



EMPLOYEE HANDBOOK

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Eau Claire Community Foundation

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INTRODUCTION

WELCOME TO THE EAU CLAIRE COMMUNITY FOUNDATION!

We are pleased you have decided to become a member of our team at the Eau Claire Community Foundation (ECCF). There are many benefits to working with a community foundation, and we hope your association with us will be challenging, rewarding, and interesting.

Our goal is to bring together charitable donors and non-profit organizations. Our continuing success depends on a high degree of concern for those we serve, our viability, and our professionalism. We want and need your input on how to improve our service, as well as on how to make ECCF a great place to work. Your participation and involvement are welcomed.

We have a very strong commitment to the community and to personalized service. This includes not only the work we do, but also the timeliness and accuracy with which our work is performed. In order to maintain this level of service, each of us must be flexible in performing a variety of tasks. We all benefit from cooperation.

Everyone at ECCF plays an important role in our continuing success. We are counting on you to put forth your best effort for the community, and for the people we serve -- they are what make this foundation possible.

Thank you,

The Board of Trustees

WHY THE EAU CLAIRE COMMUNITY FOUNDATION WAS STARTED

For several years, citizens of the community of Eau Claire discussed the need for a community foundation to provide a vehicle for financial planning for charitable donors and recipients. Their vision was an organization that would work with other community non-profit organizations without competing with them for funds. Two key events served as a catalyst for the formation of our foundation.

First, the Hobbs Foundation, which over a 35-year period gave more than \$5 million to local charities, youth groups, and municipal projects, made its final donation in 1995.

Second, an Eau Claire couple offered to make a significant gift if a community foundation was formed to receive it. The couple, aware of the value of foundations, wanted to see their gift have the impact they knew it could have as part of a community foundation.

The first Board of Trustees meeting was held in January 1997. The Trustees established a goal of finding 25 Society of Founders members by December 31, 1998—each of whom would give a \$10,000 (or more) unrestricted contribution, payable over five years, without reducing their other community support. Sixty-four Society members made total pledges of over one million dollars and the Eau Claire Community Foundation became a reality.

WHAT WE ARE

The Eau Claire Community Foundation is a publicly supported philanthropic institution governed by a board of community volunteers, chosen to be representatives of the public interest and for their knowledge of the community. It administers funds contributed or bequeathed by individuals, agencies, corporations, and other sources.

MISSION

We strengthen our community by offering Donors opportunities to establish charitable legacies, by making grants, and by serving as a catalyst to address community needs.

VISION

The Eau Claire Community Foundation will be widely recognized in the area as the leading community resource promoting philanthropy, collaboration and innovation, and building endowments.

ABOUT THIS HANDBOOK

This handbook is intended to provide you with a general understanding of our personnel policies. You are encouraged to familiarize yourself with its contents, as it will answer many questions concerning your employment at ECCF.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and does not create contractual obligations. In order for us to have the necessary flexibility to respond to our changing work situations, the Board of Trustees retains the right to change, revise or stop any of the policies or benefits described in this handbook at any time we feel it is necessary to do so.

If you have any concerns or suggestions related to this handbook, you are encouraged to discuss them with your supervisor.

OUR EMPLOYMENT PHILOSOPHY

Our personnel policies at ECCF are based on the belief that our employees are vital to the success of the Foundation. Our policy is to:

- Recognize you as an important part of the ECCF team.
- Periodically review your performance to let you know where you stand with us.
- Provide a safe, efficient, and pleasant work place.
- Encourage you to expand your knowledge of Foundation functions through educational opportunities.
- Establish and maintain an “open door” environment.
- Encourage high quality service to the community.
- Conduct business ethically and avoid conflicts of interest or the appearance of such conflicts.

YOUR ROLE AND OUR EXPECTATIONS

We are a community-based organization that relies on building strong working relationships to enable us to provide unique opportunities to improve the quality of life in the Eau Claire Community. Our employees play an integral role in achieving our goals. As part of that role, we expect you to:

- *Treat our donors and recipients with respect.* They are why ECCF exists. Our donors provide the means for us to continue sponsoring meaningful programs in the Eau Claire Community. Our grant recipients benefit from the gifts we receive. Both are to be treated with the utmost respect, courtesy, promptness, cooperation, friendliness, and confidentiality.
- *Be a Good Organization Citizen.* ECCF is committed to being a good organization citizen, summed up in our vision for our organization social responsibility: We care for our employees, volunteers, donors, our community, and the environment in everything we do. By connecting donors and charities we strive to minimize the impact on the environment, contribute back to our community and value our employees, volunteers and donors. We continue to build on our legacy and our dedication to assisting our community thrive through collaboration with other non-profit organizations and supporting donors in their efforts to support our community.
- *Provide for Inclusion and Diversity.* ECCF creates an environment where all employees, volunteers, donors, and our community are valued and respected through Inclusion and Diversity. Diversity is the differences that a workforce brings together – including men and women from different nationalities, cultures, ethnic groups, lifestyles, generations, backgrounds, and abilities. Inclusion is the environment we create to allow these differences to thrive, by providing opportunities to create organizational success.
- *Do your job well.* You are here because of your abilities and expertise. We need you to be at work as scheduled, understand and perform your job very well, and constantly think of ways to do improve your work.
- *Help make this a good place to work.* Each one of us is part of what we call our "work environment" and has an impact on our co-workers and how they feel about working here. By cooperating with each other, finding ways to help out even when not asked to, by knowing and respecting each other's strengths and weaknesses and treating each other with courtesy, we can each do our part to make this a pleasant and rewarding place to work.
- *Represent the Foundation positively.* Your image and presentation make a big difference in how you are perceived by our donors and recipients. Your appearance, attitude, courtesy, and personal hygiene make an impression on others -- about you personally AND the Foundation. Make it positive!

ABOUT OUR OPEN DOOR POLICY

We are committed to promoting and practicing an "open door" attitude among all our employees at ECCF. We recognize that whenever people work together, there are bound to be some differences of opinion and occasional problems.

If you have a question, concern, or problem related to your employment or the Foundation in general, you are strongly encouraged to openly and honestly discuss the situation directly with your supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with others who don't have the authority to deal with it can be very frustrating, for you and your supervisor. If you are uncomfortable talking to your supervisor about the problem or the concern remains unresolved, you can address your concern with the Board Chair or the Personnel Committee Chair. We encourage working directly with your supervisor, but we recognize occasionally, circumstances may warrant otherwise.

EMPLOYMENT CATEGORIES

Each employee at ECCF is in one of the employment categories described below:

REGULAR FULL-TIME employees are regularly scheduled to work an average of 28 or more hours per week. They are eligible for all applicable legally mandated benefits and for Foundation-sponsored benefits, subject to the terms, conditions and limitations of each benefit program as specifically outlined in plan documents and summarized in the BENEFITS section of this handbook.

REGULAR PART-TIME employees are usually scheduled to work less than 28 per week. There may be some fluctuation in work hours to fill in for absences of other employees or busy periods. They are eligible for applicable legally mandated benefits and a limited number of Foundation-sponsored benefits. See the BENEFITS section or the appropriate plan document for clarification.

TEMPORARY employees are hired to work for a specified period of time, such as during a particularly busy period or for the summer, or to work on a more-or-less "as needed" basis. Hours may vary from week to week. Temporary employees receive all applicable legally mandated benefits but are ineligible for Foundation sponsored benefits.

In addition to the categories outlined above, each job is designated as either **exempt** or **non-exempt** from the Federal Fair Labor Standards Act and State Wage and Hour Laws.

NON-EXEMPT: Employees in non-exempt jobs are paid on an hourly basis and are entitled to overtime pay for hours worked over 40 in a work week.

EXEMPT: Employees in exempt positions are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

CONDITIONS OF EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Foundation is an equal opportunity employer. Candidates for employment or promotion will be considered on the basis of merit, qualifications and competence and without regard to sex, gender, sexual orientation or preference, race, color, religious creed, national origin, ethnic group identification, citizenship status, ancestry, age, marital status, pregnancy, medical condition, mental or physical disability, veteran status or any other real or perceived characteristic or association protected by applicable state or federal law or local ordinance.

STANDARDS OF PROFESSIONALISM

In line with our principles and values, we expect employees to act only with the highest integrity and ethical standards. We should treat each other, volunteers, vendors and others that we come into contact with at work with dignity and respect. The manner in which you conduct yourself should create a favorable and lasting positive impression of ECCF. The continued success of ECCF depends on the quality, integrity, expertise and professionalism of our staff.

Written communications must meet the highest standards of accuracy and neatness. Individuals who telephone ECCF must receive prompt and courteous attention and a helpful and meaningful response. Individuals who visit ECCF must always be treated with deference, tact and courtesy.

All employees should present themselves in a professional and efficient manner. Respect and thoughtfulness towards your fellow workers will always be expected. To maintain our integrity standards, conduct that is illegal or unethical will not be tolerated.

POLICY REGARDING SEXUAL AND OTHER FORMS OF HARASSMENT

We are committed to providing a work environment that is free of discrimination and harassment. ECCF expects that all employees will treat each other with fairness and respect. Harassment on the basis of race, religion, color, gender, age, national origin, disability, or any other legally protected characteristic, or as otherwise provided under state or local law, will not be tolerated and is strictly prohibited. Harassment is contrary to the policy of ECCF. The organization strives to foster a work environment free of harassment, discrimination, intimidation, and insult. Harassment is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment, and discrimination.

Sexual harassment includes unwelcome conduct such as unwanted sexual advances, requests for sexual favors, offensive touching, or other visual, verbal, or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in company or activity; or
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

Harassment or discrimination creates unacceptable stress for the entire organization, adversely affecting morale, demeans individual so treated, and could cause potentially devastating costs to the Organization. ECCF believes courteous, mutually respectful, pleasant, non-coercive interactions between employees will best serve the well-being of each individual and the ECCF.

All ECCF employees are responsible for helping to assure we avoid harassment of any kind. If you feel you have experienced or witnessed harassment, immediately notify the Executive Director, Board Chair, or Personnel Committee Chair. We forbid retaliation against anyone who has reported harassment. Our policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, we will keep complaints and the terms of their resolution confidential. If an investigation confirms harassment has occurred, the Eau Claire Community Foundation will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate.

EMPLOYEES WITH DISABILITIES

The Foundation will comply with applicable laws ensuring equal employment opportunity for individuals with disabilities. The Foundation will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee, unless undue hardship on the Foundation will result.

RELIGIOUS ACCOMMODATIONS

ECCF will make reasonable efforts to accommodate the religious practices of our Employees. Whenever an employee requests an accommodation, the ECCF will consider such possibilities as time off or change in job assignment. Based on the particular facts in each case, we will determine whether a requested accommodation would create an undue hardship.

GRIEVANCES

An employee is expected to follow the Foundation's chain of supervision by first contacting the Executive Director regarding any action, occurrence, or attitude either expressed or implied which is perceived as unfair or inequitable on the job.

If a satisfactory agreement for resolution cannot be made through the Executive Director, the

employee may appeal in writing to the Executive Committee which shall meet, hear and review all evidence presented by the employee and Executive Director.

If action by the Executive Committee is unsatisfactory to either party, a final appeal may be made in writing to the Chair, who shall call a meeting of the Board of Trustees to review the evidence and the decision of the Executive Committee. The decision of the Board will be final.

The Foundation's chain of supervision is as follows as it relates to handling grievances:

1. Executive Director
2. Executive Committee
3. Board of Trustees

CONFIDENTIALITY POLICY

All employees of ECCF are required to respect and maintain the confidentiality of all information, including but not limited to, business documents, reports, records, files, correspondence and communications, to which the employee has access in carrying out responsibilities and duties both during and after employment with ECCF. None of the aforementioned may be copied or removed from the premises of ECCF. The only exception to this rule is if the Executive Director, employee or other representative of the Foundation is meeting an individual or group for a Foundation purpose outside the office location.

All employees are expected to show the highest regard for the privacy of each client, donor, and grant recipient and will strictly observe the confidentiality of records and other information associated each donor or entity. Confidentiality is essential to the sound relationship with our clients and donors; it is also a legal and ethical matter of the utmost importance. All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of business operations. Care should be taken to prevent confidential discussions from being overheard by other clients, donors, volunteers or staff members who are not involved. Any other discussion of confidential information or similar violation of these standards will result in immediate dismissal.

All employees are required to read, acknowledge, and sign the separate Confidentiality Agreement for Board of Trustees, Community Advisors, Contractors, and Employees. To review the Confidentiality Agreement in its entirety see the attachments listed in the back of this handbook.

WHISTLE-BLOWER POLICY

ECCF will investigate any suspected fraudulent or dishonest use or misuse of its resources or property by staff, board members, consultants, or volunteers. Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (that is to be a "whistle-blower").

Concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the Executive Director, Board Chair, or any member of the Board. To facilitate reporting of suspected violations where you wish to remain anonymous, a written statement may be submitted to one of the individuals listed above; however, you should realize it is more difficult for ECCF to investigate an anonymous complaint.

All relevant matters, including suspected but unproved matters will be reviewed and analyzed, with documentation of the receipt, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person.

ECCF will use its best efforts to protect whistle-blowers from retaliation. Whistle-blowers who believe they have been retaliated against may file a written complaint with the Board Chair. Any complaint of retaliation will be promptly investigated and appropriate corrective measures will be taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit ECCF from taking action, including disciplinary action, in the usual course of business.

To review the Whistle-Blower Policy in its entirety see the attachments included in the back of this handbook.

CONFLICT OF INTEREST

ECCF recognizes that Trustees, employees, committee members, and their families are involved and play an active and vital role in the community. From time to time, potential conflicts of interest may arise for one or more Trustees, employees, or committee members. It is the Foundation's policy to deal with each conflict of interest in as open and appropriate a way as possible.

The purpose of the policy is to protect the integrity of the Eau Claire Community Foundation's decision-making process and to enable our constituencies to have confidence in our integrity. Staff members who may gain privileged information by virtue of his or her roles shall not use that privileged information for personal or professional gain and shall hold such information confidential.

Completion of the Conflict of Interest Disclosure Statement is required annually by Trustees, committee members, and staff. To review the Conflict of Interest Policy and Disclosure Statement in its entirety see the attachments included in the back of this handbook.

DOCUMENT PRESERVATION AND RETENTION

It is a crime to alter, cover up, falsify, or destroy any document to prevent its use in a legal proceeding. Violation of this policy may result in civil and criminal sanctions against ECCF and you, and disciplinary action up to and including termination. Each employee has an obligation to promptly notify the Executive Director of any potential or actual litigation, external audit,

investigation, or similar proceeding involving ECCF. The Executive Director will provide you with a document retention schedule. If you do not have a copy, please ask for one. The schedule is intended as a guideline and may not contain all records ECCF may be required to keep. Questions regarding retention of documents not listed in the schedule should be directed to the Executive Director.

USE OF EQUIPMENT

All of ECCF's business equipment, such as copiers, facsimile machines, computer systems (including mail, internet systems, and electronic storage), and telephone equipment (including voicemail) are the company's property and are to be used solely for business related purposes. There is a cost to the organization associated with the use of all of its business equipment, and the equipment must therefore be used only for business reasons. Please note that you should not expect that the organization's business equipment will afford you any privacy with respect to personal matters; all of ECCF systems are accessible by management and may be monitored from time to time.

The Executive Director and Board of Trustees strictly prohibit non-job-related uses of its software and business equipment, including but not limited to facsimiles, computers, and copy machines. If you do not wish personal information, such as that contained in mail, computer storage, or voicemail, to be subject to monitoring, you should not employ these systems for personal use. Employees who violate this policy or who abuse the use of ECCF business equipment are subject to discipline, up to and including termination from employment.

TELEPHONE AND CELL PHONE USE

A pleasant telephone personality is greatly appreciated. Please answer incoming calls in the name of the Foundation and handle each one in a professional and courteous manner. If the person to whom the caller wishes to speak is not available, make the effort to relay the call to someone who can discuss the subject of the call. If it is necessary to take a message, write it down and relay it to the appropriate person as soon as possible.

Suggested: "Hello, Eau Claire Community Foundation, this is _____. How may I assist you?"

We have a limited number of phone lines available and they are needed for conducting business. Outgoing personal phone calls are to be kept to a minimum. We request they be made only during your lunch periods. If any charges do result from your personal use of the Foundation's phones, you will be billed for the cost of the call.

To offer a courteous and client friendly environment, all cell phones should be placed on mute or vibrate. To avoid disruptions and keep the phone lines clear for Foundation business, personal phone calls and personal cell phone use should be limited as much as possible to break or lunch.

Handheld wireless devices such as PDA's and Smart Phone requirements:

- All personal devices that are not Foundation owned must be approved by the Executive Director or Board Chair.
- Exiting staff person(s) must turn in any devices that they have used for Foundation work to ensure all Foundation data has been removed.
- A "power on" password must be enabled at all times for security if lost or stolen.
- All devices should have timeout mechanisms that automatically prompt the user for a password after a period of inactivity.
- Staff must avoid placing sensitive data on a handheld device. If necessary to do so, delete sensitive data from the handheld and archive the information on the shared drive at the Foundation.

Laptop use:

- Laptops should only access ECCF's network after proper security controls have been put in place on the laptop by ECCF's technology provider. Access will require two forms of log in before accessing the shared drive remotely.
- Avoid laptop use in public wireless hotspots such as airports or coffee shops.

Loss of a wireless device must be reported immediately, whether it is Foundation owned or personally owned. All Foundation owned wireless equipment should be kept in secure locations when not in use. Never leave Foundation owned wireless equipment unsupervised or in your vehicle. If traveling, room safes should be used if available to store laptops and wireless devices. Police reports should be filed if necessary.

ELECTRONIC MEDIA USE

The Foundation provides and maintains the following forms of electronic media: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, computer hardware, and the use of various business applications software. As a condition of providing these resources to our employees, it is necessary for us to place certain restrictions on their use in the workplace.

The internal communications systems, as well as the equipment and data stored, are, and remain at all times, the property of the Foundation. Accordingly, all messages and files created, sent, received, or stored within the system shall be related to Foundation business and will remain the property of the Foundation.

The Foundation maintains the option to retrieve and review any message or file composed, sent, or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All passwords shall be kept on file with the Executive Director, as the system may need to be accessed in the absence of an employee.

The content of e-mail, voice mail messages, or computer files may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender specific comments, or any comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability, or other status protected by law. Deliberate sending, receipt, storage, transfer, or printing of such material on Foundation equipment or time is prohibited by this policy.

While we encourage employee use of the Internet for business purposes, its use is restricted to the following:

- To communicate with employees, vendors, volunteers, donors, or recipients regarding matters within an employee's assigned duties;
- To acquire information related to, or designed to facilitate, the performance of regular assigned duties; and
- To facilitate performance of any task or project in a manner approved by an employee's supervisor.

For internet and e-mail access and usage we expressly prohibit the following:

- Downloading, dissemination, use, or printing of copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing, dissemination of proprietary data, trade secrets, or other confidential Foundation information in violation of this policy or proprietary agreements.
- Misrepresentation of oneself or inappropriate representation of the ECCF
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or other status protected by law.
- Sending or soliciting sexually oriented messages or images.
- Accessing web sites for personal reasons or engaging in chat groups or sending chain letters.
- Gambling or engaging in any other activity in violation of local, state, or federal law.
- Use of the Internet for unlawful or malicious activities.
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside of the Foundation.

- Activities that cause congestion and disruption of networks and systems.
- Activities that compromise the ECCF's position, reputation, or objectivity.

EMPLOYEE CONDUCT AND WORK GUIDELINES

We expect our employees to follow rules of conduct that protect the interests and safety of all employees and the Foundation. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment.

- Falsification of Foundation records in any form, defalcation, or embezzlement, failure to follow internal control or security procedures.
- Unauthorized disclosure of business secrets or confidential business or customer information.
- Failure to follow the Foundation's document destruction policy or other inappropriate destruction of Foundation records.
- Theft or inappropriate, unauthorized removal or possession of Foundation or coworker property; use of Foundation equipment or supplies for personal projects.
- Deliberate statements or actions detrimental to the Foundation; knowingly spreading false reports intended to disrupt relationships among employees or between employees and the Foundation.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Foundation-owned or leased vehicles or equipment.
- Possession of dangerous or unauthorized materials, such as explosives, weapons or firearms, in the workplace or on the while working.
- Violation of safety or health rules; habitual carelessness.
- Committing illegal, immoral or indecent conduct, soliciting persons for these purposes, or aiding or abetting any such conduct.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Improper, careless, negligent, destructive or unsafe use or operation of equipment owned or leased by the Foundation.

- Smoking or chewing tobacco while working or in the workplace.
- Gambling during paid work schedule or engaging in any other activity in violation of local, state, or federal law.
- Soliciting or receiving cash, gifts, special accommodations, favors or other gratuities related to employment.
- Sexual or other forms of harassment.
- Violation of ECCF's Equal Employment Opportunity Policy.
- Using abusive or offensive language with coworkers, clients, donors, recipients or others.
- Unprofessional conduct at outside events where the employee is representing the Foundation (such as courses, seminars, community events, or Foundation activities).
- Excessive or unauthorized absenteeism or tardiness; giving false reasons for absences.
- Unauthorized overtime or failure to record overtime worked.
- Falsification of timekeeping records or misuse of Personal Time Off.
- Unauthorized use of the telephone.
- Unauthorized entrance to the office other than to report to work.
- Unauthorized disclosure of personnel data (includes salary information).
- Violation of personnel policies.
- Insubordination or other disrespectful conduct.
- Refusal or failure to perform assigned work, to follow a supervisor's instructions, or any act of insubordination.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- Violation of any policies or procedures contained in this Employee Handbook.

Please remember that employment with ECCF is at the mutual consent of both the employer and the employee, and either may terminate the relationship at anytime with or without advance notice.

PERFORMANCE AND COMPENSATION

JOB DESCRIPTION

Each position at ECCF has a job description that outlines duties and responsibilities. As a new employee, you will receive a copy of your job's description when you are hired. As jobs change, the descriptions are updated, usually at performance appraisal time. Although we feel our job descriptions are thorough, they are not intended to specify every detail of the work you will or may be expected to do. As people get sick or move to other jobs, it is advisable that we maintain flexibility in what each of us can and will do to keep the office functioning. You will, to a certain extent, need to know something about the jobs that others do so you can help out when the need arises (and vice versa).

INTRODUCTORY PERIOD

All employees are hired on a ninety (90) day introductory period. During this time you have the opportunity to determine whether you are suited for the job and ECCF has the opportunity to determine whether you are satisfying the job requirements and responsibilities. During this period employees will earn but cannot use Personal Time Off (PTO) or other paid leave. It is the policy of ECCF to maintain an at-will employment relationship with all employees at all times during and after the introductory period.

During this introductory period, as well as at all other times, both employees and ECCF have the right to terminate employment without advance notice and without cause. Successful completion of the introductory period is not a guarantee of continued employment or of any set term of employment. Continued employment is always subject to our business needs and discretion, as well as your performance.

PERFORMANCE APPRAISAL

The purpose of our performance appraisal process is to provide you with the opportunity to openly discuss with your supervisor how you can utilize your talents and abilities to their fullest and help ECCF reach its goals. Performance appraisal is intended to be a positive experience for both you and your supervisor and is more meaningful when approached with this attitude. You and your supervisor will review your past accomplishments and current performance, and plan for future activities and improvements in the performance of your job.

Performance appraisal is a continuous process at ECCF and is conducted by your supervisor informally on a regular basis. Your supervisor conducts a formal review with you at least annually. An informal review may be conducted periodically during the year. Leaves of absence and breaks in service may affect the timing of your performance appraisal.

PAY REVIEWS

Because we often operate on a very tight budget, we make merit-based pay adjustments when we are able to do so. Pay reviews are conducted at least annually. Our financial ability and the results of your performance appraisal are the most important factors in determining your individual pay adjustment. Please be aware that although your pay will be reviewed annually, you should not expect to receive a pay increase each time. Raises are dependent upon a number of other factors such as budgetary considerations, economic conditions, community trends, and the value of the job you perform at the Foundation. We consider everyone's individual rate of pay to be a confidential matter between the employee and the Foundation and not to be discussed.

ATTENDANCE AND PUNCTUALITY

Our successful operation in large part depends on the regular scheduled attendance of each of our employees. We are a very small organization, you have an important job here, and we need you to be reliable and punctual in reporting for scheduled work.

If you are unable to report for work, or if you will be late coming to work or have to leave early, notify the Executive Director as soon as you are aware of the situation. Regular attendance is required for all employees. Continued occurrences of lateness or absenteeism may result in dismissal.

OUTSIDE EMPLOYMENT

Although we understand that many of our jobs are part-time, an additional job can affect your performance at ECCF. We ask that you inform your supervisor if you are thinking about seeking additional employment. The other job(s) should not interfere with your ability to satisfactorily perform the responsibilities of your job at ECCF. In addition, the outside job cannot involve the use of or access to confidential Foundation information. Your supervisor can help you determine if a conflict of interest or a confidentiality problem may exist.

If your outside job interferes with your performance or your ability to meet the requirements of the Foundation or your job, you may be asked to terminate the outside employment if you wish to remain with ECCF.

PERSONAL DATA CHANGES

It is your responsibility to promptly notify the Executive Director of any changes in personal information such as home mailing address, telephone number, number and names of dependents, marriage, and divorce, individuals to be contacted in the event of emergency, educational accomplishments, beneficiary changes and other such status reports. Please don't assume that we "just know" when these changes occur.

EMPLOYEE BENEFITS

BENEFITS OVERVIEW

We strive to provide equitable and cost-effective benefits for our employees. It is important that you understand that the total cost to provide a benefit is a significant supplement to your pay and should therefore be viewed as additional compensation, paid in the form of a benefit.

We reserve the right to change, add, eliminate, or modify any employee benefit. Employees will be notified of such changes.

Paid time off includes vacation, holidays and sick time. It is available to all eligible employees to provide opportunities for rest, relaxation and personal pursuits, or in case of illness. Employees in the following employment classification, regular full-time, are eligible to earn and use paid time off as described in this policy. The employee's immediate supervisor will approve paid time off schedules.

HOLIDAYS

We are closed on the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve afternoon
Independence Day	Christmas Day
Labor Day	

These holidays will be paid time off (maximum of eight hours per holiday for non-exempt employees, regular salary for exempt employees) for regular full-time employees when the holiday falls on a day you would normally have been scheduled to work. Recognized holidays listed above that fall on Saturday are normally observed on the preceding Thursday, and those that fall on Sunday are normally observed on the following Monday. Specific dates on which these holidays will be observed will be declared at the start of each calendar year by the Executive Director. To receive holiday pay, the employee must work as normally scheduled the work day before and the work day after the holiday, unless the employee is on a scheduled PTO or is excused by the Executive Director. If it is necessary for an employee to work on a holiday, the employee will receive the regular rate of pay for all hours actually worked.

Holiday pay is calculated based on your straight-time pay rate and average daily hours worked, maximum eight-hour day. PTO and Holiday hours are not counted as hours worked for the purposes of calculating overtime. If a paid holiday falls during your scheduled vacation period, holiday pay will be provided, and you will still have the PTO to use later in the year.

VOLUNTEER DAY

Employees, regular full-time and regular part-time, are encouraged to support nonprofit organizations in their neighborhoods through volunteer work. Employees may request one full paid day away from the office per fiscal year in order to volunteer at a nonprofit organization. Written requests must be pre-approved by the Executive Director with the name of the nonprofit indicated. Volunteer days are not guaranteed, will not accrue, and no compensation will be paid if a day is not used during a given fiscal year or at termination.

PERSONAL TIME OFF “PTO”

Regular full-time and regular part-time employees earn paid PTO based on their anniversary date of employment, as outlined below:

REGULAR FULL-TIME EMPLOYEES

Years of Service	PTO
0 through 3 years	14 days - non-exempt is average daily hours worked
After 3 full years	18 days - non-exempt is average daily hours worked
After 5 full years	22 days - non-exempt is average daily hours worked

REGULAR PART-TIME EMPLOYEES

Years of Service	PTO
0 through 5 years	3 days - average daily hours worked
After 5 full years	6 days - average daily hours worked

PTO may be taken after at least 6 full months of continuous full-time employment. PTO is credited to you at the beginning of the calendar year. You receive a pro-rated portion of PTO in your first year of employment depending upon your start date. PTO taken for the duration of one or more weeks must be requested and approved at least one month in advance. PTO will only be granted in extenuating circumstances for periods over two weeks. (i.e.: marriage, birth or adoption of a child). ECCF retains the right to deny PTO leaves; however, every effort will be made to comply with an employee's requested leave dates, as business and scheduling demands permit. ECCF doesn't provide pay in lieu of PTO.

PTO pay is calculated at your rate of pay and average daily hours worked based on the calendar year ending December 31. Overtime is not included in the calculation.

Unused PTO time may not be carried over into the next year unless there are compelling business reasons that are approved in advance by the Executive Director.

Temporary part-time employees are not eligible for PTO.

PTO can be taken in increments of two (2) hours or more for excused absences.

Earned and available PTO will be paid out at termination of employment as outlined in the section on “Employment Termination.”

BEREAVEMENT LEAVE

If you need to take time off due to the death of an immediate family member, notify your Executive Director immediately so arrangements can be made to cover your work. Regular full-time employees may take up to three work days of paid bereavement leave to attend the funeral and to make any necessary arrangement associated with the death of a spouse, parent, child, parent-in-law or sibling (includes step-relations). With supervisor’s approval, you may use any available PTO or request an unpaid personal leave if necessary. Regular part-time or temporary employees are not eligible for bereavement leave.

SHORT TERM DISABILITY LEAVE

We provide our regular full-time employees who have been employed with us for at least 12 months with up to six weeks (30 work days, maximum of 240 hours) of unpaid time off on a rolling twelve month basis if you become temporarily unable to perform the essential functions of your job due to a medical disability as verified by your doctor. As soon as you become aware of the need for a disability leave of absence, provide your supervisor with a statement from your physician verifying the existence and nature of the medical disability that will prevent you from performing your job temporarily, the approximate date the leave is expected to begin, its anticipated duration, and the date you can be expected to return to work. Any changes in this information should be promptly reported to your supervisor.

You may use any PTO you have earned and have available to use to offset the otherwise unpaid leave of absence. If you do not have sufficient paid time off available, the disability time off will be unpaid.

If you are disabled for six weeks or less as measured from the initial date of disability, we will guarantee your return to your current job. If the initial six-week period of absence proves insufficient, we may consider allowing an extended leave. However, we are unable to guarantee a job would be available at the end of a more lengthy leave. We will attempt to return you to your former position or the first available position for which you are qualified, at the appropriate rate of pay. Requests for extended or intermittent medical leaves will be handled on a case-by-case basis.

Short term disability leave also includes all temporary disabilities associated with pregnancy, childbirth and related medical conditions. If you desire to take time off work greater than your physician-approved term of disability, you must request personal leave.

PTO benefits are not earned while on a disability leave. Holidays and other paid time off such as jury duty, bereavement, etc. are also not paid during disability. You remain responsible for your contributions to any insurance plans in which you are enrolled.

Before your first day at work after a disability leave, you must provide us with a doctor's written statement that you are able to return to work. If you do not notify us and do not return from a medical leave of absence on the day arranged with your Executive Director, we will consider you to have voluntarily resigned your position. If you sustain a work-related injury, you may be eligible for paid disability through Worker's Compensation.

EXTENDED PERSONAL LEAVE

If it is necessary for you to be absent from work for an extended period of time, an unpaid personal leave of absence of up to 30 days in length may be permitted. Requests will be evaluated on a case-by-case basis by the Executive Director. You will be required to use all PTO accrued to you before using personal leave.

If possible, we will attempt to return you to your former position or another available position for which you are qualified, at the appropriate rate of pay for the new position. We cannot guarantee that a job will be available when you return from personal leave.

Employees on personal leaves of absence do not earn benefits. Holidays and other paid time off such as jury duty or bereavement pay are also not paid during personal leaves.

JURY DUTY LEAVE

All employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. You will receive up to one-half of your normal rate of pay (or up to 3.5 hours pay, for every day of jury selection and service for up to ten days per calendar year. An employee is allowed to keep any jury duty pay or expense reimbursement from the court.

Show your jury duty summons to your supervisor as soon as possible so arrangements can be made to accommodate for your absence. You are expected to report for work whenever the court schedule permits.

Either you or the Foundation may request the court to excuse you from jury duty if, in either of our judgment, your absence would create serious operational difficulties. However, there is no guarantee that an excuse will be granted.

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use available PTO time or may request an unpaid jury duty leave of absence.

MILITARY LEAVE

A leave of absence without pay will be granted to any employee who enters any branch of the United States armed services. PTO accruals for any employee serving on active duty longer than 30 consecutive days will be calculated in accordance with applicable mandated federal and state military leave law. You will be reinstated to your former position or to a comparable position if application for re-employment is made within 90 calendar days.

Employees who are members of a reserve component of the armed forces will be placed on unpaid leave for their annual training duty. PTO will be unaffected by the leave, and the employee may elect to use any PTO entitlement for the absence.

Employees must contact the Executive Director as soon as they become aware of the possible need for a military leave.

OTHER LEAVES

The Foundation recognizes that there are other types of leave provided by state law. The Foundation will provide its employees with all leaves mandated by applicable laws. Currently the Foundation does not meet the requirements of the FMLA (Family Medical Leave Act).

WORKERS' COMPENSATION INSURANCE

We carry comprehensive workers' compensation insurance as required by state law. This program covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. Workers' compensation insurance provides partial income replacement benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain a work-related injury or illness, you *must* inform your supervisor *immediately or before* the end of your schedule on the day the injury occurred, *no matter* how minor an on-the-job injury may appear.

PARKING

Parking for each employee shall be provided.

TIMEKEEPING & PAYROLL

TIMEKEEPING

Federal and state laws require that we keep an accurate record of time worked by our employees. All the time you actually spend on the job performing assigned duties or other work-related projects is considered to be time worked. All employees must accurately record their:

- Beginning and ending work time.
- Beginning and ending of each unpaid meal period.
- Beginning and ending time of any split shift or other personal departures from work.
- Use of approved time off (PTO, holiday, disability, or jury duty)

Time sheets are provided for our employees to record work time and any paid or unpaid absences from work. Timekeeping rules are as follows:

1. You may record only your own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action, including discharge.
2. If you are late to work, record the time you actually started work. Lateness will be reflected in your paycheck, so it pays to be on time to work. Excessive tardiness is cause for disciplinary action (please see page 16, section on Attendance and Punctuality).

It is your responsibility to sign your time sheet and turn it in to your supervisor by the established date. Your supervisor reviews time records before they are processed for payroll.

Exempt employees are expected to work an average number of hours a week as determined by the Board of Trustees, with limited flexibility in the actual number of hours worked in any given week.

COMPENSATION

ECCF maintains bi-monthly pay periods. Paychecks will generally be distributed on the 15th and 30th day of the month. If the payday should fall on a holiday or weekend, checks will be distributed on the previous working day, if possible. All appropriate wage and payroll deductions shall be taken out of each paycheck as required by law. Each employee is required to complete his/her time and attendance record promptly in accordance with established procedures.

WORK SCHEDULE FLEXIBILITY

Although we strive to maintain regular office hours, the high degree of contact with volunteers, donors or recipients often makes it necessary to conform to their schedules, which may mean participating in meetings or events before or after our regular hours. Where necessary, employees may be asked to attend these meetings and events. In turn, we can allow some flexibility if an employee occasionally needs to schedule a personal appointment during regular working hours.

OVERTIME

Occasionally it may be necessary for each of us to work extra hours in order to meet special scheduling needs. Non-exempt employees will be paid at one and one-half times their regular rate of pay for hours worked over 40 in a work week (Sunday - Saturday). Overtime must be approved in advance by your supervisor and recorded on your time sheet. Disciplinary action may be taken if you do not get approval for overtime to be worked or if you do not record overtime that you work.

Compensatory time can be earned only by salaried employees. Compensatory time can be provided for any hours worked before 8 am and after 5 pm Monday through Thursday or on a Friday, weekends and holidays. Compensatory time cannot be accumulated in excess of one work week. Appropriate records of compensatory time approved and used shall be maintained. Advance approval is required by the Board of Trustee Chair for salaried employees.

EMPLOYMENT TERMINATION

Below are examples of common circumstances under which employment is terminated:

RESIGNATION	Employment termination initiated by an employee who chooses to leave the Foundation voluntarily. We request you give us as much notice as possible if you plan to leave our employment, preferably in writing. The Foundation reserves the option to determine when the last actual date of work will be and the date through which a terminating employee will be paid. Remaining PTO will be paid upon termination.
DISCHARGE	Involuntary employment termination initiated by the Foundation for disciplinary reasons. Remaining PTO will be paid out.
RELEASES & LAYOFFS	Involuntary employment termination initiated by the Foundation for non-disciplinary reasons. Remaining PTO will be paid out.
MEDICAL TERMINATION	Employment termination initiated by the employee or by the Foundation when an employee is unable, for health reasons, to continue to work and perform the essential functions of the job. Remaining PTO will be paid upon termination.

RETIREMENT Voluntary retirement from active employment status initiated by the employee. All of your employee benefits will be affected by employment termination. Remaining PTO will be paid upon retirement. See the Executive Director if you have any questions.

Any Foundation property in your possession at termination must be returned to your supervisor no later than your last day of work. A forwarding address must be furnished so that we can send a W-2 at year end.

REFERENCE CHECKS

Employment information about the past or present staff members of ECCF is confidential and should not be communicated to anyone who does not have a legitimate interest in the information. Therefore, all employment reference inquiries regarding past or present staff members must be directed to the Executive Director. No one other than the Executive Director or his/her designee is authorized to respond to such requests. In response to a request for employment information, the information furnished by the ECCF will be limited to the staff member's name, job title, employment dates and confirmation of salary data.

OTHER ADMINISTRATIVE POLICIES & PROCEDURES

WORKPLACE SAFETY

The Eau Claire Community Foundation makes every effort to assure that our offices are safe and secure. However, we ask that employees practice the following precautions:

General Office Safety Guidelines:

- Never leave valuables or money in your desk. Leave your belongings in a secure place.
- Report suspicious persons to the Executive Director, contact the building personnel or police if necessary.
- Keep office door locked when working alone before and after normal business hours.

Tornado: In the event of a tornado, employees will go to the basement area with a radio or other media device to monitor the situation. Employees will lock cabinets and office doors before leaving the office.

Safety: The use of knives and other sharp objects will be done with consideration for personal safety and the safety of others, including using a cutting board as needed. The office coffeepot, when in use, will be placed in a sturdy location suitable for preventing burns to self, others, and Foundation property.

Security: Any staff issued office keys will maintain control of those keys at all times. Cabinets and office doors are to be locked at all times when unattended.

Fire/Medical Emergencies

In the event of a fire, call 911 then go immediately to the exit and proceed to the outside of the building. The meeting point for staff is the parking lot of Wells Fargo Bank on Graham Avenue.

If you are injured at work, you should report the incident before the end of the day to your Executive Director. In the event of an emergency call 9-1-1 to request rescue personnel.

In the event of a seizure, clear all obstacles from the seizure victim. Place a pillow next to the person to prevent him or herself from injury then call 911 to request rescue personnel.

As an employee, you have a responsibility to maintain a safe work environment. The best safety precaution is to remain alert at all times. You must observe and utilize safe work practices. You must also follow ECCF safety, security and emergency policies and procedures at all times. In the event that you are injured at work, you should report the incident promptly to your Executive Director. You can contact the Board of Trustee Chair with questions, concerns or suggestions regarding workplace safety.

DRUG FREE WORK PLACE

ECCF seeks to provide a workplace free of the risks related to substance and alcohol abuse. Possession, sale, distribution or being under the influence of illegal drugs on Foundation premises or while on Foundation business is prohibited. The consumption of alcohol while on Foundation premises is also prohibited, unless authorized at a Foundation function. Under no circumstances will intoxication be tolerated while on Company business.

We do understand that some of our employees must attend social or business-related activities where alcohol is served. Consumption of alcohol is permitted at these events only to the extent it does not lead to impaired performance, inappropriate behavior, endangering the safety of self or others, or the violation of any law.

We also recognize that some employees must take physician-prescribed medications. However, if these medications adversely affect job performance, personal safety or the safety of other individuals in the work place, you will not be allowed to work while under their influence. It is your responsibility to report your use of any potentially impairing prescription drugs to your supervisor.

PRIVACY & SEARCHES

Normal business operations often require other employees to have access to your work, desk, files, or computer. There is **no** guarantee of privacy. Please do not keep anything in your work area, on your phone or the computer system, or have mail sent to you that violates the Foundation's policy or that you do not want others to see.

Employees are responsible at all times for their own personal belongings. The Foundation is not responsible for loss, theft, or damage of personal property.

All property and processes here are for business purposes, and management has the right to access and inspect all Foundation and personal property on our premises. This may include routine inspections or searches of the workplace – including your personal items – and they may occur without advance notice. Searches may be random or at specified times. Because the scope of the risk may be broad, the potential scope of the search may also be broad. It may include lunch boxes, packages, containers, purses, coats, briefcases, offices, desks, work stations, computers or similar places – whether or not they're locked. Therefore, please don't bring items to work that you wouldn't want to have searched or disclosed.

USE OF VEHICLES

We require that you be insurable before driving any vehicle on Foundation business. We require that you carry liability insurance for your vehicle. If you are in an accident with your vehicle while on Foundation business, your insurance is primary. As with any accident, report it to your supervisor immediately.

When driving any vehicle on Foundation business, you are expected to observe all applicable traffic laws. This includes wearing seat belts. Tickets resulting from an infraction of traffic laws or parking violations are your own responsibility.

TRAVEL POLICY

Directors or trustees and staff members may be reimbursed for reasonable and necessary expenses incurred in connection with the Foundation's charitable preapproved activities. They are expenses that are necessary for the Foundation's operation and reasonable in amount. Meetings should be planned at sites that are convenient, economical and conducive to the work being done.

To review the Travel Policy in its entirety see the attachments listed in the back of this handbook.

INCLEMENT WEATHER

In the event of a severe snowstorm, flood, tornado or other emergency, the Executive Director will determine if we will open for the day. If the decision is made not to open for the day, we will attempt to call you at home before to your scheduled starting time. You may also call the Executive Director or your supervisor at home. Non-exempt employees will not be paid for any hours we are closed for inclement weather. You may be able to make up the lost time during the work week in which the absence occurs or use PTO. Check with your supervisor for approval.

DRESS CODE

We expect all of our employees to dress professionally when they are at work or at business-related activities. You represent our Foundation, so your image and presentation make a significant difference in how you are perceived by our visitors.

All employees are expected to be well groomed and practice good personal hygiene. Please avoid the use of strong perfumes or colognes as they can be offensive and sometimes produce allergic reactions in others (coworkers and visitors alike).

The Executive Director is responsible for determining if a particular employee's appearance and grooming is appropriate for the work being done, on the day it is being done. If the supervisor determines an employee is inappropriately attired or groomed, she/he may tell the employee to go home on their own time, make necessary changes, and return to work in a reasonable amount of time.

GENERAL HOUSEKEEPING

It is important to us that you take pride in your work area and that you keep it neat and orderly at all times. Having your work area well organized contributes to efficiency and creates a good impression for our prospective clients and donors.

Empty pop cans, coffee cups, food containers, etc., are to be kept to a minimum, for health and safety purposes, and for appearances sake.

AT-WILL EMPLOYMENT

Employment with ECCF is *at-will*, which means that either you or ECCF may terminate employment at any time, for any reason, with or without notice. The policies and practices described in this Personnel Handbook are provided to you for guidance only, but are not a contract of employment. Neither this handbook nor any other documents circulated to employees, nor any verbal representations constitute contracts. No supervisor or employee except the Executive Director has the authority to enter into an employment agreement, express or implied, with any employee concerning the employment relationship. These policies supersede any previous policies distributed previously. Your signature on the acknowledgement is a certification you have received a copy of these policies as updated. These policies are subject to change at any time at the discretion of ECCF.

THIS HANDBOOK IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN THE EAU CLAIRE COMMUNITY FOUNDATION AND YOU, THE EMPLOYEE, NOR IS IT A GUARANTEE OF ANY BENEFITS DESCRIBED IN THIS HANDBOOK.

EMPLOYEE ACKNOWLEDGMENT FORM

I understand that this employee handbook describes important information about Eau Claire Community Foundation and that I should consult my supervisor or the Executive Director regarding any questions not answered in the handbook.

I understand that the copy of the handbook I receive as noted on the date below supersedes all other employee handbooks or employment policies and practices that may have been in use prior to this edition. Since provisions of this handbook are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

I understand that my employment relationship with ECCF is voluntarily entered into, that I may terminate my employment at any time I believe such action to be appropriate and that the Foundation retains the same right to terminate my employment when it believes such action to be appropriate.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received a copy of this handbook and acknowledge that it is my responsibility to understand the contents and any revisions made in the future.

Should my employment with ECCF end, I will return this handbook (and any copies and/or updates to it) and any other Foundation property in my possession to my supervisor no later than my last day of work.

Employee's Signature

Date

Employee's Name (typed or printed)

Supervisor's Signature

Date

ATTACHMENTS:

- Confidentiality Policy
- Whistle Blower Policy
- Conflict of Interest Policy
- Travel Policy
- Document Retention Policy

I have submitted to the Foundation: (Please initial where appropriate)

____ Personal Resume
____ College transcript
____ Acceptance Form
____ IRS Form W-4
____ INSI-9 Form
____ Confidentiality Policy signature page
____ Conflict of Interest Policy signature page

I have received from the Foundation (Please Initial)

____ Personnel Policies & Procedures
____ Employment Letter
____ Job Description
____ Confidentiality Policy
____ Whistle Blower Policy
____ Conflict of Interest Policy
____ Travel Policy
____ Document Retention Policy