

POLICIES AND PROCEDURES MANUAL

The Employee Policies and Procedures Manual is an important document intended to acquaint you with UWMM. This Manual will serve as a guide and is not intended to answer all questions regarding your employment.

RECEIPT

I understand that it is my responsibility to keep this manual up-to-date.

I understand that my employment with the organization is terminable *at will*, either by me or UWMM regardless of the length of my employment or the granting of any benefits of any kind.

I further understand that no contract of employment other than *at will* has been expressed or implied, and that no circumstances arising out of my employment will alter *at will* employment relationship unless expressed in writing with the understanding specifically set forth and signed by myself and the President/CPO.

I understand that during the course of my employment, confidential information will be made available to me, and I understand that this information must not be given out or used outside of organizational premises. In the event of termination of employment, whether voluntary or involuntary, I agree not to utilize or exploit this information with any other individual or organization.

I acknowledge that I have received a copy of UWMM's Policies and Procedures Manual and I understand that my signature indicates that I have read and understand the ABOVE STATEMENTS. As an employee it is my responsibility to read this manual. If I have any questions or need clarification of any of these policies, I may direct my questions to the CPO. I agree to abide by the policies contained in this document. I understand that this manual does not constitute an employment contract and that I am employed *at will*. I agree to return this manual upon termination of employment.

Print Name

Date

Employee Signature

This receipt will be reviewed and signed annually and will be placed in my personnel file.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Section 100.1

POLICY:

Employment will be based on qualification for the job without regard to sex, race, religion, color, national origin, age, veteran or marital status, physical or mental disability, sexual orientation, ancestry or any legally protected status.

PROCEDURE:

1. UWMM is committed to the goals of Equal Employment Opportunity and Non-Discrimination. It is the policy of the organization to provide opportunities for recruitment, hiring, training and promotion to qualified applicants and employees without regard to sex, race, religion, color, national origin, age, veteran or marital status.
2. Personnel decisions and actions including compensation, benefits, transfers, layoffs, organization-sponsored training and the privileges of employment and termination shall be administered on a non-discriminatory basis and according to valid, job-related requirements.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

EMPLOYMENT AT WILL

Section 100.2

POLICY:

Unless specifically stated otherwise in an employment contract executed by the CPO or an authorized officer, all employees are employees "at will".

PROCEDURE:

1. All employees are hired for an indefinite period of time and as such, are "employees at will" and may be terminated from employment at the will of the organization's management with or without cause.
2. These policies are not intended to be a contract between any employee and UWMM with respect to any employment related matter (whether contained or not contained in these policies).

RESPONSIBILITY:

The responsibility of this policy is the responsibility of the CPO (or in the case of the CPO, the Board).

HIRING AND RECRUITMENT POLICY

Section 100.3

POLICY:

UWMM is committed to hiring the best possible staff for the positions within the agency.

PROCEDURE:

1. The CPO will review the requirements of the position and UWMM.
2. Once the position is authorized by the Board of Directors, it will be posted within the agency and advertised to the general public.
3. The CPO will be responsible for all hiring.
4. In the case of the CPO position, the Human Resource Committee and/or a committee appointed by the Board of Directors will be responsible for bringing a candidate to the Board for approval.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and/or the Board of Directors.

EMPLOYEE CLASSIFICATION

Section 100.4

POLICY:

UWMM will compensate employees who are entitled to overtime under the Federal Fair Labor Act (FLSA) and applicable state law (non-exempt employees). All employees are considered to be non-exempt employees unless their job responsibilities are such that they fall into a category of employees that is exempt from the overtime provisions of federal and state law (exempt) employees. Federal and state wage and hour law exempts bona fide executives and supervisors, administrative employees, professionals and outside sales persons from the wage and hour overtime pay provisions.

Regular Full-time employees: Employees are regular full-time if they are scheduled to work 35 to 40 hours each week.

Regular Part-time employees: Employees that are regularly scheduled to work at least 20 hours each week, but less than 35, are considered regular part-time employees.

Occasional Part-time employees: Employees regularly scheduled to work from 1 to 19 hours per week will also be considered to be un-benefited.

PROCEDURE:

1. Each employee will be informed through his/her job description of the employee's exempt/non-exempt status.
2. Non-Exempt Employees – All non-exempt employees are entitled to one and one half times their salary, on an hourly basis, for each hour worked in excess of 40 hours per week (Sunday through Saturday). All non-exempt employees are scheduled to work 40 hours per week or less and no overtime may be worked unless approved by the CPO in advance.
3. Exempt Employees – All exempt employees have an obligation to complete all of their duties in a professional manner without regard to the number of hours worked. Exempt employees are not eligible for overtime pay.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

PERSONAL INFORMATION

Section 100.5

POLICY:

It is UWMM's policy to maintain up-to-date personnel files for all employees.

PROCEDURE:

1. As an employee, it is your responsibility to keep your personal information up to date. Correct information will ensure that you have up-to-date opportunities for coverage in the retirement, insurance and other benefit plans. Please notify the Director of Finance should you have a change in any personal information including:
 - Name
 - Address
 - Telephone number
 - Marital status
 - Dependent information
 - Beneficiary
 - Emergency contact information

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

JOB DESCRIPTIONS

Section 100.6

POLICY:

It is UWMM's policy to provide job descriptions to all employees upon hire.

PROCEDURE:

1. Job descriptions are considered working documents. Each employee's adherence to the job description will be monitored regularly and formally reviewed during the annual performance evaluation.
2. Job descriptions will be updated more frequently when duties and responsibilities are substantially changed during the year.
3. Job descriptions will show exempt or non-exempt status.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO

PERFORMANCE EVALUATION

Section 100.7

POLICY:

Employees will have performance evaluations after hire and annually thereafter.

PROCEDURE:

1. Employees will receive an evaluation ninety (90) days after hire.
2. Employees will be encouraged to complete a self-evaluation prior to having their evaluation with their supervisor. The employee's supervisor shall encourage a participatory process before, during and after the review meeting. The employee's self-evaluation will become part of his/her review and will be filed in his/her personnel file.
2. Evaluations are designed to review past performance and plan for positive future growth. Goals shall be clear and measurable. Opportunities shall be taken to encourage on-going performance management during the year.
3. Written evaluations are to be complete by February 28th of each year.
4. Employees will receive a copy of the completed evaluation form.
5. The supervisor and/or CPO may determine if additional or more frequent performance evaluations are necessary to encourage increased performance management.

RESPONSIBILITY:

The administration of this policy is the responsibility of the Supervisor and/or CPO.

RETENTION AND SECURITY OF EMPLOYMENT RECORDS

Section 100.8

POLICY:

Official employment personnel files will be maintained in the administrative offices. These files are confidential and are available to authorized personnel only, e.g., CPO, Director of Finance and the Human Resources Committee.

An employee has the right to review any material in the employee's personnel file by making an appointment with the CPO.

PROCEDURE:

1. Except as required by law, release of information to non-organization personnel by the CPO will be limited to the following:

Verification of employment – Job title and dates of employment may be verified by the CPO or their designee. Responses may include provision of employment verification, and factual information contained in the file, provided the employee or former employer furnishes a signed authorization releasing such information. Only the information authorized for release will be released.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

PROHIBITION OF HARASSMENT AND INTIMIDATION

Section 100.9

POLICY:

It is UWMM policy to maintain a work environment free from all forms of harassment and intimidation. Harassment is prohibited in connection with any employee activity included to, but not limited to, relations with other employees, prospective employees, volunteers, members, vendors or people served. Any allegation of harassment will be investigated.

Harassment includes any repeated unwelcome or unwanted verbal or physical conduct based on race, color, sex, sexual orientation, age, religion, national origin, ancestry, physical or mental disability, veteran or marital status, or any legally protected status, that creates a hostile, offensive or intimidating work environment, or that substantially interferes with an employee's work environment.

Additionally, harassment based on sex includes attempts to control, influence, or affect the career, compensation or job of an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive environment based on unsolicited and unwelcome sexual overtones or conduct either verbal or physical.

Sexual harassment is illegal. It is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- * Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- * Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- * Such conduct has the purpose and effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment."

PROCEDURE:

1. It is your responsibility to speak with your CPO at once if you believe you are being subjected to sexual harassment. Any employee who believes that he/she is being harassed by a supervisor, co-worker, member, volunteer, person receiving services or a vendor should promptly take the following action.
 - a. Confront the harasser and ask him/her to stop. If you feel uncomfortable with confronting the harasser as outlined here, skip to b.
 - b. Document your complaint. Keep a log detailing the incident/s, what was said or done, who might have witnessed it and the date. Keep any related letters or memos.
 - c. Immediately contact your supervisor or the CPO.
 - d. All complaints will be handled in a timely manner. Information concerning your complaint will be released on a need to know basis only. Management personnel

needed for participation in the investigation, the alleged harasser, and possible witnesses may be contacted and therefore know of the complaint.

2. Employees should not discuss the complaint or the resulting investigation except for discussion necessary to conduct the investigation and make a decision. The purpose of this provision is to encourage the filing of valid complaints by protecting the privacy of the complaining employee to the extent possible as well as protect the reputation of any employee who wrongfully might be charged with sexual harassment.
3. The CPO or their designee will investigate your complaint promptly. If valid, she/he will determine remedies to be given and the sanctions to be imposed.
4. The complaining employee and the alleged harasser have the right to appeal the determination by writing a letter or memo delivered to the CPO within 10 days of the determination.
5. There will be no retaliatory measures taken against any employee who makes a report of harassment. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action, up to and including termination of employment. If you feel your complaint has not been appropriately handled by the organization, you may call the Maine Human Rights Commission at 207.624.6050.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

DISCIPLINARY PROCEDURES

Section 100.10

POLICY: UWMM reserves the right to discipline employees for violations of established organization policies, standards of work or actions that are dishonest, immoral, unsafe, illegal or lacking in good judgment.

Disciplinary action can consist of a verbal warning or a written warning, suspension or dismissal depending on the seriousness of the offence. It is the policy of UWMM to use a system of progressive discipline; however an employee may be suspended or dismissed immediately for any action that suggests that continued employment threatens another employee, the numbers of people that are served or would create an unfavorable working environment for other employees.

PROCEDURE:

The following steps will be followed in the processing of any disciplinary action:

1. The CPO will identify and investigate the incident or job performance behavior and gather pertinent facts.
2. The CPO will discuss the incident or job performance behavior with the employee.
3. The CPO will then issue a verbal warning, one or more written warnings or one of a series of more stringent actions, depending on the severity of the violation. These actions may include probation, suspension, demotion, reassignment or dismissal.
4. All disciplinary actions will be appropriately recorded in the employee's personnel file.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

OPEN DOOR POLICY

Section 100.11

POLICY:

It is UWMM's policy to provide an appropriate vehicle for employees to seek review of problems related to working conditions, supervision, co-workers and other work-related matters that have not been resolved in an informal manner.

PROCEDURE:

1. The employee should seek a resolution to the work-related problem with the person/s involved.
2. If the employee is dissatisfied, the concern should be presented in writing to the CPO within 10 days of the event or within seven days if related to employment separation. The CPO will respond within seven days if related to employment separation. The supervisor will respond in writing within seven days of receiving the document.
3. Within seven days of the CPO's written response to the employee, the employee may appeal in writing, the findings of the CPO. The CPO will investigate the facts and present a response in writing within seven days of receipt.
4. The decision of the CPO will be communicated verbally and in writing to the employee and all personnel involved in the process will be informed.
5. The concerned employee may be accompanied by a fellow employee at any step of the process.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

DRUG FREE WORKPLACE

Section 100.12

POLICY:

In order to provide for the health and safety of its employees, UWMM promotes a work place that is free of illegal drugs. UWMM will not tolerate or condone the unlawful manufacture, presence, possession, sale, intent to sell, purchase, intent to purchase or use of any controlled substance on UWMM property or while conducting UWMM business. Should an employee engage in such activity while on the job or while on UWMM property, disciplinary action will follow.

PROCEDURE:

1. Should an employee be found to have violated the policy relating to controlled substances, disciplinary action will follow, and UWMM may, solely at its discretion:
 - a. Require the employee to receive counseling or rehabilitation services or
 - b. Terminate the employment of the employee
2. If the employee receives counseling or rehabilitation services, periodic reports of the employee's continuing participation may be required.
3. The employee must agree, as a condition of continued employment, to abide by the provisions of this policy.
4. Should the employee be convicted of a violation of a criminal drug abuse statute based on activities occurring while on the job or while on UWMM premises, the employee further agrees to notify the CPO. The notification, made in writing and signed by the employee, must be made within five calendar days following the conviction.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

NON-SMOKING

Section 100.13

POLICY:

UWMM land and buildings are tobacco free.

PROCEDURE:

1. UWMM facilities and properties are considered nonsmoking areas.
2. The non-smoking policy applies to all employees, contractors, visitors and volunteers.
3. The use of tobacco and smokeless tobacco products are prohibited in the buildings and on the property of UWMM.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

OFFICE HOURS AND WORK SCHEDULE

Section 100.14

POLICY:

The standard workweek at UWMM is Monday through Friday. Office hours are 8:00 a.m. to 4:30 p.m.

PROCEDURE:

1. Changes in employee hours will be determined and approved by the CPO in writing, based on UWMM and employee needs.
2. There may be special circumstances requiring work outside the standard working hours.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

HOURS WORKED

Section 100.15

POLICY:

All employees will be responsible for completing bi-weekly time sheets and forwarding them to the Director of Finance by the designated time and date for the previous two work weeks.

PROCEDURE:

1. Time sheets are to be completed for each pay period. It is every employee's responsibility to enter any hours worked.
2. Employees are responsible for their own time sheets; completing someone else's or having someone else complete yours is a breach of organization policy and will result in disciplinary action.
3. Time sheets are the organization's legal record of hours worked. Intentionally reporting false information or altering time sheets is grounds for termination of employment.
4. Time sheets will be signed by the employee, checked by the Director of Finance and signed by the CPO.
5. Failure to turn in completed timesheet on time may result in the employee's timesheet being estimated by the Director of Finance and approved by the CPO. Any discrepancies found when the completed timesheet is turned in to the Director of Finance will be adjusted on the next regular pay date.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

PAYCHECKS

Section 100.16

POLICY:

It is UWMM policy to pay employees bi-weekly

PROCEDURE:

1. UWMM requires direct deposit of employee paychecks. An exception may be made for an employee where additional expense may be incurred.
2. Paychecks will be deposited on a designated day of the week
3. A payroll statement is issued rather than a paycheck.
4. If the scheduled day falls on a holiday, paychecks will be deposited on the preceding work day.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

BREAKS

Section 100.17

POLICY:

It is UWMM policy to plan for employees to take a 15 minute break during a six-hour shift. Unpaid 30 minute meal breaks must be taken when employees are scheduled to work over 6 hours. Meal breaks may be waived on a daily basis with approval by the CPO. This waiver must be noted on the Change of Hours form and initialed by the employee and CPO.

PROCEDURE:

1. It is the employee's responsibility to schedule rest and meal breaks.
2. Front desk coverage should be considered when covering breaks.
3. Should an employee need to leave their workstation for any reason during the scheduled work hours, the CPO or their assignee must be notified.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO or their assignee.

CHANGE OF HOURS

Section 100.18

POLICY:

All employees are responsible for communicating any change of hours from their regular work week to their supervisor utilizing a Change of Hours form. Change of Hours may include – working additional or fewer hours in one day or week, time without pay, change of regular workweek hours, planned sick time, or planned vacation time.

PROCEDURE:

1. The employee will fill out a Change of Hours form and forward to their supervisor for approval.
2. The supervisor will review for approval and return form back to the employee.
3. The employee will attach the Change of Hours form to his/her corresponding timesheet.
4. The employee will adjust his/her calendar to reflect the changes.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the employee's supervisor.

TRAINING

Section 100.19

POLICY:

It is UWMM policy to encourage employees to develop their knowledge, skills and abilities through training. Educational development will be included in employees' performance management plans. Local, in-state, web-based and out-of-state training opportunities can be availed pending employee's work schedule, time of year, relevance to job responsibilities and cost.

PROCEDURE:

1. Local, in-state and web-based training requests made be presented verbally directly with the employee's supervisor or CPO.
2. Out-of-state trainings are requested via the "Out-of-State Training Request" form and should be submitted in writing to the employee's supervisor or CPO. Estimated costs for all expenses should be determined and indicated on the form.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO or the employee's supervisor.

TRAVEL & BUSINESS EXPENSE REIMBURSEMENTS

Section 100.20

POLICY:

Business related expenses that are incurred by employees will be reimbursed; travel will be reimbursed at the federally approved reimbursement rate. Travel and business related expenses shall be appropriate in nature, properly approved and adequately documented.

PROCEDURE:

1. All employee expense reimbursement requests including travel will be made on a monthly Expense Report and approved by the CPO. The Treasurer will review the expenses incurred by the CPO.
2. Appropriate documentation/receipts are required for all expenses. Documentation is the responsibility of the employee submitting the reimbursement request. Odometer readings are an acceptable method of tracking travel. Other acceptable expenses may include parking, meals outside the "UWMM home", and accommodations for required overnight stays. Unacceptable expenses include supplemental room charges, such as in-room movies; meals in excess of per-diem limits; and alcoholic beverages.
3. Travel between an employee's home and primary work site is not reimbursed. When an employee travels between home and an alternative work site reimbursement shall be limited to those miles in excess of the employee's normal commute distance.
5. Whenever more than one employee and/or volunteer are traveling to the same destination it is expected that staff/volunteers will travel together to contain costs whenever possible.
6. Expense requests should be requested no later than 30 days from the date the expense was incurred. UWMM will not assume financial liability for delinquent expense requests without prior notification.
7. Certain expenses may be paid through the use of the corporate credit card. Such expenses are approved in advance and are subject to the same policies as expenses paid through employee reimbursement.
8. Additional details regarding travel and business expenses may be found in the Finance Policies and Procedure manual.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

VEHICLE INSURANCE

Section 100.21

POLICY:

Employees of UWMM must provide Proof of Insurance for their personal vehicle if she/he will be utilizing their vehicle for work-related business.

PROCEDURE:

1. Upon hiring, employees must provide a copy of their current vehicle Proof of Insurance card.
2. The Proof of Insurance card will be kept in his/her personnel file.
3. It is the responsibility of the employee to inform UWMM of any changes by forwarding an updated copy.

RESPONSIBILITY:

The administration of this policy is the responsibility of the Director of Finance.

TERMINATION OF EMPLOYMENT

Section 100.22

POLICY:

In the event that an employee voluntarily terminates their employment, the following procedure will be followed in order for the employee to be eligible for rehire.

PROCEDURE:

1. A signed written letter of resignation will be submitted to the CPO stating the employee's last day of work. Except under extenuating circumstances, a two weeks notice will be required.
2. An exit interview will be scheduled with the CPO.
3. Employees covered under UWMM's insurance policy will be required to turn in all insurance cards; coverage ends on the last day of the month of employment.
4. All organization property is to be returned by the last day of employment including but not limited to the keys, policy and procedure manual, office equipment, computer equipment, computer software and any other equipment that belongs to UWMM.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

MEDICAL BENEFITS CONTINUATION PRIVILEGES

Section 100.23

POLICY:

Due to the minimal number of employees and insurance carrier guidelines, UWMM is unable to provide benefit continuation (COBRA).

PROCEDURE:

1. Employees may request copies of verification of this policy.
2. This COBRA benefit policy should be explained to all employees prior to termination, voluntary or involuntary.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

REFERENCE REQUESTS

Section 100.24

POLICY:

The only individual authorized to respond to employment reference inquiries, whether written or verbal, is the CPO.

PROCEDURE:

1. Employees may be approached to provide references with respect to former employees. These inquiries, either written or verbal, must be forwarded without comment to the CPO, who will respond to the request.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

OUTSIDE EMPLOYMENT

Section 100.25

POLICY:

It is UWMM's policy to prohibit outside employment whenever a conflict of interest occurs. For employees who are in fulltime positions, it is expected that his/her position with UWMM is the primary employment.

PROCEDURE:

1. Should one wish to consider other employment, she/he must disclose the nature of the employment relationship with the CPO prior to considering and accepting such employment relationship.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

WORKING FROM HOME

Section 100.26

POLICY:

Performance of business work at home may be requested by employees.

PROCEDURE:

1. Permission by non-exempt employees to work from home will be submitted to the CPO in writing and determined by the CPO and based on the best interests of UWMM.
2. Home based work must be scheduled and approved in advance by the CPO.
3. In general, UWMM would prefer not to have business work leave UWMM premises due to confidentiality and work and safety concerns (i.e. Workers Compensation and liability coverage).

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO

CONFLICT OF INTEREST

Section 100.27

POLICY:

A conflict of interest occurs when an employee places his/her own personal responsibilities before the interests of UWMM and the people UWMM serves.

PROCEDURE:

1. Because a conflict of interest is such a serious matter, it is each employee's responsibility to avoid placing him/herself in a position that creates or could create a conflict of interest, either real or perceived.
2. Should a question exist regarding a potential conflict of interest, the CPO must be consulted immediately.
3. The final decision regarding potential conflict of interest rests with the Board of Directors.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

LIFE THREATENING ILLNESS

Section 100.28

POLICY:

It is a policy of UWMM to treat employees with life threatening illnesses, such as cancer, heart disease, AIDS and HIV infection as disabilities in accordance with our policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. In addition to the provisions of the EEO policy on non-discrimination and reasonable accommodation for disability, the following guidelines are intended to assist the CPO in maintaining a work environment that is responsive to the workplace issues created by life threatening illnesses and the concerns of employees who may request assistance.

PROCEDURE:

1. UWMM recognizes that a supportive and caring response from co-workers is an important factor in maintaining the quality of life for an employee with a life-threatening illness.
2. An employee's medical (health condition) is private and confidential.
3. An employee with a life threatening condition is under no obligation to disclose his or her condition to the supervisor or any other employee of the organization.
4. The organization will take reasonable precautions to protect such information from inappropriate disclosure. Everyone has a responsibility to respect and maintain the confidentiality of employee medical information.
5. An employee with a life threatening illness is expected to meet the same performance requirements applicable to other employees, with reasonable accommodation if necessary.
6. If an employee becomes disabled, the CPO will make reasonable accommodation, as with any other employee to meet established performance criteria. Reasonable accommodation may include, but not be limited to, flexible or part-time work schedules, leaves of absence or job reassignment.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

SECTION 200

JURY DUTY

Section 200.1

POLICY:

UWMM encourages all regular employees to fulfill their civic responsibility to occasionally serve as a juror. UWMM will continue to pay their regular compensation for regularly scheduled hours missed as a result of being called for jury duty or serving as a juror for up to 10 calendar days. Employees called to appear for jury examination will be paid for up to four hours of lost time.

PROCEDURE:

1. Upon receiving legal notice to serve, employees will present the notice to the CPO so that staffing can be arranged during the absence.
2. Should the absence from work create a serious difficulty to the organization, UWMM will correspond with the Clerk of Courts to attempt to arrange for the employee's dismissal from jury duty.
3. Employees are expected to return to work (if reasonably practical) on any given day or half day when not required to serve.
4. Upon completion of jury service, a copy of the pay voucher from the court will be required as proof of attendance.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

MILITARY LEAVE

Section 200.2

POLICY:

Employees who are members of the state military forces or in the United States Armed Forces Reserves will be given a leave of absence without pay when engaged in annual duty training days and on all inactive duty, full-time training duty and active duty training days. Additionally, employees who are called to or volunteer for active duty will be granted a leave of absence without pay. Reinstatement may be granted when employees report for work within 90 days of non-dishonorable discharge from active duty.

Due to the number of employees and non-profit statute, UWMM may need to hire a replacement during the employee's absence. UWMM will make every attempt to honor the intent of the return to work policy.

The above provisions are contingent upon the employee giving proper notice of the employee's absence. Proof of actual military duty will be required.

PROCEDURE:

1. Employees who serve in US military organizations may take the necessary time off without pay to fulfill this obligation. Employees may apply accrued but unused earned time to the leave if desired. However, there is no obligation to do so.
2. Employees are expected to notify their employer when aware of the dates of duty so that arrangements can be made for a replacement during that time.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

BEREAVEMENT LEAVE

Section 200.3

POLICY:

UWMM will provide employees an appropriate period of mourning and time to attend the funerals of relatives.

PROCEDURE:

1. Upon approval of the CPO, up to three consecutive calendar days leave with pay are allowed for bereavement after the death of a member of the employee's immediate family (parent, spouse, sibling, child, mother-in-law, father-in-law, grandparent or household companion).
2. The CPO may grant an exception if the employee has had a parental relationship with another relative.
3. The employee may use paid time off or request time off without pay if she/he wishes to attend a funeral of a close friend or other relative.
4. Bereavement absences are to be noted on the time sheet and also on the Change of Hours form.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

LEAVE FOR VICTIMS OF VIOLENCE

Section 200.4

POLICY:

It is UWMM's policy to grant leaves from work to victims of violence.

PROCEDURE:

1. UWMM will grant a reasonable and necessary leave from work, without pay, to an employee needs leave to prepare for or attend court proceedings, receive medical treatment, or obtain necessary services to remedy a crisis, if the employee needs to leave because the employee is a victim of violence, assault, sexual assault or stalking.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

FAMILY AND MEDICAL LEAVE

Section 200.5

POLICY:

Due to the number of employees at UWMM, UWMM is not obligated to provide Family Leave.

PROCEDURE:

1. Employees needing family or medical leave, including maternity/paternity leave (including adoption) may request the additional time.
2. Requests will be determined based on length of time requested, work obligations of the employee and other factors as requested.
3. Employees are entitled to use all sick time then may request up to thirty (30) calendar days without pay.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

WORKERS' COMPENSATION

Section 200.6

POLICY:

Every employee is covered by Workers' Compensation while on the job. When an employee becomes injured or ill as a result of a work related incident, it is UWMM policy to facilitate the employee's return to work. The appropriate and timely return of an employee is the responsibility of the employee, the Workers' Compensation insurance carrier and the CPO.

PROCEDURE:

1. The CPO will obtain the necessary approval from physician/s or other involved medical personnel for assessment before the employee may return to work.
2. If the employee is restricted in duties he/she may perform, the medical service provider will specify the type, nature and duration, if possible, of any restriction. The employee will be accommodated as appropriate.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

WORKERS' COMPENSATION RETURN-TO-WORK

Section 200.7

POLICY:

When an employee becomes injured or ill as a result of a work-related incident, it is UWMM policy to facilitate the employee's return to work. The appropriate and timely return of an employee is the responsibility of the employee and the CPO.

PROCEDURE:

1. The CPO will obtain the necessary approval from the physician/s or other involved medical personnel for assessment before the employee may return to work. In order for the employee to return to work, he/she must be cleared to return to work in either a fulltime or modified capacity.
2. If the employee is restricted in duties he/she may perform, the CPO will specify the type, nature and duration, if possible, of any restriction. The CPO will accommodate the employee as appropriate.
3. The employee may not be able to remain within the department where he/she was employed prior to the work-related incident. Appropriate job opportunities will be investigated by the employee and the CPO.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

SOCIAL SECURITY

Section 200.8

POLICY:

The U.S. Government operates a system of contributory insurance known as Social Security.

PROCEDURE:

1. As wage earners, all employees are required to contribute a set amount of weekly earnings to the trust fund from which benefits are paid. The organization is required to deduct this amount from each employee's paycheck and match that amount dollar-for-dollar, thereby paying one-half the cost of each employee's Social Security benefits.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and/or their designee.

UNEMPLOYMENT INSURANCE

Section 200.9

POLICY:

UWMM pays into a state fund that provides compensation to employees who lose their jobs for reasons other than gross misconduct.

PROCEDURE:

1. When employment is terminated for a reason other than gross misconduct, it is in the employee's best interest to file with the State for unemployment compensation. Eligibility is based, in part, on the employee's ability and willingness to work as well as the length of time the employee was employed with UWMM.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

SECTION 300

INCLEMENT WEATHER

Section 300.1

POLICY:

As a condition of employment, all employees of UWMM are expected to work at their assigned times and schedules regardless of the weather conditions. It is recognized that severe weather conditions in Mid-Maine may prevent employees from reporting to work or cause some employees to report late.

UWMM does not routinely provide salary for inclement weather absences.

PROCEDURE:

1. The CPO is responsible for making a weather/driving assessment and determining the strategy for the situation.
2. The CPO is responsible for notifying all employees of the assessment by 6:30 a.m. that may include delayed arrival, early departure or in the most severe weather not coming in at all.
3. If an employee determines that they are unable to get to work, they must use vacation time (or time without pay) to cover their lost salary and must report in by telephone to the CPO as for any other absence.
4. At the discretion of the CPO, they may be allowed to make up time during the week in which time was lost due to inclement weather.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

PROFESSIONALISM

Section 300.2

POLICY:

Regular attendance, discretion in dress and behavior are essential to the successful operation of UWMM.

PROCEDURE:

1. Employees may come in contact with others in the community at any time and are expected to present a professional image to the public. A professional appearance contributes to the positive impression we make on our members. Employees are expected to be suitably attired and groomed during working hours or when representing the organization.
2. Regular attendance is essential to the successful operation of UWMM. However some unplanned absences may be unavoidable, such as illness or personal emergencies. If an employee must be absent from work, it is necessary to notify the CPO as soon as possible before the normal business starting time.
3. Employees are responsible for contacting the CPO personally every day of the absence unless the absence has been approved in advance for a specific period of time. In the case of the CPO's absence the employee should contact the Director of Finance/Administration.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

NEPOTISM

Section 300.3

POLICY:

It is UWMM's policy to hire candidates who are well suited for employment. Relatives of employees may be hired, provided there is not a supervisory relationship between employees. A relative is defined for the purposes of this policy as parent, child, spouse, sibling, sibling-in-law, parent-in-law and grandparent.

PROCEDURE:

1. Should any two employees marry or otherwise become closely associated, one may not supervise the other.
2. This policy will be followed in accordance with UWMM's Equal Employment Opportunity Policy.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

FIREARMS

Section 300.4

POLICY:

Possession of weapons including, but not limited to firearms, presents the possibility of danger in the workplace. The possession of weapons is proper cause for disciplinary action up to and including termination of employment. Firearms are not allowed on organization property at any time.

PROCEDURE:

1. Employees may not carry firearms while working, keep them at their workstation, or have firearms in their personal vehicle during working hours if the vehicle is being used for UWMM business.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO

BULLETIN BOARDS

Section 300.5

POLICY:

UWMM maintains a Bulletin Board to post information of interest and importance to employees as well as those notices that are required by law.

PROCEDURE:

1. Employees are encouraged to read the information on the bulletin boards regularly.
2. Information of general interest may be posted with prior permission from the CPO.
3. No information may be removed, except by the person authorized by the CPO.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

CONFIDENTIALITY

Section 300.6

Policy:

The nature of our relationships with other partners requires careful maintenance of confidentiality. UWMM records, reports and accounts with donor, UWMM and/or partner agency financial information should be held in the strictest confidence and may not be removed, copied or distributed over e-mail without specific management approval.

PROCEDURE:

1. Employees are not to remove or make copies of confidential organization records, reports or documents without prior administrative approval.
2. Employees who are questioned about information believed to be confidential should discuss the request with the CPO prior to providing a response.
3. Employees are required to read, sign and abide by, the Ethics Statements approved by the Board of Directors of UWMM.

Responsibility:

The administration of this policy is the responsibility of the CPO.

PERSONAL LEAVE OF ABSENCE

Section 300.7

POLICY:

Leave without pay may be arranged for compelling circumstances.

PROCEDURE:

1. Employee must request the time in writing, stating the reason and date of anticipated return. The employee must also make recommendations regarding coverage of their most immediate work priorities.
2. Each case will be judged on an individual basis and conditions of leave may vary from case to case.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

SECTION 400
NON-MANDATED BENEFITS

EMPLOYEE HEALTH INSURANCE

Section 400.1

POLICY:

A group health plan is available to all non-exempt employees working in a full time capacity. (Plan is available for employee review).

PROCEDURE:

1. Newly hired employees will be eligible for coverage the first of the month following 30 calendar days of employment.
2. UWMM's contribution to the plan is determined annually by the Board of Directors.
3. Dental coverage is available to all full time employees and is 100% employee paid.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

LONG TERM DISABILITY INSURANCE

Section 400.2

POLICY:

All employees, working 20 hours or more, are covered by long term disability insurance.

PROCEDURE:

1. Eligibility for coverage occurs on the first day of the month once the employee has worked 18 consecutive work days within the preceding month.
2. The plan provides disability insurance benefits payable after three (3) consecutive months of disability due to a qualifying disability (additional information in plan on file).
3. Benefits are equal to 60% of the employee's salary, providing it does not exceed 120% of employee's recorded regular salary in effect 12 months prior to date employee ceased work.
4. Benefits are inclusive of any disability payments under benefits paid under any other plan on which the employee is covered. Payments are received monthly and continue until the employee returns to work, receives Social Security or SSI or reaches the age of 65.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

SHORT TERM DISABILITY COVERAGE

Section 400.3

POLICY:

Short term disability coverage will be in effect to bridge the gap between temporary disability and long term disability.

PROCEDURE:

1. Employees must have written proof of disability, medical condition and anticipated length of time away from work including a remedial plan if appropriate.
2. Leave may be granted up to ninety (90) calendar days with medical documentation.
3. Employee must use available vacation and sick time before eligible for coverage.
4. Short term disability consists of a period no longer than ninety (90) calendar days including sick time and vacation time.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

RETIREMENT BENEFIT

Section 400.4

POLICY:

Employees will receive benefits as outlined in the 403 (B) plan on file.

PROCEDURE:

1. UWMM will contribute to a 403 (B) plan for all employees who work 1,000 hours or more per year, after completion of one full year of employment provided the employee is over 21 years of age.
2. Employees may contribute to the plan on a tax-deferred basis.
3. UWMM contributions will be determined by the Plan Document and subject to review by the Board of Directors on an annual basis.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

VACATION TIME

Section 400.5

POLICY:

Vacations are provided and intended for periods of rest and relaxation for full time employees.

PROCEDURE:

1. Vacation time will be used following the year in which it was accrued.
2. Employees should take at least one full week of vacation each year.
3. All vacation time must be used in the year following the accrual. Vacation time is accrued in the following manner:
 - President/Chief Professional Officer*
 - 4 weeks (160 hours) after week 1 prorated from date of hire.
 - 5 weeks (200 hours) after ten (10) years of service
 - Regular Full-time employees*
 - 2 weeks (80 hours) after one (1) year
 - 3 weeks after five (5) years
 - 4 weeks after ten (10) years
 - Regular Part-time employees*
 - Same as regular full-time but prorated based on agreed upon FTE at hire (example: someone hired for 24 hours (or 3 days) per week would receive 6 paid days off after completing their first year of employment (i.e. 2 weeks)).
 - Occasional Part-time employees are not eligible for vacation time*
4. Scheduling should occur early in the calendar year to facilitate coverage of organizational responsibilities and should be submitted at least one month in advance. Employees are responsible for ensuring that the critical activities, functions and job responsibilities are assigned or delegated in their absence.
5. Requests should be submitted to the CPO. The CPO will make every effort for employees to take vacation as requested. In a conflict the CPO will make the final decision based on the order of requests, seniority or other valid business reasons.

NOTE: The exception to 400.5 #1 would be that grant funding is running out or the funded program within which they work is closing, then that employee would be required to take their accrued vacation before the conclusion of their work.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

UWMM Board reviewed and updated July 15, 2009

SICK TIME

Section 400.6

POLICY:

Sick time is provided to help protect employees and their families against loss of income due to illness, injury or disability.

PROCEDURE:

1. To qualify for this benefit, the employee must notify the CPO prior to the beginning of the work day and continue to keep them informed each day until returning to work.
2. It is permissible, with approval, to charge time to the employee's sick leave for the illness of a family member, up to five (5) days per year.
3. Sick time accrues at the rate of one day per month for a maximum of twelve (12) days for regular full-time employees. Sick time for regular part-time employees is prorated based on the agreed upon FTE at hire (example: if a regular part-time employee is hired for 3 days a week, they are eligible for 3 sick days per year). Sick time is not available for occasional part-time employees.
4. No sick time will be paid in the event of voluntary or involuntary termination of an employee.
5. A physician's note will be required releasing the employee back to work without restrictions for any illness or injury requiring 5 or more consecutive days of absence.
6. Unused sick time may be carried over with the maximum of 12 days accrual.
7. A physician's verification of illness may be required especially if the employee takes three or more consecutive days of sick time, when an employee takes additional time before or after a paid holiday or whenever the CPO deems it necessary.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

HOLIDAY TIME

Section 400.7

POLICY:

All state and federal holidays are observed and full time employees will receive paid time off. Part time employees will receive 20% of their weekly salary.

PROCEDURE:

1. The following holidays are observed. New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving (and the day following), and Christmas.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

SECTION 500

PERSONAL USE OF EQUIPMENT AND SUPPLIES

Section 500.1

POLICY:

UWMM discourages personal use of organization equipment and supplies and prohibits the abuse of such.

PROCEDURE:

1. UWMM telephone lines, equipment and supplies are reserved for organization business. While UWMM realizes that it may be necessary from time to time to make and receive personal telephone calls, personal telephone calls should be limited in number and duration.
2. UWMM realizes that it may be necessary from time to time to use organization equipment and supplies (i.e., copying several pages of personal material) the use of equipment and supplies should be limited as much as possible.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

VIDEO DISPLAY TERMINAL OPERATIONS

Section 500.2

POLICY:

UWMM will provide employees who are regular users of video display terminals education and training in the safe and proper use of a terminal and comfortable working conditions. Any employee, whose assigned duties require the employee to work at a terminal for four or more consecutive hours on any given day, will be considered a terminal operator and subject to the provisions of this policy.

PROCEDURE:

1. In order to inform all terminal operators on the proper and safe use of a terminal, the organization will provide training and education that will include:
 - a. An explanation or description of the proper use of a terminal and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use of terminals.
 - b. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator.
 - c. A written explanation of the rights and duties accorded to a terminal operator under State and Federal laws as well as the conspicuous posting of the latest laws in the work place.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and/or their designee.

ELECTRONIC MAIL

Section 500.3

POLICY:

UWMM maintains an electronic mail system. This system is provided by UWMM to assist in the conduct of business within the organization. The electronic mail system hardware is UWMM property. Additionally, all messages composed, sent, and received on the electronic mail system are and remain the property of UWMM. They are not the private property of any employee.

PROCEDURE:

1. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations.
2. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, derogative gender-specific comments or any other comments that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
3. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
4. UWMM reserves and intends to exercise the right to review, audit, interrupt, access and disclose all messages created, received or sent over electronic mail for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed with UWMM without the permission of the employee.
5. The confidentiality of any messages should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the agency or they are invalid and cannot be used. Notwithstanding UWMM's right to retrieve and read electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the CPO. Employees shall not use a code, access a file or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission.
6. All computer pass codes must be provided to the Director of Finance. No pass codes may be used for that is unknown to UWMM.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

INTERNET CODE OF CONDUCT

Section 500.4

POLICY:

Access to the internet has been provided to the employees for the benefit of UWMM. It allows employees and volunteers to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the organization's public image and to use the internet in a productive manner.

PROCEDURE:

1. Employees accessing the internet are representing UWMM. All communications should be for professional reasons. Employees are responsible for seeing that the internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official UWMM business or to gain technical or analytical information. Databases may be accessed for information as needed. E-mail may be used for business contacts.
2. The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-UWMM business or any use of the internet for personal gain is strictly prohibited. Use of the internet must not disrupt the operation of UWMM's network or the networks of other users. It must not interfere with your productivity.
3. Each employee is responsible for the content of all text, audio or images that they place or send over the internet. Fraudulent, harassing or obscene messages are prohibited. All messages communications on the internet should have your name attached. No messages are to be sent in an assumed name. Users may not attempt to obscure the origin of any message. Information published on the internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the internet.
4. To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be approved and installed by the CPO's designee.
4. Copyrighted materials belonging to entities other than UWMM may not be transmitted by employees on the internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from UWMM or legal action by the copyright owner.
6. All messages created, sent or retrieved over the internet are the property of the organization and should be considered public information. UWMM reserves the right

to access and monitor all messages and public files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communication including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

7. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes or sexual preferences may be transmitted.
8. Employees shall not use a code, access a file or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to the Director of Finance. No pass codes may be used for that is unknown to UWMM.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Director of Finance.

COMPUTER SOFTWARE DUPLICATION

Section 500.5

POLICY:

A copyright holder retains certain exclusive rights, including the right to make and distribute copies. The copyright law states that it is illegal to make or distribute copies of copyright material without authorization. The only exception is the user's right to make up a back-up copy for archival purposes if not already provide by the manufacturer. UWMM prohibits the illegal duplication of software.

PROCEDURE:

1. UWMM licenses the use of computer software from a variety of outside companies. UWMM does not own this software or it's related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it. Employees may use software only in accordance with the related license agreement.
2. Employees learning of any misuse of software or related documentation within UWMM are to notify the CPO.
3. According to U.S. copyright law, unauthorized duplication of software can be subject to civil damages and criminal penalties.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and the Finance Director.

ERGONOMIC EQUIPMENT

Section 500.6

POLICY:

UWMM will provide ergonomic equipment for each employee appropriate to the position each employee fills.

PROCEDURE:

1. All employees will be provided with the basic ergonomic equipment and supplies required for their job, which may include, upon request of the employee:
 - a. Monitor glare screen
 - b. Copy holder
 - c. Ergonomic Chair
 - d. Mouse pad with wrist rest
 - e. Keyboard wrist rest
2. Additional ergonomic equipment and/or supplies may be requested from the CPO in writing. In some instances, a work station evaluation may be conducted by an independent third party. Costs incurred by having an independent third party conduct a work station evaluation will be paid by UWMM.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO and/or their designee.

CELL PHONE USE

Section 500.7

POLICY:

UWMM prohibits the use of cellular phones while working in any way that violates federal, state or local laws or that is otherwise unsafe. This policy outlines the safe use of personal cellular phones while working.

PROCEDURE:

1. While working, employees are expected to exercise the same discretion in using cellular phones as is expected for the use of organization phones. Excessive personal calls during work time, regardless of phone used, can interfere with employee productivity and be distracting to others.
2. UWMM will not be liable for the loss of a personal cellular phone brought into the workplace.
3. Employees who separate from employment with outstanding debt for unauthorized phone charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of loss.
4. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using a hand held cellular phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before accepting or placing a call.
5. Special care should be taken in situations where there is traffic, inclement weather or the employee is traveling in unfamiliar territory. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.
6. Employees who are charged with traffic violations resulting from the use of their cellular phone will be solely responsible for all liabilities that result from such action.

RESPONSIBILITY:

The administration of this policy is the responsibility of the CPO.

UPDATED POLICY AND PROCEDURE CHANGE

NAME OF POLICY TO BE CHANGED:

Rationale for Change:

NEW POLICY:

PROCEDURE:

RESPONSIBILITY:

Submitted by: _____
President/CPO

Date: _____

Approved by: _____
Board of Directors
Board Chair

Date: _____

FILING INSTRUCTIONS:

This policy supersedes all previous policies on this subject. This policy will be filed in Section _____ of the Policies and Procedures Manual.