

The A.D. Henderson Foundation, Inc.

Personnel Policy

I. INTRODUCTION

This personnel policy has been adopted by the Board of Trustees to cover all full-time or salaried employees of the Foundation. The Personnel & Compensation Committee of the Foundation has the responsibility to administer this policy, and may make exceptions with Board approval. While our goal is to provide a comprehensive personnel policy with a fair approach to compensation and benefits, the Foundation has the discretion to amend, supplement, modify, change or eliminate work rules or provisions described in this personnel policy, or any other employment benefits, without prior notice and with immediate effect.

No provision in this personnel policy is intended to create a contract between the Foundation and any employee. Nothing in this personnel policy binds the Foundation or any employee to any specific procedures, policy, benefit, working condition, or definite period of employment. You are employed-at-will, meaning that as an employee, you and the Foundation are free to terminate your employment at any time and for any reason, except those prescribed by law. No representative or agent of the Foundation, other than the President, can authorize or sign an employment agreement contrary to the above terms, or otherwise make any binding offer of employment for a specific term. To be effective, any agreement altering the terms and provisions of this personnel policy must be in writing and signed by the President. The President is engaged, evaluated, and terminated by the Board of Trustees and shall carry into effect all directions and resolutions of the Board of Trustees and Officers of the Corporation.

The Personnel & Compensation Committee, with Board approval, has the power to employ, remove, and suspend all employees of the Foundation; to determine the duties and responsibilities of all employees; to create such titles as will enable the employees to execute their duties and responsibilities; and to fix and change the compensation of all employees.

II. CONDITIONS OF EMPLOYMENT

A. Selection. The President and the Personnel & Compensation Committee, with Board approval, selects all employees. The Foundation will consider candidates for employment on their individual merits and qualifications without regard to race, age, sex, national origin, religion, disability, color, ancestry, marital status or sexual orientation. The Foundation is an equal opportunity employer.

B. Discrimination/Harassment. A basic principle governing relationships at the Foundation is that each individual will be treated with fairness and respect. Any incident or situation that is believed to involve illegal discrimination or harassment of a sexual nature, or otherwise, because of the above described characteristics – by a co-worker, a supervisor, or third parties on the premises over whom the Foundation has control – should be brought to the immediate attention of the President or a member of the Personnel & Compensation Committee for investigation and appropriate corrective action, without retaliation for making a complaint.

C. Hours and Days of Work. The normal work day is 8 hours, 9 a.m. to 5 p.m., with a one hour lunch period. The normal work week is 40 hours, Monday through Friday; however, full-time or salaried employees may be slated to work a different schedule.

D. Performance Review. Employees will receive a performance review after 90 days of employment, and thereafter annually, at the discretion of the Personnel & Compensation Committee. Administered by the Personnel & Compensation Committee, performance reviews will be used to make recommendations to the Board for approval of any salary increases and/or increased responsibilities, based on the employee's job description. Employee performance evaluations will be used to set performance goals, document employee's performance, provide the employee with feedback concerning the quality and quantity of work, and establish future performance goals.

E. Termination – Voluntary. If an employee voluntarily resigns, the employee should give two weeks written notice. Employees who resign after giving the proper two weeks' notice will be paid for any accrued but unused Paid Time Off (PTO) (maximum of 30 days). Failure to give a two week notice will result in forfeiture of any accrued but unused PTO. Employees who give proper notice with resignation may be instructed by the Foundation not to work out the full two week notice. In this case, the employee will still be paid for any accrued but unused PTO.

F. Termination – Involuntary. Any employee may be terminated by the Foundation at any time with or without reason. A terminated employee's final check will not include any accrued but unused PTO. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of employee misconduct that will result in disciplinary action from the Foundation up to and including termination of employment.

- Unsatisfactory Performance Evaluation;
- Theft, destruction or misuse of property owned by the Foundation or other employees;
- Providing the Foundation with false, misleading or incomplete information in connection with assigned work or personnel matters, or falsifying or improperly altering official records or business documents;
- Fighting or threatening violence in the workplace, or verbally abusing another employee or visitor to the workplace;
- Violation of safety rules, or other actions which create an unreasonable risk of personal injury or illness to the employee or others;
- Working while impaired by the influence of alcohol;
- Distribution, or use of illegal drugs;
- Insubordination or other disrespectful conduct, or consistent failure to follow directions of a supervisor;
- Boisterous or disruptive activity in the workplace;
- Engaging in behavior which is detrimental to office morale and discipline, including undermining supervisors, gossiping, bickering, rudeness and lack of personal discipline;
- Poor attendance;
- Three consecutive days of absence without notice to the Foundation is considered job abandonment and is cause for immediate dismissal from employment.

Dismissal of staff is handled by the Personnel & Compensation Committee, with Board approval. Upon dismissal, an employee must return all keys, parking pass, credit cards, computers, and any other property of the Foundation.

III. EMPLOYEE BENEFITS PROVIDED BY THE FOUNDATION

A. Health and Welfare Benefits. Full-time or salaried employees are eligible to participate in health and welfare benefits in accordance with the specific provision of each benefit plan after 90 days of employment. The Foundation provides a group health insurance policy. No stipend/reimbursement will be offered if an employee elects to opt out of the Foundation's coverage. Dependent coverage shall be at the employee's expense. ***All benefits are subject to change at the sole discretion of the Foundation and no contract with an employee is intended or implied.***

B. Payroll. The pay period is bi-weekly (Sunday to Saturday). Pay will be directly deposited every other Monday. If Monday is a non-workday, payroll will be directly deposited on the prior Friday.

C. Paid Time Off (PTO). The Foundation believes in promoting a balance between employees' home and work lives by using a system called PTO. Each calendar year, employees are given PTO based on length of service, instead of separate days off for vacation, personal, and sick time. Employees are encouraged to use PTO in the year it is earned; however, the Foundation recommends that each employee carry over at least five days in case of illness. Employees with unused PTO as of December 31st have the option to carry over a maximum of ten days per year but cannot accrue more than a total of 30 days.

PTO requests must be submitted in writing to the Operations Manager (or in his/her case to the Personnel & Compensation Committee) in advance of leave. A maximum of two consecutive weeks is permitted – beyond this, approval is required from the Personnel & Compensation Committee. PTO may also be used for occasions which require the employee to be the primary caregiver for a member of the immediate family (parent, sibling, spouse, life-partner, child, grandparent, grandchild, or corresponding in-law relationship) who is ill or incapacitated. In the event of an unplanned absence, notification (phone or email) must be given to the Operations Manager or the Personnel & Compensation Committee before 10:00 a.m. The employee may be required to furnish medical certification from the attending licensed medical practitioner in the event of any prolonged or repeated absences. PTO can be used in ¼ day increments (2 hours = 1/4, 4 hours = 1/2, 6 hours = 3/4, 8 hours = 1).

PTO is based on a normal five day work week, and is provided to all full time or salaried employees as follows:

- 6 months to 1 year of service = 16 days
- 1 to 5 years of service = 21 days
- 6 to 10 years of service = 26 days
- Over 10 years of service = 31 days

In addition to PTO, nine hours each school year is available to each full time or salaried employee for involvement with schools as a parent or volunteer. This leave may not be used for other purposes and may not be accumulated from school year to school year. It is available at the beginning of each school year.

D. Holidays. The Foundation offices are closed on the following nine days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve or appropriate holiday
- Christmas Day or appropriate holiday
- The day after Christmas or appropriate holiday

Should any day(s) fall on a weekend, the President will determine an appropriate weekday alternative. Full-time or salaried employees are paid for these days off.

E. Jury Duty. It is the general consensus of the Foundation that it is the civic duty of all citizens to serve as a juror if so selected by the court. Time taken for jury duty is treated as a paid absence for full time or salaried employees. Employees are paid for the time they are absent for jury duty, less the amount they receive for performing jury duty service. Employees must give advance notice of the need for time off for jury duty. A copy of the summons must accompany the request, so that

arrangements can be made to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

F. Family and Medical Leave. When extended time away from work is needed because of a serious health condition of a spouse, life-partner, child, or parent; or because of an employee's own serious health condition, additional leave may be granted. As soon as an employee becomes aware of the need for family and medical leave, he or she must submit a written request to the Personnel & Compensation Committee. To be eligible for family and medical leave, an employee must have been employed by the Foundation on a full time or salaried basis for at least one year. Eligible employees may request up to 12 weeks of unpaid leave within any 12 month period of time. Family and medical leave may be taken in blocks of time, or by reducing an employee's normal weekly or daily work schedule, subject to approval by the Personnel and Compensation Committee. Employees with accrued unused PTO are required to take this time as part of the leave. PTO is taken first and subtracted from the total approved leave. Paid holidays are not provided to employees who are on family and medical leave and PTO does not accrue during the leave. If an employee participates in the group health plan, the Foundation will maintain coverage under the plan during family and medical leave. If the leave is unpaid, the employee must make arrangements to pay his/her portion of the premium by the first of each month. Any outside or supplemental employment during family and medical leave is prohibited and may result in immediate termination of employment.

G. Maternity/Paternity Leave. The Foundation provides full time or salaried employees with their regular pay for up to 12 weeks of maternity/paternity leave when extended time away from work is needed because of the birth or placement of a child. As soon as an employee becomes aware of the need for maternity/paternity leave, he or she must submit a written request to the Personnel & Compensation Committee. To be eligible for maternity/paternity leave, an employee must have been employed by the Foundation on a full time or salaried basis for at least one year. Maternity/paternity leave must be concluded within 12 months of the birth or placement. Maternity/paternity leave may be taken in blocks of time, or by reducing an employee's normal weekly or daily work schedule, subject to approval by the Personnel and Compensation Committee. If an employee participates in the group health plan, the Foundation will maintain coverage under the plan during the maternity/paternity leave. Any outside or supplemental employment during maternity/paternity leave is prohibited and may result in immediate termination of employment.

IV. OTHER EMPLOYEE INFORMATION

A. Record Keeping. Each employee's job description will be kept in a personnel file along with a resume, evaluations, memos concerning the individual, date of employment, termination date, and any other pertinent information. Each employee's personnel file is accessible upon request, but may not be removed from the administrative offices.

B. Travel Allowance. When traveling on approved Foundation business that requires staying overnight, the Foundation reimburses the employee for the full cost of hotel accommodations, travel (airfare, train, taxi, mileage, etc.), and meals, provided they are within the reasonable guidelines established by the Board of Trustees. When traveling on approved Foundation business that does not require an overnight stay, the Foundation reimburses the employee for expenses, such as mileage and meals, provided they are within the reasonable guidelines established by the Board of Trustees. A receipt must be provided and attached to an expense report when reimbursement is requested. Employees using a personal vehicle for business are reimbursed at the mileage rate approved by the Internal Revenue Service.

C. Conference Allowance. Full-time or salaried employees are permitted a budget not to exceed \$2,500 annually for professional development related to attendance at seminars, workshops and other related activities. If expenses are to exceed \$100 the employee must obtain prior written approval from the President or Treasurer. The written approval must be attached to the expense

