# Community Housing Expansion of Austin

Regular Meeting of the Board of Directors

January 4, 2017

Genieva Croley calls the meeting to order at 8:09 p.m.

In attendance, constituting a quorum:

Genieva Croley - Chair

Joshua Sabik - Treasurer

Patrick Connelly - At-large

Madeline Hillsmith - Secretary

Also in attendance:

David Miller

#### Review of Minutes from December 6, 2016

The Board considers the minutes from December 6, 2016.

**Motion to approve the minutes from December 6, 2016 (Josh/Patrick)**

Accepting: 4 Rejecting: 0 Abstaining: 0

The motion passes by consensus.

#### ADA compliance action plan

Josh received word from ARCIL saying that they can provide ADA compliance workshops.

David proposes the idea of a 3-person standing committee with members from both houses, to which members with handicaps are encouraged to apply.

We discuss having a standing committee to deal with ADA issues. David notes that if he is on this committee, we would have to check for a conflict of interest.

Patrick pulls up a Madison, WI cooperative’s ADA policy, attached as “Exhibit A.” We discuss modifications to this policy which integrate the potential committee into the policy, wherein accommodation requests and their solutions are approved by the committee or routed to the Board.

Patrick suggests that if the committee becomes defunct, the responsibilities of the committee fall back to the Board.

We check in on making sure members have signed the harassment policy and discuss whether members have to sign it on renewal.

**Motion to require members to sign the harassment policy on signing or renewing their membership agreement [Genieva/Patrick]**

Accepting: 4 Rejecting: 0 Abstaining: 0

The motion passes by consensus.

The item was resolved at 9:05 p.m

#### Approve Employee Handbook and Post Job Description

The Board then considered the CHEA employee handbook and job description, attached as Exhibits “B” and “C.”

**Motion to approve the employee handbook. [Madeline/Josh]**

Accepting: 4 Rejecting: 0 Abstaining: 0

The motion passes by consensus.

The job description is posted to Indeed.com, MissionCapital, and Craigslist. Josh brings up search on Idealist, but the Board declines to take action after learning that it is $90.

**Motion to enter executive session (for the purpose of approving the previous session’s minutes) at 10:15 p.m. passes by consensus (Madeline/Genieva)**

The Board enters executive session.

**Motion to exit executive session at 10:17 p.m passes by consensus. (Madeline/Josh)**

**Motion to table agenda items until next voting meeting (Genieva/Josh).**

Accepting: 4 Rejecting: 0 Abstaining: 0

The motion passes by consensus.

#### Action Items

The Board assigned the following action items:

Genieva - Remind David to bring the paper; ask Sarah for list of orgs to provide FHA training

Josh - Point of contact for job applicants

Patrick - First draft of Fair Housing Accommodation policy; get workman’s comp quotes

Madeline - Draft accommodation request form

#### Future Meeting Schedule and Agenda Items

The Board determined the following discussion items for the Working Meeting, which was agreed to take place at 7:30 on January 17 at Sasona:

* Review job applications
* Work on setting up payroll, workman’s comp
* ADA compliance action plan

The Board determined the following discussion items for the Voting Meeting, which was agreed to take place at 7:30 on January 31 at Sasona:

* Interview Applicants
* Appeal of Garrett Mosley
* Proposed: Strike or modify Article II, Section V
* Proposed: Add employee discipline policy to the bylaws
* Proposed: Allow house officers access to the text of motions passed in Executive Session directly related to their responsibilities or which delegates responsibility to them
* Proposed: Create Human Resources Officer Position of the Board

#### New Business

NOPE.

There being no further business to be brought before the Board, the meeting was adjourned at 10:25 p.m..

**EXHIBIT A**

# **Reasonable Accommodation Policy**

Submitted by taylor.kestrel on Fri, 09/27/2013 - 13:04

**Reasonable Accommodation Policy**

Revised November 2011; Revised December 2, 2015

All prospective or current MCC members may apply for a reasonable accommodation or modification on the basis of a physical or mental disability at anytime during their membership application process or residency at an MCC cooperative house. MCC members are tenants in MCC’s cooperative houses, and prospective members are those who are applying for membership (tenancy).

During the Membership Process:

Individual cooperative houses can choose whether or not to proactively ask all prospective members whether the prospective member requires a reasonable accommodation or modification.

However, if houses do ask prospective members whether they require a reasonable accommodation or modification, they must inform the prospective member that their response to the question will only be used to inform them of MCC’s reasonable accommodation or modification process, and will not be used as a basis of acceptance or denial for housing.

Furthermore, a house must either systematically ask all prospective members this question, or none of them. If a house does decide to ask all prospective members this question, it must be a house policy to do so, and must be put in writing in the house’s policy manual.

Reasonable Accommodations Request Process:

A prospective or current member who requests a reasonable accommodation or modification from an MCC cooperative house must be directed to that house’s membership coordinator or MCC Member Services Coordinator (MSC).

The house membership coordinator or the MSC will provide the member or prospective member who is requesting a reasonable accommodation or modification with written application forms, which the person should use to request their specific accommodation or modification. These forms will ask only for information that is permitted to be used in determining a reasonable accommodation or modification, as defined by federal, state, and local laws. MCC, through either the house membership coordinator or the MSC, will provide assistance in filling out the form, if that is requested as an accommodation.

This form must be mailed or hand delivered to the MCC office to the attention of the Member Services Coordinator.

MCC will respond to the prospective or current member’s written request for a reasonable accommodation or modification within ten business days of receipt.

The MSC will begin processing the request by researching the reasonable accommodation or modification that is requested. The MSC should consult, when appropriate, with relevant industry publications, tenant advocacy groups and MCC legal counsel.

After the research is completed, the MSC will present their findings to the Membership Committee. The Membership Committee will make the final decision on the reasonable accommodation or modification on behalf of MCC.

A written letter explaining MCC’s decision regarding the prospective or current member’s request for a reasonable accommodation or modification will be sent to the address written on the reasonable accommodation or modification application form.

Ongoing Compliance:

The MSC will maintain and update MCC’s reasonable accommodation or modification forms and resource materials to remain complaint with federal, state, and local laws.

In addition to ongoing support, the MSC will provide education about this policy to house membership coordinators and the Board of Directors twice a year.

http://madisoncommunity.coop/book/reasonable-accommodation-policy

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1. **- Preface**
   1. **Welcome**

[Insert welcome message]

* 1. **Introduction**

Community Housing Expansion of Austin (the “Organization”) is confident that both employees will find that the Organization is an adjective place to work. While it is not possible to predict every question that might arise in the workplace during your employment with the Organization, this Handbook is intended to serve as a useful guide and to provide a frame of reference for achieving common goals, ensuring the welfare of all employees, and contributing to the growth and stability of the Organization. Accordingly, the Organization encourages you to read the policies and procedures in this Handbook carefully and to keep the following important points in mind:

* This Handbook contains only general information and guidelines. It is not comprehensive and cannot possibly address all possible applications of, or exceptions to, the Organization’s policies. If you have any questions about a policy or practice of the Organization, you should contact the Organization’s Human Resource Officer (“HR Officer”) at (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_.
* This Handbook applies to all employees and temporary or contract workers.
* This Handbook is designed to ensure that all employees are treated fairly and consistently at work. As such, the Handbook was drafted to comply with all applicable federal and state laws, and all policies and provisions in this Handbook shall be interpreted and administered by the Organization in accordance with all such laws.
* Nothing in this Handbook is intended to restrict communications or actions protected or required by federal, state, or local law, including, but not limited to, the National Labor Relations Act, or to prevent employees from communicating regarding wages, hours, or other terms and conditions of their employment.
* Neither this Handbook nor any other Organization documents confer any contractual right, either express or implied, regarding your continued right to remain employed by the Organization. This Handbook does not guarantee any fixed term or condition of your employment. Instead, the term of your employment with the Organization is not for any specific amount of time and may be terminated at will, with or without cause, and without prior notice by the Organization. You may also resign your employment with the Organization at any time.
* The Organization retains sole discretion to modify or discontinue the policies, procedures, and practices described in this Handbook without advance notice. The Organization also retains the right to implement and maintain policies and procedures in addition to those set forth in this Handbook. The Organization will make its best effort to inform you of all new policies or changes to existing policies.

If any provision in this Handbook is determined to be unenforceable or invalid for any reason, such finding does not invalidate the entire Handbook, but only that particular provision.

1. **- Employment**
   1. **At-Will Employment**

Employment with the Organization is at-will. This means that neither you nor the Organization has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Organization at any time, with or without cause. Likewise, the Organization has the right to, in its sole discretion, terminate your employment, with or without cause, or otherwise discipline, transfer, or demote you at any time. The only way to alter the at-will employment relationship is for the Board of Directors of the Organization to vote to execute and actually an agreement with an employee that alters the at-will employment relationship.

* 1. **Equal Employment Opportunity**

The Organization is an equal opportunity employer and strictly adheres to all applicable fair employment practices, laws, and regulations. Discrimination in employment on the basis of any classification protected under federal, state, or local law is a violation of Organization policy and is illegal. To the extent protected by applicable law, the Organization does not discriminate in hiring or employment on the basis of:

* age
* ancestry
* color
* creed
* ethnicity
* gender identity
* genetic information
* marital status
* mental or physical disability (including HIV and AIDS)
* national origin
* pregnancy
* race
* religion
* sex
* sexual orientation
* veteran status
* any other categories protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, training, promotion, separation of employment, reductions in force, recalls, transfers, leaves of absence, benefits, and compensation.

The Organization will make all reasonable accommodations where required by law with respect to an employee’s religious beliefs or practices, gender identity, pregnancy, or disability. For further information on covered disabilities see the Organization’s Americans with Disabilities Act policy in this Handbook.

The Organization requires employees to immediately report all incidents of discrimination to the HR Officer. The Organization will promptly investigate all complaints of discrimination; take all reasonable steps to end the discrimination; protect its employees from retaliation from reporting discrimination or participating in an investigation related to same; and act with discretion to protect employee privacy where possible.

* 1. **Americans with Disabilities Act Policy**

The Organization is committed to complying with the Americans with Disabilities Act (“ADA”) and all applicable state and local laws providing for non–discrimination in the employment of qualified employees with covered disabilities. Many employees with disabilities can perform the essential functions of their jobs without any reasonable accommodation. In some situations, however, an employee may need a reasonable accommodation in order to perform his/her job. It is the Organization’s policy to take the following steps to ensure compliance with the ADA:

* Ensure that qualified employees with disabilities are treated in a non–discriminatory manner in the pre–employment process and that employees with covered disabilities are treated in a non–discriminatory manner in all terms of employment.
* Keep all medical–related information confidential in accordance with the requirements of the ADA and applicable state or local laws, and retain such information in separate confidential files. If any employee feels that their confidentiality has been breached, the employee must report this to The HR Officer immediately. The Organization takes such concerns very seriously.
* Make reasonable accommodations for applicants and employees with covered disabilities, except where such an accommodation is unreasonable, would not otherwise eliminate a direct threat to the employee or others, or would otherwise create an undue hardship on the Organization. Reasonable accommodations may include, but are not limited to, making existing facilities readily accessible to and usable by employees with disabilities; acquisition or modification of equipment or devices; provision of qualified readers or interpreters; appropriate adjustment or modification of examinations, training materials, or policies; part–time or modified work schedules; job restructuring (reassignment of non–essential job functions); unpaid leave; and reassignment to a vacant position. If an employee has a disability and believes he or she requires a reasonable accommodation to perform the essential functions of his or her job, the employee should contact the HR Officer to request an accommodation. The Organization will engage in an interactive dialog with the employee to identify a reasonable accommodation. The Organization reserves the right to have the disability and/or accommodation verified by a doctor of its choosing.

This policy governs all aspects of employment, including, but not limited to, job selection, job assignment, compensation, employee counseling and discipline, termination, and access to benefits and training. The Organization is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. Please refer to the Organization’s Equal Employment Opportunity Policy and its Anti–Harassment Policy for more information on reporting and other related procedures.

* 1. **GINA Policy**

In accordance with the Genetic Information Non–discrimination Act of 2008 (“GINA”), the Organization does not request or require its employees to provide their genetic information or the genetic information of any members of their family, except as may be specifically allowed by law. To ensure compliance with the GINA, the Organization asks that employees refrain from providing any genetic information when responding to any request from the Organization for medical information, except in limited circumstances where required or permitted by law, such as where medical information about a family member is requested to support a family leave request. "Genetic information," as defined by the GINA, includes an employee’s genetic tests; the genetic tests of an employee’s family members; the manifestation of disease or disorder in the family members of an employee (family medical history); an employee’s request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the employee or a family member of the employee; or the genetic information of a fetus carried by an employee or by a pregnant women who is a family member of the employee and the genetic information of any embryo legally held by the employee or family member using an assisted reproductive technology. Genetic information does not, however, include information about the sex, age, race, or ethnicity of an employee or their family members so long as such information is not derived from a genetic test.

1. **- Employee Conduct**

**Section 1  
Anti-Harassment Policy**

* + 1. **Statement of Philosophy**

The Organization is committed to ensuring a work environment that respects the dignity and worth of all employees. Inappropriate workplace behavior and unlawful harassment create conditions that are wholly inconsistent with this commitment. The purpose of this policy is not to regulate the personal morality of employees, but rather to foster a work environment that is free from all forms of harassment, whether that harassment is because of age, color, disability, gender identity, genetic information, national origin, race, religion, sex, veteran status, sexual orientation, or any other factor outlined in the Organization’s Equal Employment Opportunity Policy or protected by federal, state, or local law.

* + 1. **Discriminatory Harassment Prohibited**

The Organization will not tolerate discriminatory harassment, including sexual harassment. This policy applies to all harassment occurring in the work place, whether on premises controlled by the Organization or in any other Organization-related setting, and applies regardless of the gender of the individuals involved. This policy covers all employees of the Organization, including applicants for employment and third parties over whom the Organization has control.

* + 1. **Sexual Harassment Defined**

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

* submission to such conduct is either explicitly or implicitly made a term or condition of an employee’s employment;
* submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee; or
* such conduct unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive working environment.

The following are additional, more specific examples of conduct that may constitute sexual harassment: threatening to take or taking employment actions, such as discharge, demotion, or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions, or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory, or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender‑or sex‑based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is illustrative only and is not intended to be to be all‑inclusive. Sexual harassment can happen between individuals of the same-sex as well as between individuals of the opposite sex. Employees should take note that this policy applies with equal force in informal business situations, including at Organization functions and during business trips.

* + 1. **Other Harassment Defined**

For purposes of this policy, “other harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of his or her race, color, gender, age, religion, national origin, sexual orientation, disability, veteran status, or any other characteristic protected by law, and that creates an intimidating, hostile or offensive work environment or unreasonably interferes with an employee’s work performance.

The following are examples of conduct that may constitute “other harassment:” using epithets or slurs; mocking, ridiculing, or mimicking another’s culture, accent, appearance, or customs; threatening, intimidating, or engaging in hostile or offensive acts that focus on any characteristic protected by law, including jokes or pranks; the displaying on walls, bulletin boards, or elsewhere on the Organization’s premises, or circulating in the workplace by email or otherwise, written or graphic material that denigrates or shows hostility or aversion toward a person or group because of any characteristic protected by law. The above list of examples is illustrative only and is not intended to be all‑inclusive. Employees should take note that this policy also applies with equal force in informal business situations, including at Organization functions and during business trips.

* + 1. **Consensual Relationships**

Sexual, intimate, dating, or romantic relationships between employees compromise the Organization’s ability to enforce its policy against sexual harassment. These relationships can create an actual or perceived conflict of interest or could raise concerns regarding the consensual nature of the relationship. Consequently, employees involved in a relationship must each report the relationship to the HR Officer. The Organization, in its sole discretion, reserves the right to make staffing or organization changes as necessary.

* + 1. **Reporting Discriminatory Harassment**

The Organization requires the immediate reporting of all incidents of discriminatory harassment. If an employee believes he or she is being harassed or has observed harassment, the Organization requires the employee to notify the HR Officer. If, at any time, the employee believes it would be unreasonable to use this procedure to report harassment because of unusual or unique circumstances, the Organization requires the employee to immediately discuss this concern with any other member of the Board of Directors.

* + 1. **Investigation**

The Organization will promptly investigate all complaints of harassment. The Organization will seek to maintain confidentiality throughout its investigation of a complaint to the extent doing so is practicable in light of its need to complete a full investigation.

* + 1. **Resolving Complaints of Harassment**

Upon completion of a full investigation, the Organization will take all appropriate remedial action that is necessary and that is supported by the facts. Remedial action may include oral or written counseling, referral to formal counseling, disciplinary suspension or probation, or discharge from the Organization.

* + 1. **Non-retaliation**

An employee who, in good faith, reports violations of this policy, or who is involved in an investigation of alleged harassment, will not be subject to reprisal or retaliation. Retaliation is a serious violation of this policy and employees should report it to the HR Officer immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an employee for reporting discriminatory harassment or participating in an investigation of allegations of such conduct will be subject to disciplinary action, up to, and including, termination.

* + 1. **Communication**

This policy is part of the Organization’s overall commitment to open communication. The Organization encourages any employee with workplace concerns of any nature to bring those concerns to the attention of the HR Officer.

**Section 2  
Business Ethics Policy**

The Organization believes that the maintenance of high ethical standards is both mandatory and essential to its long-term success. Accordingly, if an employee is concerned about an ethical situation or is not sure whether specific conduct, including any accounting or auditing matters, meets Organization standards, the employee must immediately bring the situation to the attention of the HR Officer

This policy is intended serve as a guide and applies to all employees, including directors and officers. Specific policy statements on business ethics for particular areas are as follows:

* + 1. **Compliance with Laws and Regulations**

The Organization strives to comply with all laws and regulations that may apply to its business. As such, the Organization expects its employees to understand and obey all legal requirements governing the Organization’s business. If there is any question as to the interpretation of any law or regulation or an Organization policy related thereto, the HR Officer must be consulted.

* + 1. **Entertainment and Gifts**

Employees shall not accept or provide costly entertainment, gifts, or money (including loans of money) under any circumstances from which conflicts between the interests of the employee and the Organization may be implied. If an employee has any doubts about whether a gift violates this provision, the employee must immediately bring the gift to the attention of the HR Officer.

* + 1. **Bribes and Kickbacks**

No employee of the Organization may accept Kickbacks, bribes, or any other form of illegal consideration. All contracts and dealings with customers, suppliers, and vendors shall be conducted so as to avoid even the appearance of impropriety or the violation of any applicable law, regulation, or Organization policy.

* + 1. **Conflicts of Interest**

Every employee of the Organization has an ethical and legal responsibility to put the interests of the Organization ahead of any other individual business or commercial interests that the employee may have. A conflict of interest exists when other business or commercial interests may interfere with the employee’s obligation to serve the interests of the Organization and its customers and clients. Even the perception of a conflict of interest can cause harm to the Organization and must be avoided. If employees have any doubt about whether a conflict of interest or the appearance of a conflict of interest exists, the employee must promptly notify the HR Officer.

* + 1. **Books, Records, and Accounting**

The books, records, and accounts of the Organization shall accurately and fairly reflect the Organization’s transactions and the disposition of its assets. Compliance with accepted accounting rules and controls is mandatory.

* + 1. **Candor and Fair Dealing**

All of the business activities of the Organization are highly important to its mission, and it is the policy of the Organization to expand its operation aggressively, but fairly. Accordingly, employees must never make a deliberate misrepresentation concerning the Organization or its business operations. The Board of Directors must be informed at all times of matters that might be considered sensitive in preserving the Organization’s reputation. Concealment of information or false and misleading statements will not be tolerated.

* + 1. **Confidentiality**

The Organization will not tolerate any employee who discloses the Organization’s proprietary or confidential information. Employees may not either use or disclose any of the Organization’s confidential, proprietary, or non-public information, either for their own benefit or for the benefit of another.

* + 1. **Corporate Opportunities**

Employees owe a duty to the Organization to advance the Organization’s legitimate interests whenever the opportunity to do so arises. Employees must not usurp corporate opportunities from the Organization that arise or are discovered through the employee’s position with the Organization or the use of its assets, information, or resources. Use of the Organization’s assets, information, or resources for personal gain or to compete with the Organization is prohibited.

* + 1. **Personal Conduct**

During work hours or off-duty hours, employees may not engage in any conduct that the Organization believes adversely reflects on its reputation or that evidences a lack of integrity or fitness to perform the employee’s duties.

* + 1. **External Communications**

The HR Officer of the Organization serves as the information channel for news media and for any people or organizations outside of the Organization.  If an employee is contacted by the media, the employee is required to direct them to the HR Officer immediately and without additional comment.

* 1. **Dress Code and Personal Appearance**

Employees are expected to dress and groom themselves in accordance with accepted social and business standards, particularly if the employee’s job involves dealing with customers or visitors in person.

Personal appearance should be a matter of concern for each employee. If HR Officer feels the employee’s attire and/or grooming is out of place, the HR Officer may ask the employee to leave the workplace until he or she is properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

* 1. **Property and Equipment Care**

It is the employee’s responsibility to understand the property and equipment needed to perform his or her job duties. Good care of any property and equipment used during the course of employment and the conservative use of supplies will benefit both the employee and the Organization. If an employee discovers that equipment is not working properly or in any way appears unsafe, the employee must notify the HR Officer immediately so that repairs or adjustments may be made. Under no circumstances should the employee start or operate the equipment he or she deemed unsafe or adjust or modify the safeguards provided. The employee should not attempt to use any machine or equipment he or she does not know how to operate or that he or she has not completed training regarding the proper use of such machine or equipment.

* 1. **Social Media Policy**

Employees are expected to act appropriately when engaging in activity on social media that identifies the employee’s affiliation with the Organization or that relates in any way to the Organization’s business or employees or to any of its current or potential customers and clients, partners, affiliates, suppliers, vendors, or competitors.

Social media means any website, app, or other online destination that hosts user-submitted content, including:

* Social and professional networking sites, such as Facebook or LinkedIn;
* Blogs and micro-blogs, such as Twitter;
* Location services, such as Foursquare;
* Review-sharing sites, such as Yelp;
* Content-sharing sites, such as YouTube or Flickr;
* Discussion forums, such as Yahoo! Finance; or
* Wikis, such as Wikipedia.

Employees must be mindful that their postings on social media may have an adverse effect on the Organization’s business interests, even if the postings are made on personal devices while the employee is off duty and/or away from work. Accordingly, employees must comply with the following guidelines when their activities on social media identify their affiliation with the Organization or relate in any way to the Organization’s business or employees or to any of its current or potential customers and clients, partners, affiliates, suppliers, vendors, or competitors:

* Do not engage in any social media-related activities on Organization-issued or provided equipment or while on Organization time.
* Activity on social media must comply with all applicable laws and regulations and of the policies set forth in this Handbook.
* Do not defame or otherwise discredit the products or services of the Organization or any of its current or potential customers and clients, partners, affiliates, suppliers, vendors, or competitors.
* Do not use the Organization’s logos, trademarks, or any other proprietary graphics.
* Do not disclose personal or contact information of the Organization’s employees without their prior written approval.
* Do not post photographs or videos of the Organization’s employees without their prior written approval.
* Do not post photographs or videos of the Organization’s property or the property of the Organization’s customers and clients, partners, affiliates, suppliers, vendors, or competitors without the prior written permission of all involved parties.
* Do not use an Organization email account to set up personal social media accounts or sites.
* Do not set up a social media account on behalf of the Organization without prior written approval.

The Organization will, at its discretion, review social media activity to the fullest extent permitted by applicable law. Failure to comply with this policy during or after employment might result in legal action, criminal prosecution, or disciplinary action, up to, and including, termination of employment. The Organization reserves the right to report suspected unlawful conduct to appropriate law enforcement authorities.

This policy is in no way intended to prohibit employees from professionally discussing the terms and conditions of their employment with others through social media or to otherwise prevent employees from engaging in activity protected under the National Labor Relations Act or any other federal, state, or local laws. Protected activity might include employees discussing among themselves or with non-employees their wages, hours, and conditions of employment.

* 1. **Technology Policy**

The Organization’s investment in information technology is intended to facilitate communications among and between the Organization’s employees and its members, clients, vendors, and suppliers and to further the mission of the Organization. It is the responsibility of each employee to ensure that this technology is used prudently and properly, in accordance with this policy. An employee’s use of Organization-provided technology and communications systems is an acknowledgement that the employee understands and agrees to abide by the terms of this policy.

* + 1. **No expectation of privacy**

All documents, files, emails, and other content and correspondence, including instant messages and text messages, that are sent, received, or stored on Organization-provided computers and electronic devices or that are sent, received, or stored through an Organization-provided email account are and remain the property of the Organization, and the employee shall have no expectation of privacy with respect to same. The Organization reserves the right to review, audit, intercept, access, disclose, and use all messages, documents, and other content created, received, or sent over its email system or stored on its devices for any lawful purpose. The contents of these messages may be disclosed and used by the Organization to protect its rights or property or for any other lawful purpose without the permission of the employee.

* + 1. **Internet**

The Organization reserves the right to block access to or otherwise compromise the functionality of any website that the Organization believes, in its sole discretion, negatively impacts the Organization’s profitability, compromises employee productivity, consumes a large amount of bandwidth, or creates or contributes to a hostile work environment.

Any unauthorized or illegal use of the Organization’s internet connection is strictly prohibited. Unauthorized use includes, but is not limited to, connecting, posting, or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security of information contained on the Organization's computers; or otherwise using the Organization's computers in a manner that interferes with the computer’s intended business purpose.

* + 1. **Computer**

The Organization provides the use of equipment such as computers (desktops, laptops, and mobile devices) for exclusive use by its employees. Use by any other person, including family members, is prohibited.

Employees must provide all passwords and access codes for Organization computers to the Organization upon demand.  Passwords are confidential and should not be shared with anyone other than the Organization and should not be posted in an obvious manner.

Employees are responsible for the security of Organization computers and related electronic devices when they are removed from the Organization’s premises. Employees may be held financially responsible for lost or damaged computers or equipment. Laptops and mobile devices should always be secured when taken off of the Organization’s premises. This means they should never be stored in an employee’s vehicle. Likewise, laptops and mobile devices should never be checked as baggage in an airport terminal.

* 1. **Whistleblower Policy**

The Organization is committed to the highest possible standards of openness, propriety, and accountability. In line with this commitment, the Organization requires that its employees who have serious concerns about any aspect of the Organization's business to come forward and voice those concerns. The Organization further requires that all employees promptly report all instances of suspected or known noncompliance with any Organization policy or any law or regulation by the Organization. The Organization also requires that all employees promptly report all instances in which they are asked by another employee of the Organization to participate in an activity that could potentially violate or is suspected or known to violate any Organization policy or any law or regulation. Employees who make a report under this policy in good faith may do so without fear of retaliation of any kind by the Organization, including, but not limited to, discrimination or harassment. Likewise, no employee will be adversely affected for refusing to carry out a directive that may constitute or further corporate fraud or that is a potential violation of any federal, state, or local laws or regulations.

* + 1. **Reporting Requirement**

Employees must report all activity by any department of the Organization or employee that they suspect may constitute any of the following:

* fraud of any kind, including, but not limited to, corporate fraud or any other act of dishonesty;
* unethical business conduct;
* a violation of federal, state, or local laws or regulations; or
* a substantial and specific danger to the employee's or the public's health and safety.

Employees should promptly report evidence of alleged improper activity to the HR Officer. In making this report, employees are encouraged to provide as much specific information regarding the alleged violation as possible, including the names of the parties involved, the dates of the alleged violation, the place where the violation occurred, and all other details that will assist the Organization in investigating the potential violation.

* + 1. **No Prohibition on Lawful Activities**

Nothing in this policy in particular or this Handbook in general shall prohibit or restrict employees from lawfully engaging in the following conduct:

* initiating communications directly with, cooperating with, providing relevant information to, or otherwise assisting in an investigation by the Securities and Exchange Commission ("SEC") or any other governmental or regulatory body or official(s) or self-regulatory organization ("SRO") regarding a possible violation of any applicable law, rule, or regulation;
* responding to an inquiry from the SEC , an SRO, or any other regulatory body or governmental authority, including an inquiry about the existence of this policy; or
* testifying, participating, or otherwise assisting in an action or proceeding relating to a possible violation of any law, rule, or regulation.

Further, nothing in this section shall prohibit or restrict employees (or their attorneys) from initiating communications directly with, or responding to, any inquiry from, or providing testimony before, the SEC, any other SRO, or any other federal or state regulatory authority regarding any potentially fraudulent or suspicious activities. Employees are not required to notify the Organization of any such communications, cooperation, assistance, responses to inquiries, testimony, or participation as described in this paragraph.

* 1. **Immigration Law Compliance**

The Organization is committed to employing only United States citizens and other individuals authorized to work in the United States. The Organization does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, within the first three (3) days of hire and as a condition of employment, all employees must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Form I-9 if they have not provided the Organization with such form within the preceding three (3) years or if their previous Form I-9 is not valid or has not been retained.

* 1. **Solicitation and Distribution of Literature**

In order to avoid interference with work and maintain a professional business environment, the Organization has established the following rules regarding workplace solicitation and the distribution of literature. These rules apply with equal force to employees and to representatives of outside organizations.

No employee may solicit another employee for any cause while either employee is on working time on premises that are owned, managed, or otherwise controlled or maintained by the Organization. “Working time” means periods when an employee is working or should be working. It does not include scheduled non-working periods, such as breaks or mealtimes.

Non-employees may not enter onto premises that are owned, managed, or otherwise controlled or maintained by the Organization to solicit employees or to distribute material or literature at any time.

Employees may not post notices, photos, or other printed materials on bulletin boards used by the Organization to post information and notices required by law. No unauthorized person may remove or deface properly approved material from Organization bulletin boards.

* 1. **Violence in the Workplace Policy**

The Organization strictly prohibits any form of violence in the workplace. Consistent with this policy, acts or threats of physical violence, including, but not limited to, intimidation, harassment, or coercion that involve or affect the Organization or occur on the Organization’s property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Organization, or to create a hostile, abusive, or intimidating work environment for the Organization’s employees.

The Organization’s prohibition against threats and acts of violence applies to all persons involved in Organization operations including, but not limited to, employees, contractors, temporary workers, clients, vendors, and anyone else who is on property that is owned, managed, or otherwise controlled or maintained by the Organization or who is attending an Organization event. Violations of this policy by any employee will lead to disciplinary action, up to, and including, termination and potential legal action by the Organization when appropriate.

Employees must immediately report threats or acts of physical violence about which they are aware to the HR Officer.

* 1. **Drug-Free Workplace Policy**

The Organization is committed to providing a work environment that is safe, efficient, and alcohol and drug free for its employees, its members, and the general public. With this goal in mind, and except as otherwise provided for in this policy, the Organization prohibits the use, consumption, possession, sale, attempted sale, manufacture, purchase, solicitation, or transfer of any prohibited substances by any employee on Organization premises or on the job. The Organization reserves the right to test its employees for the use of prohibited substances in accordance with all federal, state, and local laws.

For purposes of this policy, “prohibited substances” include alcohol, all substances identified as illegal pursuant to state or federal law (whichever has the higher standard), including marijuana; controlled substances; prescription medications prescribed to someone other than the employee who possesses the medication or in the possession of an employee who does not have a valid prescription; and any other substances that can be inhaled, injected, ingested, absorbed, or otherwise introduced into the body in any other way that might alter an individual’s perception, coordination, response time, reflexes, vision, mental capacity, performance, or judgment.

“Organization premises,” or “on the job,” include Organization parking lots, Organization owned and leased vehicles, Organization facilities, Organization-owned and leased property, any facility used for business purposes by the Organization or its members, member premises, and any other property that is owned, maintained, or managed by the Organization.

The intentional misuse or abuse of legally-prescribed or over-the-counter medication is strictly prohibited and will be grounds for corrective action, up to and including separation of employment.

* 1. **Personnel Files and Records**

The Organization keeps certain employment records in personnel files. The documents contained within these files are the property of the Organization and must be maintained for government and Organization record-keeping purposes. Some employment records are kept in separate files such as records regarding employees’ medical conditions and leave, investigations, workers’ compensation injuries and illnesses, employee benefits information, and Form I-9 requirements.

All documents in personnel files and other documents connected with employees are considered confidential. Access to these documents is restricted to only those individuals who have a legitimate need to review the documents and have been authorized by the Organization to do so as permitted by applicable law.

* 1. **Employment of Relatives**

The Organization does not specifically prohibit the employment of relatives of other employees. The Organization carefully examines situations where a current employee’s relative is being considered for, or is in, a position in the same line of authority as another relative. Line of authority includes instances when one relative can initiate or participate in decisions that may have a direct impact on another relative, including, but not limited to, hiring, retention, transfer, demotion, promotion, separation of employment, and compensation.

For purposes of this policy, a “relative” is defined as an employee’s parent, grandparent, spouse or domestic partner, child, brother, sister, uncle, aunt, nephew or niece, first cousin, parent-in-law, brother or sister-in-law, son or daughter-in-law, stepmother, stepfather, or step-child.

The Organization reserves the right to make unilateral decisions concerning the placement or supervision of an employee’s relative on a case-by-case basis in order to avoid problems of reporting relationships, safety, security, morale, and conflict of interest. This policy will be applied in accordance with all applicable state, federal, and local laws and regulations.

1. **Work Time and Compensation**
   1. **Fair Labor Standards Act Policy**

The Organization complies with the Fair Labor Standards Act (“FLSA”). In compliance with the FLSA, the Organization classifies jobs as “non-exempt” or “exempt” based on assigned tasks, responsibilities, and salary level.

* Exempt employees are those in certain administrative, executive, professional, and in some jurisdictions certain computer positions, outside sales, and highly compensated employees, who are paid on a fixed, salaried basis to compensate these employees for all hours worked. Exempt employees do not receive premium pay for working overtime.
* Non-exempt employees are those in all other positions and are paid premium pay for working overtime as required by applicable federal, state, and local laws and regulations, and as set forth in the overtime policy in this Handbook.

For confirmation of whether a specific job is exempt or non-exempt, or for questions regarding whether a job was incorrectly designated, employees should contact the HR Officer.

* 1. **Hours of Work**

Employees are full-time employees of the Organization if they are regularly scheduled to work more than forty (40) hours per week.

The HR Officer may alter work schedules and office hours as needed for business reasons. The Organization may sometimes ask non-exempt employees to work additional hours beyond their regular hours of work. Exempt employees are often required to work beyond normal office hours. Absent HR Officer approval, lunch hours and breaks not taken may not be used to reduce the length of the work day, be accumulated to provide additional personal time off, or make up for lateness.

* 1. **Attendance and Absenteeism**

From time to time, it may be necessary for employees to be absent from work. The Organization is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside of work hours may arise.

An employee who is absent for any reason must notify the HR Officer as soon as possible prior to the absence and, in any event, no later than twelve (12) hours before the employee’s normal start time. For absences that continue beyond one (1) day, the employee must notify the HR Officer each day of the absence no later than twelve (12) hours before the employee’s normal start time. Early notification allows the HR Officer to make alternative arrangements to cover work assignments. The Organization will consider it job abandonment if an employee is absent from work for two (2) or more consecutive business days without informing the HR Officer and the employee will be deemed to have voluntarily resigned.

If an employee is absent because of an illness for three (3) or more consecutive business days, the employee will be required to submit written documentation from a doctor stating that the employee is able to resume normal work duties before the employee will be allowed to return to work. Likewise, if the Organization is aware of an injury or serious medical condition that causes an employee to visit a medical facility, the Organization may require the employee to submit written documentation from a doctor stating that the employee is able to resume normal work duties before the employee will be allowed to return to work, regardless of the length of the absence.

Consistent absences can be considered excessive and may be cause for concern. In addition, an employee’s excessive tardiness or leaving early without notifying the HR Officer may carry the same weight as an absence.

The HR Officer is required to make a note regarding all instances of an employee’s absence, tardiness, and leaving early and such note must be included in the subject employee’s personnel file. Employees should be aware that excessive absences, tardiness, or leaving early may lead to disciplinary action, up to, and including, termination.

* 1. **Pay Periods and Pay Policies**

The Organization abides by all state laws that govern the frequency of pay, payday schedules, and pay upon termination of employment.

All Employees are paid on a bi-weekly basis. Paychecks will not be provided to anyone other than the person named on the check unless the employee provides the Treasurer prior written approval to release the check to another individual.

Each employee’s payroll stub itemizes deductions made from gross earnings and includes other information as required by state law. The law requires the Organization to make deductions for social security and Medicare (FICA), child support, alimony, garnishments, and federal and state income taxes where applicable. Employees should review payroll stubs and bring any errors to the attention of the Treasurer immediately. Any necessary adjustments to paychecks will be made in the next pay cycle.

Employees should contact the Treasurer with any questions concerning their compensation.

* 1. **Overtime and Premium Pay**

It is sometimes necessary for employees to work overtime. Overtime occurs when there is a business need, and from time-to-time the Organization may ask employees to work overtime because of extra work loads or special projects.

Non-exempt personnel should seek written approval from the HR Officer in advance of working any hours that would trigger overtime premium pay. Absent additional state law requirements, the Organization will pay non-exempt employees an overtime premium at the rate of time and one-half (1½) for all approved hours actually worked over forty (40) in a work week. The Organization will pay for all time that any employee works, even unauthorized overtime; however, anyone who works unauthorized overtime will be subjected to disciplinary action, up to, and including, termination. For the purposes of computing overtime premium pay, working time does not include Organization recognized holidays or any other time not worked. Days not worked are excluded from hours worked for purposes of computing overtime or accruing benefits.

* 1. **Lactation Breaks**

The Organization supports an employee who chooses to breastfeed her infant child. The Organization will provide a reasonable amount of break time during the workday, in addition to the standard breaks that an employee receives, to accommodate an employee’s need to express milk for the employee’s infant child. In certain circumstances where permitted by law, such additional break time provided may be unpaid for non-exempt employees. While the Organization recognize that the schedule may need to vary over time, employees should attempt to take lactation breaks concurrently with other break periods already provided. Breaks may be scheduled as frequently as necessary, however, and may continue for a reasonable time beyond breaks already provided. An employee must notify the HR Officer to make a plan for taking lactation breaks. The Organization will provide a room or other private accommodations that are appropriate for the expression of milk. The Organization will also comply with additional requirements created by state and local laws.

* 1. **Deductions from Salary of Exempt Employees**

It is the Organization’s policy not to make deductions from the guaranteed salary of exempt employees except for reasons permitted by federal and state law.

The Organization may make deductions from an exempt employee’s salary for the following reasons: 1) if the employee is absent for one (1) or more full days for personal reasons; 2) if the employee is absent for one (1) or more full days due to sickness or disability; 3) as a penalty imposed in good faith for infractions of safety rules of major significance; 4) if the employee is suspended in good faith, for one (1) or more full days, for an infraction of the Organization’s written policies and procedures; or 5) if the employee takes a leave of absence.

If an exempt employee believes that an improper deduction has been made from his or her pay, the employee should immediately contact the Treasurer who will promptly and fully investigate the situation. If the Organization determines that the deduction was improper for any reason, the Organization will reimburse the employee and take all steps necessary to ensure that such improper deductions do not occur in the future.

* 1. **Holidays**

The Organization will provide a list of holidays to employees at the beginning of each calendar year.

1. **- Time Away from Work**
   1. **Personal Leave of Absence Policy**

The Organization may grant an employee an unpaid personal leave of absence (“PLA”), determined on a case-by-case basis, taking into consideration factors such as business need, reasons for leave, length of service, and length of requested time off. The Organization reserves the right to deny a leave requested under this policy.

An employee may request PLA leave by completing a Request for Leave Form and submitting it to the HR Officer.

When the need for PLA is foreseeable, the employee must provide the Organization with at least thirty (30) days advance notice. When the timing of the leave is not foreseeable, the employee must provide the Organization with notice of the need for leave as soon as it is reasonably practicable under the circumstances.

In addition to requesting the leave, the employee is responsible for communicating with the HR Officer during the leave regarding, among other things, changes in status and contact information. In addition, the employee is responsible for cooperating with the HR Officer by responding promptly to all requests for information by mail or telephone.

Employees must obtain permission from the HR Officer before performing any work for themselves (self-employment) or a third-party while on PLA leave. Employees may not perform any work on behalf of the Organization while out on PLA leave (including checking or responding to emails, checking voice messages, returning phone calls, working on a computer, etc.), unless the necessary return-to-work documentation has been submitted and advance permission is received from the HR Officer. If an employee performs work that is not authorized by the terms of this policy, it may lead to disciplinary action by the Organization.

Before an employee performs any work on behalf of the Organization after taking PLA leave for the employee’s own serious health condition, the employee might be required to submit a Fit for Duty form completed and signed by the employee's health care provider that states whether the employee is able to perform the essential functions of the employee’s job.

Employees in safety-sensitive positions who are returning from any type of PLA leave might be required to undergo a drug screen and a functional capacity evaluation at the Organization’s expense.

The commencement of PLA leave or the return to work from PLA leave could be delayed or denied if the appropriate documentation is not provided within a timely manner. Failure to provide requested documentation related to the reason for an absence from work may lead to separation of employment.

The Organization will reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability in accordance with the Organization’s American with Disabilities Act Policy.

* 1. **Jury Duty Leave**

Employees must notify the HR Officer of the need for time off for jury duty leave within forty-eight (48) hours of receiving a jury notice or jury summons from a court. The Organization may request a written verification of service, including, but not limited to, a jury notice or summons. If work time remains after any day of jury duty, employees must return to work for the remainder of their regular work schedule. Administration of this leave will vary depending on the employee’s location, in accordance with state law.

* 1. **Time Off to Vote**

The Organization encourages its employees to participate in the political process by voting in federal, state, and local elections. The Organization will abide by state and federal laws related to providing time off to vote.

The Organization does not generally pay employees for time off to vote unless mandated by state law. The Organization encourages its employees to vote absentee, early, or by mail to accommodate work schedule demands.

* 1. **Military Leave**

The Organization supports employees who serve in the Armed Forces of the United States Reserves and the states’ military organizations. Accordingly, the Organization provides leave for employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and analogous state laws.

Uniform services as defined by USERRA includes voluntary and involuntary duty in the Army, Navy, Air Force, Marine Corps, Coast Guard (and the Reserves for each of these branches), Army National Guard, commissioned corps of the Public Health Service, and any other category of people designated by the President of the United States in time of war or emergency. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for duty, and for any other purpose covered by federal or state law.

In order to obtain a leave for uniform service, employees must notify the HR Officer immediately upon receipt of uniform service orders. The HR Officer will then provide the terms of the leave in writing.

1. **- Discipline and Separation from the Organization**
   1. **Overview**

The Organization requires all of its employees to do the following:

* Conduct themselves and all business activities ethically, honestly, and with integrity.
* Approach job responsibilities with enthusiasm, professionalism, and confidence.
* Promote goodwill by handling all contacts with co-workers, supervisors, subordinates, clients, competitors, and others in a spirit of courtesy, cooperation, and attentiveness.
* Report to work timely on all scheduled work days.
* Refrain from behavior in violation of the Organization’s employment policies, including its Anti-Harassment Policy.
* Protect the confidentiality of business or client information that employees’ acquire in the course of their employment and that is not generally accessible to the public.
* Safeguard Organization property to prevent its damage, loss, misuse, or theft.

Failure to meet these expectations or to comply with any policy contained in this Handbook may result in discipline, up to, and including, termination.

* 1. **General Rules of Conduct**

In addition to conduct that violates the Organization’s policies and procedures in this Handbook, the following conduct is prohibited and will not be tolerated by the Organization.

* Falsification of employment records, application forms, employment information, or other Organization records.
* Recording the work time of another employee, allowing any other person to record an employee’s work time, or allowing falsification of any time card.
* Theft or deliberate or careless damage of any Organization property or the property of any employee or customer.
* Provoking a fight or engaging in other violence during working hours on Organization property.
* Participating in horseplay, scuffling, misconduct, or practical jokes on Organization time or premises.
* Carrying firearms, hunting knives, or any other dangerous weapons on Organization property and/or premises at any time in accordance with state law exceptions.
* Consuming, possessing, or being under the influence of alcohol and/or illegal drugs during working hours.
* Insubordination, including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, failure or refusal to perform work assigned, or the use of abusive or threatening language toward a supervisor or member of management.
* Unreported absences or excessive, unexcused tardiness from work.
* Unauthorized use of Organization equipment, time, materials, facilities, or the Organization name.
* Smoking in places other than the designated areas.
* Tampering with fire extinguishers unless authorized.
* Failure to observe working schedules, including rest and lunch breaks.
* Failure to return promptly at the end of a break period.
* Engaging in criminal conduct on Organization premises or while conducting Organization business.
* Soliciting, without permission, other employees for membership, funds, or other similar activity in connection with any outside organization during either the soliciting employee’s working time or the solicited employee’s working time.
* Distributing unauthorized literature or any written or printed material during working time or in work areas.
* Failure to obtain permission to leave work for any reason during normal working hours.
* Abuse of paid sick leave.
* Removing or borrowing Organization property without prior authorization. This includes the unauthorized disclosure or access to confidential information, including that maintained by Organization data processing systems.
* Posting or removing notices or signs on bulletin boards or elsewhere on Organization property without permission.
* Making or accepting excessive personal telephone calls during the employee’s working hours.
* Using profane or abusive language in the workplace.
* Violation of any safety, health, or security rules.
* Working overtime without authorization or refusing to work assigned overtime without good cause.
* Consistent failure to perform in accordance with Organization expectations.
* Failure to immediately report a personal injury sustained on Organization property.
* Committing a fraudulent act or a breach of trust.
* Failure to adhere to any policies contained herein.

The above list is not exhaustive and all other conduct that interferes with or threatens security, personal property, employee welfare, and the Organization’s operations is also prohibited. The Organization will not tolerate violations of these rules of conduct and will enforce these rules through disciplinary action, up to, and including, termination.

* 1. **Performance Evaluations**

The Organization encourages employees and the HR Officer to discuss job performance and goals on an informal, day-to-day basis. In addition, employees and supervisors should endeavor to conduct formal performance evaluations to discuss work quality and satisfaction of work goals in order to both identify and correct weaknesses and to encourage and recognize strengths.

* 1. **Disciplinary Procedures**

Each employee has an obligation to observe and follow the Organization’s policies and to maintain proper standards of conduct at all times. Generally speaking, if an employee’s behavior interferes with the orderly and efficient operation of a department or work unit, corrective disciplinary measures must be taken. The severity of the disciplinary action depends upon, among other things, the nature and gravity of the offense, its impact on the Organization and its employees, and the employee’s previous disciplinary and work history.

*Disciplinary action may consist of oral or written counseling, which may be repeated or omitted at management’s discretion based on the Organization’s business needs. The Organization does not guarantee that one form of action will necessarily precede another. Further, the Organization reserves the right, at all times, to take whatever disciplinary action it deems appropriate, up to, and including, termination. Prior notification, utilizing the procedures outlined above, is not a prerequisite for termination or other disciplinary action.*

* 1. **Voluntary Termination or Resignation**

The Organization asks that employees who desire to terminate their employment give written notice a minimum of two weeks before their expected date of departure. Employees who do not provide a two-week notice may not be eligible for rehire. The Organization expects that the departing employee will report for work during the notice period to achieve a reasonable transition. Employees should submit notification of resignation to the HR Officer.

* 1. **Exit Interview and Return of Organization Property**

A representative of the Organization will endeavor to conduct an exit interview with each departing employee. Among other things, this interview provides an opportunity for the departing employee to discuss any compensation and benefits that he or she may be entitled to receive after termination. Subject to all applicable state and federal laws, a departing employee’s last pay will be in the form of a check, even if the employee has been receiving payment through direct deposit, and will be paid on the next regularly scheduled pay date.  
  
All Organization property issued to a departing employee, including, but not limited to, computer equipment, phones, and all other electronic devices; keys; security cards; parking cards; and credit cards must be returned to the Organization before or during the employee’s exit interview. Employees will be responsible to reimburse the Organization for any lost or damaged property of the Organization.

* 1. **Employment Verification and Reference Checks**

The Organization will respond to all reference check inquiries from other employers and institutions. Responses to such inquiries will confirm only dates of a former employee’s employment, position held, and verification of salary. Employees are not authorized to disclose information about any other employee of the Organization, and should not make recommendations or references of a business or professional nature regarding any other employees on any social networking sites.

1. **- Acknowledgments**

## **The Handbook**

I have received a copy of Community Housing Expansion of Austin’s (the “Organization”) Employee Handbook, and I understand that it is my responsibility to read and comply with the policies of the Organization as contained in the Handbook. I acknowledge that the Organization may, in its sole discretion, revise this Handbook and that the revised information may replace, modify, or eliminate existing policies. I agree that the Organization’s Board of Directors has the right to interpret the policies and terms and conditions of employment at its sole discretion. I understand that I should consult the HR Officer regarding all questions I may have that are not answered in the Handbook or policies and procedures in the Handbook that are not clear to me.

## **At-will employment**

I also understand that my employment with the Organization is at-will, that I have entered into my employment relationship with the Organization voluntarily, that my employment is not for a specified length of time, and that either I or the Organization may terminate my employment relationship at any time, with or without cause. I further understand that no written or oral representation of the Organization or changes in Organization policy will create or constitute a contract of employment and that the only way to alter the at-will employment relationship is for the Board of Directors of the Organization to vote to execute and actually an agreement with an employee that alters the at-will employment relationship.

## **Anti-harassment and discrimination reporting process**

I understand that the Organization prohibits discrimination and harassment in the workplace. I understand that if I feel I have been subjected to unlawful discrimination or harassment or I witness anyone engaging in any such behaviors, I am obligated to report it immediately to the HR Officer at (\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_ or if this is not feasible to discuss this concern with any other member of the Board of Directors.

## **Search and inspection statement**

I understand that the Organization reserves the right to conduct searches and inspections to monitor compliance with its rules regarding the safety of its employees, security of Organization and individual property, drug and alcohol use by its employees, and possession of prohibited items by employees. I also understand that all documents, files, emails, and other content and correspondence, including instant messages and text messages, that I send, receive, or store on Organization-provided computers and electronic devices and equipment or that I send, receive, or store through an Organization-provided email account are and remain the property of the Organization and that I shall have no expectation of privacy with respect to same. I further consent to any searches deemed necessary by the Organization while I am on or while I am entering any property that is owned, managed, or otherwise controlled or maintained by the Organization, including, but not limited to searches that involve the use of electronic detection devices or scent-trained animals, drug and alcohol testing, and the monitoring of computers, telephones, radios, email, or other electronic equipment.

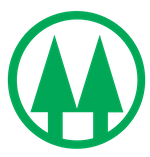
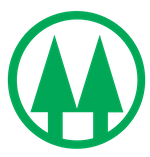
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Employee Signature Date

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Employee Printed Name Social Security Number

**EXHIBIT C**



**The CHEA Board exists to help its autonomous housing co-ops (La Reunion and Sasona) thrive. It does so by maintaining company-wide financial solvency, addressing legal issues, coordinating inter-house cooperation, and acting in a research and advisory capacity to the houses.**

**Reports to: CHEA Board of Directors**

* Responsible for administering day-to-day affairs of the organization, assisting the Board of Directors with research and strategy, and respond to the needs and concerns of the cooperative members and residents.
* Facilitate long-term planning for development and expansion, represent CHEA to outside groups including, but not limited to: the Austin Co-op Business Association, elected officials, city staff, neighborhood associations, etc.; carry out other projects at the request of the Board

**Hours: 15 hours per week at $15/hr**

**Specific Responsibilities**

* Research funding and grant opportunities for expansion and outreach
* Reach out to and maintain relationships with outside professionals as needed
* Attend all meetings of the Board (typically biweekly for roughly 2 hours)
* Attend two Sunday House meetings per month, alternating between houses (typically on the weeks the Board does not meet)
* Submit a quarterly informal report to the entire CHEA membership describing work accomplished, challenges faced, etc.

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| **Required qualifications:**   * One year relevant experience * Clear commitment to CHEA’s Mission Statement * Computer literacy skills * Strong communication and research skills * Comfortable expressing opinions * Self-motivated and a problem-solver * Able to travel easily between North & South Austin | **Bonus qualifications:**   * Experience in any of the following: property management, non-profit administration, community organizing, volunteer coordination * Familiar with cooperatives * Bilingual (Spanish-English) * Grant writing experience |

For more information on our organization and its properties, please visit:

<http://chea.coop>  
<http://www.sasona.org>

<http://lareunioncoop.org>