice or behavior, the names of any persons involved, the names of possible witnesses, dates, times, places, and any other available details. While you may choose to remain anonymous, you are encouraged to give your name when making an allegation since appropriate follow-up questions and investigations may not be possible unless you identify yourself. You are encouraged to use sound judgment to avoid baseless allegations.

UWWC management and Board of Directors support this policy as part of a commitment to operate in accordance with the highest legal, ethical, and business standards.

**Manager Responsibilities**

**Financial, Accounting and Audit Matters**: Managers who become aware of any questionable accounting or auditing matters or who receive concerns or complaints from other employees must immediately forward the concern to the Audit Committee. In addition, managers must consult with the Audit Committee before undertaking any investigation or other action. The Audit Committee has the final responsibility and authority for investigating and handling any concerns or complaints relating to accounting and auditing practices. Any manager who
fails to report any allegations under this policy or otherwise fails to deal properly with such allegations may be subject to disciplinary action.

**Unlawful Actions, Violations of UWWC Policy, and Serious Improper Conduct:** Managers who become aware of other questionable matters including unlawful actions, actions not in line with UWWC policy or actions that otherwise amount to serious improper conduct, or who receive concerns or complaints from other employees regarding these matters must immediately report them to their manager or to the CFO/CEO. Managers who receive these types of complaints must consult with the CFO/CEO before undertaking any investigation or other action. The CEO has the final responsibility and authority for the investigation and handling of any concerns or complaints related to unlawful actions and actions amounting to serious improper conduct. Any manager who fails to report these types of allegations or who otherwise fails to deal properly with such allegations may be subject to disciplinary action.

**Investigation and Response**

**Financial, Accounting and Audit Matters:** The Audit Committee will oversee the receipt and handling of allegations of questionable accounting and auditing matters including directing an appropriate investigation and response. If necessary, the Audit Committee has the discretion to use external resources to assist in this process. Based on its investigation, the Audit Committee will direct UWWC to take prompt and appropriate corrective action. If the Audit Committee determines that a particular complaint or concern is not covered by this policy the matter will be referred to the CEO for appropriate handling and response.

**Unlawful Actions, Violations of UWWC Policy, and Serious Improper Conduct:** The CFO/CEO will oversee the receipt and handling of allegations of unlawful actions, violations of UWWC policy and serious improper conduct including directing an appropriate investigation and response. Based on its investigation UWWC will take prompt and appropriate action.

**Confidentiality and NonRetaliation**

Reports of questionable matters and practices will be kept confidential to the extent possible consistent with UWWC's obligation to investigate and correct unlawful or unethical practices. Every effort will be made to protect the complainant's identity. In order to ensure confidentiality you may elect to make a complaint anonymously.

Any employee who retaliates or attempts to intimidate another employee or witness because the employee files a charge or participated in an investigation may be subject to disciplinary action.

**Employees who believe they are subject to retaliation because they have made a report of participated in an investigation should report the March 2015**
suspected retaliation to the Audit Committee or Chairman of the Board of Directors as appropriate.

PERSONAL PROPERTY

UWWC is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

VISITORS

If you are expecting a visitor, please notify the receptionist. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential or unauthorized areas.

ELECTRONIC MAIL MONITORING

We recognize your need to be able to communicate efficiently with fellow employees and donors. Therefore, we have installed an internal electronic mail (e-mail) system to facilitate the transmittal of business-related information within United Way of Washtenaw County and with volunteers, donors and other members of the community. The e-mail system is intended for business use only. The use of UWWC's e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files.

All e-mail passwords must be made available to UWWC at all times. Please notify the CFO if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the e-mail system and the file/transmission of any employee without
advance notice. Employees should expect that communications that they send and receive by the e-mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the e-mail system are private or confidential.

INTERNET USAGE

The internet is intended for business use only. Use of the internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our policies against sexual and other types of harassment apply fully to internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually-explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

The time you spend on the internet may be tracked through activity logs. Employees should not assume that their usage of United Way of Washtenaw County’s computers is private or confidential. UWWC reserves the right to investigate any employee’s use of its computers at its sole discretion.

Employees learning of any misuse of the internet shall notify a member of the management.

Violation of this policy may result in disciplinary action, up to and including discharge.

RECYCLING AND WASTE PREVENTION

UWWC is committed to the environment and its future. Therefore, a recycling container is located in the kitchen for the collection of recyclable materials. Waste of time, materials and utilities is costly. If you have any waste prevention ideas, please advise your supervisor in writing.

PARKING

Free parking is available to employees. You are required to park within the designated areas.

UWWC is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.

LUNCH ROOM/KITCHEN

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A lunch area is available for your use. Although UWWC provides general custodial care, each employee using the kitchen is expected to clean up after themselves. This lunch area should be kept clean for the next person’s use.

**CONTACT WITH THE MEDIA**

All media inquiries regarding UWWC and its operations must be referred to the President. Only the President is authorized to make or approve public statements pertaining to UWWC or its operations. No employees, unless specifically designated by the President are authorized to make those statements.

**IF YOU MUST LEAVE US**

Should you decide to leave your employment with us, we ask that you provide the CFO your resignation, in writing, at least two weeks’ prior to your final day. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the United Way of Washtenaw County.

Employees who provide at least two weeks’ advance notice of their resignation and employees who are laid off or discharged due to lack of work will be paid for unused vacation up to a maximum of 48 days. Accrued vacation in excess of 48 days will not be paid under any circumstances. Employees who resign without two weeks notice and employees who are discharged for any reason other than lack of work will not be paid for unused vacation upon termination. (A Departure Agreement between UWWC and the terminated employee will govern.)

We do not provide a “letter of reference” to former employees.

All UWWC property, including this Employee Handbook, must be returned upon termination.

You should notify UWWC if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

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EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork at United Way of Washtenaw County. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on UWWC property is forbidden and may be cause for immediate dismissal.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Know the locations, contents and use of first aid and fire fighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

WORKPLACE SEARCHES

To protect its property, ensure compliance with its policies, and ensure the safety of all employees, donors and third parties, UWWC reserves the right to search any employee’s office, desk, files, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, equipment, etc. are the property of UWWC, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of UWWC. Employees should have no expectations of privacy in these areas.

Employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of UWWC’s rules and regulations.

WORKPLACE VIOLENCE

Violence or threats of violence by an employee or anyone else against an employee, supervisor, and member of management, donor or any third party on our premises will not be tolerated. The purpose of this policy is to minimize the

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potential risk of personal injuries and to reduce the possibility of damage to United Way of Washtenaw County property in the event someone, for whatever reason, may be unhappy with a decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the CFO and/or President at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in UWWC's investigation, may result in disciplinary action, up to and including immediate discharge.

**GOOD HOUSEKEEPING**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

**SMOKING IN THE WORKPLACE**

UWWC is committed to providing a safe and healthy environment for employees and visitors. Smoking is not allowed in the building.

**FIREARM POLICY**

The carrying or procession of any type of weapon or fireman on the premises of UWWC is strictly and absolutely prohibited. This prohibition expressly includes those person licensed to carry a concealed fireman (other than who are licensed peace officers). For purposes of this policy, the premises of UWWC are defined as any property, building, or portion of a building or property that UWWC occupies, whether on a temporary permanent basis, and any off-site premises where UWWC is conducting any activity sponsored by UWWC. Any person violating this policy will be required to leave UWWC premises immediacy. Any employee found to be in violation of this polity will be subject to disciple, including immediate termination.

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Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the CFO or President.

Violations of this policy will result in disciplinary action, up to and including discharge.

**IN AN EMERGENCY**

The CFO should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the CFO is unavailable, contact the nearest supervisor or member of management.

Should an emergency result in the need to communicate information to employees outside of business hours, the CFO will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the CFO in the event this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the CFO or other management. You should leave the building in a quick and orderly manner. You should assemble across the street near the Washtenaw County Juvenile Center sign to await further instructions or information.

Please direct any questions you may have about United Way of Washtenaw County’s emergency procedures to the CFO in a written format.

**SUBSTANCE ABUSE**

UWWC has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the donors we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with UWWC the following substance abuse policy.

UWWC reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of UWWC-issued desks or other suspected areas of concealment, as well as an employee’s personal property when UWWC has reasonable suspicion to believe that the employee has violated this substance abuse policy.

**Illegal Drugs**

The possession, sale or use of illegal drugs is inconsistent with United Way of Washtenaw County’s need to operate in a safe and efficient fashion. The term March 2015
"illegal drugs" includes all substances listed by the federal government as controlled substances, the most common of which include cocaine, heroin, marijuana, methamphetamines, hallucinogens, codeine, and opium. No employee of UWWC may use or possess unlawful drugs during working hours or on UWWC property. No employee may report for work while under the influence of unlawful drugs. Any employee violating this policy will be subject to immediate discharge.

Employees of UWWC are subject to drug testing at the discretion of management. Any employee who refuses to submit to drug-testing is subject to immediate discharge.

**Prescription Drugs**

Employees are prohibited from possessing, using or being under the influence of prescription drugs on UWWC premises unless the drugs have been prescribed by a licensed medical practitioner. Such drugs can only be possessed or consumed by employees receiving such prescriptions, and in the manner, combination, and quantity prescribed. Use of any federal controlled substance that is prescribed to another person constitutes use of an illegal drug, subject to the policy above. Any employee violating this policy will be subject to immediate discharge.

**Alcohol**

Employees are prohibited from using or possessing alcoholic beverages during working hours or on UWWC property. Under no circumstances may an employee report for work under the influence of alcohol. Any employee violating this policy will be subject to immediate discharge.

UWWC may occasionally sponsor events at which alcoholic beverages may be served and/or consumed. The use of "designated driver" program is encouraged to ensure safety during travel after such sponsored events. However, UWWC assumes no liability for harm caused by or to employees who overindulge in their consumption of alcohol.
YOUR HUMAN RESOURCES DEPARTMENT

Since UWWC is a small organization, Human Resource matters are handled by the CFO. (S)he will act as an information center for both employees and management. (S)he plays an important part in formulating and interpreting UWWC policy and offers help with a variety of problems and matters that concern employees and management. The CFO is available to discuss subjects such as employment/recruitment, benefits, employee records, safety and disciplinary problems.

The CFO is available Monday through Friday, 8:00 a.m. to 4:30 p.m. Appointments may be arranged for other times.

TALK TO US

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the CFO. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with who you feel comfortable.

March 2015
RECEIPT OF EMPLOYEE HANDBOOK AND AGREEMENT TO TERMS OF EMPLOYMENT

I acknowledge that I have received a copy of the Employee Handbook of the United Way of Washtenaw County (UWWC) revised January 2013, and that I have read the Employee Handbook, understand its contents, and agree to keep the Handbook for future reference. I also agree to observe all UWWC personnel policies, standards, rules and regulations outlined in this Handbook. I understand that the Handbook is provided solely for the purpose of information and that its contents may not be construed to constitute a contract for employment between myself and UWWC or for providing any of the benefits described therein. I understand that the Handbook will be reviewed periodically by UWC and UWWC reserves the right to alter, amend, modify or terminate any benefits or other provisions contained in this Handbook at any time it chooses, with or without notice to me. I also understand and acknowledge that this handbook supersedes any and all past Handbooks, manuals, policies, procedures, understandings and standards, written or oral, express or implied.

I understand neither the Handbook nor any of the provisions or guidelines contained in this handbook constitute a contract, and impose no legally enforceable obligation on UWWC. I understand that I am employed at will, and that either I or UWWC may terminate the employment relationship at any time, with or without prior notice, warning, procedure or formality, for any reason or no reason. I also understand that the nature, terms or conditions of employment cannot be changed by any oral representation, custom, habit or practice. I acknowledge that no employee, agent or representative of UWWC, other than the President, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, orally or in writing, which alters, amends or contradicts the policy of at-will employment. I acknowledge that any such agreement would have to be in writing, directed exclusively to me, and be signed and dated by both the President and me.

In consideration of my employment or my continued employment with United Way of Washtenaw County, I agree that, unless a shorter statute or other period of limitations applies, any claim, suit, action or other proceeding arising out of my employment or the termination of my employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought or asserted by me within six months of the event giving rise to the claim or be forever barred. I expressly waive any statute or other period of limitations longer than six months.

Dated: ___________________

(Employee Signature)

_____________________

Print Name

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