



Tipton County Foundation

Growing, Leading, Serving Since 1986!

General Information for Potential Interviewees Employee Benefits and Key Policies

July 2016

Like all policies, these may be amended at any time by the Board of Directors of the Tipton County Foundation. The complete *Employee Policy Manual* will be provided to the candidate with the offer of employment.

SMOKING POLICY

The Foundation has established a smoke-free work environment.

ORIENTATION PERIOD

The first 90 days after date of hire is an orientation period. The purpose of the orientation period is to permit the employer and the employee to make final adjustments, evaluations, and decisions as to the employment arrangement, in the best interest of each.

ATTENDANCE

Promptness and regular reliable attendance are necessary for the smooth and efficient functioning of our small staff. Employees are expected to be at work and to perform their job duties as scheduled. TCF recognizes that occasionally you may need to be absent from work. You are expected to use discretion and exercise good judgment when taking time off, paid or unpaid. While there is no precise guide for determining what constitutes excessive absenteeism or abuse of leave, the Foundation will examine all relevant facts and circumstances and make a case-by-case determination.

HOURS OF WORK

The regular workday commences at 8:00 a.m. and ends at 4:30 p.m., Monday through Friday. Within the workday, employees have a one-hour unpaid lunch period. This means the normal workweek is 37½ hours. Depending upon the circumstances, the President may vary employees' schedules. Exempt employees, of course, must commit the time necessary to fulfill their responsibilities, which may include evenings and weekends and occasional overnight stays out-of-town.

SALARY

Employee compensation, hourly and salaried, is determined by the employee's performance and contribution during the previous review period and the capacity of the Foundation to support salary increases. The nature and scope of the position, including job duties and responsibilities, and the experience, skills, education, and/or training required to perform the job are also considered.

PAY PRACTICES

Employees must accurately record hours worked and all time off, (whether paid or unpaid), on the appropriate form. This ensures that employees are paid in a timely manner and that accurate records of all hours worked, including overtime where applicable, and all time-off are documented. Salaries are paid by direct deposit on the 15th and last day each month (24 pays per year).

OVERTIME PAY

Exempt employees are not eligible for overtime pay. Non-exempt employees may not work overtime without permission.

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COMPENSATORY TIME

For all exempt part-time or full-time employees, no compensatory time will be given for hours up to 115% of weekly scheduled hours (approximately 5½ extra hours). Compensatory time off will be provided for hours worked in a week beyond the 115%, but such compensatory time must be approved in advance by the President and should be taken within the pay period in which it is earned, or the next pay period, and not accumulated.

TIME OFF

Only regular, full-time employees are eligible for paid holidays, vacation, sick days, and other paid time off as outlined below.

Holidays: TCF observes the following paid holidays on an annual basis:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas Day

Vacation, Sick Leave, and Personal Days are all combined in a single category of **Paid Time Off**. Employees accrue one paid day off at the end of each month of service. Paid time off may be used on an hourly basis by non-exempt employees. After completing three years of service, employees begin accruing 1½ days of paid time off each month. No more than 18 days of paid time off may accrue, and no more than 10 accrued days will be paid upon separation from TCF, whether by resignation or involuntary termination. The Board may authorize exceptions as part of individual employment agreements or upon special request submitted through the President.

Except for emergencies, absences must be arranged in advance. Leaves for Bereavement, Jury or Witness Duty, Pregnancy, or Military Duty, and Unpaid Leave under certain circumstances, are also provided for under TCF policy.

FINANCIAL PLANS

Worker's Compensation and Unemployment Compensation: TCF employees are covered in accordance with state law.

Retirement: TCF does not offer a retirement savings or investment benefit.

Health Insurance: From time to time, the Board considers the needs and preferences of the current employees and considers the level of contribution TCF can make to a group health insurance option. The current arrangement provides full-time employees with "Additional Salary" in lieu of benefits.

IMPORTANT RELATIONSHIPS

All employees of the Foundation are **At-Will Employees**. This means that the employment relationship may be terminated at the will of either the Employee or the Foundation for any reason permitted by law, employment may be terminated with or without cause, and employment may be terminated with or without prior notice.

The policies and procedures of the Foundation, or statements made by any employee of the Foundation, whether oral or written, are not contracts. These policies, procedures, or statements are not a guarantee of employment for any length of time or for any particular terms or conditions of employment.

The Foundation is an **Equal Opportunity Employer** and complies with applicable state and federal fair employment practices laws. The Foundation does not discriminate against employees or applicants because of race, color, religious creed, national origin, citizenship, ancestry, age, present or past history of mental disorder, mental retardation, learning disability, physical disability, sex, sexual orientation, marital status, veteran status, or any other characteristic protected under applicable federal, state, or local laws.

Anti-Harassment Policy: The Foundation prohibits employees from harassing or abusing other employees, supervisors, volunteers, donors, or clients on the basis of race, color, religious creed, national origin, citizenship, ancestry, age, present or past history of mental disorder, mental retardation, learning disability, physical disability, sex, sexual orientation, marital status, veteran status, or any other characteristic protected under applicable federal, state, or local laws. The Foundation expects that employees will conduct themselves in a business-like manner at all times.

Conflict of Interest: Employees are required to conduct themselves at all times in accordance with good professional judgment for the sole benefit of the Foundation and in such a manner as to not create a conflict of interest or appearance of such conflict. A conflict of interest exists when an employee's duty to give individual loyalty to the Foundation can be prejudiced by actual or potential benefit from another source. An employee should refrain from entering into any particular transaction or establishing any relationship with others if the employee's duty of loyalty and diligence to the Foundation is or may be impaired.

Confidentiality: Employees are prohibited from knowingly or willingly disclosing confidential information regarding a fellow employee, applicant, volunteer donor or prospective donor. All documents, files, and working papers of the Foundation are generated in connection with the work of the Foundation and are the property of the Foundation. Information concerning employees, grant applications and grantees, donors and prospective donors shall not be revealed to third parties, except as required by law, or as approved in writing by the President.