

**Central Kansas Community Foundation  
Personnel Policies and Procedures Handbook  
Table of Contents**

- I. Employment***
  - 1. Authority
  - 2. Non-Retaliation Statement
  - 3. Types of Employees (Definitions)
  - 4. Equal Opportunity/Discrimination Immigration Law
  - 5. Compliance Background Checks
  - 6. Resignations/Re-Employment
  - 7. Reduction in Force
  - 8. Conflict of Interest
- II. Organizational Policy***
  - 1. Employee Conduct
  - 2. Dress Standards
  - 3. Safety
  - 4. Accident to Employee
  - 5. Operation of Vehicles
  - 6. Use of Tobacco
  - 7. Harassment
  - 8. Computer/Email/Internet
  - 9. Discrimination and Workplace Termination
  - 10. Use Drug Free Workplace
  - 11. Confidentiality
- III. Pay and Performance***
  - 1. Work Week and Pay Period
  - 2. Timesheets
  - 3. Employee Evaluations
- IV. Travel and Expenses***
  - 1. Travel Expenses
- V. Benefits***
  - 1. Employee Benefits
    - a. Sick b. Holiday c. Vacation d. Insurance
  - 2. Health Insurance
  - 3. Retirement
- VI. Leaves of Absence***
  - 1. Personal Leave of Absence
  - 2. Bereavement
  - 3. Jury Duty
  - 4. Worker's Compensation

## **GENERAL STATEMENT OF POLICY**

The intent of this policy for Central Kansas Community Foundation is to provide a safe, harmonious, rewarding, and productive work environment while at the same time provide for the furtherance of the Foundation's philanthropic efforts, necessary office coverage and compliance with all applicable laws and regulations.

### **I. EMPLOYMENT**

#### ***1. Authority:***

The Board of Directors of Central Kansas Community Foundation has established these personnel policies and approval shall replace any previously establishing personnel policies. These policies describe the benefits and personnel practices of Central Kansas Community Foundation. The policies and procedures set forth are not to be regarded as creating, between Central Kansas Community Foundation and its employees, a contract of employment, either expressed or implied.

Employment at Central Kansas Community Foundation may be terminated for any reason, with cause or notice, at any time by the Employee or the Organization. Nothing in these policies or in any oral or written statement shall limit the right to terminate employment. No Hiring Authority or Employee of the Organization shall have any authority to enter into an employment agreement – express or implied—with Employee providing for employment with the exception of the Executive Director position. The Board of Directors has the authority to engage in an employee agreement with respect to Executive Director.

Final authority for these policies rests with the Board of Directors, which retains the right to amend, modify, or delete any policy or provision herein.

#### ***2. Non-Retaliation Statement***

Central Kansas Community Foundation does not tolerate any form of retaliation against employees who avail themselves of rights protected by law. This procedure should not, however, be construed as preventing, limiting, or delaying Central Kansas Community Foundation from taking disciplinary action against an individual, up to and including termination, in circumstances where Central Kansas Community Foundation deems disciplinary action appropriate.

#### ***3. Types of Employees***

For the purpose of determining eligibility for benefits, employees will belong to one of the following employment categories.

Part-Time = Those employees who regularly work less than 30 hours per week

Full-Time = Those employees who regularly work 30 hours or more per week

#### ***4. Equal Employment Opportunity/Discrimination:***

It is the policy of this organization that employment decisions shall be based on merit, qualifications and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, disability, religion, sex, national origin, age, sexual orientation or any other characteristic protected by law. In addition, it is the employer's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic. This policy governs all aspects of employment, promotion, assignment, discharge and other terms and conditions of employment. Central Kansas Community Foundation recognizes the cultural diversity of our community and will actively recruit staff in order to benefit from diverse physical capabilities, ethnicities, creeds and cultural backgrounds.

It is the policy of Central Kansas Community Foundation to adhere to the provisions of the Immigration Reform and Control Act (IRCA) and to have employment applicants and the organization complete the appropriate sections of Form I-9. Employers must verify the identity and employment authorization of all employees within three days of hire. All offers of hire and continued employment are conditioned upon furnishing satisfactory proof of identity and employment eligibility as required by the law. Falsification of an I-9 form or the submission of falsified documents will result in immediate termination. Form I-9 will be retained for three years following the hiring date or one year following the termination of employment, whichever is longer.

#### ***5. Background/Reference Checks:***

Central Kansas Community Foundation recognizes the importance of maintaining a safe workplace with Employees who are honest, trustworthy, qualified, reliable, and nonviolent purposes of furthering these concerns and interests, the Organization reserves the right to conduct background or reference checks for employees to ensure they meet the business needs of the Organization. This process can include verification of employment, education, criminal records, or any other reference or record permitted by law that is deemed necessary. Failure to reveal any prior employment or giving false or misleading information will be grounds for job action up to and including termination, rejection for a position or elimination from consideration for a position. Every offer of employment is contingent upon the appropriate completion of a reference check, a possible background check and where appropriate physical examination.

Central Kansas Community Foundation will provide references for any present or past member of the organization. Requests for references will be limited to dates of employment, position held, and the most recent compensation earned by the employee.

#### ***6. Resignation/Re-employment:***

Resignations from Central Kansas Community Foundation should be given with as much notice as possible, with a typical 30-day notice for Director Level positions and two (2) weeks for most other positions. Resignation should be to the immediate

supervisor, in writing, specifying the last day of work unless otherwise noted in a letter of employment.

Circumstances may exist where Central Kansas Community Foundation will exercise its right to immediately accept a member's resignation and to accelerate the final date of employment. The Organization reserves its right to accept a resignation and recognize an employee's termination date as any date it chooses between the date the resignation is submitted and the date designated by the employee as the last day of employment.

### ***7. Reductions in Force:***

While Central Kansas Community Foundation hopes to continue growing and providing employment opportunities, business conditions, client demand and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In light of these uncertainties, please be advised that it may become necessary to conduct layoffs at some point in the future.

In the event that the Organization determines to lay off any employee or a number of employees, the organization retains full discretion to select which employee(s) will be laid off. While the employers retain full discretion, some of the relevant factors might include the Foundation's operational requirement and the skill, productivity level, ability and past performance of those involved.

### ***8. Conflict of Interest:***

No staff member shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Central Kansas Community Foundation from clients or through clients. Any staff member of Central Kansas Community Foundation shall refrain from accepting gifts of significant value and/or obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

## **II. ORGANIZATIONAL POLICY**

- 1. Employee Conduct:** Specific duties for each employee are specified in the appropriate job description. All employees are expected to abide by the following policies in performing their specific job function:
- 2. Dress Standards:** The Company's professional atmosphere is maintained, in part, by the image that our employees present to others. Employees should therefore use good judgment in determining dress and appearance and, in all circumstances, dress in a manner appropriate to the duties and responsibilities of his/her position. All employees should follow basic grooming and personal hygiene standards pertaining to cleanliness and neatness. Questions about appropriate dress should be directed to your supervisor. All employees are to be cognizant of their role in

promoting a positive public image and fostering inter-agency cooperation while providing public education regarding the role of the Foundation.

- 3. Safety:** Establishment and maintenance of a safe work environment is the shared responsibility of Employer and Employees from all levels of the organization. Central Kansas Community Foundation will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve the Organization or that occur on Organization property or in the conduct of Organization business off Organization property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Central Kansas Community Foundation operations, including but not limited to, Employer's personnel, contract workers, temporary employees, and anyone else on Organization property or conducting Organization business off Organization property. Violation of this policy by any individual, will lead to disciplinary and/or legal action as appropriate.

- 4. Accident to Employee:** All employees are covered by Worker's Compensation Insurance for work related injuries and/or illnesses. The employee will report in writing to the Executive Director or supervisor any injury incurred in the execution of their duties immediately if possible and no later than twenty-four (24) hours after occurrence. Any incident report must be filed within the first twenty-four (24) hours following the accident. Posters are at CKCF with additional information.
- 5. Operation of Vehicles:** The use of Central Kansas Community Foundation leased vehicles or rental of vehicles for Central Kansas Community Foundation business are limited to authorized employees. Your supervisor will inform you if you have such authorization. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

Employees may drive their own personal vehicles while conducting Central Kansas Community Foundation business, if authorized by your supervisor. These employees must maintain adequate personal automobile liability insurance. Employees doing so should submit an expense report detailing the number of miles driven on organization business, typically at the end of each month. The organization will pay mileage reimbursement in accordance with applicable reimbursement rates of the federal government. Employees are expected to observe all policies while on organization business, even if driving their own personal vehicles.

Employees must possess a current, valid Kansas driver's license, an acceptable driving record and adequate auto liability insurance. Any change in license status or occurrence of a serious driving offense must be reported to management.

immediately.

Additionally, any traffic violation occurrences at the fault of the employee are their responsibility to handle, even if they obtained the violation while on the clock, includes speeding tickets, parking violations or any other vehicular obstruction.

6. **Use of Tobacco:** As part of the Company's efforts to provide a safe and healthy workplace, smoking and the use of other tobacco products, is prohibited in office suites leased for Central Kansas Community Foundation.
7. **Harassment:** Any form of harassment, including sexual harassment, is prohibited. Employees who feel they are targets of sexual harassment should report the incident immediately to their immediate supervisor. If the supervisor is the offending individual, the employee should report the incident to the Executive Director. In the event of the Executive Director being the alleged harasser, the Chairman of the Board should be contacted.

All allegations will be fully investigated. Any Employee of Central Kansas Community Foundation who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment.

**Sexual Harassment:** Sexual harassment, may include unwelcome sexual advances, conduct or other physical or verbal acts of a sexual nature, which occur in the workplace. The following conduct is generally considered sexual harassment:

- Direct sexual conduct - an employer makes sexual advances or statements
- "Quid pro quo" - job-related benefits are offered in exchange for sexual conduct
- Hostile work environment - an employer maintains an overtly sexual work environment

8. **Computer, E-mail, Voicemail and Internet Usage; NO EXPECTATION OF PRIVACY:** The use of the organization's e-mail, voicemail and Internet system is a privilege, not a right. Additionally, as e-mails sent through the organization's system are considered organization property, potential liability exists with regard to the transmission of offensive and inappropriate materials. Computer use is subject to the following conditions:

1. The computer, e-mail, voicemail and Internet system is to be used for business purposes during active work hours, accessing personal accounts from equipment is allowed when on non-active time.
2. The computer, e-mail, voicemail and Internet system is for authorized users only.
3. The computer, e-mail, voicemail and Internet system is the property of the organization, and users should not expect privacy. In fact, accounts associated with foundation business are to have user ID and passwords stored at CKCF in event access to account is necessary to continue foundation related work and activity.
4. Use of other users' passwords and other computer related personal information

without permission is prohibited.

5. Personal use of the e-mail, voicemail and Internet system for commercial or illegal activity and gambling is prohibited. The organization reserves the right to access all e-mail and Internet messages sent or received by any user without the permission of the user.
6. Confidential information is not to be transmitted!!
7. All software in use must be officially licensed software. No software is to be installed or used which has not been paid for and licensed appropriately. Permission to install any software must be granted by the Executive Director.
8. The computer, e-mail, voicemail and Internet system may not be used for religious or political causes.
9. The computer, e-mail, voicemail and Internet system may not be used to download or transmit material that is offensive, obscene, vulgar, or threatening; or any transmission that may be considered objectionable by the recipient.
10. The e-mail, voicemail and Internet system may not be used to send or receive copyrighted materials, proprietary information, or any similar materials.
11. In the course of exchanging information with sources outside the agency, care must be exercised that files, documents, e-mail attachments or data files brought in are not virus-infected. Unsolicited software received by an employee through e-mail, diskettes or other means should not be regarded as safe and may not be used.
12. Any user who becomes aware of violations of the Computer, E-Mail, Voicemail and Internet Policy has an obligation to report such violations to his or her supervisor.
13. Game playing is prohibited during active work hours.
14. Violators of the Computer, E-Mail, Voicemail and Internet Policy are subject to disciplinary action up to and including termination.
15. Additionally see the agency Social Media Policy.

## **9. Drug Free Workplace**

CKCF is a drug free workplace. The use, possession, sale, transfer, purchase or being under the influence of illegal drugs or other intoxicants by employees at any time on CKCF premises is prohibited. Further, employees may not be in possession of illegal drugs, or under the influence of illegal drugs or other intoxicants, while conducting business or making contacts on behalf of CKCF, or en route to a location where CKCF business is to be conducted.

## **10. Discrimination and Wrongful Termination**

Employers are not allowed to terminate or discriminate against employees for the following reasons:

- Age
- Race
- Sex
- Religion
  - National origin
  - Disability
- Sexual Orientation
- Pregnancy

It's illegal for an employer to consider these characteristics with regard to:

- Promotions
- Job assignments
- Termination
- Wages

And it's illegal for an employer to terminate an employee:

- For refusing to break a law
- In retaliation for filing a discrimination or safety claim
- Without following its own stated procedure or policy
- For reasons not contained in the employment contract, if it exists.

## **II. CONFIDENTIALITY**

- Nondisclosure.** Employee shall not, during or after the term of this agreement, directly or indirectly, use, disseminate, or disclose to any person, firm, or other business entity for any purpose whatsoever, any information not generally known in the industry in which employer is or may be engaged, which was disclosed to employee or known by employee as a consequence of or through his/her employment by employer. This includes information relating to research, development, inventions, manufacture, purchasing, engineering, marketing, merchandising and selling.
- Confidential Relationship.** Employee shall hold a fiduciary capacity for the benefit of employer all information, along with any and all inventions, discoveries, concepts, ideas, improvements or know how, discovered or developed by employee, solely or jointly with other employees, during the term of this agreement, which may be directly or indirectly useful in or related to the business of employer or its affiliates, or may be within the scope of its or their research or development work.
- Client Lists.** The employee shall, at the time of and during employment, furnish a complete list of all of the correct names and places of businesses of all its clients, immediately notify employer of the name and address of any new client, and report all changes in location of old clients, so that upon the termination of employment, employer will have a complete list of the correct names and addresses of clients with whom employee has dealt.

**Return of Documents:** To protect the interests of employer, employee agrees that, during or after the termination of employee's employment by employer, all documents, records, notebooks and similar repositories containing such information described in Subsections A, B and C above, including copies of such items then in employee's possession or work area, whether prepared by employee or others, are the property of employer and shall be returned to employer upon employer's request.

## **III. PAY AND PERFORMANCE**

### ***1. Work Week and Pay Period:***



Full-time biweekly salaried employees are generally paid 80 hours each payday while semimonthly employees receive 86.67 hours. As an employer, to arrive at the hours for a biweekly employee, divide 2,080 by 26 pay periods. To arrive at hours for a semimonthly employee, divide 2,080 by 24 pay periods. CKCF is presently on a semimonthly pay schedule.

Central Kansas Community Foundation personnel will be provided work schedules. Exempt employees have roles and responsibilities that require hours and scheduling nontypical to a traditional work schedule due to morning and evening meetings and events, even weekend activities. Flexibility is understood while at the same time some period of the year may require overtime hours to get the job done.

Part-time, hourly, non-exempt, employees upon hire are provided an hourly rate of pay along with work schedules and approximate weekly or monthly hours for position.

Salaries and wages are paid semi-monthly on the 15<sup>th</sup> and last day of each month. Any errors regarding pay are to be reported immediately. Administrative pay corrections will be made on the next scheduled payday, unless there is significant financial impact to the employee.

## **2. Time Sheets**

All employees shall maintain time sheets of actual time worked for the Foundation along with entries of sick, vacation, personal or holiday benefits if apply. State and Federal law does not require timesheets for 32+ hour employees however this requirement of timesheet submission supports our benefit tracking. Employees shall certify that the time noted is true and correct. Said time sheets shall be submitted to the payroll officer by email in a timely manner with the inclusion the supervisor on the submission for timeliness.

Any employee under 30 hours per week shall complete an hourly timesheet and be compensated as an hourly employee, not salaried.

## **3. *Employee Evaluations:***

Annual performance evaluations will be conducted near the anniversary of hire or status change for full-time employees. It is highly recommended for part-time employees also. Copies of the review shall be maintained in the employee's personnel file.

The performance evaluation will be completed by the direct supervisor and reviewed by the Executive Director. Affiliate staff are employees of CKCF, however the local affiliate board shall complete the annual performance review with participation from the CKCF Executive Director. A final copy shall be kept in the employee personnel file.

At each annual review, employees may be eligible for a merit increase. Merit increases are not automatic, but must be earned by performing one's job satisfactorily as evaluated by the employee's supervisor. The Executive Director must approve all merit increases, including those for affiliate staff following recommendation from local board.

The Board will review compensation adjustments for the Executive Director as they determine.

#### **IV. TRAVEL AND EXPENSES**

When an employee's personal automobile is used in the course of conducting business, he/she will be reimbursed on the basis of mileage upon approval of a properly submitted travel reimbursement form at the end of each month. No payment will be made for travel between home and place of normal employment, unless authorized due to alternative work schedule for events or special meetings.

Mileage reimbursement will be in accordance with federal mileage reimbursement rate.

Reimbursement for reasonable travel expenses, i.e. food, lodging, and parking, when on business and pre-approved by the Executive Director, will be on the basis of actual expenses. Receipt(s) will be required. Reimbursement is for employee only, not for colleagues or family or friends. Expenses outside of employee food, lodging and parking requires pre-approval.

When required, air travel will be coach class. Any out of town or overnight travel must have the prior approval of the Executive Director. In most instances travel arrangement would be arranged by administrative office of Central Kansas Community Foundation. Receipts for all hotel, air and other travel expenses are required upon return.

Employees must show proof of current auto insurance upon hire and must continue to have current auto insurance during their employment. Insurance must be in compliance with requirements of coverage per the State of Kansas.

#### **V. EMPLOYEE BENEFITS**

##### **1. Sick Leave**

Full-Time Employees are eligible for Sick Leave as described in this policy. Full-Time Employees will accumulate paid Sick Leave at the rate of one day for each calendar month of employment. Annual accumulation maximum is 96 hours (8 hours X 12 months = 96 hours). Sick leave may carry over from year to year, if not used, but limit of accumulated Sick Leave is 576 hours. The Executive Director shall determine if paid Sick Leave is applicable in each given circumstance. There is no compensation for unused Sick Leave during employment, or at termination of employment.

##### **2. Holidays**

Full-time employees will be paid for Holidays as declared by the Board for each new year:

To receive holiday pay, employees must be at work or on an authorized absence on the work days immediately preceding and immediately following the day on which the holiday is observed.

If an hourly employee works on an Agency Declared Holiday at the request of the Foundation the employee will receive time and a half (1 ½) pay.

### **3. Vacation**

Full-time employees are eligible for paid vacation as described in this policy. Central Kansas Community Foundation believes that the rest and recreation of vacation time is necessary to your health and well-being.

Full-time employees accrue annual paid vacation according to the following schedule. This example is for a Full-Time 40-hour employee, other Full-Time employee hours shall be pro-rated.

- 0 – 2.9 years 2 weeks (accrues at 6.67 hours per month)
- 3 - 7.9 years 3 weeks (accrues at 10 hours per month)
- 8 years and thereafter 4 weeks (accrues at 13.33 hours per month)

All employee time is calculated on a calendar year, new hires will have time pro-rated. Vacation time is not available until after accrual. A maximum of 2 weeks' vacation can be carried over into the following fiscal year with approval from the Executive Director, to be taken within 3 months of the calendar year. No more than 4 weeks of vacation time may be accrued unless a special circumstance permits approval for exceeding this maximum accrual.

Vacation accruals are calculated on a monthly basis. Since vacation time is earned on the basis of time actually worked, no vacation time accrues during a leave of absence.

Earned vacation may be taken any time after the first three (3) months of employment, with supervisor approval.

Vacation requests should be made to the Executive Director for approval and to ensure proper staff coverage.

Unused accrued vacation time shall be compensated at the conclusion of the employee's employment, up to an amount not to exceed the employee's accrual rate for one year. (e.g. second year full time employee: 80 hours).

### **4. Health Insurance:**

Central Kansas Community Foundation does not provide health insurance for its employees, but periodically reviews the viability of offering assistance to full time employees in obtaining and maintaining health insurance. Annually during budget preparation, the Board will review this subject, and full time employees will thereafter be notified of any assistance to be offered in the coming year. Such assistance may be in the

form of a health insurance stipend, or take some other form.

- 5. Retirement:** A SIMPLE IRA is made available to employees anticipated to make over \$5,000 in a given year of employment. There is an up to 3% match provided by employer, upon completion of one year of employment. The employee is 100% vested upon participation. The employer reserves the right to change terms of the plan, reduce the percentage of such contribution, or to discontinue the IRA plan.

## **VI. LEAVES OF ABSENCE**

### ***1. Personal Leave of Absence***

Full-time employees who have been continuously employed with CKCF for at least one year may request a personal leave of absence without pay for a reasonable period of time of up to 30 consecutive work days. Requests will be considered on a case-by-case basis and may be granted at the discretion of the Executive Director. All sick leave and vacation must be exhausted before leave without pay may be taken.

For a personal leave of absence of over thirty (30) consecutive work days, the employee will become responsible for paying their own health insurance premium.

Leave may be requested for:

- a. Physical and emotional needs of employee that require leave time exceeding sick leave and vacation.
- b. Physical or emotional needs of spouse, significant other, child or parent.
- c. Active military duty.
- d. Maternity Leave.

### ***2. Bereavement:***

In the event of a death in the immediate family, the employee will be granted paid leave for up to three (3) days, 5 days in the case of a spouse or child.

The immediate family includes and will be limited to his or her spouse, children, stepchildren, parents, grandparents, brothers, sisters, mother-in-law, and father-in-law.

### ***3. Jury Duty:***

Time off for jury duty will be unpaid. Employees have the option to take any unused vacation. The employee must notify the Executive Director when first notified regarding jury duty to allow for arrangements to be made to accommodate the absence.

### ***4. Worker's Compensation***

CKCF maintains worker's compensation insurance as required by law. Contact the Executive Director if any information is needed regarding what claims may be covered and the manner in which claims may be made.

All employees must promptly report to the Executive Director all injuries suffered as a result of employment activity at or on behalf of CKCF. Failure to report an injury promptly may result in loss of benefits.

## **II. AMENDMENTS TO POLICIES:**

Central Kansas Community Foundation may elect, at any time, to change any one or all of the Personnel Policies and Procedures with the approval of the Board of Directors. A copy of any change in these policies will be given to each employee.

Proposed amendments to the Personnel Policies and Procedures must be submitted through the Board of Directors for their consideration. The Personnel Policies and Procedures may be amended by a majority vote of the Board of Directors present at a regular meeting.

Adopted: October 23, 2017, Board of Directors for 2018 Implementation

~~Adopted: 5-18-15, Board of Directors approved~~

**Employee Handbook**

I, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ certify that I have received a copy of the Central Kansas Community Foundation personnel handbook.