

General Employment Policies – Adopted 05/15/2019

At-Will Employment

Employment with CCHS-Bonanzaville is at the will of CCHS-Bonanzaville and the employee. Either party is free to terminate the employment relationship at any time with or without advance notice. Nothing in these policies shall be construed or interpreted to express or imply a contract between CCHS-Bonanzaville and any employee. No employee or member of the Board has the authority to modify the at-will-employment relationship orally or in writing.

Non-Discrimination/Equal Opportunity Employment

Equal opportunity of employment will be provided to all persons; no discrimination shall be made because of race, color, religion, national origin, sex, age, disability, creed, marital status, political affiliation, or any other legally protected class unless a bona fide occupational qualification shall otherwise prevent a person from satisfactorily performing the job. Equal opportunities shall be provided for all persons during their employment with CCHS-Bonanzaville.

Harassment

CCHS-Bonanzaville strictly prohibits harassment on the basis of race, creed color, religion, sex, age, national origin, disability, and other protected classes as mandated by applicable state law. Harassment is a form of misconduct which weakens the integrity of the staff member/employer relationship. Harassment harms morale and interferes with the work productivity of the individual involved, as well as coworkers. All staff members must be allowed to work in an atmosphere free from unsolicited and unwelcome sexual, racial, religious, or ethnic overtones and unsolicited and unwelcome overtones.

Any employee who believes that he or she has been the subject of harassment by any person (employee, volunteer, and client) should report the alleged act immediately to the CCHS-Bonanzaville Executive Director or Board. The employee shall report the incident in writing. Every effort will be made to ensure that the complaint of sexual harassment is resolved promptly and effectively. Retaliation will not be permitted against anyone for reporting incidents that you believe to be harassment.

Any staff member who is found, after appropriate investigation, to have engaged in harassment of another staff member will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

ADA Accommodation

CCHS-Bonanzaville will comply with the Americans with Disabilities Act (ADA), a broad civil rights act which, among other things, prohibits discrimination in employment and requires that an employer make “reasonable accommodations” for employment of disabled persons

who are otherwise qualified, unless doing so would cause “undue hardship” to the employer’s business.

Code of Conduct

CCHS-Bonanzaville is a community-based organization dedicated to the Education, Enlightenment and Enrichment of the lives of our guests through the use of History; by preserving, sharing and connecting the past with the present. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. The activities outlined below are strictly prohibited. Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer or another participant.
- Possession or use of alcoholic beverages or illegal drugs on CCHS-Bonanzaville’s property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto CCHS-Bonanzaville’s property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any agency policy or procedure.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with an adult supervisor/leader/mentor.

Ownership of Work Materials

The work product that employees create while employed at CCHS-Bonanzaville is considered to be owned by CCHS-Bonanzaville under the theory of "work for hire." This includes but is not limited to videos, pictures, graphics, and websites.

Conflict of Interest

For purposes of this policy, the term "interest" shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization.

No director of CCHS-Bonanzaville shall be disqualified from holding any office in the organization by reason of any interest in any concern. A director of CCHS-Bonanzaville shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate. No transaction of the organization shall be voidable by reason of

the fact that any director of the organization has an interest in the concern with which such transaction is entered into, provided:

1. The interest of such director is fully disclosed to the board of directors.
2. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the organization.
3. Payments to the interested director are reasonable and do not exceed fair market value.
4. No interested director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

Whistleblower

CCHS-Bonanzaville is committed to fair, accurate and transparent accounting of its financial matters and expects all employees, officers, directors and agents to act in accordance with the highest ethical standards in the performance of their responsibilities. It requires full compliance with all applicable laws and regulations, accounting standards, accounting controls and audit practices. CCHS-Bonanzaville relies on all employees, officers, directors and agents of the Organization to conduct themselves in accordance with the requirements and spirit of this policy and to report any suspected violations of this policy or other questionable financial, accounting or audit matters without fear of retaliation.

For these purposes, employees, officers, directors, and agents have the responsibility to report any circumstance that they have actual knowledge of or a reasonable good faith belief that the CCHS-Bonanzaville internal controls, auditing function, accounting systems, or governance policies are compromised or threatened. The Board has adopted and management has implemented the following procedure to effectively implement such safeguards.

If an employee, officer, director or agent becomes aware of or has a reasonable good faith belief that the CCHS-Bonanzaville's internal controls, auditing function, accounting systems, or governance policies are compromised or threatened, the employee, officer, director or agent should report his or her concern immediately. Examples of such improprieties include the following, which is not an all-inclusive list:

- Supplying false or misleading information on the financial documents, including the tax return (form 990).
- Providing false information to or withholding material information from the auditors.
- Violations of the conflict of interest policy.
- Self-dealing, private inurement and private benefit (i.e., CCHS-Bonanzaville assets being used for personal gain or benefit).
- Payment for services or goods that are not rendered or delivered.
- Embezzlement.
- Planning, facilitating or concealing any of the above.

To raise complaints or concerns contact the Executive Director, Chair of the Finance Committee, or President of the Board and describe the concerns and evidence of practices not consistent with the current policy. Individuals who want to remain anonymous must provide written statements to one of the members mentioned above.

In order to facilitate a complete investigation, a person should be prepared to provide as many details as possible, including a description of the questionable practice or behavior, the names of the person(s) involved, the names of the possible witnesses, dates, times, places, and any other available details. CCHS-Bonanzaville encourages all people with complaints or concerns to come forward with information and prohibits retaliation against employees, officers, directors, or agents raising concerns. However, if a person feels more comfortable doing so written reports may be made anonymously in the manner described above. The Finance Committee (or the Executive Committee if the complaint is lodged against the Finance Committee) has final responsibility and authority for the investigation and handling of any concerns or complaints relating to accounting and auditing practices.

The Finance or Executive Committee will oversee the receipt and handling of allegations of questionable accounting or auditing matter, including directing an appropriate investigation and response. Based on its investigation, the Finance or Executive Committee will direct CCHS-Bonanzaville to take prompt and appropriate corrective action in response to the complaint or concern if necessary to ensure compliance with legal and ethical requirements relating to financial, accounting and audit matters of the Organization. If the Finance Committee determines that a particular complaint or concern is not covered by this policy, it will refer the complaint or concern to the Executive Committee for appropriate handling and response.

Following investigation, CCHS-Bonanzaville will take such action, if any, it deems justified by the circumstances, including (but not limited to) possibly terminating board membership or employment, seeking restitution, removal from office, or criminal prosecution.

CCHS-Bonanzaville policy prohibits retaliation, whether direct or indirect, against any Director, Officer, Staff Member, CCHS-Bonanzaville Associate, or other person, who, in good faith, makes a report or who cooperates with an investigation of a complaint.

Notwithstanding the prior sentence, CCHS-Bonanzaville reserves the right to take appropriate action, including (but not limited to) termination or removal from office, when CCHS-Bonanzaville concludes that such action is warranted.

Questions about this policy may be directed to the CCHS-Bonanzaville Executive Director or Board President.

Access to Personnel Files

Personnel records are the property of CCHS-Bonanzaville, and access to the information they contain is open to public records requests with the exception of medical records which are restricted and confidential. A personnel file shall be kept for each employee and

should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

Confidentiality

Confidentiality of personnel records shall be maintained in accordance with laws of the State of North Dakota and policies of CCHS-Bonanzaville.

Employment Status

Employment Categories

When you are hired, you are designated as Regular Full-time, Regular Part-time or Temporary; and either exempt or non-exempt (according to the Fair Labor Standards Act). If you are uncertain of your designation, clarify this with the Executive Director.

1. Regular Full-time Employee: An employee designated to work at full-time status (an average of 40+ hours per week).
2. Regular Part-time Employee: An employee designated to work less than full-time (40 hours per week).
3. Temporary Employee: An employee hired for a specific period of time or as needed for the completion of a specific project. The job assignment, work schedule, and duration of the position will be determined on an individual basis. Whether part-time or full-time, a temporary employee is not eligible for benefits except where required by state or federal laws.
4. Exempt Employee: Executive, administrative, and professional employees whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act and any applicable state laws.
5. Non-exempt Employee: Employees who are not executive, administrative, or professional employees according to the Fair Labor Standards Act and who are eligible for overtime according to the overtime policy.

All employees are classified as exempt or non-exempt in accordance with federal and state law

and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

Recruiting & Hiring

Hiring

Employees are selected on the basis of work history, professional and other skills, knowledge, judgment, education, experience, character, motivation, and other work related individual qualities demonstrated in written applications and interviews. CCHS-Bonanzaville strives to recruit and hire the best possible candidates for each position. All other Employment Policies stated in this document will also be applied.

Employment Applications Process

When hiring an Executive Director, the Board shall appoint an interviewing committee. The interviewing committee will review job applications and interview the qualified applicants. The interviewing committee will determine pre-employment and applicant screening criteria. The selected candidate must have Board approval.

Reference Checks Policy

CCHS-Bonanzaville believes that hiring qualified individuals contributes to our overall strategic success. Reference checks serve as an important part of the selection process. The information we collect helps CCHS-Bonanzaville promote a safe work environment for our current and future employees. Reference checks also help us obtain information necessary to determine an applicant's overall employability and to ensure the protection of CCHS-Bonanzaville's physical property, proprietary information and other assets. CCHS-Bonanzaville complies with all applicable federal, state and local laws, including fair employment practices and equal employment opportunity, when conducting reference checks.

Employment of Relatives

In the event that the best possible candidate is a relative of a current staff or Board member, his or her candidacy must be fully disclosed to the Board and any subsequent offer of employment must be approved by the Board. CCHS-Bonanzaville will hire immediate relatives of current employees or board members subject to certain restrictions as determined by the Board.

1. Immediate relatives include spouse, common law spouse, parent or child.

Position Descriptions

Every employee will have a job description that reflects the expectation for minimum standards in the areas of responsibility in their jobs. It is the joint responsibility of the employee and the Executive Director to maintain an accurate job description held in an appendix separate from this manual.

Promotion

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill and generally associated with a higher minimum rate of pay. To be promoted, the employee must meet the minimum job qualifications or minimum hiring standards required by the new job title or position.

Re-employment of Former Staff Members

Former employees are eligible to be re-employed if they left CCHS-Bonanzaville employment as employees in good standing. Former employees who are on inactive status due to lay-off will have first consideration over other candidates. All former employees will be given the same opportunities and will need to comply with the same requirements as other applicants. If hired, former employees will be treated as new employees for purposes of orientation and training. Benefits based on length of service will be calculated using the rehire start date as their first date of employment unless a benefit plan provides other methods of calculation.

Reclassification Policy

A staff member must have at least six (6) months of continuous CCHS-Bonanzaville service in his/her current position to be eligible for a reclassification review. A staff member, who currently is on a performance improvement plan, is not eligible for a reclassification review. It is the responsibility of the supervisor to identify significant changes in job responsibility and initiate a reclassification review.

Compensation and Salary Administration

Timesheet Policy

For full-time employees, the workweek shall consist of forty (40) hours. Full-time, non-exempt employees who show less than forty (40) hours worked for a given week must show the difference as some form of paid leave to be sure of receiving full pay for the week. All non-exempt employees must complete a records of time worked or paid leave totaling the required hours scheduled each week.

Overtime Policy

No employee of CCHS-Bonanzaville is allowed to work additional time beyond the hours and days scheduled without specific authorization by the Executive Director. If an employee determines that a condition with potential serious consequences exists which requires working beyond regularly scheduled hours, the employee may work without authorization. Overtime pay for non-exempt employees is paid for worked hours over forty (40) in a pay week at one and a half times the base salary hourly rate.

Pay Periods

CCHS-Bonanzaville pay periods shall be bi-weekly for exempt and non-exempt employees. A pay week shall be defined as Sunday through Saturday.

Compensation

The Board of Directors will determine the salary for all exempt and non-exempt CCHS-Bonanzaville employees, with the recommendations from the Executive Director. Employees may be eligible for a salary review at the beginning of each fiscal year.

Pay Deductions

Federal, state, and local income taxes, as well as Social Security payroll taxes are deducted from each paycheck. CCHS-Bonanzaville is required by federal law to make these deductions from your paycheck. The deductions are itemized on your check stub and the amount depends on your earnings and the information you provided on your W-4 form regarding the number of dependents/exemptions. Please report any change in name, address, telephone number, marital status, or number of exemptions to the Executive Director immediately to ensure proper credit for tax purposes.

Direct Deposit

Employee pay will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with banks or credit unions that support direct deposit.

Participation in direct deposit will be a condition of employment. Only casual and other employees working for less than one month may be exempted from direct deposit participation.

In certain cases, the initial pay for a new employee may be provided by paycheck to allow for sufficient time to process direct deposit information with the participating banking institution.

Personnel Data Changes

Please report any change in name, address, telephone number, marital status, or number of exemptions to the Executive Director immediately to ensure proper credit for tax purposes.

Pay Advance

CCHS-Bonanzaville discourages any advancement of pay not yet earned, and any exception will require an extraordinary or emergency situation.

Flex Time

CCHS-Bonanzaville considers a regular work week to be 40 hours. A bi-weekly pay period covers two weeks (80 hours).

CCHS-Bonanzaville allows for flexible scheduling for non-exempt staff so that their total hours worked do not exceed 40 hours per week. Employees are required to schedule their flex time with the Executive Director. Any hours worked in excess of 40 hours per week must be pre-approved by the supervisor and will be paid at the rate of time-and-a-half.

Additional Department of Labor Regulations

According to the Department of Labor, averaging of hours over two or more work weeks is not permitted. Therefore, it is the policy of CCHS-Bonanzaville that employees must take flex time in the same week that the employee worked more hours, but not in any other week.

Procedure:

1. The non-exempt employee will be responsible for tracking the number of hours worked.
2. The non-exempt employee will adjust the hours worked so that they do not exceed 40 hours in one work week with the approval of the Executive Director.
3. If extra hours are required during busy times (e.g. a special event or campaign season), the employee will take time off to keep the total hours worked within 40 hours per week. This may mean taking off one or more partial or full days.
 - a. Example: The employee works a 12-hour day during the regular work week. The employee may take off four hours on a subsequent day, two hours each on two subsequent days, etc.
4. An employee is authorized to work 40 hours per week. The employee must get approval from the Executive Director prior to working more than 40 hours in a week.

Daily Operations

Working Hours

The work week commences on Sunday at 12:01 AM and ends on Saturday at 11:59 PM. The work schedule for employees will be established by the Executive Director to best serve the needs of CCHS. Exempt employees will report to work as designated by the Executive Director. Actual hours of operation will be established by the Board of Directors based on the recommendation of the Executive Director.

Full time, non-exempt employees are expected to work forty (40) hours per week. A thirty (30) minute, unpaid break is allowed in each shift exceeding five (5) hours when there are two (2) or more employees on duty. Exempt employees are expected to work a minimum 40 hours per week but unlike non-exempt employees; exempt employees are not required to keep a time card. Definitions are found under **Employment Categories** *page 5*.

Working from home is prohibited unless pre-approved by the Executive Director. Additionally, due to newly revised labor laws, comp time is not allowed.

Attendance & Punctuality

To maintain a productive work environment, CCHS-Bonanzaville expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on CCHS-Bonanzaville. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Executive Director as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Smoking in the Workplace

No person is allowed to smoke within CCHS-Bonanzaville's office. All employees must comply with North Dakota's Smoke-Free Law, where smoking cannot occur within twenty (20) feet of entrances, exits, operable windows, air intakes, and ventilation systems.

Drug Free

CCHS-Bonanzaville is committed to maintaining a workplace and environment free from alcohol and drugs. Therefore, the use, distribution, manufacture, dispensation, sale, or possession of illegal drugs and/or alcohol, or the misuse of prescribed drugs is prohibited at any time on the organization's premises, in the conduct of the organization's business, or off premises or during nonworking hours if it affects an individual's job performance.

As a condition of employment, an employee must notify the organization of any drug-related conviction(s) occurring in the workplace no later than five days after the conviction. Violation of this policy will result in disciplinary action up to and including termination of employment without notice.

CCHS-Bonanzaville shall have the right to require an employee or volunteer to submit to testing for drug and/or alcohol use as a continuing condition of employment as CCHS-Bonanzaville deems necessary to the safe and efficient operation of the organization. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate termination.

If an employee endures a work-related injury and has tested positive for a drug and/or alcohol screening, the employee will not be compensated for the cost of medical attention nor workers' compensation if taking off work is necessary.

All alcohol and drug testing results and records are considered confidential and will not be used or disclosed in public or private proceedings, except in proceedings or civil litigation where the results are relevant.

Communication with Media

The announcement of an “Official CCHS-Bonanzaville Position” to the press or other news media will come only from the Executive Director, the Board President, or the Board President’s designee. Please keep this in mind if you are approached by the news media regarding CCHS-Bonanzaville and its policies.

Acceptance of Gifts, Gratuities, and Services

CCHS-Bonanzaville Board members, employees, volunteers, representatives, and its funded agencies are prohibited from soliciting (material) gifts. They may, however, accept gifts, honorarium, favors, personal gratuities, or promotional items not exceeding \$25.00 in value from persons receiving benefits or services funded under any CCHS-Bonanzaville program or from any person performing services under contract or otherwise in a position to benefit from any staff or Board member action. Gifts over \$25.00 may only be accepted for the CCHS-Bonanzaville campaign or designated to a tax-exempt nonprofit organization.

Work Breaks

Employees may take up to a one-hour lunch break by combining their two fifteen (15) minute paid breaks with the lunch break. If an employee utilizes the full one hour lunch break, then the employee forfeits the two fifteen (15) minute breaks. Employees who forfeit their rest breaks will not be paid additional compensation.

Lactation Breaks

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Emergency Closings

At various times throughout the year, primarily winter months, weather conditions may require that for the safety and well-being of the employees and their families that work schedules are adjusted.

All employees are responsible to report to work on time regardless of the weather conditions unless notified by the Executive Director not to report for work. Employees who feel their personal safety is at risk should exercise their own judgment in setting out for work. If the employee decides not to report to work, every effort shall be made to notify the Executive Director as soon as possible. The Executive Director shall notify the office if unable to travel.

Employees reporting late for work, leaving work early, or not reporting for work at all because of inclement weather or road conditions unique to their situations may use vacation leave or unpaid leave for the time absent from the job.

Dress Code/Personal Appearance

CCHS-Bonanzaville believes appropriate dress and personal grooming create a favorable image for the organization. During business hours, employees are expected to present a clean and professional appearance when representing the organization. All employees should portray a professional image at all times.

Shirts/t-shirts and shoes must be worn at all times and shirts/t-shirts with inappropriate language or inappropriate or obscene messages are not allowed. Protective wear should be used when operating machinery and lawn care equipment

Children in the Workplace

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work.

Consideration will not be given to allowing a child with an illness to come to work with the employee. A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee parent at all times.

Staff Travel

All out of town travel must be pre-approved by the Executive Director and/or the Board of Directors. Approved, reimbursement will cover actual costs of travel, meals, lodging, and other directly-related business expenses. Employees traveling to the same destination by car are encouraged to commute in the same vehicle.

CCHS-Bonanzaville may provide a corporate credit card solely for the purpose of business transactions and travel expenses. All original receipts must be submitted. Abuse of this reimbursement policy, including falsifying expense reports to inflate costs or to reflect costs not incurred by the employee, constitutes grounds for disciplinary action, up to and including immediate termination of employment.

Reimbursable Expenses include the following:

Transportation

Employees must attempt to select the most economical mode of travel. Airfare in coach or economy class or the lowest available fare is required unless there are extenuating circumstances and pre-approval is obtained. Car rental fees are reimbursable only for compact or mid-sized cars. Fares for shuttle or airport bus service; costs of public transportation or other ground travel, such as taxis are reimbursable.

Mileage

Employees shall be paid at the current IRS-approved mileage rate per mile for use of personal cars for official business. Reimbursements for appropriate costs of authorized meetings or conventions will also be made. Acceptance of this reimbursement recognizes the individual's acceptance of all insurance liabilities connected with the use of personal vehicles on CCHS-Bonanzaville business. The appropriate form must be submitted for reimbursement.

Meals

If meals are included in a registration fee, reimbursement for that meal cannot be claimed. Meal reimbursement within the state will be \$38.00 a day. Employees will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expense for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed.

Meal Allowance

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|---|----------------|
| 1. First Quarter: 6:00 a.m. to Noon | \$ 8.00 |
| 2. Second Quarter: Noon to 6:00 p.m. | \$10.00 |
| 3. Third Quarter: 6:00 p.m. to Midnight | \$20.00 |

Maximum per diem rates outside North Dakota for official travel in the continental United States (CONUS) can be found at www.gsa.gov/perdiem

Expenses incurred when staff members meet over a meal outside the office will not be reimbursed nor will regular meals unassociated with travel or special functions. Alcoholic beverages will not be reimbursed.

Political Activity

As an organization that may receive or may be receiving funds from federal agencies, CCHS-Bonanzaville must administer programs in a politically nonpartisan manner and must avoid actions that can reasonably be construed as intended to favor one political party over another to influence the outcome of any election for public or party office. The use of programs funds, the provision of services, and the assignment of personnel must not result

in identification of CCHS-Bonanzaville with any activity, which is designed to influence the election or defeat of a candidate for public office or for any other political purpose.

Board members representing themselves on behalf of CCHS- Bonanzaville, staff, and volunteers of CCHS-Bonanzaville may not engage in partisan political activities while on duty or use their CCHS-Bonanzaville titles, CCHS-Bonanzaville letterhead, etc. while so engaged as this may endanger the organization's 501(c)3 status.

Solicitation

I agree for a period of twelve (12) months from the date of termination of my employment with CCHS-Bonanzaville not to directly or indirectly solicit competitive business from any client or customer of the organization (including any potential client of CCHS-Bonanzaville) that was contacted, solicited, or served by me or about which I received confidential information while I was employed by CCHS-Bonanzaville, nor for the same period of time, will I perform services or accept any business, competitive with that of CCHS-Bonanzaville, directly or indirectly from any of the customers and clients described above, which involves me performing similar functions or acting in a similar capacity as when employed with CCHS-Bonanzaville.

Employee Benefits Programs

Worker's Compensation

CCHS-Bonanzaville provides Worker's Compensation for its employees as required by State Law.

The premium for this coverage is paid by CCHS-Bonanzaville to the North Dakota Workforce Safety & Insurance. If you, the employee, are injured on the job, notify the Executive Director immediately. The employee must complete and sign an incident report within 24 hours of the injury to assure his/her eligibility for Workforce Safety & Insurance. If it becomes necessary to receive further medical attention, you must be seen by the designated medical provider for CCHS-Bonanzaville and/or your designated medical provider.

In the event of an injury or illness on the job, the employee must complete a Compensation and Medical Expense claim form. Normal sick leave benefits will apply if the time missed is less than four (4) consecutive calendar days or less.

If you are off from work for five (5) consecutive calendar days or more, the compensation you may be eligible for will come from the Workforce Safety & Insurance Division. The Workforce

Safety benefit and CCHS-Bonanzaville's wage will equal the employee's regular salary. The difference of wage received from CCHS-Bonanzaville will come from the accrued sick leave balance. If no sick leave balance is accrued, the employee will only receive the benefit from Workforce Safety & Insurance.

COBRA

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health coverage due to a reduction in work hours may temporarily continue group health coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, see the Executive Director.

Leave

Holidays

Paid holidays for full time employees are as follows:

New Year's Day
Memorial Day
Good Friday
Labor Day
Thanksgiving
Christmas

If a holiday falls on a Sunday, the holiday shall be taken on the Monday following. If a holiday falls on Saturday, the holiday shall be taken on the Friday preceding.

Employees will be paid for holidays that are observed by CCHS-Bonanzaville and that occur during other paid time off. During any period of absence that is unpaid, including an absence for which statutory short-term disability or worker's compensation benefits only are being paid, CCHS-Bonanzaville will not pay the employee for the holiday.

Full-time, year round employees who are required to work on a holiday because of the nature of their work or because of their regular work shift, will receive an additional paid annual leave day.

Paid Time Off (PTO)

It is the policy of CCHS to provide a flexible paid annual leave instead of vacation, sick and funeral leave. Flexible paid annual leave is granted to all full-time 40 hours per week non-exempt and exempt employees. Daily operations normally determine when paid leave will

be taken. Consideration is first given to departmental needs, then to employee seniority, and finally to the employee's preference.

- If you reach the maximum available, you will not accrue additional PTO until you have used some of your PTO and have dropped below the maximum available.
- The Executive Director should submit PTO requests to the Board President, other employees should submit requests to their supervisor, or the Executive Director.
- PTO requests should be submitted as early as possible as leave may be granted on a first-come, first-served basis.
- All employees, exempt and non-exempt, are required to use no less than one week (5 consecutive work days) of vacation within the first full fiscal year and each consecutive year. The use of more than two (2) consecutive weeks of vacation leave at one time by any employee shall require the approval of the Executive Director and/or the Executive Board.
- If a holiday recognized by CCHS-Bonanzaville occurs during a vacation, sick leave or funeral leave period, that holiday will not be charged as a PTO day.
- Employees can accumulate up to a maximum of **40** days of vacation leave. Following notice of termination of employment, no employee may use or be paid for more than 320 hours of accumulated, unused vacation leave. Authorization to use vacation leave during the period between the notice of termination and the final date of employment shall require the written approval of the Board. The employee's vacation bank cannot be used to extend the last actual day of work with the organization.
- Any consideration above the annual earned allotment shall be approved by the Board.

Paid Time Off Computations:

Length Of Service in Months	Hours Earned /Pay Period	Annual Hours Limit (26 Pay Periods)	Carry Over to next year from previous earned	Maximum Hours Available Per Year
0 > 12	6.15	160	0	160
13 > 24	6.77	176	40	216
25 > 36	7.39	192	40	232
37 > 48	8.00	208	60	268
49 > 60	8.62	224	60	284
61 +	9.24	240	80	320

Family & Medical Leave Act (FMLA)

Because of the size of CCHS-Bonanzaville, FMLA is not applicable; however, based on needs, the following leaves may be approved:

A. Personal Leave

Full time employees are provided personal days for occasional absence from the workplace for a variety of personal reasons. Personal days can be planned or used on an emergency basis.

- Full time employees hired in the first six months of the fiscal year will receive two personal leave days.
- Full time employees hired in the second six months of the fiscal year will receive one personal leave day.
- Thereafter, all full time employees will receive two-paid personal leave days on the first day of the new fiscal year.

Employees may not carry over any unused personal days from one year to the next.

B. Leave of Absence without Pay

CCHS-Bonanzaville may grant unpaid leave of absence to maintain continuity of service in instances where unusual or unavoidable circumstances require an absence of more than five (5) days. Leave of absence may be granted on the assumption that the employee will be able to return to regular employment subject to any conditions stipulated on the approved request of a leave of absence. Employees must utilize personal, sick, and vacation leave (in that order) before this can be applied.

Unpaid leave of absence may be granted for medical, personal, educational, and military needs that require the employee to be away from work. All leaves of absence must be approved by the Executive Board.

1. Any full-time, regular employee who is unable to work due to a medical condition will, upon request, be granted a leave of absence without pay for the period of their disability, provided the period of time requested does not exceed three months. This must be approved by the Board of Directors.
2. If the Executive Director requests a leave of absence, approval must be granted by the Board of Directors.
3. Employees who require a leave of absence for medical reasons must notify the Executive Director as soon as possible. The notice must specify the reason for the leave, the date the leave will begin, and expected duration of the leave.
4. Employees who request a leave of absence for medical reasons are required to provide initial and periodically thereafter, proof of disability in the form of a doctor's statement.
5. Prior to the anticipated date of return to work from a medical disability, employees are required to contact the Executive Director that the leave of absence is ending.

6. Employees who fail to report to work at the end of an approved leave of absence will be considered to have voluntarily resigned. It is the responsibility of the Executive Director to initiate termination for an employee who has not returned from a leave of absence.
7. Paid holidays falling within an unpaid leave will not be paid.

C. Bereavement Leave

Upon death of an employee's spouse, child, or parent (foster or step-parent) the employee shall be granted up to thirty-two (32) hours or four (4) days paid leave to attend family needs and the funeral.

Sixteen (16) hours or two (2) days paid leave to attend family needs and the funeral will be granted for immediate family members. For the purposes of this policy, an "immediate family member" includes the following relation to the employee:

- Grandchild;
- Brother, Sister;
- Brother-in-Law, Sister-in-Law
- Grandparent
- Spouse's Parent or Grandparent;
- Son-in-Law, Daughter-in-Law;
- Step-relatives, as applicable;
- Foster family members; and
- Any other relative living with the employee at the time of death.

Funeral leave shall be requested from and approved by the Executive Director. The Executive Director will need funeral leave approved from the Board President (or Vice President in the event that the Board President cannot be contacted). If an employee requires additional time off, they should use all available Vacation or Personal Leave.

D. Medical and/or Parenting Leave

Full and part time employees unable to perform their duties because of physical or mental conditions or addictions shall be considered ill. CCHS-Bonanzaville will provide up to twelve (12) weeks to employees on medical leave. A notice from the attending physician or a qualified healthcare professional is required.

Although a maximum of twelve (12) weeks is available, an employee must utilize accumulated sick leave as well as vacation leave prior to utilizing the balance of the basic twelve (12) weeks as unpaid. Insurance benefits, vacation accrual, and sick accrual will continue provided the employee is being compensated through their sick leave and/or vacation leave hours.

Once the employee is on unpaid leave, all insurance premiums will be paid by the employee. Also, all sick and vacation leave accrual will stop until the employee returns to

work. If more time is needed over the twelve (12) week allowance, the Executive Director and/or the Executive Board shall determine the ability of CCHS-Bonanzaville to do without the employee. If a compromise cannot be agreed to, the Executive Director and the Executive Board shall decide if the employee's position should be filled temporarily. If that is not possible or if it places undue hardship on CCHS-Bonanzaville was determined by the Executive Director or Executive Board, the employee's employment with CCHS shall be terminated.

Due to the small size of the CCHS-Bonanzaville staff and the often critical nature of the work, some positions which are vital to the successful operations of CCHS-Bonanzaville will be treated differently than others when a leave becomes excessive and termination of employment must be considered.

E. Military Leave Policy

When an employee of CCHS-Bonanzaville is a member of the guard or reserve, it is understood that they will need time off at various points to meet their military obligations. When an employee is on inactive duty (ex. Drill or annual training) they can choose to take vacation leave or leave without pay. If they choose leave without pay, their benefits will be pro-rated during that time based on the percentage of full time employment. They must communicate with the Executive Director in a reasonable amount of time prior to their military duty. Also they are asked to provide a copy of military orders when available. They will not lose any seniority.

If an employee gets called to active duty, they can again choose to use vacation leave or leave without pay. They need to provide documentation (a copy of their orders) to the Executive Director, as soon as possible, as to their activation date and anticipated length of active duty. They will continue to accrue benefits at their current rate even if they are on leave without pay for a maximum of one year. The employee could choose to continue their coverage by paying the premiums in accordance with state and federal law and the insurance carrier. Should the employee choose not to return to CCHS-Bonanzaville once relieved from active duty, they would only be eligible to be paid vacation leave accrued prior to activation.

Upon release from active duty, the employee will return to work within the timeline outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

F. Jury or Witness Duty

An Employee will be granted leave to perform jury or witness duty as determined by the Court. All employee benefits and pay will continue. Jury or witness leave shall not be charged against any other leave benefit. The employee shall report to work when not engaged in jury or witness duties.

Organization Property & Technology

Document Retention

Record Retention and Disposal Policy is to ensure necessary records (as defined below) of CCHS-Bonanzaville are adequately protected and maintained, and to ensure that records no longer needed or of no value are disposed of at the appropriate time.

The law requires CCHS-Bonanzaville to maintain certain types of records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject CCHS to penalties and fines, or charges of destruction of evidence or contempt, cause the loss of legal rights, or significantly impair CCHS-Bonanzaville's ability to defend itself in litigation.

The Executive Director shall be responsible for developing, implementing and revising this policy governing the retention and disposal of CCHS-Bonanzaville's records. The Executive Director will designate others, on an ad hoc basis, to assist in implementing this policy, including the following:

- Identifying and evaluating which records should be retained.
- Publishing an appropriate retention and disposal.
- Monitoring local, state, and federal laws affecting record retention.
- Annually reviewing the record retention and disposal program.
- Monitor for compliance the personnel responsible for record storage and maintenance.

The Executive Director shall ensure that its employees are fully informed of this policy and confirm that they agree to comply with this policy. Employees must be informed that any question regarding this policy is to be directed to the Executive Director.

This policy applies to all records generated in the course of the CCHS-Bonanzaville's operations, including both originals and reproductions. It also applies to records stored on computer and microform, electronic mail, electronic voice mail and any other electronic records.

To the extent that there are multiple copies of records, either in paper or electronic form, only one copy of each record need be retained. Likewise, if there are multiple drafts of a particular record, only the final record need be retained, unless such drafts reflect a course of communication by and between CCHS-Bonanzaville and non-CCHS-Bonanzaville personnel.

From time to time CCHS-Bonanzaville will establish retention or disposal schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents are identified in Appendix I attached hereto.

A record is any body of information that has been documented from the business activities of CCHS-Bonanzaville, whether in written or electronic form. Examples of records include: financial data, statements and associated work papers; analyses; agreements; books; contracts; charts or tables; data; correspondence and communications, which are created, sent or received; diagrams; electronic messages (e-mail, text messages and voicemail); images; invoices; letters; logs; maps; memoranda; opinions; plans; projections; statements; studies; research and any other thing containing information. Examples of what may not be records for record retention policies are: superseded drafts of documents, including memoranda, financial statements or regulatory filings; notes on superseded drafts of memoranda, financial statements or regulatory filings that reflect incomplete or preliminary thinking; previous copies of work papers that have been corrected for typographical errors or errors due to training of new employees; or duplicates of documents.

A record may exist in various forms, including printed, electronic or recorded format. Records stored electronically also include records that are stored using equipment located within CCHS property or on other devices (whether or not owned by CCHS-Bonanzaville) such as: cellular telephones; laptop or other portable computers; and personal data assistants, smartphones or other similar personal communication devices. By way of example and not in limitation of the foregoing, the term record includes all copies of records made to enable CCHS-Bonanzaville personnel to work outside CCHS-Bonanzaville's offices.

All employees, officers, directors, agents, volunteers, contractors, and vendors creating or having custody of records belonging to CCHS-Bonanzaville are subject to this Policy. Failure of employees to comply with this Policy can result in disciplinary action.

In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the written direction of Executive Director or legal counsel. Upon receipt of a notice to suspend record destruction, all record destruction must cease immediately. This includes any records that had previously been scheduled for destruction but not yet destroyed.

The Executive or legal counsel should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent. Record disposal after any suspension shall be resumed only at the written direction of the Executive Director after consultation with CCHS legal counsel.

This Policy may be amended from time to time. Requests for amendments to the retention periods may be submitted to the Executive Director. Employees and the President of the board of directors will be informed of any changes to the Policy.

Phone and Mail Systems

Voicemail assigned to an employee's telephone extensions are solely for the purpose of conducting CCHS-Bonanzaville's business and is not to be utilized for personal use.

Computer and Email Usage

Email and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting CCHS-Bonanzaville's business. Some job responsibilities require access to the Internet and the use of software in addition to the Microsoft Office suite of products.

Only people appropriately authorized, for CCHS-Bonanzaville's purposes, may use the Internet to access additional software.

Social Media

CCHS-Bonanzaville's Social Media Sites are intended to be informative spaces for the public. CCHS does not endorse nor is responsible for the accuracy of information, opinions, claims, or advice shared by users.

CCHS-Bonanzaville encourages users of its social media sites to respect fellow fans and the posting guidelines of each social media site (Facebook, Twitter, FourSquare, Flickr, YouTube) and to understand that CCHS-Bonanzaville staff reserves the right to remove postings and ban the individuals posting if posts or content is:

- a) abusive, defamatory, or obscene;
- b) fraudulent, deceptive or misleading;
- c) in violation of any intellectual property right of another;
- d) in violation of any law or regulation, or otherwise offensive, graphically or in tone.

Smartphone Issuance

CCHS-Bonanzaville may, at its discretion and in accordance with this policy, provide employees with smartphones and telecom carrier services, at CCHS-Bonanzaville's expense, for the primary purpose of conducting CCHS-Bonanzaville business. All smartphones that are paid for by CCHS are the property of CCHS-Bonanzaville and the employee is responsible for ensuring the appropriate use of the smartphone, as well as the security and safe keeping of the smartphone.

Personal Property

CCHS-Bonanzaville assumes no liability whatsoever for the damage, loss, or theft caused by third parties to the personal property of staff members.

All storage facilities, offices and workspaces, including desks and lockers, are the property of CCHS-Bonanzaville, and CCHS-Bonanzaville reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, electronic mail and voicemail are also company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. CCHS reserves the right to inspect, monitor and have

access to company computers, electronic mail, voice mail messages and Internet communications.

General Use of Equipment

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, and iPads that CCHS-Bonanzaville provides for your use, should only be used for CCHS-Bonanzaville business. Keep in mind that CCHS-Bonanzaville owns the devices and the information in these devices. If you leave CCHS-Bonanzaville for any reason, CCHS-Bonanzaville will require that you return the equipment on your last day of work.

Performance & Workplace Conduct

An annual performance evaluation shall be conducted for each employee for fiscal year end December 31. The Executive Director shall conduct the annual evaluations of the employees. The Board Executive Committee shall conduct the annual evaluation of the Executive Director.

Both the Executive Director and employee should attempt to arrive at an understanding regarding the employee's goals for the coming year. This having been done, both parties should sign the annual evaluation form utilized, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon goals.

Employee Conduct

In order to provide a productive, caring work environment consistent with CCHS-Bonanzaville values, CCHS-Bonanzaville does not tolerate misconduct. An employee may be disciplined for just cause, up to and including termination of employment. The following list is illustrative of the type of conduct that is not tolerated. This list is not inclusive, but may include:

1. Presenting false or inaccurate information as to the employee's history
2. Failure to properly record time worked or to make a timely report of hours work.
3. Falsification of records, for example, employment, accounting, or financial records
4. Absenteeism or tardiness in reporting to work or returning from breaks; absence without proper notification to Executive Director; or unexcused absence; leaving without permission
5. Inefficient or substandard performance of an assigned duty or responsibility (insubordination)
6. Unauthorized use of work and personal electronic devices while on duty (including smartphones, cell phones, PDAs, digital recording devices, etc.)
7. Conviction of a crime, if job related
8. Dishonesty in any form
9. Discrimination in the violation of our equal opportunity policy

Conflict Resolution

Without in any way diminishing or modifying CCHS-Bonanzaville's policy of employment at will, disciplinary action up to and including discharge may be taken for any and all causes. The Executive Director or Board will determine what is objectionable and/or incompatible with the goals, purposes, or best interest of CCHS-Bonanzaville.

Personal Relationships within the Workplace

Employees are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace. Employees who engage in personal relationships (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics and conflict of interest. In cases of doubt, advice and counsel should be sought from the Executive Board.

Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed:

- The supervisor or employee who has influence or control over the other's conditions of employment has an obligation to disclose his/her relationship to the Executive Director and board of directors.
- The other employee involved in the relationship is encouraged to disclose the relationship to either the Executive Director or board of directors.

Separation from Employment

Employment Separation

Termination of Employment: CCHS-Bonanzaville will comply with any applicable laws with regard to termination of employment. Termination should be the action of last resort. Any employee may be dismissed without prior warning for a serious offense. For reasons unrelated to job performance, including budget constraints, reorganization, reductions in workforce, CCHS may eliminate, change, or downgrade a position.

Resignation: Employees may resign at any time without advance notice. To be eligible for rehire, employees are required to give at least two (2) weeks advance notice of their resignation. All resignations should be submitted to the Executive Director in writing. To be eligible for rehire, the Executive Director is required to give at least four (4) weeks advance notice. A resignation by the Executive Director should be submitted in writing to the Board President.

Job Abandonment

CCHS-Bonanzaville expects employees to report for work on time. An employee who is unable to report to work at the designated time is required to notify the Executive Director in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying CCHS-Bonanzaville of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact CCHS-Bonanzaville for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact CCHS due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting CCHS-Bonanzaville within three days), the employee or his or her representative must contact CCHS-Bonanzaville as soon as practicable to explain the situation. In extreme circumstances, CCHS-Bonanzaville will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Return of Property

Upon resignation or termination of employment, a person shall turn in any keys, passwords related to CCHS-Bonanzaville computer systems and programs, or any other CCHS property, to the Executive Director immediately or on the last day of employment - whichever is appropriate.

References for Current & Former Employees

If requested, Executive Directors and co-workers may provide reference information, including references for social media sites such as LinkedIn, for former employees and for current employees at their discretion, but are under no obligation to do so.

Employee Acknowledgement

I, the undersigned employee of CCHS-Bonanzaville have received a copy of the CCHS-Bonanzaville Employee Handbook, have reviewed, and understand its contents.

Employee Name (print)

Employee signature Date