



PERSONNEL POLICIES AND PRACTICES MANUAL

Effective May 24, 2017

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GENERAL POLICY

Intent of the Alaska Community Foundation Personnel Policies and Practices

The intent of the Personnel Policies and Practices Manual is to maximize The Alaska Community Foundation's (the "Foundation") effectiveness in fulfilling organization goals and objectives and to comply with all applicable federal, state and local laws. If any part of this policy manual conflicts with any law or any rule, regulation and/or condition mandated by any funding source or regulatory body, those regulatory specifications shall prevail. Alaska is an at-will state and the Foundation is an at-will employer so all policies are subject to at-will laws.

The Personnel Policies and Practices were developed to assist organization personnel in understanding their responsibilities and rights as employees of the Foundation.

This Personnel Policies and Practices Manual is designed to acquaint you with the Foundation and provide you with information about working standards, employee benefits and policies affecting your employment. Each employee is required to read, understand and comply with all provisions of the Personnel Policies and Practices Manual.

No manual can anticipate every circumstance or question about policy, and as the Foundation continues to grow, the need may arise to revise, supplement or rescind any portion or policy of this manual. The Foundation, therefore, in its sole and absolute discretion, reserves the right to revise, supplement or rescind any policies or portion of this Personnel Policies and Practices Manual from time to time, without prior notice.

The Foundation, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. Any such action will apply to existing as well as future employees. No statement of promise by a supervisor or manager may be interpreted as a change in policy, nor will it constitute an agreement with an employee contrary to any policy specified in this manual.

NATURE OF EMPLOYMENT

This Personnel Policies and Practices Manual is not an employment contract and is not intended to create contractual obligations of any kind. Employment with the Foundation is "at will" unless otherwise contractually defined by written agreement and not for a specified period of time and this manual does not limit an employee's right or the Foundation's right to terminate employment at any time for any reason or no reason.

AUTHORITY AND RESPONSIBILITY

The Board of Directors of the Foundation is the governing body and is responsible for establishing policies for the overall operation of the organization and for employing the President/CEO.

The President/CEO is responsible to the Board of Directors for administering the organization according to the policies established by the Board.

Within the staffing model approved by the Board of Directors, the President/CEO has complete authority and responsibility to hire, supervise, reward and/or discharge all employees. This includes the ability of the President/CEO to modify provisions of the employment policies upon notification to the Board of such modifications.

SECTION I. EMPLOYMENT PRACTICES

1-01 EQUAL OPPORTUNITY

The Foundation provides equal employment advancement and benefit opportunity. The Foundation will not discriminate against any employee or applicant because of ethnicity, religion, age, gender, national origin, physical or mental disability, pregnancy, sexual orientation, marital and/or parental status, or any legally protected status.

1-02 ANTI-DISCRIMINATION AND HARASSMENT

Discrimination and harassment in the workplace is unacceptable and will not be tolerated. The Foundation is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. The Foundation does not tolerate harassment of any employees, customers, clients, vendors or suppliers. Actions, words, jokes or comments based on an individual's race, religion, color, gender, sexual orientation, national origin, citizenship status, age, marital status, pregnancy or parenthood, handicap or disability, or any other legally protected characteristic is strictly prohibited.

1-03 DISCRIMINATION IN EMPLOYMENT

Discrimination in employment means to refuse employment to a person or to discriminate against a person in compensation or in a term, condition or privilege of employment because of the person's race, religion, color, gender, sexual orientation, national origin, citizenship status, age, marital status, pregnancy or parenthood, handicap or disability, or any other legally protected characteristic, when the reasonable demands of the position do not require distinction on the basis of any of these.

1-04 HARASSMENT

Harassment includes any unwanted communication and/or conduct by a supervisor, coworker or non-employee in the workplace which negatively affects the employment relationship or working environment for the employee or applicant for employment and is based on the race, religion, color, gender, sexual orientation, national origin, citizenship status, age, marital status, pregnancy or parenthood, handicap or disability, or any other legally protected characteristic, of that individual.

1-05 SEXUAL HARASSMENT

Sexual harassment is unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex or of the opposite sex as the harasser. The following is a partial list of sexual harassment examples:

- Offering employment benefits or rewards in exchange for sexual favors
- Making threats of reprisal after a negative response to sexual advances
- Physical conduct such as touching, grabbing, kissing, assaulting, impeding or blocking movements, or any other type of unwanted physical contact
- Verbal conduct such as offensive jokes, epithets, slurs, threats, comments or suggestions of a sexual nature, commentaries about an individual's body, sexual advances or propositions
- Nonverbal conduct such as leering, staring at a person's body, leaning over someone at a desk, making offensive gestures or motions, circulating (by e-mail or otherwise) or displaying sexually suggestive pictures, cartoons, calendars or objects

Unwelcome sexual advances, requests for sexual favors and other physical, verbal or nonverbal conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

1-06 WORKPLACE NOT LIMITED TO PREMISES

The Foundation workplace is not limited to the Foundation premises, but may also include client or vendor facilities, as well as anywhere a business-related function is taking place. Harassment of employees in connection with their work by non-employees may also be a violation of this Policy. Any employee who experiences harassment by a non-employee or who observes harassment of an employee by a non-employee should report such harassment to a supervisor.

1-07 REPORTING VIOLATIONS OF THIS POLICY

If you experience or observe harassment or discrimination in violation of this Policy, you should immediately notify your immediate supervisor. If you do not feel that the matter can be discussed with your immediate supervisor, you should contact any Foundation management or supervisory representative and arrange for a meeting to discuss your complaint. All complaints of harassment or discrimination that are reported to management will be investigated as promptly as possible and will be afforded as much confidentiality as possible.

Your notification is essential to the Foundation. The Foundation cannot help resolve a harassment problem unless it is known. Therefore, it is your responsibility to bring such incidents to the attention of the Foundation so that the necessary steps to correct the problem can be taken.

(a) RETALIATION PROHIBITED

Any form of retaliation or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of harassment or discrimination is prohibited.

1-08 DISABILITY PROVISION

It is the policy of the Foundation to comply with federal and state laws concerning the employment of individuals with disabilities. Accordingly, we will not discriminate against qualified individuals who have disabilities with respect to selection and hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Furthermore, The Foundation reasonably accommodates qualified individuals with disabilities so that they can perform the essential functions of a job.

1-09 ORIENTATION PERIOD

The first ninety (90) days of employment are considered an orientation period for all new employees. During this time, the supervisor will be monitoring performance and the employee's ability to meet the obligations of their job description and/or organizational standards. At the end of the orientation period, the employee's performance will be evaluated. If, in the judgment of management, employment is marginal or unsatisfactory, the organization may end employment or may extend the orientation period for another thirty (30) days to further evaluate performance and suitability for the job. Employees will be provided a copy of these policies upon employment and Employees will provide a written statement that they have read and understand these policies.

1-10 DISCIPLINARY PROCEDURE

In most instances, the Foundation will deal with substandard performance and/or behavior through a history of progressive discipline up to and including termination. This includes, but is not limited to, employee violations addressed in all of the Foundation policies.

The Foundation will take appropriate action based on the seriousness of an employee's actions, past disciplinary record, employment history and the surrounding circumstances. The merits of the violation will be investigated and a decision regarding appropriate disciplinary action will be based on the facts.

In general, the Foundation will adhere to the following schedule of disciplinary action:

First Offense - Verbal warning.

Second Offense - Written warning and/or suspension without pay.

Third Offense - Termination of Employment.

Depending upon the violation, certain steps in the progressive discipline system may be bypassed. The Foundation management reserves the right at all times to impose the most severe discipline, without less severe discipline having been first imposed.

This Policy, and the Foundation's imposition of disciplinary action pursuant to it, shall not be deemed to invalidate the at-will nature of the employment relationship between the Foundation and its employees.

1-11 EMPLOYEE CONDUCT

The Foundation's reputation for integrity and excellence requires careful observation of the spirit and intent of all applicable laws and regulations, as well as scrupulous regard for the highest standard of conduct and personal integrity.

The Foundation will comply with all applicable laws and regulations and expects its managers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct. Employees shall adhere to all Foundation policies. In general, the use of good judgment, based on high ethical principles, must guide each employee to adhere to acceptable conduct as described in this manual. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor, the President/CEO or, if necessary, the Chair of the Board.

Compliance with this policy is the responsibility of every employee. If an employee's conduct has a detrimental impact on his/her performance, the performance of others or reflects poorly on the Foundation, it may result in disciplinary action, up to and including termination.

1-12 OUTSIDE ACTIVITIES

All employees are expected to avoid any conflict between their personal interests and the interests of the Foundation. Employees engaging in any other activity, which might constitute a conflict of interest, must report these activities on their submission of the Conflict of Interest Policy and notify the President/CEO. The President/CEO has final authority to determine what is in the best interest of the organization as a whole when evaluating any outside activity participation by staff which may generate significant time and expense to the organization.

All employees are required to review the Foundations' Confidentiality and Conflict of Interest policy and annually complete a personal disclosure form including disclosure of board service, volunteer efforts and fundraising. Furthermore, if at any time during the year the employees activities change the disclosure form must be updated.

Outside employment may be detrimental to the Foundation because of the conflicting demand on employees' productivity or availability for work, or because it might create a conflict or appearance of conflict between The Alaska Community Foundation and the proposed employer. The Foundation employees are required to discuss the nature of the activity with the President/CEO prior to engaging in any real or perceived conflict of interest. If the President/CEO determines that a conflict exists, the employee will be asked to resolve the situation, which normally will require termination of the activity which gives rise to the conflict.

The Foundation Board and Staff members may serve on various non-profit Boards as long as they comply with full disclosure of any conflict of interest and the conflict of interest policy. The Foundation has in place a process for grant evaluation and other decision making processes, which by design helps avoid conflict of interest for staff.

The guidelines for staff who choose to sit on nonprofit boards and/or participate in other civic involvement is as follows:

- Staff are encouraged to serve on statewide boards but this is not a requirement and serving on local community boards is also appropriate;
- Staff are encouraged to join networking groups such as the Rotary, Estate Planning Council, professional organizations, etc.;
- Staff are encouraged to volunteer, for community based organizations, even if this results in using some work time for volunteer responsibilities;
- Staff are encouraged to work together with organizations that promote philanthropy or serve the general philanthropic community such as the Giving Coalition, United Way and the Foraker Group;

Staff must recuse themselves as appropriate when serving on the boards of nonprofit organizations that may request grants or other resources from the Foundation.

SECTION II. EMPLOYEE CLASSIFICATIONS

An employee's wages, benefits and job duties are affected, in part, by his/her classification and job title.

2-01 FULL-TIME EMPLOYEE

A full-time employee is one who is hired to work a predetermined schedule of forty (40) hours per week and is eligible for benefits.

2-02 PART-TIME EMPLOYEE

An employee who is hired to work less than forty (40) hours per week is considered a part-time employee. Part-time employee benefits eligibility varies by type and the total number of hours worked per week, month or year. Please refer to the benefits section to determine eligibility.

2-03 TEMPORARY EMPLOYEE

An employee who is hired with the expectation that he/she will be employed for a definite period of time not to exceed six (6) months and is a temporary employee and is not entitled to benefits.

2-04 NON-EXEMPT EMPLOYEE

An employee who is governed by the wage and hour laws of the United States and the State of Alaska Wage and Hour Act is a non-exempt employee. Such employees are paid for overtime as per applicable law.

2-05 EXEMPT EMPLOYEE

An employee that is exempt from applicable state and federal wage and hour laws shall be an "exempt employee". An employee who meets the criteria for exclusion from the wage and hour laws (e.g. executive, administrative, professional) is considered an exempt employee. Exempt employees do not receive pay for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

SECTION III. COMPENSATION AND PAYROLL PRACTICES

3-01 SALARY ADMINISTRATION

When an employee begins employment they are informed of their rate of pay. That rate is based on assessment of the position, training, experience and the market for similar jobs. The Foundation, at its sole and absolute discretion, may increase an employee's salary from time to time based upon performance reviews and marketplace conditions.

Paydays occur every other week for work completed in the previous pay period. The Foundation only provides automatic deposit of wages via electronic funds transferred to each employee's designated bank account. Paystubs are delivered electronically. Employees must provide written authorization with their banking information to their immediate supervisor.

The Foundation will withhold all paycheck deductions in accordance with applicable law, including FICA, Medicare, and federal income tax. The Foundation is self-insured for unemployment taxes. Any other deductions require written authorization.

3-02 OVERTIME AND TIME REPORTING

The regular workweek is forty (40) working hours, but on certain occasions some overtime may be required. Any overtime work must be pre-approved and authorized by your direct supervisor or the President/CEO. Overtime is paid to all non-exempt employees. The overtime pay rate is one and one-half (1½) times the regular rate of pay for all hours worked over eight (8) hours per day and/or forty hours per week.

Accurate records of the hours worked ensure the employee is paid correctly and will receive full credit for the work done. Exempt and non-exempt employees use timesheets to record hours worked, overtime hours and PTO used. The President/CEO and the CFO will use an allocation model for their timesheet which will be reviewed quarterly for accuracy. Any additions, corrections or changes to timesheets must be initialed by the employee's immediate supervisor. Employees are responsible for the accuracy and completeness of the information reflected on timesheets.

Timesheets are the property of the Foundation. Alteration or removal of time sheets from the facility will invalidate them and require the employee to verify the time worked to the satisfaction of their immediate supervisor. Only a supervisor may enter time for an employee, and may do so only in extraordinary circumstances (illness, out of town, etc.). The fact of the substantive time entry must be clearly noted on the timesheet.

3-03 EXPENSE REIMBURSEMENT

It may occasionally be necessary for an employee to incur expenses while working directly on organization business, as determined by the employee's immediate supervisor. Such expenses may include mileage for use of a personal vehicle, meals, lodging, transportation, other related travel expenses and personal mobile device use. If an employee has questions about expense they should ask their immediate supervisor.

Mileage for use of a personal vehicle on organization business will be reimbursed at the current mileage rate established by the Internal Revenue Service.

Employees agree to abide by the Foundation's travel policy available in the shared electronic files.

Travel plans resulting in airfare, transportation, and lodging costs must be approved in advance by an employee's immediate supervisor. If an employee pays for expenses for travel, lodging, transportation and food for approved work-related travel, the employee shall process their expense receipts as outlined in the Foundation's travel policy.

The Foundation recognizes that staff have job duties which require the use of cellular phones, smart phones, tablets or other mobile devices ("device(s)"), for which compensation in the form of a BYOD reimbursement is appropriate. Staff whose job duties include the need for a device may receive compensation, in the form of a monthly reimbursement, to cover the business-related costs of maintaining a device. All other employees may submit infrequent device expenses for individual reimbursement. **Additional information on the Foundation's reimbursement process can be found in the Bring Your Own Device (BYOD) Policy.**

Whenever possible work related purchases should be put on an organization credit card. All receipts generated by use of an organization credit card must be turned in monthly with a copy of the bill and a credit card expense report to the CFO. Any unauthorized purchases on an organization credit card will be the cardholder's responsibility and will be reimbursed to the organization. Lost or stolen organization issued credit cards must be reported immediately.

3-04 WORKWEEK AND SCHEDULE

The Foundation's Anchorage office is open regular business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday. The standard workweek is from Saturday 12:00 am until Friday 11:59 pm and the normal workday for a full-time employee is eight (8) hours. Foundation employees may establish schedules with their immediate supervisors to accommodate their professional and personal needs.

The scheduling requirements for each position will vary based on the duties and responsibilities of the position as well as the needs of the organization; work schedules are established by the President/CEO or the employee's immediate supervisor. Employees are expected to work all of the hours and days assigned. Work schedules may be posted in advance. Requests for changes to the schedule or for designated PTO days must be made in advance and approved by the employee's immediate supervisor prior to the change.

If a non-exempt employee is not able to work his/her regular schedule during a workday, he/she is encouraged to make up the missing hours on the same day by beginning work early or working after regular hours of operation. If an employee is unable to make-up the missing hours during the pay period, paid time off (PTO) may be used to make up the difference between hours required by the position and hours worked.

There are certain times during the calendar year that exempt staff are required to work hours that far exceed their regular schedule. If an exempt employee is required to work multiple days of work in excess of normal hours, the President/CEO may grant up to two “flex” PTO days per year. These “flex” days must be taken in the pay period in which the increased work cycle occurred.

3-05 LUNCH PERIODS

Non-Exempt employee lunch periods are a thirty minute to one hour unpaid break and are normally scheduled during the hours of 11:00 a.m. to 1:30 p.m. Employee lunch period will be arranged by direct supervisors so that adequate coverage is provided during those times. Exempt employees may schedule lunches as appropriate to meet business needs.

3-06 PERSONNEL RECORDS

It is the Foundation's policy to keep all personnel files confidential. As a general rule, the contents of an employee's personnel files will be revealed only if the employee authorizes review of his/her file, or pursuant to request of a government agency with jurisdiction over the Foundation, or a court order or as otherwise may be required by law. The President/CEO and his/her designated representative(s) may have direct access to all personnel files. Each employee has the right to review his/her personnel records and may make an appointment with the President/CEO to jointly review the file.

SECTION IV. EMPLOYEE PERFORMANCE EVALUATION

4-01 PERFORMANCE EVALUATIONS

All employees of the Foundation will receive a formal performance evaluation every six months. However, interim performance evaluations may be conducted at the discretion of an employee's immediate supervisor.

4-02 ATTENDANCE AND PUNCTUALITY

The Foundation expects employees to be reliable and punctual in reporting to work. In rare circumstances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate supervisor within 30 minutes of the start of the employee's workday.

The Foundation encourages all employees to arrange their current work hours with their immediate supervisor. The Foundation encourages full-time employees to be in the office from 9:00 am to 5:00 pm during peak work hours. However, on very specific occasions and with pre-approval and authorization from your immediate supervisor and the President/CEO, special requests to work outside of the office can be accommodated. If and when a Foundation employee is taking PTO or is off for a personal reason they are encouraged to spend this time outside of the office without the obligation of conducting Foundation work. Affiliate Program Managers are encouraged to work with the Affiliate Program Officer and their Advisory Board to determine the allocation of their time each month.

Poor attendance and excessive tardiness may result in disciplinary action, up to and including termination.

4-03 PERSONAL APPEARANCE

The Foundation dress code is business casual. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Foundation presents to the public and its clients.

Employees are expected to present a clean, neat appearance and to dress according to the requirements of the position.

Questions regarding acceptable personal appearance should be discussed with the employee's immediate supervisor.

SECTION V. TERMINATIONS

5-01 TERMINATION

The Foundation is an at-will employer. This means that neither the Foundation nor the employee has entered into a contract regarding the duration of employment. An employee is free to terminate their employment with the Foundation at any time, with or without cause. Likewise, the Foundation has the right to terminate employment with an employee at any time, with or without cause.

There are two forms of termination:

- Resignation
- Involuntary termination

If an employee decides to resign from their position at the Foundation, management requests that employees provide their immediate supervisor and the President/CEO with at least (2) weeks advanced notice for non-exempt employees and at least four (4) weeks' notice for exempt employees. In doing so, this will give the organization the opportunity to begin the search process and to transition the employee's responsibilities to another staff member until such time as the position is filled.

The decision to involuntarily terminate an employee will be made by the President/CEO. The employee will have the option of using Complaint Resolution process described herein.

The Foundation employees are not entitled to receive separation payment other than earnings generated from hours worked.

The CEO, CFO or Operations Manager will be responsible for coordination the termination documentation and making final pay arrangements.

5-02 FINAL PAY

The CFO, or another designated representative, will be responsible for disbursing the final paycheck to the employee. In all cases the final paycheck will be delivered to the employee via electronic funds transfer pursuant to applicable law. The employee will return any keys, credit cards or other property of the Foundation to their immediate supervisor upon termination.

SECTION VI. EMPLOYEE BENEFITS

The Foundation reserves the right to modify, amend or rescind its benefit plans from time to time.

6-01 HEALTH BENEFITS – MEDICAL, DENTAL AND VISION

The Foundation covers 80-100% medical, dental and vision benefits for full-time employees and 50-80% medical, dental and vision benefits for employees who work between 30 and 40 hours per week as determined annually by the President/CEO. The Affordable Care Act states employees who work at least 30 hours per week or 130 hours per month are eligible for benefits. Eligible employees are eligible for medical, dental and vision benefits the first of the month following the completion of (60) days.

The Foundation covers 50-80% of an eligible employee's spouse/domestic partner and/or dependents' medical, dental and vision benefits as determined annually by the President/CEO.

6-02 LIFE/DISABILITY INSURANCE

All employees regularly working at least (20) hours per week are eligible for Group Life/Group Disability Insurance offered by the Foundation.

6-03 RETIREMENT BENEFITS

All employees of the Foundation are eligible to participate in a 401(k) plan through payroll deductions on the first day of the month after reaching (21) years of age or older and after (3) consecutive months of service. Full-time employees are eligible for an employer matching contribution if (21) years of age or older and after (12) months of consecutive service.

For an accurate description of the retirement benefits, and eligibility requirements, please refer to specific plan booklets provided at orientation.

6-04 PAID TIME OFF (PTO)

The Foundation offers full-time employees an annual accrued Paid Time Off (PTO) plan that can be used for illness and vacations. This allows for more flexibility of use as employees may use their annual leave for any purpose. Part-time employees may receive pro-rated PTO benefits at the discretion of the President/CEO.

Eligible full-time employees begin accruing time immediately and may begin using their accrued leave after three (3) months of employment or earlier with permission from the President/CEO. Accrual rates are based upon length of service as follows:

Years with The Foundation	PTO Benefit Earned	Annual Accrual
0 – 2 years	5.54 hours/pay period	18 days/per year
3 – 5 years	7.38 hours/pay period	24 days/per year
6 – 8 years	8.31 hours/pay period	27 days/per year

Employees are provided with an accounting of their leave balance with each paycheck. The Foundation’s PTO policy reflects the culture of the organization that strongly encourages staff to use their accrued PTO for the necessary vacation and wellness time throughout the year, as a means to create a healthy and vibrant work environment. Each eligible employee may rollover up to 100 hours of unused PTO on December 31 to the next year. PTO in excess of 100 hours will not be rolled over and will be forfeited. However, if there is a specific need for staff to rollover more than 100 hours of PTO, the President and CEO may grant an exception to this policy. All earned and accrued PTO will be paid out to employees upon voluntary resignation or termination. The last hourly rate the employee received will be the pay rate used to pay accumulated leave.

6-05 SCHEDULING PTO

Scheduled PTO

Requests should be made at least two (2) weeks in advance by submitting a leave request form to the employees’ immediate supervisor. Supervisors will notify an employee of the approval or denial of his/her time off as quickly as possible. All scheduling will be done with consideration given to the individual's workload requirements. If conflicts occur when scheduling leave, an employee's length of service with the Foundation will be taken into account.

Unscheduled PTO

Unanticipated events requiring an employee’s absence from work arise on occasion. In such circumstances employees must notify their immediate supervisor within 30 minutes of the start of the employee’s workday or within 30 minutes of their departure. While not mandatory employees are encouraged to keep a minimum balance of three days (24 hours) PTO in order to accommodate unplanned and/or emergency situations.

6-06 LEAVE OF ABSENCE FOR MATERNITY / PATERNITY LEAVE, A SERIOUS HEALTH ISSUE OR OTHER ISSUE

At this time, employees of ACF are not eligible for leave under federal or state leave laws. However, Employees who have worked full-time for at least one year may be granted leave up to (12) weeks for Maternity/Paternity leave (for the birth, adoption of, or foster care for their child); a serious health issue that makes you unable to perform the essential functions of your job; other. Leave is taken without pay once PTO is exhausted. An employee does not accrue PTO or holidays during leave without pay status. Retirement benefits will be calculated on the actual wages paid during leave. If an employee takes leave without pay, their health, dental, vision, life and disability insurance benefit premiums will be paid by the Foundation as provided for in the benefits section of this manual. An employee may continue paying dependent insurance premiums and FSA costs while on leave without pay. Employees

returning from leave for a minimum of (30) hours a week for at least one (1) year will not be required to reimburse the Foundation for the benefits premiums paid. Prior to taking leave, a leave of absence agreement must be made in writing

6-07 JURY DUTY

Employees who are called for jury duty will receive their regular salary. Employees are expected to return to work in the event they are dismissed during normal working hours. In the event an employee plays a significant role in supporting a particular activity of the Foundation, the President/CEO will request the court summons be postponed until after that time.

6-08 MILITARY LEAVE

Military leave will be granted according to your rights under the Uniformed Service Employment and Reemployment Rights Act (USERRA). A request for military leave must be given with advanced notice and must be accompanied by appropriate documentation. An employee's salary does not continue during military leave. Health benefits coverage may be continued under COBRA.

6-09 BEREAVEMENT / EMERGENCY LEAVE

At the President/CEO's discretion, the Foundation has the ability to grant a full-time employee reasonable bereavement or emergency time off without loss of pay if paid leave has been expended. Employees will be allowed a maximum of five (5) days of leave with pay for situations involving their immediate family and direct relatives and (3) days for leave with pay for indirect relatives or friends.

At the discretion of the President/CEO, leave without pay may be granted to an employee for other family emergencies (e.g., serious illness or accident).

6-10 LEAVE WITHOUT PAY

When leave without pay is not warranted under other sections in this manual, the President/CEO, after considering the circumstances, may grant leave without pay. An employee does not accrue PTO when on leave without pay status. Retirement benefits will be reduced to the actual wages paid when leave without pay is granted. An employee may contribute to maintain dependent or supplemental health insurance benefits.

Requests for time off without pay for periods longer than ten (10) consecutive working days are to be treated as a leave of absence without pay. A leave of absence may not exceed six (6) months. Employees will be required to report periodically on his/her leave status and intention to return to work. When a leave of absence is granted, the Foundation will make every effort to keep the position available for the employee's return, but will not guarantee that the same position or the same salary level will be available upon their return.

During an approved leave of absence without pay exceeding thirty (30) calendar days, an employee's benefits will be suspended with the exception of health insurance benefits providing that he/she arranges to pay the employee's portion of premium contributions during the period of unpaid absence.

Time spent on leave without pay does not count towards an employee's longevity for purposes of benefit entitlement. Service for benefit entitlement purposes will resume upon the employee's return to work.

6-11 HOLIDAYS

The following eleven (11) paid holidays are observed by the Foundation for full-time employees. Part-time employees may receive pro-rated holiday benefits at the discretion of the President/CEO.

New Year's Day	Thanksgiving Day
Martin Luther King's Birthday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Floating Holiday
Presidents' Day	

In the event that any of the above holidays listed above falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday occurs on a Sunday, observance will be on the following Monday.

In the event a recognized holiday occurs when an employee is using PTO, the day will be charged as holiday rather than PTO.

Upon request to the President/CEO, employees may be granted time off for observance of religious holidays in lieu of another approved holiday.

6-12 WORKERS' COMPENSATION

All employees of the Foundation are covered by workers' compensation.

SECTION VII. EMPLOYEE GRIEVANCE

7-01 COMPLAINT RESOLUTION

It is the intent of the Foundation to do what is fair and reasonable in day-to-day relations with its employees. Therefore employees are urged to bring any problems or concerns about any term or condition of employment to their immediate supervisor in order to provide the supervisor the opportunity to review and resolve the situation.

In the event any employee begins to have difficulties with the organization or a supervisor, an employee should do the following:

Step 1: Discuss the problem with the immediate supervisor within five (5) working days of the incident or issue. The supervisor will get back to the employee with a response as quickly as possible, but not later than five (5) working days from the date the concern was brought to his/her attention.

While the Foundation encourages employees to discuss problems with the immediate supervisor, the organization recognizes the problem could involve an immediate supervisor and make an employee reluctant to discuss it with that person.

Step 2: If an employee is reluctant to discuss the problem with an immediate supervisor, or if he/she is not satisfied with the supervisor's response from Step 1, the employee should discuss the concern with the President/CEO within five (5) working days of the response. The President/CEO will give a response as quickly as possible, but not later than ten (10) working days from the date the concern was brought to his/her attention. The President/CEO's decision is final.

SECTION VIII. ELECTRONIC COMMUNICATION POLICY

8-01 ELECTRONIC COMMUNICATION GUIDELINES

The Foundation adheres to the following guidelines with regard to access and disclosure of electronic communications – fax, e-mail, telephone, mobile device and Internet. Further discussion of employee electronic communication responsibility can be found in The Alaska Community Foundation's IT Policy. Additional information on the Foundation's cell phone reimbursement process can be found in the Bring Your Own Device (BYOD) Policy. The Foundation intends to honor the guidelines set forth below, but reserves the right to change them at any time as may be required under the circumstances.

- The Foundation maintains an electronic communication system. This system is provided to assist in the conduct of business within the organization.
- The Foundation's electronic communication system may not be used for any illegal purpose and any illegal use of the system will be reported to the appropriate authority.
- The electronic systems and hardware are the Foundation property with the exception of mobile devices which are employee's personal hardware. All messages composed, sent, or received on the Foundation electronic systems are and remain the property of the Foundation.
- All messages composed, sent, or received on a personal mobile device that reference the Foundation business are and remain the property of the Foundation. They are not the private property of any employee.
- The electronic systems are for conducting business at the Foundation.
- The electronic systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.
- The electronic systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- The electronic systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- The Foundation reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over these electronic systems for any purpose. Contents properly obtained for legitimate business purposes, may be disclosed without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
- Notwithstanding our right to retrieve and read any electronic messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any electronic messages that are not sent to them. Any exception to these guidelines must receive prior approval.

- Employees shall not use a code, access a file or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. Any employee who discovers a violation of these guidelines shall notify his/her immediate supervisor, who will in turn notify the President/CEO.
- Any employee who violates these guidelines or uses these electronic systems for improper purposes shall be subject to discipline, up to and including termination.

PERSONNEL POLICY AND PRACTICE MANUAL ACKNOWLEDGMENT

I have received a copy of the Foundation’s Personnel Policy and Practice Manual dated as noted below in the footer.. I have reviewed the document and understand it is my sole responsibility to ensure my compliance with the policies and practices as set forth in this document. I understand that failure to comply with these policies and practices at any time may result in my immediate termination. I understand the receipt of these policies does not devolve me of any responsibility to comply with future changes in policy and/or practice. I also understand that my employment with the Foundation is considered at-will.

Name (print)

Signature

Date

NOTE: The original of this form will be placed in the employee’s personnel file, and a copy will be returned to the employee.

Policy Adoption, Review, and Revision History

Policy: Personnel Policies and Practices Manual

Date	Action taken	Comments
2012.02.16	Approved by ACF Board	
2013.02.13	Policy revisions reviewed by Executive Committee	
2013.02.23	Approved by ACF Board	Bi-annual Review
2015.05.19	Approved by ACF Board	Biannual Review
2016.05.18	Approved by ACF Board	CEO modifications
2017.05.24	Approved by ACF Board	Updates/CEO modifications/Legal Review/Committee Review

Next Bi-Annual Review Date: 2019.05