

Ford K. Sayre Memorial Ski Council

Employee Handbook



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Provided by The Richards Group

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ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Ford K. Sayre Memorial Ski Council Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Ford K. Sayre Memorial Ski Council (“Organization”).

I also understand that the purpose of this Handbook is to inform me of the Organization's policies and procedures, and that it is not a contract of employment. I understand my employment is “at-will” which means I can be terminated at any time, with or without reason or notice. Nothing in this Handbook provides any entitlement to me or to any Organization employee, nor is it intended to create contractual obligations of any kind.

I understand that the Organization has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Printed Name [employee]

Printed Name [guardian, if employee is a minor]

Signature [employee]

Signature [guardian, if employee is a minor]

Date

Please sign and date one copy of this acknowledgement and return it to the Administrator.

Retain a second copy for your reference.

WELCOME

It is our privilege to welcome you to Ford K. Sayre Memorial Ski Council. We wish you every success in your new job, and we hope that you quickly feel part of the greater Ford Sayre community. This Handbook was developed to describe some of the expectations we have for our employees, as well as to explain what you can expect from us. We hope that your experience here will be enjoyable and rewarding. Again, welcome!

INTRODUCTION

This Employee Handbook ("Handbook") is a compilation of personnel policies, practices, and procedures currently in effect at Ford K. Sayre Memorial Ski Council ("Organization"). The Handbook is designed to introduce you to the Organization, familiarize you with the Organization's policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at the Organization. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Administrator.

The Organization reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

WORK GENERAL POLICIES

At-Will Employment

Your employment with the Organization is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice, and with or without cause or a reason. Nothing in this Handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment.

Equal Employment Opportunity and Anti-Discrimination

The Organization is committed to equal employment opportunities and a workplace free of discrimination. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, as well as all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local law. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Harassment

Workplace harassment is verbal or physical conduct that offends, insults, or shows hostility or aversion toward an individual because of the individual's age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local law.

Sexual Harassment

Sexual harassment is a specific type of harassment. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or the body of another.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Town or any government agency.

- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors.
- Any unwanted physical touching or assaults or blocking or impeding movements.

Reporting Harassment

If you feel that you have been a victim of any harassment or discrimination, or observed any such conduct, you are encouraged to report the conduct to your immediate supervisor, Program Head, Administrator, or a Board Trustee. The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. If necessary, the Organization will take appropriate disciplinary action.

If you are not satisfied with the Organization's response, or do not feel comfortable reporting internally, you may contact the following agencies:

- New Hampshire Human Rights Commission, 2 Industrial Park Drive, Concord, NH 03301, (603) 271-2767 (voice), 1-800-735-2964 (TTY).
- Equal Employment Opportunity Commission, Boston Area Office, JFK Federal Building, 4th Floor, Room 475, Boston, MA 02203, (617) 565-3200 (voice), (617) 565-3204 (TTY), (844) 234-5122 (ASL Video).

The Organization prohibits retaliation against an employee who, based on a reasonable belief, provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination. You should discuss questions regarding equal employment opportunity with your supervisor or Program Head.

Americans With Disabilities Act

The federal Americans with Disabilities Act and its Amendments (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment. The ADA does not alter the Organization's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of their disability, or because of a perceived disability. As a matter of Organization policy, the Organization prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) has a physical or mental impairment that substantially limits one or more major life activity; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Organization in order to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your immediate supervisor, designated manager, or the Administrator. On receipt of your request we will engage in the interactive process and discuss with you your disability and requested accommodations. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations, or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement an accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Organization does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the Organization does not have to provide an accommodation if doing so would cause undue hardship to the Organization.

Diversity, Equity and Inclusion

The Organization values the individual diversity of all employees, volunteers, program participants, and their families. Differences in age, race, ethnic heritage, religion, appearance, sexual orientation, or any number of other distinguishing factors provide experiences, viewpoints, and ideas that can strengthen our work environment. We foster and maintain an environment that is inclusive, respectful, and equitable, and employ the talents of people with different backgrounds, experiences, and perspectives to accomplish the mission of the Organization.

Inclement Weather

The Organization is open for business unless you are advised otherwise by your immediate supervisor or Program Head(s). There may be times when we will delay opening, and on rare occasions, we may have to close. Use common sense and your best judgment when traveling to work in inclement weather. If an event (e.g. a practice, race, or meeting) is cancelled, the Organization will make a good faith effort to notify you as soon as possible.

Equipment Allocation

You agree to maintain your own dryland training and snow sports equipment in good, working condition, and ensure it is safe to use during practices and events. Certain equipment is allocated to staff depending on the needs of the job. This equipment is the property of the Organization and cannot be used for non-Organization purposes. The Organization expects that you will treat this equipment with care and report any malfunctions or issues immediately to staff members equipped to diagnose the problem and take corrective action. Upon the close of the season, any allocated equipment must be returned to the Organization.

Personal Information

It is important that the Organization maintain accurate personnel records at all times. You are responsible for making any change of name, home address, telephone number, e-mail address, or any other pertinent information directly in your account profile maintained by the Organization's online account payroll service provider.

Please also notify your immediate supervisor or the Administrator of any change(s). By promptly notifying the Organization of such changes, you will avoid the return of W-2 forms or a similar inconvenience.

Performance & Salary Reviews

Employee reviews will generally take place at the end of the season. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with Organization employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases are given by the Organization at its discretion in consideration of various factors, including your performance review.

Employment Classifications

The following terms will be used to describe employment classifications and status:

Exempt Employees

Exempt employees are individuals not subject to overtime pay laws. The Federal Fair Labor Standards Act (FLSA) sets the most common set of overtime exemption standards but additional state and local laws may also apply. The Organization is exempt from both the minimum wage and the overtime provisions of the FLSA, because it is classified as a seasonal recreational establishment.

Non-Exempt Employees

Because the Organization is classified as a seasonal recreational establishment, it does not have any non-exempt employees.

TECHNOLOGY

Social Media and Electronic Communications

Social Media

The term “social media” includes all means of communicating or posting information or content of any sort on a public platform, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Organization. The same principles and guidelines found in this Handbook apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the Organization’s legitimate business interests, may result in disciplinary action. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by law.

Communication with Minor Athletes

Any adult who has regular contact with or authority over an amateur athlete, who is a minor, must abide by the following SafeSport mandates regarding social media and electronic communication.

The content of all electronic communication with minor athletes must be professional in nature.

Communication must be open and transparent, such that:

- Absent emergency circumstances, if an adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), **another Applicable Adult (a coach, a supervisor, the Program Head, the Administrator, or the minor’s legal guardian) will be copied.**
- If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said **Applicable Adult should respond to the minor athlete with a copy to another Applicable Adult or the minor’s legal guardian.**
- When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said **Applicable Adult will copy another adult.**
- Minor athletes may “friend” the Organization’s official page.

Requests to discontinue

- Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the Organization or by the Applicable Adults subject to this policy. The Organization will abide by any such request that their minor athlete not be contacted via electronic communication, absent emergency circumstances.

Telephone & Cell Phone Use

You should make personal phone calls during your breaks or lunch times, absent an emergency situation.

Coaches who take training and event pictures should verify with their program that consent to publish an athlete's image has been granted.

The Organization prohibits the use of handheld cellular devices while driving. Employees must use a hands-free cellular device while driving, should the use become a necessity in the course of employment. Sending and/or receiving text messages is expressly prohibited while operating any vehicle.

Internet Use

Right to Monitor

The Organization's email and internet system is at all times the property of the Organization. By accessing the internet, intranet, and electronic mail services through facilities provided by the Organization, you acknowledge that the Organization (by itself or through its Internet Service Provider) may from time to time monitor, log, and gather statistics on your activity and may examine all individual connections and communications. Please note that the Organization uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

Personal business should not be conducted on the Organization's email system. Incidental personal business may be permitted on work computers as long it is done on break time and does not interfere with your job responsibilities. You should have no expectation of privacy for anything done on Organization property.

Responsibilities and Obligations

You may not access, download, or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark, and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the internet without the prior approval of qualified persons within the Organization.

Violation of this Policy

In all circumstances, use of the internet and email systems must be consistent with the law and Organization policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in disciplinary action, including termination.

SAFETY AND SUBSTANCE ABUSE

Smoking

In order to provide a safe and comfortable working environment for all employees, smoking and vaping are strictly prohibited at all times inside any venue (or within 20 feet of its entrance) being used by the Organization for practices, events, or gatherings of any kind.

Drug-Free Workspace

The Organization takes the problem of drug and alcohol abuse seriously, and is committed to providing a substance abuse-free workspace for its employees. The Organization expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on Organization premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may ask your immediate supervisor, designated manager, or the Administrator for assistance in seeking help to address substance abuse. Seeking treatment does not preclude the Organization from taking appropriate action in response to substance abuse that affects the workplace, including termination.

WORKING HOURS

Hours of Work

Each program has its own venue(s) and practice schedule(s). You are expected to attend practices and events for which you were scheduled to work, and for the duration that was scheduled.

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences.

The Organization recognizes that illness or other circumstances beyond your control may cause you to be absent from work or be delayed in your arrival, from time to time. However, frequent absenteeism or tardiness may result in disciplinary action. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Organization.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated head coach or Program Head(s). If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with the Program Head. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

TIME OFF AND LEAVE

Crime Victim Leave

An employee called to appear as a witness will be permitted time off to appear, but without pay.

Crime Victim Leave Policy

The Organization will permit you to take unpaid leave to participate in investigations, or court or other related legal proceedings, under the following circumstances:

- Where you are the victim of a crime or attempted crime.
- Where your immediate family member is a victim of a crime or attempted crime and is a minor.
- Where your immediate family member is a victim of homicide.

Immediate family member means your father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian; or any person involved in an intimate relationship with you and residing in the same household.

If you need to take crime victim leave, notify your supervisor and make scheduling arrangements. The Organization may request documentation supporting your need for leave.

Leave under this policy will be unpaid; however, salaried employees will be paid as required by law. You may choose to use vacation for any unpaid leave.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Jury Duty

Under the Jury Selection and Service Act, all employers must give employees time off for jury duty. If summoned, please provide a copy of the summons to your Program Head(s) and the Administrator, as soon as possible or within 48 hours of receiving the summons.

Occasionally, the summons to jury duty will occur at a time of year when the employee or the Organization might experience a significant impact on program continuity or staffing, from the loss of the employee to jury duty. In these instances, the Organization may write a letter to the court requesting the postponement of the employee's jury duty.

In no case will your employment be affected if you perform jury duty. You will not be harassed, threatened, or cajoled into getting out of jury duty and your same job will be available upon your return. Leave that is taken for jury duty is unpaid.

Military Leave (USERRA)

The Organization complies with applicable federal and state law regarding military leave and re-employment rights. An unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”; with amendments) and all applicable state law. You must submit documentation of the need for leave to the Administrator. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify the Administrator of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Administrator.

Pregnancy Disability Leave

If you are unable to perform the essential functions of your job due to a temporary physical disability resulting from pregnancy, childbirth, or related medical conditions, you are permitted to take a leave of absence without pay for the period of your disability. Upon return to work, you will be reinstated to your original job or to a comparable position unless necessity makes doing so impossible or unreasonable.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

EMPLOYEE BENEFITS

General Employee Benefits

This section describes the benefits provided by the Organization and information on your eligibility for benefits. If you still have questions about benefits, please reach out to the Administrator.

Worker's Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance, provided by the Organization, and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. **If you are injured or become ill on the job, you must immediately report the injury or illness to the Administrator.** This ensures that the Organization can help you obtain appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Administrator.

Other Benefits

The Organization offers the additional benefit of Liability Insurance (the limits on this coverage are \$2,000,000).

EXPENSES AND REIMBURSEMENT

U.S. Ski & Snowboard Membership Reimbursement

If your position requires you to have a U.S. Ski & Snowboard (USSA) membership, the Organization will reimburse you up to the cost of the membership level that is required by your position. **If at any point you are not clear which membership level to select, please ask your Head Coach or Program Head(s).** Many coaches, though not all, will only need a "VOLUNTEER" membership with USSA. To process your reimbursement request, please send your transaction receipt (it comes to you via e-mail from USSA) directly to the Organization's bookkeeper, with a note stating the **name of your program** (Alpine Rec, BKL, Jumping, etc.) and the **address to which you would like your reimbursement check mailed.** E-mails can be sent to: bookkeeper@fordsayre.org

Mileage Reimbursement

Employees that engage in business-related travel are eligible for the standard mileage reimbursement if the travel is properly documented and approved by the Program Head. The standard mileage reimbursement, set by the IRS, includes the costs of operating an automobile such as depreciation, maintenance, repairs, tires, gasoline, oil, insurance, taxes, and vehicle registration fees. Normal personal commuting costs are not eligible for reimbursement.

When requesting mileage reimbursement, **please provide the following, in an e-mail to your Program Head:**

- Date of travel
- Location
- Purpose
- Departure town
- Round trip distance

Parking Reimbursement

Employees may be reimbursed for business-related parking expenses up to the established maximum rate determined by the Program. However, these expenses will only be reimbursed if properly documented and **pre-approved** by the Program Head(s).

Company-Issued Credit Cards

The Organization may issue company credit cards to certain employees for business use as necessary in connection with the employee's job duties. Use of company-issued credit cards is a privilege, which the Organization may withdraw at any time.

Any credit card issued to an employee by the Organization must be used for business purposes only. Personal purchases of any type are strictly prohibited. Expenses for lodging and meals while on company-approved business trips are considered business purchases, as long as such expenses are consistent with the Organization's travel and expense reimbursement policy and approved by the Program Head(s).

Employees are expected to exercise discretion and good judgment when incurring business expenses and **to report expenses within five (5) business days with appropriate documentation**. If there is any question as to whether a particular purchase qualifies as a business expense, the employee should consult their supervisor or Program Head *before* incurring the expense. Employees are responsible for any unauthorized purchases deemed by the Organization to be for personal use.

Rental Cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. Travelers should choose the most economical vehicle for the purpose at hand. Rental car expenses are eligible for reimbursement if properly documented and **pre-approved**. If you need more information regarding rental cars, contact your immediate supervisor, Program Head(s), or the Administrator.

Note: Travelers should refill gas tanks before returning the vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the renting location. Compare the cost of air travel versus driving and drop charges.

Air Travel

Air travel expenses are reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. Be sure to make reservations in advance, as most discounted fares are available when purchased several days prior to departure. Also, be flexible in selection of airlines and flight time. Finally, please note that air travel expenses will only be reimbursed if properly documented and **pre-approved** by your program.

Accommodations

Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. Expenses for these accommodations are eligible for reimbursement if properly documented and **pre-approved** by your Program Head(s).

Non-Reimbursable Expenses

Non-reimbursable expenses include:

- Personal entertainment expenses including in-flight movies, headsets, books, magazines, newspapers, health club fees, hotel pay-per-view movies, in-theater movies, greens fees, social activities, honor/mini bar charges, etc.
- Babysitting, house-sitting, pet-sitting and kennel fees.
- Personal grooming including haircuts and shoeshine services.
- Incremental travel costs including airfare, lodging, and meals for spouses/domestic partners or other persons accompanying an employee.
- Hotel, meals, and other costs associated with going to a conference or on business travel early or staying late for non-business-related reasons.
- Late fees related to personal liability credit cards.
- Traffic fines, court costs, parking violations, and auto repairs.

- Over the counter medicine or prescription medicines.
- Airline club fees.
- Rental car extra charges such as child safety seats, GPS devices for domestic travel, satellite radio.

PAYROLL

Payroll Practices

Employees are paid bi-weekly; with pay periods running every 14 days, Tuesday through Monday. You are responsible for submitting and making any needed revisions to your time and attendance in the Organization's online payroll system by each biweekly deadline, so that the Organization can compensate you accurately.

The regular pay day will be no later than the Monday following the close of payroll. If the regularly scheduled pay day falls on a holiday, the Organization will attempt to deliver payment by the Friday before the normal pay day.

Salary Deductions and Withholding

The Organization will withhold the following from your paycheck:

Taxes

Federal, state (where applicable), and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Once hired, you will set up an account profile with the Organization's online payroll service provider. In the section: **Myself > Pay > Tax Withholdings** you can use the online tool to fill out Form W-4, which assigns your withholding. You may adjust the amount of tax withheld from your paycheck by utilizing this tool as needed.

Direct Deposit

When completing your employee profile with the Organization's online payroll service provider, you will have the opportunity to set up direct deposit, which allows your paycheck to be deposited directly into your checking or savings account. You can assign multiple accounts and change the designation at any time. If you have questions about direct deposit, please reach out to the Administrator.

Please consider direct deposit. It saves the Organization time, administrative fees, and it means you typically get access to your funds one business day sooner than if set up to receive a paper check.

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