

Personnel Policies



TABLE OF CONTENTS

I.	<u>INTRODUCTORY POLICIES</u>	<u>PAGE</u>
•	Introduction	5
•	Employment At-Will	5
II.	<u>STANDARDS FOR WORKPLACE EXCELLENCE</u>	
•	Management Philosophy	5
•	Our Mission Statement	6
•	Our Vision Statement	6
•	Equal Employment Opportunity	6
•	Child Abuse	6
•	Harassment Policy	7
•	Americans with Disabilities Act (ADA)	8
•	Whistleblower Policy	8
➤	Inappropriate Action or Behavior	8
➤	Reporting Responsibility	9
➤	Confidentiality	9
➤	Compliance Officer Responsibilities	9
➤	Investigation and Resolution of Complaint	9
➤	Non-Retaliation	9
➤	Acting in Good Faith	10
III.	<u>CONFLICT OF INTEREST POLICY</u>	10
IV.	<u>EMPLOYMENT POLICIES</u>	
•	Pre-Employment Reference/Background Investigations	10
•	Drug-Free Workplace	11
•	Employment Medical Examination	11
•	Membership	11
•	Federal Immigration Reform and Control Act Compliance (IRCA)	11
•	Confidentiality of Information	12
•	Personnel Files	12
•	Release of Employment Information	12
•	Nepotism/Employment of Relatives	12
•	Job Posting	13
•	Employment Termination	13
•	Exit Interview	13

V.	<u>COMPENSATION POLICIES</u>	
	• Classifications of Employment	13
	• Hours of Work and Overtime	14
	• Pay Days	14
	• Garnishments	14
	• Salary Administration	15
	• Performance Management Program	15
VI.	<u>COMPANY BENEFITS</u>	
	• Benefits Package	15
	• Professional Development	15
	• Employee Assistance Program (EAP)	16
	• Transitional Work Program	16
	• Statutory Benefits	16
	➤ Social Security	16
	➤ Unemployment Compensation	16
	➤ Workers' Compensation	16
	➤ COBRA/Continuation of Medical/Dental Coverage	16
VII.	<u>TIME OFF BENEFITS</u>	
	• Vacation Days	17
	• Paid Sick Days	18
	• Paid Personal Days	18
	• Holidays	18
	• Family and Medical Leave Act (FMLA) – Unpaid Leave	19
	• Jury Duty Leave	21
	• Witness Duty Leave	21
	• Bereavement Leave	21
	• Military Leave (USERRA)	21
	• Personal Leave of Absence	21
VIII.	<u>GENERAL POLICIES</u>	
	• Motor Vehicle Policy and Mileage	22
	• Conflict Resolution	23
	• Guidelines for Appropriate Conduct	24
	• Corrective Action	24
	• Safety Policy	25
	• Weather Emergencies/Emergency Closing	25
	• Workplace Search	26
	• Computers and E-Information	26
	• Use of Telephones and Cellular Phones	26

IX. PROFESSIONAL CONDUCT IN THE WORKPLACE

- Good Business Etiquette 27
- Solicitation and Distribution 27
- Smoke-Free Workplace 27
- Dress Code 28

Appendix A – History of Policy Changes 29

**Appendix B – Receipt And Acknowledgement of Girl Scouts of Western Ohio
Personnel Policy Manual 30**

The issuance of this manual and the policies contained herein does not constitute an employment contract or a promise with respect to any terms or conditions of employment. The policies are subject to change at the discretion of the management of Girl Scouts of Western Ohio.

I. *INTRODUCTORY POLICIES*

Introduction

Our policy manual has been developed to answer many of the questions that you might have about employment at Girl Scouts of Western Ohio. The manual is intended to provide the guidance for the working relationship between employees and the organization.

This manual is not a contract of employment. The Council reserves the right to amend or modify all policies and practices at any time, with or without notice.

Employment At-Will

It is the policy of Girl Scouts of Western Ohio that all employees are employed at-will. This manual is not a contract guaranteeing employment for any specific duration, either implied or explicit. During the course of employment, individuals are free to leave the employment of the Council at any time, for any reason, and the Council reserves a similar right. Thus, the employee and the Council will have the right to terminate employment at any time, with or without notice, and with or without cause. This is called Employment At-Will. Nothing in this manual, in any other document or stated by any representative of the organization limits the Employment At-Will relationship under which each employee has been hired and is employed. Also, be advised that salary structure, etc., in no way guarantees employment for a specific duration of time (i.e. weekly, annually).

II. *STANDARDS FOR WORKPLACE EXCELLENCE*

Management Philosophy

Girl Scouts of Western Ohio is committed to a philosophy of participative management. We are interested in input from all of the Council's paid employees. Whether the contribution from the employee is in the form of a suggestion to improve productivity, to provide improved quality services, or to assist in the resolution of a conflict, it is valued.

One important role shared by the Council employees is active participation in making our organization the best it possibly can be. We encourage you to become involved... to contribute ideas for improving the quality of our services and creating a better work environment.

Input and participation should not be confused with a consensus (group decision-making) style of management. While there are certain benefits to consensus, we want it understood that final decision-making responsibility lies with management. The management of the organization is ultimately the responsibility of the Chief Executive Officer.

The following management objectives guide the Council work to ensure both people and systems are supported by an organization structure and planning process designed to accomplish our goals for girls:

- To treat employees with dignity and respect.
- To provide appropriate compensation for all employees.
- To address employees' problems/concerns.
- To provide an atmosphere in which each employee will take pride in the quality of her/his work.
- To keep employees informed as to the outlook for the future.

Of course, these are goals, not guarantees, because we recognize that we may not always agree on how such goals are best achieved. In employee relations matters, as in other areas, final decision-making rests with management.

Our Mission Statement

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouting is a non-formal, experiential, and cooperative education program that promotes girls' personal growth and leadership development. Partnering with caring adults, girls design fun and challenging activities that empower them and raise their voices within a local, national, and global sisterhood.

Our Vision Statement

Girl Scouting is the organization where, with the support of positive role models, girls develop leadership skills that enable them to:

- Develop healthy relationships,
- Value diversity,
- Build life skills,
- Realize their full potential, and
- Feel empowered to make a difference.

Equal Employment Opportunity

It is the policy of Girl Scouts of Western Ohio to provide equal opportunity in employment to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or any other classification protected by applicable laws. Girl Scouts of Western Ohio complies with all applicable federal, state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment.

Equal opportunities, including reasonable accommodations for disabilities, are also made available to handicapped, disabled veterans and veterans of the Vietnam-era in accordance with applicable law. Qualified applicants or employees who believe that they need an accommodation for a disability are to contact Human Resources.

If you feel that you have been the subject of or witness to discrimination or other inappropriate conduct, you must report the matter immediately to your manager, another member of management, and/or Human Resources.

All reports of discrimination or misconduct will be taken seriously and promptly investigated. Any employee found to have engaged in discriminatory acts or other inappropriate or unlawful conduct will be subject to disciplinary action up to and including termination. There will be no retaliation for making a complaint under this policy or assisting in an investigation.

Child Abuse

It is the policy of the Council to provide an environment that is free of child abuse and that safeguards the health and well-being of all members of Girl Scouts of the USA.

As part of the pre-employment screening process, all applicants who have been extended a conditional offer of employment are required to go through an extensive background investigation. Girl Scouts of Western Ohio will not hire anyone with prior criminal convictions relating to child abuse, or anyone with convictions for other violent crimes as described in Senate Bill #187. Other criminal convictions will be considered on a case-by-case basis.

Employees are prohibited from harassing or threatening harm to a child's health or well-being which occurs through sexual abuse or exploitation, non-accidental physical touching, mental harassment or injury or maltreatment in any form.

If an incident of child abuse that involves an employee is reported, the employee will be suspended from duty without pay pending investigation. Any employee who, after thorough investigation, is found to have engaged in child abuse in the workplace will be subject to disciplinary action, up to and including termination of employment. Girl Scouts of Western Ohio will notify law enforcement of any reported infraction.

Any employee who knows of or suspects that any girl in the Girl Scouts of Western Ohio program has been abused is obligated to report it immediately to her/his manager, Director of Regional Services, Chief Operating Officer, Chief Strategy Officer, Human Resources and the Chief Executive Officer. Employees can raise concerns and make reports without fear of reprisal. Failure to report known or suspected abuse will result in disciplinary action up to and including termination of employment, and could result in criminal prosecution.

Harassment Policy

Girl Scouts of Western Ohio is committed to maintaining a work environment that is free of harassment and/or other unlawful or inappropriate behavior. Accordingly, we will not tolerate any form of harassment or other inappropriate behavior against our employees, volunteers, clients whom we serve, and/or persons with whom we do business. All employees must avoid any behavior or conduct that would reasonably be interpreted as violating this policy.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or any other classification protected by applicable laws. Harassment includes conduct that demeans or shows hostility or aversion toward an individual because of her or his protected status or that of her or his relatives, friends, or associates.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex may constitute sexual harassment. The conduct is unlawful when:

1. Submission to the conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to: Sexually-oriented "kidding," "teasing" or jokes; foul or obscene language, gestures, or photographs; physical contact such as pinching, patting, grabbing; and demands for sexual favors. While such conduct often can be unlawful, an activity may only be determined sexual harassment if it is both unwelcome and either severe or pervasive. Girl Scouts of Western Ohio prohibits any such conduct in the workplace, regardless of the circumstances and regardless of whether the conduct amount to unlawful harassment. All staff members are expected to avoid any behavior or conduct that could be interpreted as unlawful harassment or otherwise inappropriate. All employees should also understand the importance of informing an individual whenever that individual's behavior is unwelcome, offensive, in poor taste or inappropriate.

Employees are obligated to immediately report an incident, or suspected incident, of harassment, sexual or otherwise, to her/his manager. If the manager is unavailable or if the complaint involves the employee's manager, the employee must immediately contact any other member of the management team and/or human resources and/or the chief executive officer.

There will be no retaliation against anyone who submits a concern under this policy or assists the investigation of any such complaint. Employees making malicious and knowingly false claims will be subject to disciplinary action, up to and including termination of employment.

Girl Scouts of Western Ohio is committed to prompt and thorough investigation of all allegations of harassment. Where possible, Girl Scouts of Western Ohio will keep the information pertaining to the investigation confidential. If an investigation confirms that a violation of this policy has occurred then the offending employee will be subject to disciplinary action, up to and including termination of employment.

Americans with Disabilities Act (ADA)

Girl Scouts of Western Ohio will not discriminate against a qualified individual because of a disability, with regard to application, hiring, advancement, dismissal, compensation, training, or other terms and conditions of employment.

Persons protected under this law include:

- A person with a physical or mental impairment that substantially limits that person in some major life activity; or
- A person with a record of such as physical or mental impairment; or
- A person who is regarded (perceived) as having such impairment.

If a person is not able to perform the essential function of a job, even with reasonable accommodation, then the person is not qualified for the position. The Council will reasonably accommodate the disabled. Qualified applicants or employees who believe that they need an accommodation for a disability are to contact human resources.

Benefits provided to qualified disabled employees are no different from the benefits provided to other employees.

Whistleblower Policy

Girl Scouts of Western Ohio requires employees to observe the highest standards of business and personal ethics in their everyday duties and responsibilities. Employees must practice honesty and integrity and comply with all applicable laws and regulations. Girl Scouts of Western Ohio is committed to fostering and maintaining an environment where employees can act without fear of retaliation by establishing procedures for reporting wrongdoing or suspected wrongdoing.

- **Inappropriate Action or Behavior:** The following are some examples of actions or behaviors that must be promptly reported:
 - Forgery or alterations of documents.
 - Unauthorized alteration or manipulation of computer files.
 - Fraudulent financial reporting (i.e. mileage reports, requisitions).
 - Misappropriation or misuse of Council resources, such as funds, supplies, equipment or other assets.
 - Misrepresentation or false statements.
 - Authorizing or receiving compensation for hours not worked.
 - Violation of Council policies, as well as federal, state or local laws.

- **Reporting Responsibility:** All employees who become aware of any of the acts or behaviors described above are responsible to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's manager is in the best position to address them properly. However, if the employee is not comfortable speaking with her/his manager or if the employee is not satisfied with the manager's response, she/he is encouraged to speak to one of the following:

- Director of Regional Services
- Chief Operating Officer– Compliance Officer*
- Chief Strategy Officer
- Chief Executive Officer*

****If this issue involves the Compliance Officer and/or the Chief Executive Officer, the employee must bring the matter directly to the attention of the Treasurer of Girl Scouts of Western Ohio.***

Acts of inappropriate behavior may be reported in writing or verbally. All managers are required to report suspected violations within one business day to the Compliance Officer or in her/his absence to the Chief Executive Officer who has specific and exclusive responsibility to investigate all reported violations. Managers who fail to report suspected violations to the Compliance Officer will be subject to disciplinary action, up to and including termination.

- **Confidentiality:** All reports made under these procedures will be handled with the maximum degree of confidentiality and information from the report will be shared only to the extent necessary to conduct a complete and fair investigation and any required follow-up. Employees may make reports on an anonymous basis, if they so choose.
- **Compliance Officer Responsibilities:** The Compliance Officer for Girl Scouts of Western Ohio is the Chief Operating Officer. It is the responsibility of the Compliance Officer to investigate and resolve all reported complaints and allegations, at her/his discretion. The Compliance Officer shall advise the Chief Executive Officer and/or Treasurer of the Board of Directors. The Compliance Officer has direct access to the Treasurer of the Board of Directors and is required to report at least annually on compliance activity.
- **Investigation and Resolution of Complaint:** All complaints will receive immediate attention and, if appropriate an investigation will commence as soon as practical based on the risk assessment and exposure. As appropriate, resources from the financial, human resources, or other necessary departments will be included to fully investigate the complaint. If necessary, legal counsel and/or the Girl Scouts of Western Ohio independent auditing firm will be involved in any investigation. Upon completion of the investigation, when possible and appropriate, the employee filing the complaint will be informed of the resolution.
- **Non-Retaliation:** The reporting of action or behavior that an employee reasonably believes is inappropriate is an important component of our business ethics practices. Employees making such reports will be free from any retribution, retaliation or adverse effect in their employment. Girl Scouts of Western Ohio will not tolerate acts of retaliation. Any employee who discourages or prevents other employees from making such report or seeking the help or assistance they need will be subject to disciplinary action, up to and including termination.

- **Acting in Good Faith:** Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith. Any allegations which prove to have been made maliciously or knowingly to be false will cause an employee to be subject to disciplinary action, up to and including termination.

III. CONFLICT OF INTEREST POLICY

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee as a result of Girl Scouts of Western Ohio's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. "Relative" in this context may mean father, mother, child, siblings, spouse/life partner, grandparent, grandchild, in-law, or any individual who makes her/his home with an employee.

If an employee has or is perceived to have any influence on transactions involving purchases, contracts, or leases, it is imperative that she/he disclose these influences to a member of the management team, Director of Regional Services, or human resources as soon as possible so that safeguards can be established to protect all parties.

Personal gain is defined as an advantage or benefit that results from an employee or relative having a significant ownership in a firm with which Girl Scouts of Western Ohio does business, or when an employee or relative receives a kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving Girl Scouts of Western Ohio.

Staff members shall not serve on the Board Development Committee, or as an officer, Board member or operational volunteer of Girl Scouts of Western Ohio or of any other local Girl Scout Council or Girl Scouts of the USA.

The Council's Conflict of Interest Policy Statement must be signed by all regular staff members on the date of employment to verify their acknowledgment and acceptance of its provisions as well as annually. All matters or questions that arise will be referred by the CEO or her/his designee for necessary action.

IV. EMPLOYMENT POLICIES

Pre-Employment Reference and Background Investigation

It is the policy of Girl Scouts of Western Ohio to conduct a thorough investigation into the background information submitted on a candidate's application for employment. Such an investigation may include, but is not limited to professional and personal references; verification of an applicant's education; previous employment or work history; criminal history record information from any Federal, State or local criminal justice agencies; and/or any other information as deemed necessary to fulfill the job requirements.

The Council reserves the right the right to use outside agencies to conduct background investigations. If the background investigation reveals conflicting or undisclosed information that the Council deems material, the Council may rescind its conditional offer of employment at the discretion of the CEO.

Drug Free Workplace

Girl Scouts of Western Ohio has a strong commitment to the health, safety, and welfare of its employees, their families, and other outside visitors and contractors. Widely available statistics and information establish that the incidence of drug and alcohol abuse is increasing and that the effect is devastating to lives, businesses, and the community at large. Therefore, the purpose of this policy is to institute and maintain a program for achieving the objective of a drug free work force; to provide a workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale, and use of illegal drugs; and to eliminate the hazards to health and job safety created by alcohol and drug abuse.

Girl Scouts of Western Ohio will require employees to submit to a drug and/or alcohol test whenever the Council, in its sole discretion, determines it has reason to suspect that an employee has used or is using illegal drugs; has engaged in controlled substance abuse; has otherwise violated this policy; or if an employee is injured or involved in an accident on the job while utilizing a vehicle or motorized equipment. Any employee who is found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

This policy does not prohibit the reasonable consumption of alcohol at Council events where the serving of alcohol has been approved by the CEO and consumption is in accordance with job safety and all applicable laws and regulations.

Employment Medical Examination

Certain positions within the Council may require an employee to undergo a physical examination prior to beginning employment. This exam may include x-rays, tests or other procedures in order to confirm that an employee is physically capable of performing the required job duties. The exam is scheduled and paid for by the Council.

At anytime during the course of employment an employee may be asked to undergo or return for additional physical examinations. Any such exam will be limited to job related inquiries that are consistent with business necessity and applicable law. This usually occurs when the Council is concerned about problems regarding safety and/or fitness for duty or attempting to accommodate a disability.

Membership

Girl Scouts of the USA is a membership organization. Membership in the organization is open to girls and adults who believe in the principles for which the organization exists. All exempt employees of the Council are required, at their expense, to become registered members of the Girl Scouts of the USA. This membership must be maintained during the time the individual is employed by Girl Scouts of Western Ohio. Non-exempt employees are not required to become registered members of the Girl Scouts of the USA. However, membership is highly encouraged.

Federal Immigration Reform and Control Act Compliance (IRCA I-9)

Girl Scouts of Western Ohio is committed to employing individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigrations Reform and Control Act of 1986 (IRCA), each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing her or his identity and that she/he is legally employable in the United States. Former employees who are rehired must also complete this form. Employees are responsible for maintaining their employment eligibility while working at Girl Scouts of Western Ohio. All offers of employment will be conditional upon the applicant completing the I-9 form and providing identification and proof of work eligibility within three (3) working days of employment.

Confidentiality of Information

Employees are expected to maintain the confidentiality of all information to which they have access as a result of their job duties. If employees have questions regarding specific confidential information they should contact their manager to discuss the appropriateness of sharing that information. Employees sharing confidential information may be subject to disciplinary action, up to and including termination of employment. This provision does not apply to discussions regarding terms and conditions of employment that are protected by applicable law.

Personnel Files

Girl Scouts of Western Ohio maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, certificates of completion for trainings, documentation of performance appraisals, salary increases, and other employment records.

Personnel files, and the material they contain, are the property of Girl Scouts of Western Ohio and access to the information they contain is restricted. Employees who wish to review the personnel file should contact Human Resources in writing to schedule an appointment. Management personnel of Girl Scouts of Western Ohio who have a legitimate need to know may also review information in a personnel file. All reviews of employee information must be conducted in the presence of Human Resources.

Release of Employment Information

It is the policy of Girl Scouts of Western Ohio to maintain the confidentiality of all employment information with respect to any current or former employee to the extent consistent with business necessity and applicable law. Human Resources will handle all requests for reference checks for current or former employees. Responses to such inquiries will be limited to information that can be substantiated by Girl Scouts of Western Ohio records and will include dates of employment and position held. All reference inquiries regarding salary must be submitted in writing to Human Resources.

If an outside individual tries to solicit information from you or any member of management, that individual must be referred to Human Resources. Any employee not authorized by the Council who discloses employment information is subject to disciplinary action up to and including termination.

If an employee has applied for a loan or credit card, an inquiry will typically originate from a financial institution regarding the employee's status. Telephone calls of this nature will be accepted if the caller correctly identifies the employee's social security number and is only seeking to verify current employment status.

Nepotism/Employment of Relatives

To promote consistency and equity in treatment of all current and prospective employees, to prevent breaches in confidentiality, to prevent improper influences in employment and to prevent the perception of favoritism, Girl Scouts of Western Ohio discourages the hiring and the employment of immediate relatives of current employees if:

- They will directly or indirectly manage the currently employed relative; or
- They will directly or indirectly be managed by the currently employed relative; or
- They will be working in the same department, where such arrangement has the potential for creating an adverse effect on management, security, morale, or involves potential conflict of interest.

If the employees become related after employment and a conflict as described in the above paragraph exists; or if reorganization creates such a conflict, reasonable time will be provided to address the matter.

A relative in this context includes, but is not limited to, father, mother, child, step-child, brother, step-brother, sister, step-sister, spouse/life partner, grandparent, grandchild, in-law, legal guardian or any individual who makes her/his home with an employee.

Job Posting

The goal of the job posting policy is to ensure that employees are aware of and have the opportunity to apply for open positions either before or concurrent with the Council's consideration of external candidates for employment.

While it Girl Scouts of Western Ohio's philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. These business conditions could include organizational restructuring and/or critical operational needs.

Hiring managers will take several factors into account when considering an employee for a position. These factors include: previous work record, ability to work at necessary level of performance, time in current position, and relevant work experience and education.

Employment Termination

Since employment is at-will, both the employee and Girl Scouts of Western Ohio have the right to terminate employment at any time. As a professional courtesy employees are asked to provide at least a two week notice, when possible. The CEO or her/his designee will review and approve all Council initiated terminations before they are finalized.

Exit Interview

Human Resources will endeavor to conduct an exit interview with employees who are voluntarily leaving the Council. Employees are encouraged to be forthright during their exit interview meeting. The exit interview serves several purposes:

- Discuss benefits disposition
- Learn where the Council can improve

V. COMPENSATION POLICIES

Classification of Employment

For record-keeping purposes and determining eligibility for overtime payments and employee benefits, Girl Scouts of Western Ohio classifies its employees as follows:

- **Hourly Employees:** Employees classified as hourly are paid for each hour they work and will be paid overtime for working more than forty (40) hours per week. Overtime must be scheduled and approved by the employee's manager. Hourly employees are eligible for benefits according to the terms of the applicable benefits plan.
- **Exempt Employees:** Employees to whom the overtime requirements of the Federal Fair Labor Standard Law and related State Laws do not apply. Exempt employees do not receive any form of overtime pay. Exempt employees are eligible for benefits according to the terms of the applicable benefits plan.

- **Part-Time Employees:** Employees hired to work fewer than twenty (20) hours per week on a regular basis (1,000 hours per year) and maintain continuous, part-time employee status. Part-time employees are ineligible for benefits unless otherwise noted in the applicable benefit plan documents.
- **Temporary/Seasonal Employees:** Employees who are hired as interim replacements, to temporarily supplement the work force, to assist in the completion of a specific project for a limited duration or in a seasonal capacity. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary/Seasonal employees are ineligible for benefits.

Hours of Work and Overtime

The work schedule of hourly staff will generally coincide with the Council's hours of operations. Exempt staff will generally have a more varied schedule based on necessity.

Employees classified as hourly are paid overtime for working more than forty (40) hours in a given workweek. Every effort will be made to keep overtime for hourly staff to a minimum. When overtime is necessary, it is compensated as follows:

- Normally scheduled work hours, up to forty (40) hours per week, are paid as regular base salary.
- Work in excess of forty (40) hours per week is paid at 1.5 times the regular hourly rate.
- Pay is based on time worked. Vacation, sick days, etc. are not counted as hours worked for overtime calculation purposes.
- All overtime MUST be approved in advance by the manager.
- All hourly employees will be expected to work overtime when requested by a manager.
- The work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

Employees classified as exempt are exempt from overtime provisions of the Federal Wage and Hour Laws and do not receive overtime pay.

Pay Days

Girl Scouts of Western Ohio employees will be paid on the 15th and the last day of each month of the calendar year. If the 15th or the last day of the month falls on a weekend or holiday, employees will be paid on the last working day before the weekend or holiday. Management will inform employees of any exceptions when changes are made due to office closure which may occur on the 15th and the last day of the month regarding the pay day. As required by law, Girl Scouts of Western Ohio will deduct federal, social security, and applicable local income taxes from an employee's payroll check each period. Insurance premiums and other specific deductions may be made once an employee elects the coverage and completes the appropriate written authorization forms. All employees will be required to have electronic deposit of their paychecks to the financial institution of their choice.

Garnishments

As required by applicable law, all garnishments will be deducted from an employee's pay pursuant to the Notice of Garnishment and Order received by Girl Scouts of Western Ohio. It is the employee's responsibility to resolve any disputes regarding garnishments with the proper legal authorities. Girl Scouts of Western Ohio is permitted by law to receive a set fee for the processing of all garnishments.

Salary Administration

It is Girl Scouts of Western Ohio's policy, within budgetary and financial constraints, to pay reasonable salaries that maintain internal equity and external competitiveness, and that reward staff on the basis of their performance and professional results.

Performance Management Program

The performance management program is a process to help ensure goal setting, communication and evaluations are consistent with the Council's operating objectives. This process depends on continuous exchange of information between manager and employee. This shared responsibility provides a consistent means for evaluating performance, and recognizes individuals whose efforts and performance contribute to the Council's overall success.

The Council will endeavor to conduct performance appraisals on an annual basis. Performance appraisal shall be documented and placed in the employee's personnel file.

VI. COMPANY BENEFITS

Girl Scouts of Western Ohio has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness, to help employees plan for retirement, deal with job-related or personal problems, and enhance job-related skills.

The total compensation package has two parts: 1) the employee's paycheck, and 2) Council benefits – a substantial part of total income. Benefits may include: medical, dental, life insurance, Girl Scouts retirement plan, payroll deduction benefits, etc. Each benefit is outlined in the Employee Benefits Summary which will be distributed to employees annually.

Girl Scouts of Western Ohio reserves the right to amend or terminate any of these benefits or to increase or decrease employee premium contributions toward any benefits at its discretion.

Professional Development

Girl Scouts of Western Ohio provides opportunities for employees to participate in seminars, workshops, professional meetings and conferences that will help them to develop skills and expertise for promoting the goals of the Council. Educational seminars which the Council pays for must be job related. Employees who request professional development reimbursement must have the training approved by their manager for final approval by the CEO.

When seminar/course fees exceed \$250.00 the employee who is participating in this training will be asked to sign a post study employee commitment for a period of one (1) year from the date the seminar is completed. The Council will advance the costs of such elected and approved training. However, if any employee who participates in such training does not remain employed with the Council for one (1) year after completion of the training, the cost of the training will be deducted from the employee's last paycheck.

Employee Assistance Program*

Girl Scouts of Western Ohio has an Employee Assistance Plan (EAP) for employees, spouses/life partners, and their dependents. Employee Assistance is administered by an independent healthcare association. It is a short-term counseling, referral, and follow-up service for those employees who want assistance in dealing with stress caused by life changes. Employees desiring assistance should contact Human Resources for information. Employee Assistance is especially helpful with:

- Mental and family problems
- Drug and alcohol problems
- Stress management
- Work performance
- Depression
- Legal questions
- Financial problems
- Relationships
- Anxiety
- Grief and loss

*EAP is subject to change based upon current benefit package.

Transitional Work Program

If an employee is injured in a work related incident and is unable to work, the Council may provide transitional work to assist the employee in returning to work as soon as possible. Additional information will be provided from Human Resources regarding this program.

Statutory Benefits

In addition to the statutory benefits listed below, it is the practice of the Council to provide certain fringe benefits to its employees, subject to review and modification as appropriate.

- **Social Security:** Girl Scouts of Western Ohio and employees contribute to Social Security coverage for all staff members as required by law.
- **Unemployment Compensation:** Girl Scouts of Western Ohio is a covered employer under the State of Ohio Unemployment Compensation Laws and makes contributions to this benefit on behalf of all employees.
- **Workers' Compensation:** Girl Scouts of Western Ohio provides benefits under the Workers' Compensation Laws of Ohio. This law provides compensation for lost wages and payment of related medical expenses due to injury or occupational disease arising in the course and scope of employment.

To assure proper protection for staff members and the Council, any accident which occurs on the job, no matter how slight, must be reported immediately to the employee's manager and Human Resources and an incident report form must be completed within twenty-four (24) hours, even if there are no injuries apparent at the time. Employees who sustain work-related injuries requiring medical attention will be directed to a Bureau of Worker's Compensation provider or the nearest hospital emergency room for treatment. All employees injured or involved in an accident on the job while utilizing a vehicle or motorized equipment are required to be tested for drug and alcohol abuse immediately after the injury or accident. Drug or alcohol abuse could negate or reduce any worker's compensation claim, and is grounds for immediate termination of employment.

- **COBRA/Continuation of Medical/Dental Coverage:** Under provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), employees leaving the organization may have the right to continue health coverage at their own expense for a period of time based on federal regulations. Employees will be notified of their options under COBRA upon the occurrence of a COBRA qualifying event and as otherwise required by law.

VII. TIME OFF BENEFITS

Vacation Days

Vacation leave provides time off with pay for rest and relaxation. Paid vacation leave is available to regular full-time and eligible part-time employees (employees scheduled over 20 hours per week, and work more than 1000 hours per year). The amount of an employee's annual paid vacation is based upon the employee's number of years of continuous service with the Council. Eligible employees earn vacation leave as follows:

Number of Years of Continuous Service	Days of Annual Vacation Entitlement	Monthly Vacation Accrual Rate
Starting Employment-4 years	Up to 10 days	0.83
5-9 years	15 days	1.25
10-19 years	20 days	1.67
20+ years	22 days	1.83
Change in accrual rate starts on the first of the month following the anniversary date.		

The administration of vacation time is governed by the following parameters:

- Vacation time is pro-rated for eligible part-time employees based upon their regularly scheduled workday or workweek.
- Although vacation leave begins to accrue the first of the month following the hire date, accrued vacation leave may not be used before the completion of three months of service.
- Vacation leave does not accrue during a period of unpaid leave.
- Employees are expected to take vacation in the year that it is earned. If business necessity prevents the use of vacation, a maximum of five (5) days (40 hours) of vacation can be carried over if written approval is received from the Director of Regional Services. However, carry-over vacation days must be used during the first quarter of the new calendar year or it will be forfeited.
- Pay in lieu of vacation time off is not permitted.
- The Council has a business practice to close during the last week of the calendar year. Employees are expected to hold vacation time to cover the number of days as determined annually by management. If an employee does not have enough earned vacation time accrued, this time off will be without pay.
- Earned vacation leave must be used in increments of not less than one-half day for non-exempt employees. Exempt employees must take earned vacation leave in increments of a whole day.
- Vacations must be scheduled with the manager's advance approval and consistent with the work needs of the Council.
- If a holiday recognized by the Council occurs during a vacation period, that holiday will not be charged as a vacation day.
- If an employee is incapacitated because of illness or injury during the vacation period, paid sick leave may be substituted for vacation time. To receive such consideration, the employee must provide appropriate documentation.
- Upon separation from the Council, employees will receive a lump sum payment for any accrued and unused vacation leave

Paid Sick Days

Full-time employees earn four (4) hours of sick time for each month of the year totaling forty-eight (48) hours per calendar year. For eligible part-time employees (employees scheduled over 20 hours per week, and work more than 1000 hours per year), sick hours are pro-rated based upon the regularly scheduled workday or workweek.

Although sick leave pay begins to accrue from the first of the month following the hire date, any accrued hours may not be used before the completion of three months of service. Earned sick leave must be used in increments of one-half hour for non-exempt employees. Exempt employees must take sick leave in increments of a whole day.

Unused accrued sick leave pay accumulates from year to year to a maximum of 720 hours (90 days). No payment will be made for unused accrued sick leave pay upon separation from the Council for any reason, including termination, resignation and retirement.

Paid Personal Days

Paid personal leave is provided by the Council to enable employees to attend to personal matters during regular working hours without loss of pay.

Full-time employees are provided with two (2) paid personal days per calendar year. For eligible part-time employees, (employees scheduled over 20 hours per week, 1000 hours per year on a regular basis), personal days are pro-rated based upon the regularly scheduled workday or workweek. To be eligible for paid personal leave during the first calendar year of employment, an employee must have completed three months of service.

Paid personal days may be taken in increments of no less than one-half day for non-exempt employees but should be scheduled in advance. Exempt employees must take personal days in increments of a whole day.

Unused paid personal days will be forfeited if not used during the calendar year in which they are given. No payment will be made for unused paid personal days at the time of separation from employment for any reason, including termination, resignation and retirement.

Holidays

Girl Scouts of Western Ohio provides a total of eleven (11) paid holidays for all full-time employees.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Two floating holidays designated by the CEO at the beginning of each calendar year

A complete list of all recognized holidays will be published and posted at the beginning of each year. If a holiday falls during your vacation period, an additional vacation day is permitted. Holidays which fall on a Saturday are usually taken on the preceding Friday. Holidays falling on a Sunday are normally recognized on the following Monday.

Employees who are on a leave of absence during a holiday will not be eligible for holiday pay.

Family and Medical Leave Act (FMLA) – Unpaid Leave

This is a summary of some of the rights and responsibilities of Girl Scouts of Western and its employees under the Family and Medical Leave Act (FMLA). Other rights and responsibilities may also apply.

Eligible employees may take up to 12 weeks of unpaid FMLA leave in any rolling twelve (12) month cycle for: (1) the birth of a child and in order to care for that child; (2) the placement of a child for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent who has a serious health condition; and (4) for a serious health condition that make the employee unable to perform the employee's job. Eligible employees with spouse, son, daughter, or parent who is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces may also use their 12-week entitlement to address certain qualifying exigencies relating to the covered active duty. "Covered active duty" for members of the regular Armed Forces means duty during deployment to a foreign country. For members of the National Guard and Reserves it means deployment to a foreign country under a call or order to active duty in a qualifying contingency operation. Examples of a qualifying exigency include attending military events, arranging for alternative childcare, addressing financial and legal arrangement, and attending certain counseling sessions and post-deployment reintegration briefings.

A "rolling" 12-month period measured backwards from the date FMLA leave is to begin is used to determine the amount of FMLA leave available to an eligible employee. This applies to all types of FMLA leave.

FMLA-eligible employees may take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, National Guard or Reserves, who has a serious injury or illness incurred in the line of active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered servicemember also includes a veteran who is undergoing medical treatment, recuperation, or therapy for such a serious injury or illness if the veteran was a member of the Armed Forces at any time during the 5 years preceding the date of the medical treatment, recuperation, or therapy. A preexisting serious injury or illness that is aggravated by service in the line of active duty may also qualify for FMLA leave. An eligible employee is entitled to a combined total of 26 weeks of leave to care for a servicemember and any other type of FMLA leave.

An FMLA-eligible employee is one who: (1) has at least 12 months of service with Council; (2) has worked at least 1,250 hours for the Council during the 12 months preceding leave; and (3) is employed at a worksite at which the Council employs 50 or more employees with a 75 mile radius. Prior employment with the Council that is followed by a break in service of seven years or more does not count towards the 12 month service requirement.

A "serious health condition" is an illness, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or "continuing treatment" by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. are examples of conditions that are not "serious health conditions" and do not qualify for FMLA leave.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Employees must provide 30 days of advance notice of the need to take FMLA when the need for leave is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Council's normal call-in procedures.

Employees must provide sufficient information for the Council to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform the job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Council if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the leave is due to a serious health condition the employee must provide the Council with a completed Certification of Health Care Provider within 15 days of receiving the blank certification form. If the employee fails to do so, the employee may lose any entitlement he or she may have to FMLA leave for the absence. Recertification may be required and, if leave is due to the employee's illness, he or she must provide a fitness-for-duty certification prior to returning to work.

Leave may be taken on an intermittent or reduced schedule basis if it is medically necessary, approved by the Council, or taken due to a qualifying exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Council's operations. Failure to do so may result in the delay of your leave.

Employees will be required to use paid time off concurrent with FMLA for an equivalent part of any leave. Employees may save up to one week of leave to use after return from FMLA. Using FMLA leave does not result in the loss of any accrued benefits, but benefits do not accrue during FMLA leave. Group health plan coverage is continued under the same conditions coverage is provided to those employees not on leave. If an employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or other circumstances beyond the employee's control, the Council may require the employee to reimburse the Council the amount it paid for the employee's health insurance premium during the leave.

The Council will inform an employee requesting leave whether he/she is an eligible employee under the FMLA, inform the employee of any additional information that will be required in order to qualify for leave, and provide the employee with a copy of this policy/notice.

It is the Council's policy that FMLA leave commences on, and will be counted from, the first day of any absence (paid or unpaid) by an FMLA eligible employee for an FMLA qualifying reason. According to the FMLA regulations, employers are required to inform eligible employees that leave is being designated as FMLA leave and the amount of leave counted against the employee's leave entitlement, or that it has determined that leave is not FMLA protected.

The FMLA prohibits employers from interfering with, restraining, or denying the exercise of any right provided under the FMLA; and from discharging or discriminating against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. Complaints may be addressed through the U.S. Department of Labor ("DOL") or private litigation. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. Pursuant to 29 U.S.C 2619 the Council has posted the DOL's "Employee Rights and Responsibilities" notice. 29 C.F.R. 825.300(a) may require additional disclosures.

Employees who timely return to work after FMLA leave are entitled to reinstatement to the same or equivalent job. However, an employee's rights with respect to benefits and employment are no greater than had the employee not taken leave. Obtaining or remaining on leave under false pretenses will result in termination of employment

Jury Duty Leave

If an employee is called for jury duty, copies of the summons must be provided to Director of Regional Services prior to the commencement of service. Proof of service from the court must be provided to the immediate manager upon an employee's return to work in order to ensure that this time is properly coded, and not charged as paid time off.

During a period of jury service, the Council provides paid leave. When applicable, an employee on jury duty may be entitled to retain any fees received for such services. Employees dismissed early by the court are expected to return to work for the remaining portion of the day.

Witness Duty Leave

If employees have been subpoenaed or otherwise requested to testify as witnesses by Girl Scouts of Western Ohio, they will receive paid time off for the entire period of witness duty. Proof of service from the court must be provided to the manager upon return to work to assure time is properly coded.

Bereavement Leave

Employees may request bereavement leave in the event of the death of an immediate family member. Full-time employees will be granted up to three (3) days off with pay for travel and funeral arrangements. This leave must be approved by the employee's immediate manager.

Any reference to immediate family member, unless qualified, includes the following:

- Spouse/life partner
- Parent, step-parent, a legal guardian or other person who stands in place of a parent
- Grandparent, step-grandparent
- Child, step-child, grandchild, step-grandchild
- Sibling, step-sibling
- Brother-in-law, sister-in-law
- Daughter-in-law, son-in-law
- Mother-in-law, father-in-law

Bereavement leave is per occurrence and not cumulative. It is offered in addition to paid time off and will not be deducted from the employee's bank of leave time. Girl Scouts of Western Ohio reserves the right to ask employees for confirmation of funeral arrangements.

Military Leave (USERRA)

The Council will abide by all provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to eligible full-time and part-time employees in accordance with applicable law.

Personal Leave of Absence

There may be the rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. Employees may apply for a personal leave in writing at least two weeks prior to the start date of the leave. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs,

and reason and length of the leave. In order to qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least one (1) year of full-time service at the time of the request.

Generally, a personal leave of absence shall not exceed four (4) calendar weeks. A longer personal leave of absence may be granted only under extreme circumstances and must be approved by the chief executive officer, chief strategy officer, or the chief executive officer. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

Employees who are granted personal leaves of absence are expected to exhaust any paid time off they have accrued before their leave status changes from paid to unpaid. Employees will not accrue additional paid time off while on an unpaid leave of absence.

If an employee is granted and takes a personal leave of absence, they must make the total premium payments for insurance in order to continue coverage. Payments must be made prior to the first (1st) day of each month. The Council reserves the right to suspend or terminate insurance benefits if the employee fails to follow the payment schedule.

Employees who return to work at the end of a personal leave of absence will normally be restored to their former position if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available when they return. However, the Council cannot guarantee continued employment if a position is not available.

VIII. GENERAL POLICIES

Motor Vehicle Policy and Mileage

Employees who are required to use their personal vehicles for Council business will be reimbursed for mileage expenses plus parking and toll expenses. Employees will be required to submit a mileage reimbursement form to claim this reimbursement.

Whenever possible, employees traveling to the same destination by car are expected to commute in the same vehicle. Also when possible, Council vehicles should be used in lieu of personal vehicles.

The following guidelines apply to employees who drive to fulfill the requirements of their position. They encourage safe operation of vehicles and clarify insurance issues.

- Employees who drive conducting business on behalf of the organization must have a valid driver's license.
- Girl Scouts of Western Ohio is not responsible for the physical damage to an employee's personal vehicle. Employees must carry their own collision and comprehensive coverage.
- Employees must carry at least \$300,000 per occurrence liability coverage and \$25,000 property damage coverage when operating their own vehicle while on Girl Scouts of Western Ohio business.
- An employee's personal automobile liability insurance is the primary payer. Girl Scouts of Western Ohio's insurance is in excess of the employee's coverage.
- Employees who drive a vehicle owned, leased, or rented by Girl Scouts of Western Ohio will be required to authorize a motor vehicle records check (MVR) and must be twenty-one (21) years of age or older.

It is expected that employees will authorize procurement of their motor vehicle records when requested. Driving privileges may be suspended or terminated if an employee’s driving record indicates an unacceptable number of accidents or violations.

Acceptability Guidelines for drivers established by Girl Scouts of Western Ohio:

Number of Violations	Number of At- Fault Accidents Within the Last Three Years			
	0	1	2	3
0	Yes	Yes	No	No
1	Yes	Yes	No	No
2	Yes	No	No	No
3	No	No	No	No
4	No	No	No	No

Major motor vehicle violation descriptions such as those listed below will be viewed by our insurance carrier as “poor” even though such violation may be the driver’s only violation. Should the employee’s record fall into our insurance carriers guidelines of an “unacceptable driver,” driving privileges will cease and employment may be terminated.

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Careless driving
- Attempting to elude a police officer

Conflict Resolution*

If employees have a conflict, problem or complaint, it is important for them to communicate the issues as soon as possible. Problems cannot be resolved until they are known and the facts are reviewed. Bringing the situations out into the open will help to give them immediate consideration, and help get them resolved. The following procedure will provide a uniform method for handling concerns:

- **Step One:** The first step in resolving conflicts is for the employee to work out any differences that may occur with her/his co-worker on a one-on-one basis. Sometimes, open communication can prevent a simple misunderstanding from becoming a serious problem.
- **Step Two:** If open discussion with the co-worker does not resolve the issue, the employee should discuss the matter with her/his department manager. Problems can usually be worked out at this level since the manager is in the best position to help. The manager should usually respond to the problem within two (2) working days.
- **Step Three:** If the employee’s problem is not solved after discussing it with the department manager, the employee should take the problem to the next management level. Response should usually be given within five (5) working days.
- **Step Four:** If the employee is unable to arrive at a solution with the assistance of the appropriate manager, she/he may request a meeting with the Director of Regional Services. The Director of Regional Services has ultimate responsibility to resolve employee relations issues in

their region. If the situation warrants, the Director of Regional Services may refer the issue to the CEO with support by Human Resources. She/he will render a decision based on factual information and the best interest of the organization. If no resolution can be reached, the CEO may refer the matter to an outside mediator or an impartial arbitrator pending the nature of the problem.

*Employees may seek guidance from Human Resources during any step in the conflict resolution procedure.

Guidelines for Appropriate Conduct

Girl Scouts of Western Ohio hopes that employees will act in an appropriate manner at all times. However, at times it is necessary to use disciplinary action in order to help an employee improve her/his performance. Objectionable or unsatisfactory conduct will not be permitted and may result in disciplinary action, up to and including termination, depending upon the severity of the violation.

Serious violations may involve immediate suspension or termination. Violations of a less serious nature or repeated violations may result in any form of disciplinary action deemed appropriate by the manager and Human Resources.

Some types of serious offenses that can result in immediate suspension and/or termination include, but are not limited to, the following:

- Indecency of speech or action such as fighting, destruction of property, or willfully or repeatedly disregarding Girl Scouts of Western Ohio or Girl Scouts of the USA's policies or procedures.
- Dishonesty, including but not limited to, reporting such things as quality or quantity of production, falsification of time schedules, expense reports or any other Council records.
- Possession or use of illegal drugs or other controlled substances.
- Possession of weapons or other dangerous objects on Council premises or while performing Council activities.
- The unauthorized possession or use of alcohol on Council premises or while performing Council activities or other use of alcohol that the Council determines is inconsistent with its policies or otherwise inappropriate.
- Refusal to permit Council management to examine any Council property or personal property (i.e. packages, desks, files, lunch boxes, etc.) while on Council premises.
- Failure to maintain proper quantity and quality standard of work performance.
- Excessive absenteeism.
- Theft or unauthorized possession of property.
- Insubordination.
- Child abuse or failure to report suspected child abuse incidents immediately.

Corrective Action

From time to time, problems arise that relate to unacceptable work performance or behavior that disrupts productivity or seriously offends other employees. Conduct such as this may require appropriate corrective action, up to and including termination.

Girl Scouts of Western Ohio believes in a positive, constructive approach to discipline. We encourage employees and their managers to work together to solve problems and to keep a harmonious work environment.

Disciplinary action taken will depend upon the seriousness, nature, and frequency of the offense. Disciplinary action may include verbal warning, written warning placed in the personnel file, suspension, or termination as deemed appropriate by the manager and Human Resources. Disciplinary action is dependent upon the severity, frequency or other mitigating factors. All disciplinary action (except verbal) must be discussed with Human Resources prior to discussion with employees. All documentation regarding disciplinary action should be copied to Human Resources.

Girl Scouts of Western Ohio reserves the right in its sole discretion, to bypass any disciplinary steps if the situation warrants. It need not administer discipline in any sequential order. This policy, in no way, negates our Employment At-Will policy.

Under certain circumstances, it may be necessary to immediately restrict an employee from performing her/his duties while an incident of misconduct is being investigated. In such cases, the employee may be suspended with or without pay during the investigation.

Safety Policy

Girl Scouts of Western Ohio is committed to maintaining a safe working environment as well as protecting the life, health, safety and welfare of its employees. Employees should be aware of the location of fire extinguishers, first aid supplies, and emergency exits.

Safety is our joint responsibility; and all employees should work to eliminate unsafe conditions in the workplace and report such conditions to property management or the Director of Regional Services or Human Resources immediately.

Weather Emergencies/Emergency Closing

Normal business hours will be maintained when possible during weather emergencies. Management will adjust office hours when necessary. When a service center is closed unexpectedly due to uncontrollable factors such as inclement weather conditions, power outages and/or civil disturbances, the time off for staff scheduled to work will be considered an excused absence without being charged to leave. The Council expects full cooperation from all employees when dealing with emergencies.

In the event of an emergency closing, the following procedures will be followed:

1. A message will be left on the main voicemail for each Regional Office no later than 7:00 am. Employees will be expected to call on days that conditions are questionable.
2. On any occasions that the Regional Office is closed due to weather or other conditions, full-time and part-time employees who are scheduled to work will receive their regular pay for the day(s) the office is closed. Employees who have requested a pre-approved sick, vacation, and personnel day will be charged for their absence.

In the event of weather or road emergencies the following will apply:

1. If a state of emergency is issued asking all drivers to stay off the roads, employees in the area declared to be in a state of emergency will not be expected to report to work.
2. If a traveler's advisory is issued all staff should report to the office no later than 11:00 am.

It will be the responsibility of the employee to notify her/his manager within one (1) hour of normal starting time if she/he will be later than 11:00 am. If the manager is not available, the employee should contact a member of the management team or Human Resources.

Workplace Search

To safeguard the property of our employees, our customers, and Girl Scouts of Western Ohio, and to help prevent the unlawful and/or unauthorized possession, sale, and use of firearms, weapons, and illegal drugs on Council premises, the Council reserves the right to:

- Search any vehicle or object that is on Council property or at a Council event;
- Search lockers, desks, purses, briefcases, baggage, lunch sacks, clothing, and any other item on Council property or at a Council event; and
- Search company vehicles that it owns and that are being used by employees and/or vehicles owned by employees or volunteers that are being used to conduct business on behalf of the Council.

Computers and E-Information

Employees using computers contribute to the on-going integrity of Girl Scouts of Western Ohio's computer data and computer security system. Computers are purchased by and for the benefit of the Council and are the property of Girl Scouts of Western Ohio.

All computers and e-information is the property of the Council and may be read, accessed, heard or otherwise monitored by the Council at its discretion. Because of this fact, employees should not assume that such messages are confidential or that access by Girl Scouts of Western Ohio or its designated representative will not occur. **There must be no expectation of privacy regarding e-information by any employee.**

Girl Scouts of Western Ohio utilizes a system where employees receive and send messages through a computer e-mail system and an oral computer voice mail system. Employees shall limit personal use of these systems. Use of these systems may be monitored by Girl Scouts of Western Ohio at any time.

Each employee who uses Council computer resources assumes the responsibilities listed below:

- Only software that has been authorized and purchased by Girl Scouts of Western Ohio should be installed or used on any Council computer.
- The Council or vendor software and software manuals should not be duplicated or reproduced in any manner. Such actions are in violation of copyright laws and license agreements, which the Council and its employees are obligated to abide by.
- E-Information must always follow all policies of the Council. Employees shall not use the Council systems to create, download, or copy any offensive or disruptive messages, such as message which contain sexual implications, racial slurs, gender-specific comments or any other comments that offensively address age, sexual orientation, religious or political beliefs, national origin or disability. They are subject to all laws and policies that involve other forms of communications, including, but not limited to, such policies as harassment, discrimination, copyright, etc. Common courtesies should always be observed.

Use of Telephones and Cellular Phones

Office telephones are a vital part of our business operation. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief.

Cellular phones are furnished to certain employees in connection with their duties. While traveling, employees who are issued cellular phones should make all long-distance telephone calls from their cell phone. Employees need to limit personal use of cellular phones in the same way they need to limit

personal use of their office telephone. Employees who have excessive cellular phone usage for personal calls will be subject to disciplinary action up to and including termination.

The Council requires the safe use of its cellular phones by employees while conducting business. Employees should not use cellular phones, text, or read e-mail while driving because of safety concerns as well state and local laws prohibiting these practices. Employees should instead park in a safe location to make or receive telephone calls, read or response to text messages, or read e-mails. If unable to pull over or stop prior to receiving a cellular phone call or text, employees should utilize a “hands-free” device for increased safety, keep the business conversation brief, and immediately locate a safe area to park. The Council does not permit employees to drive while using a hand-held cellular phone.

During work time, employees should limit the use of their personal cellular phones and should set personal cellular phones on the silent ring mode during work hours to avoid disturbing those working around them. Girl Scouts of Western Ohio may monitor the use of Council provided telephone, cellular service, and equipment at any time.

IX. PROFESSIONAL CONDUCT IN THE WORKPLACE

Good Business Etiquette

Girl Scouts of Western Ohio is committed to promoting and maintaining the highest quality of customer service and customer satisfaction at every level of the organization, in accordance with the values and ideals of the Girl Scout Promise and Law. In striving to attain this vision, employees demonstrate their commitment to meeting and satisfying the needs of customers at all times. Customers include, but are not limited to: girls, volunteers, parents, community members, external organizations, and co-workers. Employees are expected to observe the following:

- Respond and return phone calls and e-mails within 24 hours.
- Empty voicemail regularly and customize/change the message to reflect absence from the office.
- Update Outlook calendar/use Out-of-Office Assistant to reflect absence from the office.
- Upon receipt of a complaint, employees should make every effort to resolve the issue/concern in an expedient manner.
- When talking with customers, employees should exhibit a positive polite attitude.
- Make every effort to satisfy customer needs. Each employee should handle needs and concerns to the best of her/his ability working within the policies of the organization and program design.
- Demonstrate respect and build trust in all customer relationships.

Solicitation and Distribution

Only Council approved solicitations may be conducted during work time (i.e. Girl Scout council-wide fund raising activities and United Way Campaign). Employees may not solicit or be solicited during their working time for other types of solicitations. Employees may not distribute non-work related literature within the work area. The council may annually make an exception to this policy on solicitation for charitable causes.

Smoke-Free Workplace

Girl Scouts of Western Ohio is a smoke-free workplace. Employees who smoke may do so only in designated areas and during breaks, outside and away from the building. Employees must also refrain from smoking in company vehicles. Any employee who is found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

Dress Code

Girl Scouts of Western Ohio employees are expected to present a clean and professional appearance when representing the organization, regardless of whether an employee is inside or outside the office. Employees may be expected to wear a Girl Scout uniform at certain functions; the employee’s manager will indicate when this is required. Exempt employees must purchase and maintain their own uniforms to be worn at designated business functions.

Girl Scouts of Western Ohio has adopted a business casual dress code. Full business attire may be expected or required during meetings with external partners, vendors, potential funders, members of the Board of Directors or other parties designated by your manager. Employees are welcome to wear more professional (business) attire more frequently if that is their preference or if an individual position so requires on a frequent basis. Managers are responsible for ensuring that the following guidelines are follows:

Business Casual Attire:

	<i>Women</i>	<i>Men</i>
<i>Appropriate</i>	<ul style="list-style-type: none"> • Pants outfits • Skirts/pants • Blouses/shirts • Dresses 	<ul style="list-style-type: none"> • Shirt with collar • Polo shirt with collar • Slacks (khakis, etc.)
<i>Not Appropriate</i>	<ul style="list-style-type: none"> • Jeans • Shorts • Tee-shirts • Athletic Wear • Flip-flops • Sneakers • Leggings/Spandex • Extremely short skirts • Tank tops • Crop tops • Ripped, tattered or cut-off pants • Any clothing considered overly revealing • Any clothing displaying provocative, profane or inappropriate language, symbols or pictures 	<ul style="list-style-type: none"> • Jeans • Shorts • Tee-shirts • Athletic Wear • Flip-flops • Sneakers • Tank tops • Crop tops • Ripped, tattered or cut-off pants • Any clothing displaying provocative, profane or inappropriate language, symbols or pictures

History of Policy Changes

Date	Section	Page Number(s)	Action Taken
7/16/08	Motor Vehicle Policy and Mileage	22	Changed wording on reimbursement from ... at the current Internal Revenue Service rate, to ... at a rate of \$.505.
10/24/08	Paid Sick Days	18	Second paragraph – Earned sick leave must be used in increments of one-half hour for non-exempt... -- deleted the words “no less than”.
10/24/08	Pay Days	14	Changed from pay every other week to the 15 th and last day of the month.
10/24/08	Appendix A	29	Added page to track changes.
11/17/08	Vacation Days	17	Added statement of accrual starting on the first of the month, following the hire date.
12/1/08	Motor Vehicle Policy and Mileage	22	Removed the mileage rate.
1/5/09	Holidays	18	Delete the wording on part-time employees.
3/16/09	Family and Medical Leave Act	19-21	Added Military Family Leave Entitlements and changes per federal government.
1/3/11	Pay Days	14	Added statement regarding exceptions to pay days when changes are made due to office closures.
1/3/11	Vacation Days	17	New accrual rate schedule, which eliminated the 6 day rate prior to 1 year of employment, and added statement about closing during the last week of the year.
1/3/11	Paid Sick Days	18	Added statement of accrual starting on the first of the month, following the hire date.
1/3/11	Family and Medical Leave (FMLA) Act	19	Updates made to reflect recent law changes.

**ACKNOWLEDGEMENT OF GIRL SCOUTS OF WESTERN OHIO
PERSONNEL POLICIES MANUAL**

This Personnel Policies Manual is an important document to help you become acquainted with Girl Scouts of Western Ohio. This manual will serve as a guide but it is not the final word. Individual circumstances may call for individual attention.

Because the general business atmosphere of Girl Scouts of Western Ohio and economic conditions are dynamic, the contents of this manual may be changed at any time and for any reason at the discretion of Girl Scouts of Western Ohio. Changes in any benefit or policy will be made whenever possible, with due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on Girl Scouts of Western Ohio.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Girl Scouts of Western Ohio Personnel Policies Manual.

- I have received a copy, read and agree to comply with the contents of the Girl Scouts of Western Ohio Personnel Policies Manual. I understand the policies, rules, and benefits described in it are subject to change at the sole discretion of the organization. I understand this Personnel Policies Manual replaces all previous Employee Handbooks.
- I further understand that my employment is without exception, terminable at-will, either by myself or Girl Scouts of Western Ohio. I also understand that no contract of employment, other than at-will, has been expressed or implied. No circumstances arising out of my employment can alter my at-will employment relationship.
- I understand that Girl Scouts of Western Ohio will provide notification of all changes to the Personnel Policies Manual.

My signature below indicates I have read and understand the above statements. I have received a copy of the Girl Scouts of Western Ohio Personnel Policies Manual, and understand that, upon my termination with the organization, the Personnel Policies Manual will be returned to Human Resources.

Employee's Printed Name

Date

Employee's Signature

Human Resources Signature

Date

THIS ACKNOWLEDGEMENT FORM WILL BE PLACED IN EMPLOYEE'S PERSONNEL FILE