



Jackson

community foundationSM

For **Jackson**. For **good**. For **ever**.

Employee Policy Manual

**Approved by:
Jackson Community Foundation
Board of Trustees**

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Workplace Values

Excellence, effectiveness and efficiency are among the standards against which the staff of the Jackson Community Foundation will be measured as it works to fulfill its mission of making Jackson a better place for everyone in every way both today and into the future. **Teamwork and continuous learning** are the strategies we will use to live up to these standards. Being a productive contributing member of the Foundation team not only involves a commitment to these strategies but also means being **flexible, creative, open-minded, and hard-working**. The Foundation workplace environment is **inclusive, caring and professional**. **Fairness, mutual respect and understanding** are the hallmarks of how the Foundation staff will conduct itself.

This Employee Manual is not a contract between the Foundation and its employees. The Foundation reserves the right to make periodic changes to the manual; including the right to alter, modify, amend or terminate any of the statements, policies, procedures or benefits, including those provided by third parties. Furthermore, where insurance or other benefits are discussed, the terms of the insurance policy or benefit plan supersede any statement contained in this manual. Employment is at-will, with either the employee or the Foundation having the right to terminate the employment relationship at any time, for any reason or for no reason.

Hours of Operation, Schedules, and Compensation

1. Business Hours and Work Schedules

Normal business hours are 8 a.m. to 5 p.m. Monday through Friday, unless otherwise set by the President & CEO. The office summer hours are Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to Noon, from Memorial Day to Labor Day.

Exempt salaried employees are generally expected to accomplish their work on a schedule set by the President & CEO. As professionals, exempt employees are expected to know what needs to be done and to commit the time necessary to do it. This may mean working more than 40 hours per week, or working during periods other than the regular business hours in order to get the job done. Exempt employees are defined as those whose positions are considered executive or management staff and are not eligible for overtime pay. All other staff is considered non-exempt.

Full-time, non-exempt employees are defined as those who work 30 or more hours per week. The President & CEO will establish a regular schedule and workweek for non-exempt employees. Working overtime is not allowed unless prior written approval is given by the President & CEO. If overtime is approved, non-exempt employees who work more than 80 hours in a pay period will be compensated at one and one-half times for each hour worked. All employees are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act.

The Foundation realizes that during peak periods, an employee may be required to work in excess of agreed upon work schedule. During these times, the employee will adjust their

schedule within the pay period to not exceed their biweekly hours. Accruing hours beyond the pay period is strictly forbidden unless authorized by President & CEO.

2. Compensation

Salary and wages will be set by the President & CEO with the approval of the Board, in its discretion, and will be based on job description, responsibilities, ability, education, credentials, experience and length of service. Paychecks are distributed bi-weekly. Upon hiring, an employee is required to complete a W-4 form, indicating the number of deductions and/or the amount of federal income tax to be withheld from their paychecks. This amount may be changed at any time by completing another W-4 form. In compliance with the Immigration Reform and Control Act of 1986 each new employee, as a condition of employment, also must complete the Employee Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Foundation within the past three years or if their previous I-9 was not retained by the Foundation, or is no longer valid. There may be other documentation and forms required by the Foundation during the hiring process or on a periodic basis from current employees, including, but not limited to criminal background checks, which shall be within the discretion of the President & CEO.

All employees must complete a time-sheet for each pay period that accurately records the hours worked during a pay period.

3. Salary/Wage Increases

Salary and wage increases are decisions which are in the sole discretion of the Board of Trustees of the Foundation upon the recommendation of the President & CEO. Among the factors which will be considered are budget, employee performance, and pay for comparable positions in the field. The availability of funds to increase salaries and wages is directly related to the effective operation of the Foundation and the economy.

Personnel Matters

1. Employee Performance Review

- a. Performance reviews for each employee will be completed not less than annually, and may take place more frequently, at the discretion of the President & CEO.
- b. Performance review of the President & CEO shall be completed by the Chair of the Board of Trustees with the assistance of the Executive Committee.

2. Personnel Records

A personnel file for each employee will be maintained by the Foundation. Records in the file may include, but are not limited to, the following:

- Time and attendance records
- Insurance applications
- Employment offers
- Verification of previous salary
- Job application
- Job description

- All personnel actions affecting the employee, including:
 - Performance Evaluations
 - Promotions
 - Salary increases
 - Resignations
 - Disciplinary matters

Only the President & CEO, Board Chair and Finance and Human Resource Coordinator shall have access to personnel files, however an employee may review his or her own personnel file. A written request must be made by the employee for an appointment to review the file.

All information related to medical and health matters shall be kept in a separate file.

3. Reimbursement of Expenses

Employees will be reimbursed for expenses which were pre-approved by the President & CEO and incurred as part of their job such as room, meals, and mileage expenses associated with professional travel. Mileage will be reimbursed at the current rate pursuant to rules of the Internal Revenue Service. The employee must document expenses by submitting an Employee Reimbursement Form with appropriate receipts within two weeks of the date the expenses were incurred.

4. Corporate Credit Card Policy

The Corporate Credit Card is the property of the Foundation and is to be used for pre-approved business expenses, as required in paragraph 4, such as lodging, meals, transportation, etc. The Corporate Credit Card also may be used for office expenses. Each employee issued a Corporate Credit Card will be required to complete a Corporate Credit Card Verification of Distribution form. The employee will also be responsible for maintaining all receipts and presenting them with a brief explanation on the form. The Corporate Credit Card is expressly forbidden to be used for personal expenses or to circumvent the accounting procedures of the Foundation. The employee will be informed of the Corporate Credit Card spending limit associated with the card issued to the employee.

5. Harassment Policy

The Foundation is committed to maintaining a work environment that encourages and fosters appropriate conduct among its employees and respect for individual values and sensibilities. Accordingly, the Foundation has adopted and intends to enforce this Sexual Harassment Policy at all levels within the work place with the goal of creating an environment free from sexual harassment.

According to the Equal Employment Opportunity Commission, and for the purposes of this policy, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex-based nature, where:

- a. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- b. An employment decision affecting an employee is based on that individual's acceptance or rejection of such conduct; or

- c. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Such behavior is unacceptable in the work place itself and in other work-related settings, such as on business trips and at business-related social events. Such behavior is also unacceptable when it occurs between employees outside of the workplace, if the behavior is transferred to the workplace, or has an adverse impact on the workplace.

It is unlawful to retaliate against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of, or discrimination against the individual raising the concern on his or her own behalf, or on behalf of another individual.

Sexual harassment can affect not only the victim, but other employees as well. Each incident of harassment contributes to a general atmosphere in which all persons who share the victim's sex experience suffer the consequences of the harasser's actions. It is the Foundation's policy that sexually oriented acts or sex-based conduct has no legitimate business purpose. Where such conduct is engaged in by a supervisor (or someone in a management position) towards a subordinate, the supervisor will be held to a higher standard of accountability because of the degree of control and influence he or she has, or is perceived to have, over the employment terms, conditions, and benefits of the subordinate. Managerial and supervisory employees are expected to work toward the goal of compliance with this policy and, upon being informed of possible harassment or upon observation of harassment, are required to take appropriate action in response, including informing employees of their rights under this policy.

Prohibited conduct can take a variety of forms, ranging from subtle pressure for sexual activity or contact to actual physical contact. At times, the offender may not be aware that his or her conduct is offensive or harassing to others, however, a lack of such awareness does not mean the conduct does not violate the policy. The following are examples of conduct that could be considered sexual harassment. This list is not intended to be exhaustive. Because a particular conduct is not listed does not mean it is not a violation of the policy to engage in such behavior. All employees are expected to abide by the spirit of the policy and strive to avoid even the appearance of sexual harassment. The Foundation will make the final determination as to whether a particular conduct, or pattern of conduct, violates the policy. If an employee is in doubt as to whether his or her conduct may violate the policy, the employee should consult his or her supervisor prior to engaging in such conduct.

Examples of prohibited conduct:

- a. Persistent or repeated unwelcome flirting, or persistent pressure for dates;
- b. Sexual comments, or touching, fondling, or grabbing;
- c. Sexually suggestive jokes or gestures directed toward another, or sexually oriented or degrading comments about another;
- d. Requests for sexual favors;
- e. Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates, or sexual conduct; or the denial or threat of

- f. denial of employment benefits or advancement for refusal to consent to requests for dates or sexual conduct;
- g. The open display of sexually oriented pictures, calendars, posters, or other material offensive to others because of its sexually oriented nature; and
- h. Retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct which might be considered sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report the conduct, and to use the complaint procedure set forth in this policy. Supervisors are notified, through this policy, which sexual conduct in regard to a subordinate is not allowed under this policy, even in the event such conduct is consensual as between the individuals involved.

This policy covers all employees. The Foundation will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, or by outside clients, or other non-employees who conduct business with this Foundation. The Foundation supports and encourages reporting of all incidents of sexual harassment, regardless of who the offender may be.

While the Foundation encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the Foundation also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a sexual harassment complaint:

- a. Reporting of Incident: All employees are urged to report any suspected sexual harassment by another employee to his or her supervisor, except where that person is the individual accused of harassment. In that case, the complaint should be reported to the President & CEO. The complaint may be reported to the Board Chair. The report may be made either orally or in writing, but reports made orally must be reduced to writing before an investigation can be initiated and a resolution achieved.
- b. Report: After a complaint is reduced to writing, an investigation will be conducted and the investigator will prepare a written report as to his or her findings. A copy of the report will be given to the employee who made the initial report, the employee to whom the suspected sexual harassment was directed, and the employee suspected of the harassment.
- c. Records: Confidentiality: Employees who report incidents of sexual harassment are encouraged to keep written notes in order to accurately record the offensive conduct and to report the recorded information promptly. Without notice, the Foundation cannot take any steps to correct a situation. Every effort shall be made to keep all matters related to the investigation and various reports confidential; however, during the process of investigating the complaint, it may be necessary to disclose details such as the names of individuals, in order to adequately investigate any allegations. In the event of a lawsuit, the Foundation advises that records it maintains and/or that the complainant maintains, may not be considered privileged from disclosure.

Ordinarily, written records will be maintained for three (3) years from the date of the resolution of any matter, unless new circumstances dictate that the records should be kept for a longer period of time.

Disciplinary action will be taken against any employee found to have engaged in sexual harassment. The extent of sanctions may depend in part upon the particular circumstances and the nature of the offense. The Foundation has the right to apply any sanction or combination of sanctions, up to and including termination, to deal with offensive conduct or discrimination. In the event the Foundation finds a Complaint is false, the Employee who filed the false complaint may be disciplined, up to, and including termination. This is not retaliation for having made a claim of sexual harassment. It is the Foundations right, in its discretion, to discipline employees who are found to have been untruthful in the bringing of a claim or in responding to requests made during the course of investigating a claim.

NOTE: This policy is not intended as a contractual obligation and does not change the “at will” nature of an employee’s employment relationship with the Foundation. The Foundation reserves the right to amend the policy from time to time, in its sole discretion.

6. Anti-Discrimination Policy

The Foundation does not discriminate based upon race, color, age, sex, marital status, disability, weight, height, national origin or ancestry, religion, or any other protected characteristic. This applies to all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment will be solely on the basis of merit and qualification, in the sole judgment of the Foundation.

Any complaint regarding discrimination shall be handled by the President & CEO or in some instances, by the Board Chair of the Foundation.

Personal Habits

1. Personal Phone Calls

Personal telephone calls should be limited in length and frequency. If a personal telephone call must be taken during office hours the employee should excuse themselves to a more private location within the office and alert staff of their temporary absence. Cell phone should be placed on ‘quiet’ mode during office hours.

2. Internet and Email

The Foundation provides employees with access to computer equipment, voice mail, computer software, pagers, and a variety of technologies in connection with their work.

This equipment is the property of the Foundation and should be used for business purposes. The Foundation reserves the right to restrict personal use of any such equipment in all instances.

Employees may not use the Foundation’s equipment to send or receive messages in violation of the property or copyright interests of another, or in any inappropriate, discriminatory, or

unauthorized manner. Unauthorized use of computer equipment can threaten the ability of the system to operate properly and could subject the user and the Foundation to liability. Use of Foundation-provided resources in violation of this policy can result in disciplinary action, up to and including discharge.

Employees should have no expectation of privacy in regard to the use of the Foundation's voice mail, computer equipment, and other technology. The Foundation reserves the right to monitor, access, search, inspect, retain and disclose any message, communication, or file on a voice mail, cell phone, or computer system owned or operated by the Foundation, or by a Foundation employee on Foundation property, at any time for any reason. The Foundation also retains the right to access, search, inspect and disclose any file contained on any diskette, CD, or other media on Foundation property or kept with files or equipment that belong to, or are provided by the Foundation, at any time for any reason. All equipment, software, files, disks, communication, or messages created, maintained, or sent or received on any system or disk provided by the Foundation are considered Foundation property.

To ensure system compatibility and the security of data files maintained on the machine, no one may install or modify software on any computer provided by the Foundation without the approval of their supervisor. Approval must be obtained for each installation or service.

To ensure that a service provides appropriate security measures and that affected equipment can be safeguarded to avoid the downloading of computer viruses, permission from your supervisor must be obtained before subscribing to or using any program that accesses information from external sources, including: use of communications software, accessing any bulletin board, list serve or online service, or use of the Internet.

No one shall use password protection or encryption (coding) software or similar protections on any system or file without approval from their supervisor. Where permission is provided, the password must be provided to the supervisor. The use of a password, whether or not authorized, in a manner that restricts the rights reserved by the Foundation as described above.

Where Foundation passwords and sign-on codes are in place, users should not share these passwords except to the extent required to comply with this policy. Passwords should be guarded and not written or accessible on or near the equipment. Users who have access to Foundation systems through remote technology should take special precautions to ensure that their equipment is not used in an unauthorized manner.

Whenever information is provided to anyone outside the Foundation on a computer disk, only a new disk may be used. Employees are advised that files which are merely "deleted" on disks and hard drives are still capable of being retrieved. As such, used disks should never be provided to anyone outside the Foundation, since they may contain retrievable confidential information. Any used disk or hard drive containing deleted or undeleted files must be destroyed before being discarded.

If you are provided with the use of a computer as part of your job, any information stored in the computer is not considered confidential. All information stored in the Foundation

computer equipment and software is considered Foundation property. If you are not provided with the use of a computer as part of your job, you are not considered an authorized user. Employees accessing Foundation information which is not part of their job function, or using a computer they are not authorized to use, will be subject to disciplinary action, up to and including discharge, in the sole discretion of the Foundation.

3. Social Media Policy

Staff members who utilize personal social networking websites must use good judgment and adhere to the following policy, as the Foundation could be harmed by inappropriate or inaccurate postings or comments. While employees may list the Foundation as an employer, it is not acceptable to make negative or disparaging remarks regarding the Foundation or its staff, or to post information about the Foundation unless such information has been pre-approved by the President & CEO.

Additionally, staff should not post pictures/videos/etc. that could damage the employee's reputation or the reputation of the Foundation or its staff. The Foundation considers a Foundation employee who mentions the Foundation or its staff on social networking sites to be engaging in an activity which may have an effect upon their employment, even though they are not working at the time. The Foundation reserves the right to gather and/or keep any such employment-related information and to use such information in making employment decisions, in the sole discretion of the Foundation.

Violation of the above policy and/or use of social networking sites during scheduled work time in a manner or to an extent which the employer considers to be excessive, may result in disciplinary action up to and including termination, in the sole discretion of the Foundation. Consult your immediate supervisor if you have questions regarding appropriate usage for your position and/or department.

Employee Benefits

1. Paid Time Off

After a 90 day probationary period, full-time exempt and non-exempt employees will receive fifteen (15) regularly scheduled work days of Paid Time Off annually, prorated for new employees after the 90 day probationary period or as approved by the President & CEO. Five (5) additional Paid Time Off will be granted after five (5) years of service for a maximum of twenty (20) days. Part-time, non-exempt employees will receive twenty (20) hours of Paid Time Off annually, prorated for new employees after the 90 day probationary period or as approved by the President & CEO). Employees, both salaried and hourly, must use their Paid Time Off for sick days, appointments, or vacations, with supervisor approval. Paid time off is to be taken at the discretion and convenience of the Foundation. If Paid Time Off is to exceed five consecutive days, employees must submit a written request to the President & CEO for approval, at least 30 days prior to the beginning of the proposed PTO dates. The President & CEO is not required to follow this policy as he/she reports to the Board Chair. The President & CEO shall exercise his/her own discretion in using Paid Time Off and will advise the Board Chair in advance, of a planned absence of more than three consecutive work days.

Once all Paid Time Off has been exhausted, non-exempt employees will not receive compensation for work missed, whether or not the time off has been approved by their supervisor. No unused Paid Time Off may be carried over to the next calendar year.

All staff unable to report to work due to illness or other emergency shall contact the supervising staff in the office prior to the beginning of the work day and advise them of the absence, giving as much notice as possible. If notice is not given, the absence will be considered an unexcused absence. Three consecutive days of absence without notice may be considered a voluntary resignation by the employee, in the discretion of the President & CEO.

2. Major Illnesses/Maternity Leave

Eligible full-time employees with serious health issues or who require leave due to pregnancy or delivery complications they must utilize PTO if they have it available. They may receive up to six weeks of disability insurance if the condition is eligible for coverage, as determined by the disability insurance carrier.

3. Health, Vision and Dental Insurance

The Foundation has group health, vision and dental insurance coverage available for its eligible full-time employees. Each year, employees will have the option to accept or opt out of this insurance by completing and signing a medical insurance waiver questionnaire. The Foundation will pay 80% of the group health, vision and dental insurance cost for eligible full-time employees.

For those eligible full-time employees who are also Medicare eligible, the Foundation will reimburse the employee for up to 80% of the group health insurance cost to enable them to participate in a Medicare supplemental policy instead of our group health insurance.

4. Retirement Savings Plan

The Foundation provides a Simple IRA retirement savings plan for its eligible full-time employees. The Foundation's investment in this benefit is an incentive to encourage employees to wisely and responsibly plan for their future.

5. Life Insurance, Short Term Disability, and Long Term Disability

Full-time employees are eligible for life insurance, short term disability, and long term disability insurance benefits however these benefits are a function of budget.

6. Availability of Benefits

As with any other employee benefits, continued availability of these benefits is directly related to the effective operation of the Foundation and the economy.

7. Paid Holidays

Full-time, exempt and non-exempt employees are eligible for time off with pay for any of the following holidays:

New Year's Eve

New Year's Day

Martin Luther King Day

President's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Day after Thanksgiving

Christmas Eve
Christmas Day

If a Paid Holiday happens to fall on a weekend, employees will decide in advance to schedule the Paid Holiday on the Friday before the Paid Holiday or the Monday after. Unpaid time off requested by the employee for religious observance shall be permitted. Part-time employees are not eligible for paid holidays.

7. Worker's Compensation

The Foundation provides Workers Compensation insurance coverage as required by law. An employee is to provide written notice of any on-the-job injuries or job-related injuries to the President & CEO as soon as possible after the injury, to determine if notification of the worker's compensation carrier is required.

8. Bonding

All employees are bonded.

9. Michigan Persons With Disabilities Civil Rights Act

The Foundation will comply with the Michigan Persons with Disabilities Civil Rights Act, and will not knowingly discriminate against individuals with disabilities. Employees who need an accommodation for a disability must notify their supervisor, in writing, within 180 days of the date the employee becomes aware of the need for an accommodation.

Absence From Employment

1. Unexcused Absences

Unexcused absences, tardiness and unauthorized early departures from work may result in termination of employment. Any reason for tardiness or early departure must be presented to the President & CEO in the same manner as an excused absence. Non-exempt employees will not be paid for time not worked, that does not qualify as pre-approved paid personal leave time. The President & CEO is not required to follow this procedure, as the President & CEO is an exempt employee and reports to the Board Chair.

2. Jury Duty

An employee must notify the President & CEO immediately after the receipt of a jury summons. A copy of this summons will be placed in the employees' personnel file. Jury duty will be logged in the personnel record but will not be charged against paid personal time. The Foundation believes this fundamental civic responsibility is extremely important, but may ask that an employee request a deferment from duty if such duty occurs at a peak business period or at a time when the Foundation is short-staffed.

3. Funerals

If the death of an immediate family member should occur, an employee will be granted up to three days of leave with pay, at the discretion of the President & CEO. Immediate family member is defined as the employee's spouse, child, step-child, father, mother, brother, sister, grand-parent, aunt, uncle, mother-in-law, or father-in-law.

Resignation and Termination of Employment

Employment with the Foundation is voluntary in nature and is subject to termination by the employee or the Foundation at will, with or without cause, and with or without notice, at any time. Nothing in this manual shall be interpreted to be in conflict with, or to eliminate or modify in any way, the employment-at-will status of Foundation employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document.

1. Resignation

It is expected that an employee will provide two weeks notice of resignation. This must be in writing. Leave time may not be taken during the time of service following notification, unless authorized by the President & CEO. If circumstances permit, an exit interview with the employee will be conducted by the President & CEO prior to the employee's departure.

2. Termination of Employment

Since employment is at will, the employment relationship can be terminated "at will", for any reason, or for no reason, in the discretion of the Foundation. All notices of termination shall be in writing and signed by the President & CEO. One copy of the termination notice shall be placed in the employee's personnel folder and one copy shall be given to the employee.

3. PTO at Resignation or Termination of Employment

Employees who give a proper two weeks' notice of resignation or who are terminated may receive up to two weeks of PTO if they still have PTO available.

Complaint Policy and Procedure

All Foundation employees are encouraged to express any complaints with the President & CEO. If the President & CEO is a party to the complaint, the employee is encouraged to submit the concern to the Chair of the Board. Any Problem, risk, issue, concern or complaint will be identified, will have a documented resolution and if appropriate a process improvement identified, initiated and documented in the Internal Control Checklist. A confidential file for each complaint will be maintained by the Foundation.

Whistle Blower Policy

All Foundation employees are covered under the Whistleblower's Protection Act, which is a law designed to protect employees who report illegal acts or who refuse to commit illegal acts. The Foundation will not:

- Fire, retaliate against, or treat an employee differently because:
- He/She reported a violation of the law;
- He/She reported something that risks someone's health or safety;
- He/She refused to do something that would endanger his/her own life or someone else's life and they have asked their employer to correct it;

- He/She has been involved in an investigation or hearing held by the government.
An employee is protected by this law ONLY if:
- He/She tells their boss about the problem and allows a reasonable time for it to be corrected;
- He/She has a good reason to believe that her/his boss will not correct the problem.

To report a violation, unsafe condition, or practice, or an illegal act in the workplace, employees should contact the President & CEO. The Foundation takes any such employee complaint seriously and will investigate all reports. A confidential file for each Whistle Blower complaint will be maintained by the Foundation.

Confidentiality

The information available to employees in the Foundation office is often of a sensitive nature, particularly as it relates to the wishes of donors and the evaluation of grant requests, etc. All employees are expected to use sound judgment in this regard, making sure that sensitive information is kept confidential. If there is ever any question about whether or not particular information is to be kept confidential, employees should seek a determination by the President & CEO. Employees shall not attempt to access information not required as needed in the performance of their job duties.

Ethics and Conflict of Interest

Foundation employees have the responsibility of administering the affairs of the Foundation honestly and prudently, and exercising their best care, skill, and judgment for the sole benefit of the Foundation. Employees must use the resources, property, and funds under their control judiciously. They must exercise sound ethics and good faith in all Foundation transactions, and must not use their positions or the knowledge gained from their positions for personal benefit. Employees with employment which is in addition to their Foundation employment must disclose that employment to the President & CEO so that a determination can be made as to whether the outside employment creates a conflict of interest with the employee's Foundation employment. Employees should not accept a gift from any source in connection with their employment which is valued at more than \$25.00. All gifts should be reported to the President & CEO. If a gift with a greater value than \$25.00 is offered to the employee, it should be refused politely, and the employee should report the offer to the President & CEO.

Privacy

A small staff working in close quarters must be sensitive to one another's occasional professional need for privacy when making phone calls, receiving & sending faxes, conducting meetings, etc. All employees are expected to respect one another's need for this type of privacy when the occasion presents itself.

Sign and Return this page to Employer

This Employee Manual is not a contract between the Foundation and its employees. The Foundation reserves the right to make periodic changes to the manual; including the right to alter, modify, amend or terminate any of the statements, policies, procedures or benefits, including those provided by third parties. Furthermore, where insurance or other benefits are discussed, the terms of the insurance policy or benefit plan supersede any statement contained in this manual. Employment is at-will, with either the employee or the Foundation having the right to terminate the employment relationship at any time, for any reason or for no reason.

I have read and I understand the rules, guidelines, descriptions, and benefits outlined in the Employee Policy Manual of the Jackson Community Foundation. I understand that the policies contained in this manual may be changed by the Foundation at any time and that my employment with the Foundation is at-will.

Employee's Signature _____ Date _____

Employer's Signature _____ Date _____

RECOMMENDED BY:	EXECUTIVE COMMITTEE
RECOMMENDATION DATE:	MAY 9, 2016
APPROVED BY:	BOARD OF TRUSTEES
APPROVAL DATE:	JUNE 16, 2016
NEXT REVIEW DATE:	MAY 2018
REQUIRED BY NATIONAL STANDARDS:	NO