



Personnel Policy Manual

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I. General Provisions

Authority

1.00. AUTHORITY: The President regulates the personnel functions and has the authority to appoint personnel, and formulate procedures and enforce policies concerning personnel, based on the authority delegated to the President by the Board of Directors.

Purpose

1.05. PURPOSE: The purpose of these policies is to establish uniform procedures and a systematic approach to guide and improve the quality of personnel administration.

Scope of Policies

1.10. SCOPE OF POLICIES: These policies apply to all employees of the Center except where these policies contradict specific provisions of a negotiated contract.

Personnel Functions

1.15 PERSONNEL FUNCTIONS: The personnel functions are managed by the President or his/her designee, who also maintains the central personnel files. The President may delegate these personnel functions to a Personnel Office, except those prescribed in Chapter seven (Employee Discipline and Grievance Procedure).

Personnel Records

1.20. PERSONNEL RECORDS: For each Center employee, a single personnel file will be maintained in the central personnel files. The files should include: employee application, reports of results of employee investigations, reports of work performance, progress and disciplinary actions, personnel actions and so forth. The file should also include a copy of the job description for all positions the employee has held, and current and past salary data. Personnel files are confidential and open only to the employee, the President and the personnel record keeper who must handle the records for processing. Files are not open to the public or other employees. Files will be open to the Board only in the case of an appeal by the employee concerning a dismissal or suspension, and the file will be open only to those persons entitled to be present at the appeal, as specified in Chapter Seven.

The Accounting/Finance Department will maintain a set of files that will be strictly limited to include only the necessary tax and payroll related forms for each Center employee (i.e., W-4s, completed I-9 forms and current payroll information). These files are confidential and open only to the employee, the employee's supervisor and the Finance Director and/or the payroll clerk for payroll purposes.

New or Revised Policies

1.25. NEW OR REVISED POLICIES: These policies remain in effect until changes are considered necessary by the Board. The Board, with the review of its Finance and Personnel Committee, has the sole responsibility for determining when such **policy** changes

are necessary.

The President, in his or her sole discretion, may revise any personnel related **procedures, practices or other management guidelines** at any time. Such changes should not conflict with established policy statements. The President must give due consideration to the mutual advantages, benefits and responsibilities of such changes on all employees of the Center, prior to putting any changes into effect.

When such changes are warranted and approved, an effective date will be established by the President. In the case of policy changes, the Board establishes the effective date. Once approved, a copy of the revised policy or procedure statement is placed in the master policy manual, with copies of the change(s) distributed to all employees for their review.

Policy Revisions and Amendments

1.27. POLICY REVISIONS AND AMENDMENTS:

Annually, the President may recommend policy revisions to the Board based upon study and observations of the effectiveness of the existing policies. The President may seek input from employees on needed policy changes in advance of the date the Board plans to consider policy revisions.

Variances

1.30. VARIANCES: The President may vary or modify the strict application of these rules in any specific case when, in his/her professional judgement, such application results in an unnecessary hardship, or is in the best interest of the Center. Whenever the President authorizes such a variance, record of the variance and the reasons for it shall be retained in the appropriate file. In case of an emergency, each employee is responsible to take all steps to protect the public welfare and safety including, if reasonably necessary, the violation of any of these policies.

Separability

1.35. SEPARABILITY: If any portion of these policies or any application to any employee is deemed invalid, such determination does not affect the remainder of this policy or its application to other persons or circumstances.

Reservations

1.40. RESERVATIONS: This policy manual supersedes and rescinds all previous personnel policies and statements except as expressly retained herein and becomes the official policy of the Center.

Management Authority

1.45. MANAGEMENT AUTHORITY: The authority to enforce discipline, to employ, transfer or promote employees, to discharge employees for cause, to discontinue the services of

temporary and probationary employees and otherwise manage its business and direct its working forces is reserved by and is vested exclusively in the Center acting through the Board to the President.

Applicability

1.50. APPLICABILITY: These policy and procedure statements are to be applied to all Center employees with the exception of those employees who serve by direct appointment of the Board. However, these employees will be covered by *Chapter Four: Employee relations*, *Chapter 5: Employee Benefits*, and *Chapter Ten: Employee Conduct*.

Short Title

1.60. SHORT TITLE: This statement of personnel policies and procedures shall be known and may be cited as the "PWSSC Personnel Policies."

Interpretation of Policy

1.70. INTERPRETATION OF POLICY: These personnel policies are the minimum statement of policy and contain the minimum conduct and performance expected of Center employees. Questions related to the interpretation of any policy or procedure should be directed first to the employee's immediate supervisor. Final interpretive authority rests with the President.

Discrimination

1.80. DISCRIMINATION The Center does not discriminate against any applicant or employee because of race, color, religion, national origin, ancestry, age, sex, sexual preference, physical or mental disability, or other protected class in its actions, including but not limited to: employment, upgrading, demotion, transfer, or dismissal, recruitment or recruitment advertising, selection for training, and rates of pay, benefits, or other forms of compensation. Any complaint arising under this provision will be handled through the grievance procedure contained herein.

Effective Date

1.90. EFFECTIVE DATE: Unless specifically stated otherwise in the Board's action, this policy becomes effective fifteen (15) workdays from the date of its adoption.

II. Terms of Employment

Employee Classifications

2.10. EMPLOYEE CLASSIFICATIONS: All Center employees, with the exception of project employees, contract employees, and volunteers, must be classified as either full-time or part-time; regular, temporary or intermittent; and salaried or hourly as described below:

A full-time employee normally works 8 hours per day, 40 hours per week.

A part-time employee normally works less than 8 hours per day, and less than 40 hours per week.

A regular employee works six months or more a year, a minimum of 20 hours per week, and receives benefits.

A temporary employee works less than six months a year and does not receive benefits.

An intermittent employee works as needed, usually less than 20 hours per week and does not receive benefits.

A salaried employee receives compensation based upon an annual salary amount.

An hourly employee is compensated based on an hourly wage rate.

Project employees are those employees who are hired with project funds to complete a specific project over a specified period of time. Salary, overtime and fringe benefits of project employees are usually determined by the requirements of the agency providing the project funds. All project employees are hired under a performance-based contract with at least an annual review of performance.

Contract employees are persons with whom the Center completes a signed employment contract for a specific scope of work. Generally, the terms and conditions of employment are defined in the contract, however, these policies may serve as guidelines if cited as such in the actual contract (see also 1.10 and 1.50).

Interns are non-employees who volunteer to work on a specific project for the Center. Generally, interns are students who desire to gain experience by working with scientific and educational professionals. Stipends may be paid to interns to compensate them

for some of their living expenses.

Volunteers are non-employees who give their time to work with the Center. They receive no compensation or other benefits. Examples include: Board members, committee members, people who help out in the office or on special task forces, etc.

Work Hours

2.30 WORK HOURS: The standard work week consists of the period from midnight Sunday to midnight the following Sunday. The standard workday consists of the period from midnight to midnight. Unless otherwise provided, the Center's normal employment hours are Monday through Friday from 8:30 a.m. to 5:30 p.m., with an hour for lunch. Authorized holidays and paid time off (PTO) are considered part of the work week.

Special work schedules to meet the Center's operating needs may be established and altered by supervisors with the approval of the President. Temporary shifting of employees' working hours to meet routine needs may be done as necessary.

The President may approve flex-time arrangements (eg: working four 10 hour days). Employees must assure adequate coverage for each area during normal employment hours. These arrangements will be worked out to the satisfaction of the employees and the Center, and must comply with Alaska Statutes and Administrative Code. [See AS 23-10-060 (15) (b), and 8AAC 15.102].

Purpose of Position Classification

2.40 POSITION CLASSIFICATION - PURPOSE: The purpose of classifying positions is to provide effective tools for personnel management such as:

- a) delegation of the duties necessary to clarify management's expectations for each position;
- b) manpower planning and budgeting;
- c) establishing fair and equitable compensation; and
- d) establishing job performance standards.

Specifications of Position Descriptions

2.50 POSITION DESCRIPTION -

SPECIFICATIONS: Each new hire will receive a letter of hire which will adequately detail the duties assigned to that position and the requirements for appointment to the position. The letter must include:

- a) an appropriate title;
- b) a general statement of functions;
- c) a listing of major job duties and tasks;
- d) required skills, knowledge, and abilities;
- e) supervisory authority; and

f) current pay rate.

An amendment to the letter of hire will be issued to the employee whenever there are significant changes to any of these job elements.

Personal qualifications commonly required of any employee occupying any position, such as good citizenship, loyalty, honesty, industry, amenability to supervision, willingness to cooperate with associates, and other such personal traits, are qualifications required for each position, even though such traits may not be specifically mentioned in the position description.

The President will advise the Board of major changes in Center staffing when they occur and provide a current organizational chart and summary of changes made during the previous year as part of the policy review process.

New Positions

2.60 NEW POSITIONS: The President may authorize the filling of a new position subject to budgetary appropriations approved by the Board.

Position Reclassification Upgrade

2.70 POSITION RECLASSIFICATION - UPGRADE: A position may be reclassified when additional duties and responsibilities have been assigned to the position. Position reclassification requests are directed to the President and require the same accompanying data as new position requests.

The President may authorize the reclassification and the filling of the reclassified position in the manner deemed most appropriate for the situation. For example: if the incumbent is performing additional duties and responsibilities at or above the standard expected, it may not be necessary to open the position for other applications; however, if the additional duties or responsibilities are substantially different from those currently performed, the President may authorize advertising the position. Any reclassification is subject to budgetary appropriations approved by the Board.

Position Reclassification: Downgrade

2.75 POSITION RECLASSIFICATION - DOWNGRADE: A position may be reclassified to a lower range if the responsibilities of the position are determined to be less than originally indicated in the position description, or if certain responsibilities are removed from the position. The President may fill the reclassified position in a manner deemed most appropriate. However, at least one pay period notice must be given to an employee prior to the actual downgrade.

Position Change

2.80. POSITION CHANGE: A position may be changed when, in the opinion of the President, the responsibilities of the position change substantially enough to require a new or amended letter of hire.. The President may fill the changed position in the manner deemed most appropriate to the situation. If an incumbent in the old position is qualified and capable of performing the new job, the President may waive the normal employment procedure. An incumbent retained in the changed position does not lose any accrued benefits, and will be paid at the salary scale of the changed position.

Position Elimination

2.85 POSITION ELIMINATION: If a position is no longer required within the organizational structure of the Center, the President may eliminate the position in the manner deemed most appropriate.

Maintenance of the Classification System

2.90 MAINTENANCE OF THE POSITION CLASSIFICATION SYSTEM:

Internal Parity

A. Internal Parity- In order to assure internal parity, the following procedure will be completed at a minimum of once a year for each full-time regular position in the Center:

- 1) Supervisors and employees will review the employee's position description at the time of the annual evaluation and propose necessary revisions or changes, if required;
- 2) The proposed changes to the position description, including any compensation change, is forwarded to the President.
- 3) Recommended changes to the position description and any salary or benefit adjustments are reviewed by the President, who may require additional back-up material as needed to justify any change prior to his/her final decision.

External Parity

B. External Parity- The President should at least every four years conduct an external market survey subject to Section 9.65 of this manual, with due consideration for budgetary constraints and policies set by the Board.

III. Recruitment and

3.00. JOB ANNOUNCEMENTS AND PUBLICITY:

Selection

Job announcements

The President will issue job announcements and otherwise publicize vacancies for regular, full-time positions for at least ten (10) working days before the closing date for filing applications. The positions may be advertised through the local job service office, newspapers, radio and TV stations, and other appropriate means. Announcements for part-time or temporary positions may be publicized in whatever manner is deemed appropriate by the President.

Job announcements must include:

- job title,
- general functions of the position,
- job skills, knowledge and abilities needed to perform the work,
- application deadline,
- place to file application, and
- salary range and benefits of the position.

All position openings shall be publicized to Center employees prior to public announcements. Advertising requirements may be waived if the same or a similar position was vacant no more than ninety (90) calendar days prior to the current vacancy and sufficient applications were received from the previous recruitment process.

Application for Employment

3.05. APPLICATION FOR EMPLOYMENT:

Application may be made by resume or on a form provided by the Center and filed with the President or the office designated to receive the applications.

Selection Devices

3.10. SELECTION DEVICES: The President may determine the selection devices to be used to obtain the most qualified candidates for each position. Selection devices may include work sample, performance tests, written tests, background and reference inquiries, and evaluation of training and experience. The President may also investigate the qualifications and character of any applicant.

The minimum age for Center employment shall be in accordance with state law. The general rule is that persons 16 and 17 years old may be employed in non-hazardous positions (see also AS 23.10.350, and 8AAC 5.040, et seq).

In order to comply with federal laws, the Center may require drug testing of employees who operate Center owned vehicles and equipment.

Rejection of Applicants

3.20. REJECTION OF APPLICANTS: The President may reject any application which indicates that the applicant:

- a) does not have the minimum qualifications established for the position.
- b) has falsified any information on the application form;
- c) is unable, with or without reasonable accommodation, to perform the essential functions of the position; or for other reasons.

Interview Expense

3.25. INTERVIEW EXPENSE: When an applicant who resides outside of Cordova is invited for an interview, his/her travel and per diem will be negotiated at the time of his/her invitation by the President. The Center shall not be liable for any such costs unless it agrees in writing *prior* to the travel to assume this responsibility.

Position Appointment

3.30. POSITION APPOINTMENT: Appointments are made by the President. All appointments shall be made on the basis of merit and fitness, without discrimination of any kind (see Section 1.80).

Personnel Policy

3.40. PERSONNEL POLICY: Each new employee will be given a copy of these personnel policies. He/she shall read these policies and sign the attached *Employee Acknowledgment Form* stating that the policies have been read and understood.

In the case of major changes in these policies, as determined by the President, ALL employees shall receive a copy of the revisions. All employees shall also be required to read the revised policies and sign a form indicating such.

Probationary Period

3.45. PROBATIONARY PERIOD: The purpose of the probationary period is to permit the employee to adjust to the position and to allow the Center to observe and evaluate the employee's performance against the requirements and expectations of the position. All appointments of new hires, or transfers/promotions of current employees, shall be provisional subject to a probationary period of six months. The probationary period for regular, part-time employees is 1,040 hours worked. During the probationary period, a newly hired employee may be terminated at any time without cause.

In the event regular status is not approved at the end of the probationary period, it may be extended once for a duration of three (3) months. The employee's personnel file shall contain the notification of the probationary extension and the employee shall be notified, in writing, of the extension and the reason(s) therefore.

An employee who is promoted to a higher position prior to the

completion of their probationary period shall complete the probationary period for the lower position by service in the higher position and shall be considered as having attained regular status in the lower position at the end of the applicable probationary period.

Provisional Appointment

3.70. PROVISIONAL APPOINTMENT: If a vacancy cannot be filled by a qualified applicant, it may be filled by a provisional appointment. A provisional appointee's tenure shall terminate as soon as the position can be filled by appointing a qualified person to the position. A provisional appointment may not exceed 12 consecutive months.

Emergency Appointments

3.75. EMERGENCY APPOINTMENTS: In an emergency that threatens life or property, the President may employ such persons as are necessary to meet the emergency needs of the Center for the duration of the declared emergency.

Temporary Appointments

3.80. TEMPORARY APPOINTMENTS: In cases of special projects, seasonal activity or other such situations, the President may appoint a temporary employee without complying with the provisions of the personnel policies concerning regular appointments.

Relocation Expenses

3.85. RELOCATION EXPENSES: When a person has been hired by the Center, and must move from a community outside Cordova, relocation expenses may be negotiated by the President at the time of appointment, and so set forth in writing with a copy furnished to the employee. The Center shall not be liable for any relocation expenses not agreed to in writing prior to the move. New employees shall be required to sign an agreement to reimburse the Center for all such expenditures should they choose to leave the Center prior to the completion of two (2) consecutive years of service.

Previous Work Record

3.90. PREVIOUS WORK RECORD: An applicant who has been previously employed by the Center and whose services were unsatisfactory or whose departure was without sufficient notice may be disqualified for subsequent employment.

Nepotism

3.95. NEPOTISM: No person shall be appointed to a Center position while any member of their family is the President or serves as a member of the board. No employee shall hold a position over which a member of his/her family exercises direct supervisory control.

Family is defined to include: spouse, co-inhabitants, children, parents

and grandparents, brother and sister, parents and grandparents of spouse, brother-in-law, sister-in-law, and such person of a half or step relationship.

If a Board member is elected, and a family member is a current Center employee, the President may recommend a waiver as long as the employee is not going to be directly supervised by the Board. The Board, upon the recommendation of the President, shall have the power to grant specific waivers of this provision if they decide the appointment of the individual is in the best interest of the Center. Such waiver shall be a public record and a copy shall be placed in the personnel file of the individual(s) impacted.

IV. Employee Relations

4.00. POLICY: It is the policy of the Center to implement effective personnel policies based on the principles of mutual rights and obligations, and fairness and equality for the Center and its employees. The Center employs people based on their qualifications to do the job and with assurance of equal opportunity for all who apply. It is also the policy of the Center to organize and delegate authorities and responsibilities essential to the effective and efficient administration and management of its operations and systems.

Background

4.10. BACKGROUND: The responsibilities and authorities delineated in this section are intended to establish a clear understanding of the role each segment of the Center must play in order to create and administer a sound personnel management program.

Board responsibilities

The Board has responsibility and authority to:

- 1) Approve the Center's budget including requests for personnel services.
- 2) Increase or decrease budgeted amounts for personnel services within the Center.
- 3) Approve personnel policies developed by the President.
- 4) Appoint the President and other officers of the Center.

President's responsibilities

The President has responsibility and authority to:

- 1) Implement, administer, and enforce the personnel policies adopted by the Board.
- 2) Prepare and adopt such forms, reports, procedures, and processes as may be necessary to carry out the Center's personnel program.
- 3) Evaluate employee performance.
- 4) Participate in the grievance procedures as specified in Chapter Seven.
- 5) Appoint and dismiss any employee under his/her jurisdiction.
- 6) Comply with applicable federal, state and municipal personnel laws and regulations.

Center employee's responsibilities

All Center employees have the following responsibilities:

- 1) Read the Personnel Policies and ask for an explanation of policies if questions arise.
- 2) Understand their functions and how their functions relate to the total mission of the Center.
- 3) Discuss with their immediate supervisor any questions relating to the interpretation or application of these rules.
- 4) Be prompt, courteous, and diligent in carrying out assigned

duties and responsibilities within the bounds of established rules, policies and procedures.

5) Be familiar with their position description and be expected to perform that job to the best of their ability.

6) Recognize that the Center is a service organization and, as such, providing high quality service to its user groups is the foremost concern for each employee.

7) Carry out, to the best of their ability, goals, objectives, and policies of the Center in a competent and fair manner, irrespective of personal feelings or disagreements.

8) Inform their supervisor of any problems, complaints, or other irregularities which they feel are a detriment to the efficient management of the Center.

9) Do their job conscientiously and honestly, be amenable to supervision, and be willing to cooperate with associates.

10) Inform their supervisor when any situation arises which is not covered by the Personnel Policies or other policies or procedures of the Center.

11) Conduct themselves in an exemplary manner, befitting the organization in which they are employed.

V. Employee Benefits

5.00. POLICY: It is the policy of the Center to grant eligible employees benefits such as leave, group life and health insurance, liability insurance, a retirement plan and other similar benefits subject to budgetary appropriations approved by the board.

Leave Benefits

5.10 Leave Benefits: The Center considers its leave benefits a privilege which an employee earns as a result of satisfactory performance. The leave benefits should not be considered a right to which the employee is entitled regardless of their performance. Leave benefits include:

- Paid Time Off (PTO)
- Paid Holidays
- Parental Leave
- Military Leave
- Leave with and without pay

Holidays

5.20 HOLIDAYS: All employees in a regular, full-time position are entitled to paid holidays as designated below. Holidays are paid on a prorated basis for a regular, part-time employee (except those whose wages are paid by grants that do not allow for such leave or benefits) in proportion to their scheduled work hours.

Holidays recognized by the Center are:

- 1) New Year's Day, January 1;
- 2) President's Birthday, third Monday in February;
- 3) Memorial Day, Last Monday in May;
- 4) Independence Day, July 4;
- 5) Labor Day, first Monday in September;
- 6) Veteran's Day, November 11;
- 7) Thanksgiving, Fourth Thursday in November;
- 8) Friday after Thanksgiving;
- 9) Christmas, December 25;
- 10) Employee's Birthday, eligible after working 90

calendar days.

If a holiday falls on a Sunday, the following Monday shall be the legal holiday. If a holiday falls on a Saturday, the preceding Friday shall be a legal holiday. Employees who are on approved leave shall be paid for holidays which occur during their leave. Employees who are on approved leave without pay status shall not be paid for holidays which occur during their leave.

Paid Time Off (PTO)

5.30 Paid Time Off: Regular, full-time and regular part-time employees (excepting those employees whose salaries are funded by grants that do not allow for such leave benefits) are entitled to accrue *Paid Time Off* (PTO). PTO is intended to serve in lieu of separate sick-leave and vacation accruals. Acceptable uses for PTO include, but are not limited to: vacation, family and personal illness, family and personal needs, and paternity leave.

Temporary and intermittent employees do not accrue PTO. Regular part-time employees accrue PTO as a pro-rated percentage of time actually worked.

Employees on probation following hire accrue PTO but may not use it during the first 90 calendar days of employment. Employees on probation for disciplinary reasons may not utilize PTO.

Paid Time Off (PTO) Accrual Rates

5.32. PTO ACCRUAL RATES: Paid Time Off (PTO) accrues at the following rates:

1-2	years of service	20 work days/ year
3-5	years of service	25 work days/year
6-8	years of service	30 work days/year
9+	years of service	35 work days/year

Changes in leave accrual take effect the day following the employee's anniversary date. The President shall assure that accurate leave records are maintained for each employee.

Paid Time Off Requirements & Responsibilities

5.35 PTO Requirements & Responsibilities: A minimum of 10 days of PTO must be taken by the end of each fiscal year, except the first year of employment. It is the responsibility of the President to insure that work is conducted and PTO is scheduled taking into consideration the mission of the Center. Request for PTO shall, whenever possible, be authorized as closely as possible to the employee's request. The employee is responsible for making such request sufficiently in advance as to allow supervisors to make proper scheduling arrangements. The longer the PTO period the employee requests, the further in advance such request should be made. It is expected that employees who are taking PTO for unanticipated illness or a personal day will contact the center or their supervisor prior to or on the morning of the day/days taken.

Employees are responsible for maintaining awareness of the amount of PTO accrued and managing their allotted PTO. Failure to do so may result in unused PTO being surrendered. No employee may

carryover more than 40 days (320 hours) of PTO from one fiscal year into the next except upon written approval of the President. Any amount over 40 days (320 hours) shall be subtracted from the PTO accrued and any funds associated shall be applied to funding the following years accrual.

PTO Donation

5.44 PTO Donation: An employee may donate PTO, upon the approval of the President, to another employee of the Center who is facing a medical emergency or other extreme hardship. An employee may donate up to the full amount of their accumulated PTO.

Parental Leave

5.50 Parental Leave: A regular, full-time employee will be granted parental leave of up to 6 weeks at the birth or adoption of a child. This leave will consist of first, PTO, and then, leave without pay. The Center will continue to pay insurance benefits during any leave without pay portion of the parental leave but no other benefits will accrue.

Military Leave with Pay

5.55 MILITARY LEAVE WITH PAY: A regular, full-time employee who has served with the Center for six months or more immediately preceding an application for military leave and who is a member of the National Guard or a reserve component of the armed forces, is entitled to a leave of absence from his/her duties for a period not exceeding fifteen (15) calendar days in a 12 month period. Such leave will be granted without loss of time, pay or benefits to which he/she is entitled.

Military leave with pay may be granted only when an employee receives bona fide orders to active or training duty for a temporary period. It shall not be paid if the employee does not return to his/her position immediately following the expiration of the period for which he/she was ordered to duty. Leave with pay shall not be granted to employees entering the military service for extended and indefinite periods of active duty. The amount of military leave paid by the Center will be reduced by the amount the individual receives from the military.

Military Leave Without Pay

5.60 MILITARY LEAVE WITHOUT PAY: Employees who engage in extended military training, or active or inactive duty are entitled to leave and reinstatement as provided under state and federal law.

Other Leave With Pay

5.65 OTHER LEAVE WITH PAY: With the approval of the President, all regular, full-time employees will be granted a paid leave of absence for jury duty, up to 4 hours a week in community service, or for a legally required court appearance resulting from his/her official Center duties. The amount of leave paid by the Center for jury duty will be reduced by the amount the employee receives from the court system.

Leave Without Pay

5.80 LEAVE WITHOUT PAY: Leave without pay may be granted to any regular, full-time employee after all other leave has been exhausted and upon approval of the President. The length of the leave will be determined by the President based on individual circumstances. Leave without pay may require certifications, physician's statement, etc., to justify the leave. Leave without pay for over ten (10) workdays in the fiscal year requires adjusting the anniversary date.

Other Benefits

5.90 OTHER BENEFITS: Medical and life insurance premiums may be provided by the Center for regular employees. Regular, part-time employees who work a minimum of 20 hours per week have the option to obtain medical and life insurance coverage. If they wish to have such coverage, the Center may pay a pro-rated portion of the premium that corresponds to the amount of time worked.

For regular employees, the Center may also provide additional benefits such as retirement, disability, deferred compensation, fitness club membership, and other benefits, at its sole discretion, as described in the Center's current employee benefits package.

VI. Performance Management

Policy

6.00. POLICY: It is the policy of the Center to conduct regular performance evaluations of its employees to help to define expectations, correct deficiencies, improve performance and, therefore, to help the employees reach their full potential.

The purpose of the performance evaluation process is to give the employee direct, honest, work- specific feedback on his/her performance over a specific period of time, and to provide an objective review of the employee's performance.

The progressive goals of the performance evaluation process are to:

- a) improve the skills, knowledge and abilities of individual employees; and
- b) identify and resolve problems; which should
- c) improve their overall performance and productivity; and
- d) provide a record of performance information related to individual employees.

Performance Evaluation Periods

6.05 PERFORMANCE EVALUATION PERIODS:

Employees are evaluated at the following times:

a) End of probationary period: Each probationary employee is evaluated after five months of employment and no less than five (5) workdays prior to the completion of their probationary period.

b) Annual: Regular employees receive an annual performance.

c) Special: A special performance evaluation is completed whenever:

- 1) there is a significant upward or downward change in the employee's performance.
- 2) the supervisor determines it is in the best interest of the Center and/or employee.
- 3) a supervisor is permanently leaving his/her position.

The supervisor must then evaluate each employee who has not been evaluated in the previous six (6) months.

d) Terminated employees are evaluated about five (5) days prior to the end of their employment.

Evaluation form

6.10 EVALUATION FORM: The performance evaluation is completed on a form supplied by the Center. It is the President's responsibility to review the performance evaluation system at least every three (3) years and revise it as necessary to meet commonly accepted personnel standards for such systems.

The President establishes performance standards, as a basis for personnel evaluations, which shall reference the quality and quantity

of work performed, the manner in which service is rendered, the faithfulness of the employee to his/her duties, and such other characteristics of the employee's performance.

Review of the Performance Evaluation

6.15 REVIEW OF THE PERFORMANCE

EVALUATION: The supervisor who is completing the evaluation reviews the completed evaluation with the employee prior to its submittal to the President. The President then reviews the completed evaluation and, if necessary, interviews the employee or supervisor to clarify any questions regarding the performance evaluation. After the President's review the evaluation is placed in the employee's personnel file.

Unsatisfactory Evaluation

6.20 UNSATISFACTORY EVALUATION: An unsatisfactory evaluation may result in establishing a period of intensive supervision, a probationary period, a demotion, or dismissal. The specific course of action will depend on the extent of the unsatisfactory performance, the number of similar unsatisfactory evaluations in the past, etc.

Employees will be notified of the steps to be taken to improve their performance and, if applicable, how to get off probation. Failure of the employee to meet the performance expectations may result in termination.

During their probationary period employees will be given opportunities, including the possibility of intensive supervision, to bring his/her performance up to the standard. A performance evaluation will be conducted at the end of the probation period. A satisfactory evaluation will remove the employee from probation.

Evaluation Appeal Procedure

6.25 EVALUATION APPEAL PROCEDURE:

Employees who believe an evaluation is unfair or unrepresentative of facts may file a written reply, a copy of which shall be kept with the evaluation in the employee's personnel file. If an evaluation results in a demotion, dismissal or salary reduction which the employee deems to be unfair, they have the right to appeal such action following the procedures set forth in Chapter Seven.

Merit Promotion

6.30 MERIT PROMOTION: A superior evaluation may result in a merit promotion for the employee. Only one merit promotion is authorized within each fiscal year.

Evaluation after Transfer

6.35 EVALUATION AFTER TRANSFER: An employee who assumes a new position, either through transfer or promotion, will be evaluated as specified for probationary employees. Should such an

employee receive an unfavorable evaluation at the end of the probationary period, the employee will be placed in their old position or the first available position comparable to their previous position.

VII. Employee Discipline & Grievance

7.00 POLICY: Through these policies and procedures, the Center will assure that employees are treated fairly and consistently in matters of discipline and resolution of grievances. It is also the policy of the Center to progressively discipline employees who break rules of conduct or who continually fail to follow these or other of the Center's policies and procedures.

Background

7.02. BACKGROUND: Discipline is intended to be used to change unacceptable behavior, or to motivate and encourage employees to become more productive employees of the Center. Discipline refers to the action taken against an employee for violating the Center's rules and policies of conduct.

Disciplinary action is differentiated from the performance evaluation process wherein the employee is coached and encouraged to learn the skills and abilities necessary to perform as expected in their respective positions. However, the unwillingness or inability of an employee to change their work practices, approaches or philosophy to that which is expected of the employee by the Center may result in disciplinary action.

Disciplinary Action

7.05 DISCIPLINARY ACTION: The four disciplinary actions, listed in ascending order of severity, are verbal warning, written reprimand, suspension or demotion, and dismissal. The severity of the offense as well as the number and frequency of previous misconduct will determine the requisite action.

Verbal Warning

7.10 VERBAL WARNING: The first level of discipline is the verbal warning. These are given for initial minor infractions of the rules of conduct. The supervisor or other manager is to clearly state the perceived infraction, listen to the employee's response and then jointly decide how to correct the deficiency.

Written Reprimand

7.15 WRITTEN REPRIMANDS: Reprimands may be given to employees as a result of the violation of the Center's personnel or administrative policies. Reprimands shall contain the specifics of the conduct for which the employee is being disciplined. Any two reprimands within twelve (12) months may cause the employee to be placed on probation; three may cause dismissal.

If appealed, the reprimand first must be appealed to the supervisor and then, if not resolved, to the President. During the appeal to the President, employees must present evidence to show the reprimand to be unwarranted. If the employee appeals, the employer shall place in

the employee's personnel file a written statement of evidence or testimony presented by the employee to the President as a basis of the employee's appeal. The employee shall cause a written answer to any reprimand to be placed in their file.

Suspension

7.20 SUSPENSION: The President may, at any time, suspend an employee for cause for a period not to exceed thirty (30) calendar days or may suspend an employee during an investigation of actual or potential charges against him/her.

All disciplinary suspensions are without pay. Following a disciplinary suspension, an employee shall automatically be placed on probation. The reason for the suspension, the period of time for which they are to be suspended, and the criteria and performance required to get off probation following suspension shall be given to the employee in writing with a copy being placed in their personnel file.

A suspension resulting in the forfeiture of salary is subject to appeal by the suspended employee. Procedures for appeal are set forth below. Employees who are suspended without pay during an investigation of charges against them, and who are found to be innocent of those charges, will receive their regular wages for the period during which they were suspended.

Demotion

7.35 DEMOTION: The President may, at any time, demote an employee for cause or with the voluntary consent of the employee, or demote to a vacant position in lieu of a lay off, provided the employee possesses the minimum qualifications for the position to which he/she is demoted. At least two weeks before a non-disciplinary demotion becomes effective, written notice will be given to the employee. Demotion for cause shall be documented and reviewed with the employee. A copy of the document must be placed in the employee's personnel file.

Dismissal

7.40 DISMISSAL: The President may, at any time, dismiss any employee for cause. Dismissal for cause shall be documented and reviewed with the employee (if available). Dismissed employees are not eligible for severance pay except for time already worked and for accrued leave. A copy of the document must be placed in the employee's personnel file. An employee may appeal a dismissal or cause using the procedures outlined below.

Offenses which may cause disciplinary action

7.50 OFFENSES WHICH MAY CAUSE DISCIPLINARY ACTION: There are three types of offenses which cause disciplinary action: critical, serious and minor.

Critical offenses

Critical offenses are major violations of Center rules or employee conduct which may necessitate immediate dismissal. If the incident needs investigation, disciplinary suspension should be used while awaiting the results. If no extenuating circumstances were found to substantiate the employee's action, the employee will be terminated immediately.

Examples of critical offenses could include, but are not limited to:

- falsification of information on an employment application or time sheet;
- theft of any employee's personal or real property;
- willful destruction, damage or theft of Center property or other assets;
- assault of an employee or member of the public during work hours;
- using or distributing intoxicating beverages on the job;
- possession, use or distribution of illegal drugs in, on or about facilities owned, leased, or operated by the Center.
- gross acts of insubordination; etc.
- violation of Center safety policies and procedures, especially when the violation may result in serious harm or injury to persons or property

Serious offenses

Serious offenses are violations of rules of conduct or the Center's policies or procedures which do not justify immediate discharge but are serious enough that a written reprimand would be the minimal method of documenting the incident.

The following are examples of serious offenses:

- arriving on the job under the influence of intoxicating beverages or drugs;
- failure to follow the orders of a supervisor, unwillingness to perform the assigned job, or other such acts of insubordination;
- being habitually absent or tardy;
- continually being wasteful of material, property, work time or other resources;
- inability to get along with fellow employees so that work being performed is hindered or below required or expected standards;
- any act of sexual harassment;
- committing three or more minor infractions (see below) within a six month period;
- failure to use safety equipment and/or failure to comply with

- safety precautions;
- failure to report an on-the-job accident;
- breach of confidence or professional ethics;
- more than two unexcused absences in a one month period;
- removal of Center assets or property without proper authorization; etc.

Minor infractions

Minor infractions are normally small or insignificant breaches of policy or procedure that in and of themselves can be corrected without serious disciplinary measures.

The following are examples of minor infractions:

- continual unexcused tardiness;
- occasional carelessness and minor inefficiencies;
- minor damage to Center property;
- frequent excused absences;
- use of inappropriate or abusive language;
- interference with another employee in the performance of his/her work;
- other minor infractions which may come to the attention of the employee's supervisor.

Disciplinary Action Procedures

7.52. DISCIPLINARY ACTION PROCEDURES: All disciplinary actions, except verbal warnings, shall be documented to the employee, the supervisor, the President, and the employee's personnel file.

Discipline will be administered using the following guidelines:

<u>MINOR INFRACTION</u>	First Offense _____	Verbal warning
	Second Offense _____	Written reprimand or suspension
	Third Offense _____	Suspension

<u>SERIOUS OFFENSE</u>	First Offense _____	Written reprimand or suspension
	Second Offense _____	Suspension
	Third Offense _____	Demotion or Dismissal

<u>CRITICAL OFFENSE</u>	First Offense _____	Dismissal
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Supervisors and other members of management may vary the above guidelines to account for the individual circumstances of the incident

and/or the employee.

The disciplinary cycle starts over if no additional disciplinary action is required within one (1) year of a written reprimand. All offenses will be considered by the supervisor when completing performance evaluations.

Appeal Rights

7.55. APPEAL RIGHTS: An employee has the right to grieve or appeal personnel actions taken in regard to him/her except a verbal warning, written reprimand and/or probation following a performance evaluation. Grounds of appeal include, but are not limited to: disciplinary suspension, demotion, dismissal, transfer, and/or change in salary. An appeal of disciplinary actions must be commenced within five (5) workdays of the action as outlined below.

Grievance Policy

7.60. GRIEVANCE POLICY: It is recognized that communication of constructive suggestions and the identification of problems contributes significantly to improving the overall quality of work performed and conditions of employment. Therefore, it is the policy of the Center to provide appropriate avenues of communication to meet a variety of these needs.

It is the desire of the Center to resolve problems and pursue suggestions through an informal process where such a process is in the best interest of the Center and its employees. Formal grievance procedures are provided for those situations when the informal process is not appropriate.

Background

7.62 BACKGROUND: Every employee of the Center is entitled to be treated in a fair and just manner. All employees are encouraged to communicate any problems or complaints he/she may have using the procedures outlined below.

Employee Communications

7.67 EMPLOYEE COMMUNICATIONS: When employees have a suggestion, question, problem, or complaint, they should do the following:

- a) Consult with their immediate supervisor. Generally the employee and supervisor should be able to address the issue or resolve the problem. If not resolved at this level,
- b) The employee may request a meeting with the President to resolve the issue or problem. The final determination will be made by the President.

Definition of Grievance

7.70 DEFINITION OF GRIEVANCE: A grievance is a complaint by an employee alleging a violation of a section or sections

of the Center's personnel rules and policies which pertain to the terms and conditions of employment by the Center.

Grievance Procedure Steps

7.75 GRIEVANCE PROCEDURE STEPS: A grievance shall be handled in the following manner:

Step 1. The aggrieved employee shall present the grievance orally to their immediate supervisor within five (5) working days of its occurrence, not including the day of the occurrence. The supervisor will give an oral reply within five (5) working days from the date of presentation of the grievance, not including the date of the presentation.

Step 2. If the grievance is not settled at Step 1, it shall be prepared in detail, placed in writing, dated, signed by the aggrieved employee, and presented to the President within five (5) working days after the supervisor's oral reply is given, not including the day the answer is given. The President shall reply to the employee in writing within ten (10) working days of the date of the receipt of the written grievance, not including the day it is received.

Step 3. If the grievance is not settled at Step 2, the written grievance shall be presented along with all pertinent correspondence, records and information accumulated to date to the Chairperson of the Personnel Committee of the Board within five (5) working days after the President's response is given, with a copy going to the employee and the President. The Chairperson shall reply to the employee in writing within twenty (20) working days of the date of the receipt of the written grievance, not including the day it is received. The decision of the Committee Chairperson is final.

Appeal Procedures

7.80 APPEAL PROCEDURES: A regular employee may appeal any disciplinary action which results in suspension, or dismissal or any performance evaluation which results in a demotion or downward salary adjustment. The procedures for an appeal are outlined below.

First appeal

First appeal: Shall be to the supervisor, submitted in writing by the employee stating the employee's position. Upon receipt of this notice, the supervisor shall arrange for a meeting between him/herself and the employee within three (3) working days.

Second appeal

Second appeal: Upon receipt of the supervisor's decision or if the supervisor does not respond, the employee may further appeal the decision/action in a letter to the President.

This signed and dated letter must explain the specific grievance and the employee's specific request. It must be submitted within five (5) working days of the receipt of the supervisor's decision on the first

appeal. A meeting between the employee, the supervisor and the President shall be scheduled within five (5) working days of the receipt of the employee's written request for a hearing.

Third appeal

Third appeal: If, upon receipt of the President's written decision, the employee wishes to continue the appeal, he/she may, within ten (10) working days, request a hearing before the Personnel Committee of the Board by sending a letter addressed to the Committee Chairperson requesting a formal appeal. Copies of the letter and responses of the supervisor's and President's evaluation, and all other documents shall be attached to the letter to the committee.

A hearing shall be set by the Committee to take place no later than thirty (30) calendar days from the date the appealing letter was received by the Chairperson. The Committee may choose to hear the appeal itself, appoint an objective committee of its own choosing, refer the appeal to an arbitrator of its own choosing, or may refer the appeal back to the President.

If the Committee decides to hear the appeal, the hearing shall be conducted in Executive Session with the members of the Committee, the President, the supervisor and the employee who is making the appeal. The President and the appealing employee may each have, as their witness, a second person of their choosing to be in attendance at this hearing, or either or both parties may be represented by their attorney.

The purpose of the appeal hearing is for the presentation of the employee's case. The appeal hearing will be chaired by the Committee Chairperson and witnesses may be called to present information; however, they cannot be compelled to testify or appear. The integrity and confidentiality of the session is expected to be maintained by all those in attendance.

No later than 48 hours after the end of the hearing, the Committee shall issue its findings of fact and decision. A copy of the findings and decision shall be sent to the employee with a copy to the President. The decision of the Committee shall be final.

Interference

7.90 INTERFERENCE: It is a violation of these policies for the President, any member of the Committee, or any employee of the Center to interfere with, threaten, coerce, restrain, discharge or otherwise discriminate against any employee or person, during or after the grievance or appeal process, because he/she has made a complaint, given testimony, or otherwise participated in any part of the grievance or appeal procedures.

It shall also be a violation of these policies for any employee to interfere with, threaten, coerce, restrain, discharge or otherwise attempt to undermine or subvert the disciplinary, grievance, appeals, or other such policies and procedures.

VIII. Employee Training & Development

Background

8.10 TRAINING POLICY: To the extent possible, it is the policy of the Center to provide training and development opportunities so that regular employees are afforded the chance to reach their career potential with the Center. To the extent possible, it is also the policy of the Center to only provide for training which is directly related and applicable to the employee's job classification or a closely related classification.

8.20. BACKGROUND: The first and most important responsibility of an employee's immediate supervisor is to provide an employee an initial orientation to their position and to the Center in general.

Thereafter, the immediate supervisor should use both formal and informal means to guide, coach and encourage the growth and development of the employee. This phase of the employee's training and development should begin with a clear delineation of roles, responsibilities and expectations, followed by regular and routine coaching and guidance, and feedback through the formal and informal performance evaluation process.

Employees and their immediate supervisors are responsible to design a mutually agreeable professional development plan for the employee during the employee's first two years on the job, and annually thereafter. The plan should identify areas where the employee needs to strengthen and improve their skills and abilities, and the training that is needed to increase and improve the employee's skills.

The supervisor should annually review the training and development needs of their employees. Supervisors should discuss with staff members their career goals and educational objectives, and then select the workshop, seminar or courses that will best achieve those ends, within the constraint of available resources. This training could be through on-the-job training, in-service training or external training including higher education.

On the job training

8.30 ON-THE-JOB TRAINING (OJT): The employee's immediate supervisor is responsible for providing on-the-job training and exposure to other Center activities. The supervisor is responsible to see that individuals have equal opportunity to both learn their present jobs and to be prepared for positions of greater responsibility and challenge. OJT usually occurs during the employee's standard work week. However, the Center reserves the right to provide OJT during other times which may be more convenient or appropriate.

In-Service Training

8.40. IN-SERVICE TRAINING: The President may, as opportunities and resources allow, develop in-service training programs for the employees. Such programs could include lecture courses, demonstrations, workshops and courses provided by outside organizations or by qualified Center employees. These courses may be in a technical field or in other more general areas where improved effectiveness, efficiency and broader knowledge on the part of the employees would be of benefit to the Center.

Continuing Education

8.50. CONTINUING EDUCATION (CE): The Center recognizes that some employees, because of the nature of their positions with the Center, may be required to obtain routine CE in order to receive or maintain a certification necessary for them to perform in their job classification. The Center may allow employees to attend such continuing education, during work hours without loss of pay or benefits, or at other times, because of the desire of the Center to support such necessary CE. The employee must receive prior approval for the CE from their immediate supervisor. It is the immediate supervisor's responsibility to monitor the number of CE courses the employee takes and to coordinate employee training and development with their superior. The CE must neither interfere with the ability of the employee to perform on the job nor be approved if the employee's CE record or performance record is unsatisfactory.

Higher Education

8.70 HIGHER EDUCATION: The Center encourages its employees to continue their post-secondary education and recognizes that continued educational development is becoming increasingly important. It wants to provide opportunities for its employees to obtain additional education in order to increase their competence in present job skills and to prepare for advancement in the future.

Therefore, to the extent resources are available, the Center will reimburse employees for higher education, at the conclusion of the course, for the cost of registration fees and up to five (5) credits per semester of schooling. The course must be offered at or through an accredited, local college or university which grants a two- or four-year degree.

The Center will not refund any costs unless the employee:

1. is taking a course that is directly related to the employee's job functions; and
2. has received prior approval from their immediate supervisor; and
3. has passed the course with a "C" average or better, or a "PASS" in a pass/fail system; and
4. has maintained regular status with the Center during the

course and at the completion of the semester's work.

IX. Salary & Wage Administration

9.00. POLICY: It is the policy of the Center to administer a salary and wage program that complies with all applicable federal and state laws and provides fair and equitable wages and benefits in exchange for fair and equitable performance by the employees.

It is also the policy of the Center to develop this program so that wages paid to employees will be reasonably consistent with wages paid by other organizations for similar skills, working conditions and responsibilities, within the extent possible given the Center's financial resources.

Background

9.03. BACKGROUND: The President will maintain a program which establishes and monitors job qualifications, responsibilities, and wage and salary standards for Center employees.

Revisions and Amendments

9.06. REVISIONS AND AMENDMENTS: Pay rate and other changes in the wage and salary system may be recommended as a part of the budget process. The revisions and/or amendments shall become effective upon approval of the budget by the Board. In establishing wage and salary requirements the President may:

- a) Compare the Center's salary rates within similar positions in the community and other similar organizations in Alaska.
- b) Analyze fluctuations in the cost of living and the market place, and submit such information to the Board.
- c) Make recommendations based upon local economic conditions and expected revenues and budgeted expenses of the Center.

Demotion Pay

9.10. DEMOTION PAY: Pay penalties for demotions for disciplinary reasons shall be at the discretion of the President and shall be explained in writing (see also Section 7.35).

Reassignment Pay

9.15. REASSIGNMENT PAY: Pay for an employee who has been reassigned due to reduction in force shall be determined at the time of the reassignment with due consideration to the employee's choice of assignment. Past service of the employee will be considered when salary determination is made.

Pay Advancement

9.20. PAY ADVANCEMENT: Employees may receive an across the Board pay increase based on a cost of living or a market-based adjustment, longevity increases through their fifth year of employment, and/or merit in job performance. Longevity and merit increases are recommended by the supervisor and approved by the President based on a written performance evaluation.

Evaluations are performed regularly at the end of the initial probationary period, thereafter on the anniversary date, or when deemed appropriate by the President or immediate supervisor (see Chapter Six). An outstanding performance evaluation may result in a merit increase. There may not be more than one (1) such merit increase in a year. Pay increases shall be based on the meritorious performance of the employee. Evaluation reports submitted by supervisors will be reviewed by the President before any increases are agreed upon or granted.

Anniversary Date

9.25 ANNIVERSARY DATE: The anniversary date is the hire date as adjusted by any leave without pay taken by the employee that totals over ten (10) days per fiscal year (counting all short or long periods of Leave Without Pay).

Payday

9.30. PAYDAY: There are 24 pay periods and 2112 hours of work in a year. Normally, employees are paid on the first and sixteenth of each month. If the payday falls on a weekend or holiday, payment will be made on the following workday.

Mandatory and voluntary deductions will be made from the employee's payroll check. Mandatory deductions are those required by federal, state, or local law. Voluntary deductions will only be made with written authorization of the employee.

Wage payments are made by check presented to the employee in person. No person may receive payment on behalf of an employee without the employee's prior authorization in writing.

Overtime

9.40. OVERTIME: The Center will maintain hours of work which are compatible with applicable federal and state laws, especially the requirement of the Fair Labor Standards Act (FLSA) legislation related to the payment of overtime to non-exempt employees. The FLSA requires the Center to maintain an accurate accounting of hours worked and to pay 1&1/2 times the regular hourly rate of pay to every nonexempt employee who works more than 40 hours in one week. Additionally, Alaska State law (AS 23.10.060) requires payment of overtime for hours worked in excess of eight (8) hours in any workday.

Overtime is an occasional necessity and must be worked if assigned. Supervisors are responsible for seeing that no abuse of overtime occurs. All overtime work, performed by non-exempt employees, must have the prior approval of the President except in emergencies that preclude such prior approval. There shall be no compounding of overtime rates; overtime computation should be at the highest

applicable overtime rate.

In the event overtime is officially ordered, only individuals paid an hourly wage will be eligible for overtime pay. A greater degree of service is expected of administrative, supervisory, and professional positions, with salaries to be set accordingly. Employees in these positions are not eligible for overtime pay.

A. Time And One Half: Non-exempt employees are paid at one and one-half (1&1/2) times their regular rate of pay for all hours worked as follows: (1) Hours in excess of eight (8) in one day or 40 in one week.

Annual leave, sick leave, etc. shall be considered as being part of the work week except that no more than 8 hours may be credited to any work day.

B. Double Time: All time worked on the seventh day of a work week in excess of 48 hours total time worked within that week.

C. Holiday Pay: Non-exempt employees who are required to work on a holiday are paid for all hours worked on the holiday. All exempt employees may defer their holiday for up to four (4) weeks, after which they lose that holiday.

Time Sheets

9.45 TIME SHEETS: Time sheets are required from all employees and are due by the start of business on the first working day after the end of the pay period. Time sheets may be submitted on the Center's time sheet form, by email or by phone. Time sheets must be reviewed by the employee's supervisor or an administrative officer who approves overtime, if any, listed on the time sheets. Accuracy on time sheets is the responsibility of each employee/supervisor. Pay checks cannot be distributed without a time sheet for the pay period.

Travel Expenses

9.55 TRAVEL EXPENSES: Employees who are required to travel outside of Cordova on Center business shall be reimbursed for expenses as follows:

- a) All travel outside of Cordova shall require approval for the trip from the President. The employee must indicate the method of travel, purpose of trip, anticipated benefit to the Center/employee and length of stay.
- b) Employees shall complete a travel request form prior to travel and, after returning from the travel, a trip report form and reimbursement request must be filed with the Finance Department within 15 fifteen working days of their return .

Employees may receive advance per diem and advance payment for ticket costs.

Wage Parity

9.65 WAGE PARITY: It is the policy of the Center to pay salaries and wages generally equivalent to pay levels for comparable work and responsibilities in other organizations in Alaska. Adjustments, if any, are made during the budget development process to maintain internal parity and to adjust for external cost of living or market-based changes.

The Board shall approve, upon the recommendation of the President, pay ranges for each organizational level. Such ranges determine the pay increase for which an employee may qualify, based upon merit and/or length of employment.

Wage Garnishments

9.75 WAGE GARNISHMENTS: A court-ordered claim against the wages of a Center employee for non-payment of debt is called a garnishment. It must be recognized and executed by the Center. The President, upon receipt of the garnishment, will:

- see that the proper amount of wages due and payable at the time of the garnishment are withheld;
- forward payment to the appropriate agency; and
- provide a copy of the garnishment to the employee.

X. Employee Conduct

Attendance

10.00. ATTENDANCE: Employees are expected to work all designated work days. If an employee, for some unavoidable reason, cannot report for work, he/she is expected to notify his/her supervisor as soon as possible. Absence from work without permission or without notice will be considered an absence without pay and could result in disciplinary action. Note that it is expected that employees who are taking PTO for unanticipated illness or a personal day will contact the Center or their supervisor prior to or on the morning of the day/days taken.

Appearance

10.05 APPEARANCE: All employees must be neat and clean in appearance and shall conduct themselves in a manner which is appropriate for an employee of the Center, while maintaining dress standards appropriate to their position.

Drug and alcohol use

10.08. DRUG AND ALCOHOL USE The Center has adopted a Drug Free Workplace policy as an integral part of these Personnel Policies. It is the policy of the Center, that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in, on or around facilities owned, leased, or operated by the Center. Use of legal intoxicating beverages on the Center's premises is only allowed in moderation during social functions. Further details are outlined in the Drug Free Workplace Policy (see exhibits). All employees must sign the policy as a condition of employment.

Conflict of interest

10.10. CONFLICT OF INTEREST: All employees shall be fair and impartial in all their dealings as employees, shall avoid any actions which create a direct or apparent conflict of interest or might reasonably be interpreted as affecting the impartiality of the individual employee, and shall avoid any action which adversely affects or appears to affect their ability to perform their duties as Center employees.

Outside employment

10.15. OUTSIDE EMPLOYMENT: Permission for regular, full-time employees to work at any outside employment must be applied for in writing to the President prior to the outside employment. In order to be approved, the outside employment must conform to at least, but not be limited to, the following conditions:

- a) be compatible with the employee's Center work; and
- b) in no way detract from the efficiency of the employee in his/her Center work; and
- c) in no way be a discredit to Center employment; and
- d) always be secondary to Center employment; and

e) not create a conflict of interest with the Center.

A written response from the President will be maintained in the employee's personnel file.

Gifts and gratuities

10.20. GIFTS AND GRATUITIES: It is the responsibility of each Center employee to remain free from indebtedness or favors which might reasonably be interpreted as affecting the impartiality of the individual employee.

If an employee is tendered or offered a gift or gratuity which could be construed to be an attempt to bribe, influence, or to encourage special consideration with respect to employment, contracts, etc., such offer shall be reported without delay to the employee's immediate supervisor who in turn will inform the President. If there should be any doubt whether a gift or gratuity is of such significance as to create undue influence upon the employee, the matter shall be reported to the supervisor. An employee may be dismissed if he/she knowingly accepts any gift or gratuity which may create undue influence or result in special consideration benefitting the giver.

Cost Consciousness

10.25. COST CONSCIOUSNESS: Center employees shall practice every economy practicable in the discharge of their duties. Employees are encouraged to recommend to their supervisors work procedures which will result in a cost savings or improved services.

Safety

10.30. SAFETY: The President shall be responsible for the development and maintenance of a safety program. Such program shall be mandatory for all employees and must include safety policies, procedures and disciplinary controls. Supervisors and employees shall endeavor to guard the safety of themselves, fellow employees and the public at all times.

Safety manuals and procedures will be developed to ensure compliance with federal and state regulation in areas such as Marine Safety, Laboratory Safety and Scientific Diving Operations.

Accident procedures

10.35. ACCIDENT PROCEDURES: If an accident occurs on Center property, or during an employee's discharge of their official duties, the employee shall contact his/her supervisor immediately. An accident report form and related workmen's compensation forms must be completed as soon as possible.

Employees are not to discuss facts or circumstances surrounding the accident until they have received permission to do so from the President. The purpose of this provision is to avoid confusing the public through inadequate or incomplete information.

In case of a motor vehicle accident, the Police Department shall be notified immediately. The President shall be notified of all accidents involving Center employees and equipment as soon as possible and not later than the beginning of the next work day.

Pets and other animals

10.42.PETS AND OTHER ANIMALS: No dogs, cats or other pets or animals are allowed at the Science Center during regular workday hours, other than those which may be a part of a scientific research project or a display for education or reference purposes. After workday hours and on weekends, pets *may* be allowed as long as the pet is clean, very well-mannered *and* no employees have allergies or objections.

Use of Center owned equipment

10.45. USE OF CENTER OWNED EQUIPMENT: Any vehicle or equipment which is owned by the Center is for the use of employees in the performance of their duties. Vehicles and/or equipment may be used by other researchers occasionally but priority must be given to Science Center projects and staff. Vehicles or other equipment may occasionally be borrowed by staff with approval of the President, Vice President or Finance Director. Employees are prohibited from use of any equipment or resources of the Center in political campaigns; this includes e-mail, copy machine and computer use and all other equipment.

Political activity

10.50. POLITICAL ACTIVITY: Employees may not be required to contribute to any political fund as a condition of employment.

Employees cannot be a member of a policy making board or other governing body if their membership on such a body negatively impacts their ability to carry out their job functions as an employee of the Center, or creates a direct or indirect conflict of interest, unless such membership is approved in advance by the President.

An employee has the right to be a candidate for elected office; however, if the candidacy is successful, he/she must comply with Section 10.15 **prior** to taking oath of office, if the employee will be receiving monetary compensation for her/his service in the elected office. No employee shall engage in political activity on behalf of any candidate for public office during regular work hours or while on call.

Employees are prohibited from use of any equipment or resources of the Center in political campaigns; this includes e-mail, copy machine

and computer use and all other equipment.

Attendance at Board meetings

10.55. ATTENDANCE AT BOARD MEETINGS: Center employees are welcome to attend Board meetings. However, unless specifically authorized by the President, they shall not appear before the Board officially representing the Center or participate in the meetings unless requested to do so by the President or a member of the Board.

Solicitations

10.60. SOLICITATIONS: Employees may not solicit contributions or sell food, novelties or other items on Center property or during regular work hours without the prior approval of the President.

Personal business

10.65. PERSONAL BUSINESS: Employees are expected to conduct their personal business during non-working hours. Incoming personal calls should be discouraged; outgoing personal local calls should be kept to a minimum.

With prior approval of their supervisor, and the set-up of a personal phone code with the Finance Department, employees may use Center phones for personal calls, but only during non-working hours. Use of computers, copy machines or other equipment for an employee's personal use is allowed during non-working hours with approval of an employee's supervisor.

Public statements

10.70. PUBLIC STATEMENTS: No employee shall present themselves as representing the Center on matters of policy without the prior permission of the President.

Further, no employee shall obligate the Center to perform services of any kind without first consulting with the President, or in his/her absence, the Vice President.

Employee purchases

10.75. EMPLOYEE PURCHASES: Employees shall follow the procedures outlined in the "Purchasing Policy." (see Exhibits) Details regarding purchase orders and approval of expenditures are included in that policy document

Sexual harassment policy

10.80. SEXUAL HARASSMENT POLICY: It is the policy of the Center to prohibit sexual harassment of any of its employees or any member of the public by its employees in the work place in any form.

Background

10.85. BACKGROUND: All supervisors have the duty to

maintain the work place free of sexual harassment. This duty includes discussing this policy with employees and assuring them that they are not required to endure insulting, degrading or exploitative sexual treatment.

Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel, is also prohibited. Such conduct includes, but is not limited to:

- a) unwelcome sexual flirtations, advances or propositions;
- b) verbal abuse of a sexual nature;
- c) graphic verbal comments about a person's body;
- d) sexually degrading words used to describe an individual;
- g) the public display in the work place of sexually suggestive objects or pictures; and/or
- f) sexually explicit jokes or stories.

Sexual harassment procedure

10.90. SEXUAL HARASSMENT PROCEDURE: Any employee who believes that he or she has been the subject of sexual harassment may tell the offending party how they feel and tell them to stop the harassment. The employee should also immediately report the harassment to their immediate supervisor, who must make every effort to resolve the complaint promptly, efficiently and confidentially. If the employee believes that their supervisor is responsible for the sexual harassment, or would not be responsive, he/she should take their complaint directly to the President or to the next highest authority.

If the employee is not satisfied with the action taken by their supervisor, the supervisor should advise the employee to take their complaint to the President or to the person designated by the President to handle such issues.

Any supervisor, agent or employee who is found, after appropriate investigation to have engaged in sexual harassment, will be subject to appropriate disciplinary actions, up to and including termination of employment, or civil or criminal prosecution.

**XI. Acceptable Use
Policy: Internet-
related Systems
Authorization**

Internet-related
systems

Purpose and use of
systems

Ownership of
Internet-related
systems

Privacy of
communications

11.00 AUTHORIZATION: The President has the final authority in enforcement of these policies and shall make the final decision on any questions related to investigations and repercussions. (See also Sections 1.00, 1.70 and Section 7).

11.02 INTERNET-RELATED SYSTEMS: The Center maintains Internet related systems for the use of employees and for the benefit of the Center and those to whom it provides services.

11.05 PURPOSE AND USE OF SYSTEMS: The purpose of the Center's Internet-related systems is to facilitate the exchange of information within the Center and with researchers, educators and others throughout the world. Employees have access to these systems consistent with the requirements of their jobs, are expected to develop the necessary skills to use the systems at whatever level of proficiency is appropriate to their job, and are encouraged to use the systems. Different access levels are designated for various job functions and user-IDs and passwords are issued to enable each employee to log onto the system and use appropriate functions.

1. **Internet and World Wide Web:** Employees have access to the Internet and the Web as a means of obtaining information that will assist them in the performance of their jobs. The Center's Web site is an important venue for the Center to disseminate information on its research and education programs.

2. **Electronic mail (e-mail):** The Center maintains an e-mail system which enables employees to communicate efficiently among themselves and with other researchers, educators, region residents and other stakeholders.

11.10 OWNERSHIP OF INTERNET-RELATED SYSTEMS: Internet-related systems (including but not limited to: computer equipment; software and operating systems; network accounts providing electronic mail, World Wide Web browsing, File Transfer Protocol, etc.; networking and intra-net systems and software) are the property of the Center. They are to be used for business purposes in serving the interest of the Center and those we serve in the course of normal operations.

11.15 PRIVACY OF COMMUNICATIONS: Employee communications on these systems are not private. While the network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the Center's system

remains the property of the Center, and may be recovered even though deleted by the user. Extra security precautions can be implemented when absolute confidentiality is required but it is not necessarily part of the normal operations. The Center takes no responsibility for confidential information of a personal nature stored on the network and, further, states that if such information is stored on the network, it is there without the Center's permission.

Monitoring

11.20 MONITORING: On written approval of the President, the Center reserves the right to monitor all employee usage to ensure proper working order, appropriate use by employees, the security of Center data, and to retrieve contents of any employee communication in these systems. The President may direct that user files be accessed, including archived material of present and former employees without the user's consent for any purpose related to maintaining the integrity of the network, or the rights of the Center. The general policy will be to provide notice to a user when his or her files need to be accessed by management, but such notice may be waived if the integrity of the network is at stake or the user is not reasonably accessible for notification.

Personal use

11.25 PERSONAL USE: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with business use. Employees are responsible to exercise good judgment regarding the reasonableness of personal use.

Employees are prohibited from use of computer systems or resources of the Center in any political campaign.

Security

11.30 SECURITY: Employees are required to take all necessary steps to prevent unauthorized access to the Center's systems. Employees shall:

1. Keep their passwords secure and unknown to all other persons and refrain from sharing accounts. Authorized users are responsible for the security of their passwords and accounts. Authorized users must take steps to prevent unauthorized access to their accounts by logging off when their terminal is unattended.
2. Use encryption and obtain proper authorization when sending proprietary information via internal or external e-mail or when sending confidential information via external e-mail.

System integrity and copyright

11.35 SYSTEM INTEGRITY AND COPYRIGHT: All users must be aware that any information, software or graphics on the Internet may be protected by federal copyright laws, regardless of

whether a copyright notice appears on the work. Licensing agreements may control redistribution of information from the Center's Internet-related systems or from the Internet. Duplication or transmission of such material or downloading shareware may not be undertaken without express authorization from the Center's Network Administrator. Employees are required to scan freeware, shareware or any downloaded application or attachment for viruses using authorized procedures and software.

Restrictions and Prohibitions on Use and Access

11.40 RESTRICTIONS AND PROHIBITIONS ON USE

AND ACCESS: Communications and Internet access will be conducted in a responsible and professional manner reflecting the Center's commitment to honest, ethical and non-discriminatory business practice. These restrictions include but are not limited to:

1. Any use that violates federal, state or local law is expressly prohibited.
2. Connecting or removing any equipment to or from the network without authorization of the Network Administrators is prohibited.
3. Deliberately wasting computer resources, including bandwidth, disk space, and printer paper or running or installing unauthorized software on company computers is prohibited.
4. The use of Center Internet-related systems to access, transmit, store, display, or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, images, video, or sound) is prohibited.
5. The use of Center Internet-related systems in any political campaign.
6. Users of the Center's Internet-related systems are further advised to consider that while they use the Center's systems they represent the Center just as they would at a Center function or while in a Center vehicle. Visits to Web sites and other Internet use may reflect upon the Center and should be undertaken in a serious, businesslike manner.
7. Web pages made available to the public must be approved by and developed in cooperation with the Network Administration and the Center's President **prior** to activation.
8. Any use that is deemed to adversely affect the Center is prohibited.

XII. Termination of Employment

Resignations

12.00. RESIGNATIONS: To resign in good standing, an employee must present a written resignation to his/her supervisor at least fourteen (14) calendar days in advance of the resignation date, exclusive of accrued leave which the employee intends to take; advance notice of 30 days is preferred. This requirement may be waived in writing by the President if extenuating circumstances exist. A copy of the employee's resignation shall be kept permanently in the employee's personnel file. A resignation without the required notice is cause for denying the resigning employee future employment with the Center.

An employee will be considered to have resigned if, without notice to his/her supervisor, he/she fails to report for duty for three (3) successive working days; or he/she fails to report for duty within three (3) successive working days following the expiration date of an approved leave of absence or vacation. Upon approval of the President, an employee may withdraw his/her resignation at any time prior to the effective date of the resignation providing the position has not already been filled.

Upon voluntary termination, the final paycheck will be provided to the employee within three days of their final day of work.

Dismissal for disciplinary reasons

12.10. DISMISSAL FOR DISCIPLINARY REASONS: The President may dismiss any employee for any just cause, including but not limited to any critical offenses listed in the discipline section of these policies. A personnel evaluation report shall be completed and filed in the employee's personnel file as soon as possible setting forth the circumstances of the case.

Dismissal without prejudice

12.15. DISMISSAL WITHOUT PREJUDICE: The President may dismiss an employee without prejudice for reasons that are not directly the fault of the employee. Such dismissal may be due to a lack of necessary knowledge, skill, ability, understanding, or aptitude; or a physical or functional sickness that is interfering directly with successful performance of duties, or that may cause so much absence from the job that work is seriously impaired.

Dismissal notice or severance pay

12.20. DISMISSAL NOTICE OR SEVERANCE PAY: In the case where a regular employee is laid off or dismissed without prejudice, the Center shall give the employee two week notice or severance pay not to exceed two weeks.

Attachments to Personnel Policy

1. Employee Acknowledgement Form
2. Drug Free Workplace Policy
3. Drug Free Workplace Employee Agreement Form
4. Employee Benefits Package - *Description of this package as of July 2002*

Employee Acknowledgment Form

I have read the statements of policy contained in this Personnel Policy. I understand these policies are not intended as an employment contract or a promise of employment.

I understand it is the right of the President to recruit, hire, classify, prioritize and delegate work, evaluate, compensate, promote and terminate employees as necessary to balance the effectiveness and efficiency of operations with available resources.

I also understand that the policies and procedures contained in this manual may be changed by the President or the Board at any time.

Further, I understand that my employment can be terminated at any time by me or by the Center for cause and that no Center employee, except for the President, has the authority to enter into any agreement contrary to the foregoing.

Employee's Printed Name

Employee's Signature

Date signed

Drug Free Workplace Policy

Based upon Public Law 100-690, 102 Stat. 4181, Nov. 18, 1988, the Prince William Sound Science Center established the following Drug Free Workplace Policy as an integral part of its Personnel Policies.

It is the policy of the Center that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, other than prescribed medication, is prohibited in, on or around facilities owned, leased or operated by the Center. Use of legal intoxicating beverages on the Center's premises shall only be allowed in moderation at social functions.

Violation of this policy shall be the basis for disciplinary action as outlined in Chapters 7 and 10 of the Personnel Policies of the Center.

The Science Center recognizes the importance of establishing a drug-free workplace and communicating to its employees the dangers of drug and alcohol abuse. All concerned employees whether in regards to themselves or a fellow employee, are encouraged to ask their supervisor about available drug and alcohol counseling, rehabilitation and employee assistance programs.

Employees found to be under the influence of drug, alcohol or other controlled substances during work hours shall be placed on suspension or disciplinary probation until it is determined that the employee is able to work safely and is not impaired by the use of such substances. The application of these policies and procedures does not prevent criminal charges, if warranted.

- ◆ Compliance with this policy is a condition of employment.
- ◆ Each employee must report to management any criminal drug conviction or a violation occurring in the workplace no later than five (5) days after such conviction.
- ◆ Contracting federal agencies must be notified within ten (10) days of receiving notice of an employee's criminal conviction for illegal drugs in the workplace.
- ◆ Sanctions will be imposed on employees with drug convictions and/or the Center will require an employee's participation in a drug abuse assistance program within thirty (30) days after the conviction.
- ◆ The Center has the responsibility under the Federal Act to inform its employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the policy of maintaining a drug-free workplace;
 - (3) available drug counseling, rehabilitation and employee assistance programs;
 - (4) the penalties that may be imposed on employees for drug abuse violations.

All employees are required to sign the Drug Free Workplace Employee Agreement

Drug Free Workplace Employee Agreement

I, the undersigned employee of the Prince William Sound Science Center, located in Cordova, Alaska, have received notice of the Center's statement that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.

I further understand and agree that I will notify my employer of any criminal drug convictions for a violation occurring in the workplace no later than five (5) days after such conviction.

I understand that compliance with this notice, statement and the aforementioned personnel regulation is a requirement of my job, and I agree to comply with it fully for as long as I am employed by the Center.

Employee's Printed Name

Employee's Signature

Date signed

Prince William Sound Science Center
Employee Benefits Package
as of July 2002

Please see *Section V, Employee Benefits*, of the Personnel Policy Manual. Detailed below are the current benefits referenced in Section 5.90 of that manual.

1. **Medical Insurance** - Regular, full-time employees are eligible for comprehensive medical and vision insurance, currently through a group policy with the Principal Financial Group. Premiums for all full-time employees are paid in full by the PWS Science Center as an employee benefit. Regular, part-time employees who work a minimum of 20 hours per week have the option to obtain medical and dental insurance; the PWS Science Center will pay a pro-rated portion of their premium as it corresponds to their hours worked.
2. **Dental Health Coverage** - The dental insurance is currently covered through Guardian Life Insurance Company of America and available to regular employees who work a minimum of 20 hours per week. The dental policy includes coverage for two annual check-ups and partial coverage of additional dental expenses.
3. **Benesphere Flexible Spending Program** - Regular employees are eligible to participate in a flexible spending program whereby they may set aside tax-free money annually from their paycheck to be placed in a tax-free account and used for health care expenses not covered by the medical/dental insurance policy and uncovered dependent care expenses.
4. **Disability Insurance** - Regular, full-time employees are eligible for both a short-term and a long-term disability policy. The premium for these are fully paid by the PWS Science Center.
5. **403(b) Retirement Annuity** - The PWS Science Center offers its regular, full-time employees the option of participating in a retirement annuity contract through Nationwide Life Insurance Company. The Center will match up to six (6) percent of an employee's contribution of salary to this annuity.

This retirement annuity contract qualifies under the terms of section 403(b) of the IRS as tax deferred income. **There is a three-year term for vesting in this plan;** this means employees must work a minimum of three years **before** the employer's matching contribution to the employee's annuity account is retained by the employee. If the employee resigns, is laid off or terminated prior to reaching his/her three year anniversary employment date, the employer's matching contribution reverts to the PWS Science Center, while the employee retains all contributions made from her/his salary.

Further details about any of these benefits are available by asking the Finance Director or Vice President.

Exhibits from Administrative Procedures

1. Policy/procedures for Purchases
2. Sole Source Contracting Policy
3. Policy regarding use of PWSSC vehicles
4. Policy on Compensation Leave
5. Publication Policy/procedure
6. Marine Safety Policy
7. Hazard Communication Program