

**Personnel Policies and Procedures Handbook  
Table of Contents**

*CKCF is host to the following affiliates:*



|             |                              |   |
|-------------|------------------------------|---|
| <b>I.</b>   | <b>Employment</b>            | <ol style="list-style-type: none"> <li>1. Authority</li> <li>2. Non-Retaliation Statement</li> <li>3. Types of Employees (Definitions)</li> <li>4. Equal Opportunity/Discrimination Immigration Law</li> <li>5. Nepotism</li> <li>6. Compliance Background Checks</li> <li>7. Attendance / Tardiness</li> <li>8. Resignations/Re-Employment</li> <li>9. Reduction in Force</li> <li>10. Conflict of Interest</li> </ol>                       |
| <b>II.</b>  | <b>Organizational Policy</b> | <ol style="list-style-type: none"> <li>1. Employee Conduct</li> <li>2. Dress Standards</li> <li>3. Safety</li> <li>4. Accident to Employee</li> <li>5. Operation of Vehicles</li> <li>6. Use of Tobacco</li> <li>7. Harassment</li> <li>8. Computer/Email/Internet</li> <li>9. Discrimination and Workplace Termination</li> <li>10. Use Drug-Free Workplace</li> <li>11. Confidentiality</li> <li>12. All Organizational Policies</li> </ol> |
| <b>III.</b> | <b>Pay and Performance</b>   | <ol style="list-style-type: none"> <li>1. Work Week and Pay Period</li> <li>2. Timesheets</li> <li>3. Employee Evaluations</li> </ol>   |
| <b>IV.</b>  | <b>Travel and Expenses</b>   | <ol style="list-style-type: none"> <li>1. Travel Expenses</li> </ol>  |
| <b>V.</b>   | <b>Benefits</b>              | <ol style="list-style-type: none"> <li>1. Employee Benefits             <ol style="list-style-type: none"> <li>a. Sick</li> <li>b. Vacation</li> <li>c. Holiday</li> <li>d. Insurance</li> </ol> </li> <li>2. Health Insurance</li> <li>3. Retirement</li> </ol>  |
| <b>VI.</b>  | <b>Leaves of Absence</b>     | <ol style="list-style-type: none"> <li>1. Personal Leave of Absence</li> <li>2. Bereavement</li> <li>3. Jury Duty</li> <li>4. Worker's Compensation</li> </ol>  |

## **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 providing 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 established personnel policies. These policies describe the benefits and personnel practices of the Central Kansas Community Foundation including positions hired for our affiliates. 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 or without cause or notice, at any time by the Employee or the Organization. Nothing in these policies or 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 the Employee providing for employment except for the CEO position. The Board of Directors has the authority to engage in an employee agreement concerning the CEO.

Final authority for these policies rests with the CKCF 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***

To determine 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 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 to benefit from diverse physical capabilities, ethnicities, creeds, and cultural backgrounds.

It is the policy of the 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.

With all considerations of the above taken into account, it is the general practice of CKCF to post all open positions publicly, however, internal announcements of open positions for the opportunity to hire from within will be made available for most positions and in leadership positions private search mechanisms as well as public may be utilized.

#### ***5. Nepotism***

1. Board members and their immediate family members by blood or marriage (as defined below) may be considered for employment by the Foundation.
2. Employees may hold a position with the Foundation while they or members of their immediate family by blood or marriage (as defined below) serve on the Board of Directors or any committee of the Board.
3. Employees nor officers of any Board may not hold a job over which a member of their immediate family by blood or marriage exercises supervisory authority. In all instances, immediate family includes the following:

- Husband
- Wife
- Children by Blood, Marriage, or Adoption
- Son-In-Law
- Daughter-In-Law
- Father
- Father-In-Law
- Mother
- Mother-In-Law
- Brothers or Sisters by Whole or Half Blood
- Brother-In-Law
- Sister-In-Law
- Grandparents
- Grandchildren
- Great Grandchildren

## **6. *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. To further the purpose of 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.

## **7. *ATTENDANCE/TARDINESS***

All employees of CKCF must be present and on time for all scheduled shifts and meetings. It reflects the professionalism of the organization, including remote office situations, if employees are tardy and not prepared to begin work on time. If an employee is going to be late, they should contact their supervisor and report when they will be poised for work, regardless of if working remotely or in the office.

If an employee is going to be absent from work during their scheduled work hours, the supervisor and CEO should be informed in advance. Excessive tardiness or absenteeism during scheduled working hours as well as a pattern of partial day absences will be reviewed with the employee by the supervisor or CEO and will be taken into account when considering

such matters as compensation, promotion, and continued employment. Repeated tardiness or unexcused absences may be the basis for job action, up to and including termination.

***8. 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.

***9. 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.

If the Organization determines to lay off any employee or some 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.

***10. Conflict of Interest:***

No staff member shall derive any personal profit or gain, directly or indirectly, because 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. Clients represent donors, board members, vendors, and other partnerships related to work at the Foundation.

**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:** Dress codes or appearance standards are established to maintain consistency in professional image. Employee appearance and dress are important in maintaining a professional image for CKCF and its affiliates. CKCF frequently has visitors and part of the visitor's perception of CKCF is derived from the appearance of the employees. 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 are expected to be clean, neatly groomed, and appropriately dressed for their position at all times, this includes all office and community settings in which you are representing the Foundation. Professional businesslike or business casual attire is expected to be worn in the office and when representing CKCF outside of the office, including meetings, educational seminars and conferences. The same level of professionalism is expected with Zoom/online meetings unless meeting with internal colleagues.

Questions about appropriate dress should be directed to your supervisor. If you have doubts about what you have chosen to wear to work, do not wear it.

**Non-discrimination policy:**

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws or hinder the advancement of diversity as an organization. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

**Enforcing Dress Code:**

The dress code applies to everyone working at CKCF and its affiliates. Inappropriate attire should be addressed immediately and consistently. When an employee disregards our dress code, their supervisor should counsel them. The employee should start respecting our dress code immediately. In some cases, supervisors may ask employees to return home to change. Employees may be placed on a performance improvement plan or more severe consequences up to and including termination.

- 3 Safety:** The establishment and maintenance of a safe work environment is the shared responsibility of the employees and employees from all levels of the organization. Central Kansas Community Foundation will attempt to do everything within its control to ensure 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 or illnesses. The employee will report in writing to the CEO 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 is 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 vehicles while conducting Central Kansas Community Foundation business if authorized by their 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 following applicable reimbursement rates of the federal government. Employees are expected to observe all policies while on organization business, even if driving their 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, including 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 while representing CKCF or one of its affiliates, on or off organization premises.

**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 CEO. In the event of the CEO 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 for 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 are the property of the organization, and users should not expect privacy. Accounts associated with foundation business are to have user ID and passwords stored at CKCF and access to the 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 e-mail, voicemail, and Internet systems 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 CEO.
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, Voice mail 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. Corporate telephone application is also considered a product of the Foundation, whether it is utilized on a corporate mobile device or your personal mobile device. The assigned number and use of the telephonic (voice or text) application is organization property and shall kept to all standards of conduct as email correspondence.
  16. 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 enroute to a location where CKCF business or that of its affiliates 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

## **11. CONFIDENTIALITY**

- a. **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.

- b. **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 of its affiliates, or may be within the scope of it for their research or development work.
- c. **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.

## **12. OTHER ORGANIZATIONAL POLICIES**

Other organizational policies are held to the same expectation for adherence for employees as are the contents of this employee handbook. Policies and procedures of the foundation are revised on occasion and new policies are incorporated as needed to provide guidance and instruction to our organization for the protection and safety of our staff, volunteers, vendors, donors, and partners. Organizational policies can be found here and will also be provided as part of new employee onboarding: <https://centralkansascf.org/about/policies-and-procedures/>.

### **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 with work schedules. Exempt employees have roles and responsibilities that require hours and scheduling not typical 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 with 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 applicable. 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 promptly with the inclusion of 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 CEO. Affiliate staff are employees of CKCF, however, the local affiliate board shall complete the annual performance review with participation from the CKCF Associate 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 CEO must approve all merit increases, including those for affiliate staff following recommendations from the local board.

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

## **IV. TRAVEL AND EXPENSES**

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

Mileage reimbursement will be following the federal mileage reimbursement rate.

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

When required, air travel will be coach class. Any out-of-town or overnight travel must have the prior approval of the CEO. In most instances, travel arrangements would be arranged by the administrative office of the 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. The 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 the limit of accumulated Sick Leave is 576 hours. The CEO 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 CEO, 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 CEO for approval and to ensure proper staff coverage.

Unused accrued vacation time shall be compensated after 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 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 CEO. 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 workdays, the employee will become responsible for paying their 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 a 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 CEO 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 CEO 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 CEO 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: Revision Adopted April 24, 2024 CKCF Board of Directors

~~3/4/24, Board approved March 24, 2024~~

~~October 23, 2017, Board of Directors for 2018 Implementation~~

## **Employee Handbook**

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