

Intermountain Natural History Association

**POLICY STATEMENTS**

These Policy Statements have been prepared for all employees of Intermountain Natural History Association, Inc. The information in this document will enable you to understand Intermountain Natural History Association and its policies.

All employees are employed on an “at-will” basis, and nothing in these Policy Statements should be considered as a contract between Intermountain Natural History Association (“INHA”) and its employees. In addition, this 2004 revision of the Policy Statements supersedes all prior policy statements, or other employee reference materials and any statements by the Executive Director or Board of Trustees.

No organization can anticipate every circumstance or question about every policy. If you find anything unclear, please discuss the matter with the Executive Director. From time-to-time, the need may arise to change policies described in these Policy Statements. Therefore, INHA hereby expressly reserves the right to revise, supplement, rescind, modify alter, or make exceptions to any policy or portion as INHA deems appropriate, in its sole and absolute discretion. However, no change, modification, revision, supplementation, rescission or exception of any policy or problem thereof shall be construed to change the employment status of any employee to any status other than that of employee at will.

The following pages detail the specific policy statements.

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## **EMPLOYMENT AT INTERMOUNTAIN NATURAL HISTORY ASSOCIATION**

### **EMPLOYMENT APPLICATIONS**

Applications are freely given to anyone interested in work at Intermountain Natural History Association. Applicants should be directed to the INHA Administrative offices.

### **EMPLOYMENT CLASSIFICATION**

INHA will abide by all employment laws. At the time an employee is hired, he/she will be notified whether they are classified as “exempt” or “non-exempt.” By law, employees in certain types of jobs, referred to as non-exempt, are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. Exempt employees are “exempt” from overtime pay.

Additionally you will be classified as seasonal, part-time, permanent part-time, or full-time. Seasonal employees, including Tour Guides, are hired for specific periods of time of less than one year or for the completion of a specific project its duration being less than one year. Part-time employees work less than a 40-hour work week. Permanent part-time employees work less than 40 hours per week budgeted on a twelve (12) month basis. Full-time employees work a 40-hour work week budgeted on a twelve (12) month basis.

### **EQUAL EMPLOYMENT OPPORTUNITY**

INHA is an equal opportunity employer that does not discriminate in hiring or promotion on the basis of race, color, religion, creed, national origin, sex, age, sexual orientation, marital status, disability, or status as a veteran. It is the policy of INHA to comply with all the relevant and applicable provisions of the American with Disabilities Act (ADA). INHA will also make reasonable accommodation wherever possible for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense to INHA.

### **JOB DESCRIPTIONS**

INHA maintains a job description for each position of employment. When the duties of any position changes the job description will be updated. When an employee is first hired, the Executive Director or Supervisor will review the job description with the employee and provide an opportunity to ask questions. A copy of the job description will be given to each employee at that time and whenever a change is made.

### **NATURE OF EMPLOYMENT**

Employment with INHA is voluntary, and all employees are free to resign at will at any time, with or without cause. Similarly, the employer may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable law. This type of employment is know as “at will” employment.

Policies set forth are not intended to create a contract of any kind, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between INHA and any employee. The provisions of the Policy Statements have been developed at the discretion of the Intermountain Natural History Association Board of Trustees and may be amended, canceled or superseded at any time, at the employer's sole discretion.

## OTHER EMPLOYMENT

An employee may hold another job if the work does not adversely affect the employee's ability to successfully perform the duties and maintain a schedule at Intermountain Natural History Association. Other employment shall be disclosed by the employee and approved by his/her supervisor or the Executive Director.

## SEXUAL AND OTHER UNLAWFUL HARASSMENT

INHA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, comments, innuendo or publicly displayed materials that are targeted at or based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Sexual harassment is an unlawful employee and management practice and is contrary to INHA's equal opportunity and nondiscrimination policy. Unwelcome sexual advances, requests for sexual favors, or any sexually demeaning verbal or physical conduct may constitute sexual harassment. In addition, any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive environment is prohibited by law.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to management. Employees can raise concerns and make reports without fear of reprisal, and are encouraged to make all such reports in writing.

Employees claiming to be victims of sexual harassment may make every attempt to resolve the situation of perceived sexual harassment with the perpetrator on an informal basis. This would include speaking with the perpetrator of the action and requesting that he/she discontinue the activity that is perceived as sexual harassment. If the employee feels that formal action should be taken, he/she may initiate a complaint in the following manner:

1. Informal Hearing. The individual may request an informal hearing with his/her immediate Supervisor and the perpetrator of the perceived sexual harassment. Whether an informal hearing is held is within the discretionary judgement of the Supervisor.

2. Formal Complaint. The formal resolution of a problem of sexual harassment may be sought through the established Intermountain Natural History Association grievance procedures. Any person filing a complaint in good faith may do so without fear of reprisal, intimidation, coercion, or retaliation.

Anyone engaged in sexual or other forms of unlawful harassment may be subject to disciplinary action, up to and including discharge.

## EMPLOYMENT OF AGENCY PARTNER RELATIVES

Intermountain Natural History Association recognizes the sensitive nature of having family members of agency personnel employed within our organization. In order to avoid conflicts, the following policy is established:

1. INHA will not hire a relative of an agency employee.
2. "Relative" for the purposes of this policy, means father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, daughter-in-law, son-in-law, or sister-in-law.
3. In the event a INHA employee and a relative of an agency personnel become relatives as defined in paragraph 2 above, the INHA employee may continue in the employ of INHA, provided there is no direct supervision of one over the other. If direct supervision does exist, the related employees shall acknowledge in writing the fact that such a relationship exists and submit acknowledgment to the Executive Director within thirty (30) days after the relationship commenced.

## EMPLOYMENT OF RELATIVES

Intermountain Natural History Association recognizes the sensitive nature of having family members employed within the same organization, and in order to avoid such situations, the following policy is established:

1. Under no circumstances will INHA employees hire, promote, or transfer a relative in a manager/subordinate relationship.
2. Under not circumstances will a person in a position, the compensation for which is paid out of INHA funds, be allowed to employ, appoint, vote for or recommend the appointment of a relative to any position or employment, when the salary, wages, pay, or compensation for such appointees is to be paid out of any INHA funds.
3. "Relative" for the purposes of this policy, means father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, daughter-in-law, son-in-law, or sister-in-law.
4. In the event two current INHA employees become relatives as defined above, they both may continue in the employ of INHA, provided there is no direct supervision of one over the other. If direct supervision does exist, the related employees shall acknowledge in writing the fact that such a relationship exists and submit acknowledgment to the Executive Director within thirty (30) days after the relationship commenced.

## STANDARDS OF CONDUCT

It is a policy of INHA to maintain Standards of Professional Conduct for all its employees. It is the responsibility of each employee to ensure individual adherence to these standards.

## CONFLICT OF INTEREST

1. Confidential Information—No employee shall disclose to others, or to use to further his own personal interest, confidential information acquired by him/her in the course of performing his/her official duties.

2. Gifts—No employee shall directly or indirectly solicit any gift or accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form under circumstances in which it could be reasonably inferred that the gift was intended to influence him/her in the performance of his/her official duties, or was intended as a reward for any official action on his/her part.

3. Representation—No employee shall represent either INHA or any outside public interest before any other agency, public or private, except with the express authorization or at the direction of the Executive Director or the Board Chair and Board of Trustees.

## FULL-SERVICE DEDICATION

Each employee shall, during his/her hours of active duty, devote his whole time, attention and efforts to his office or employment, and he/she may not be required to perform any service except for the benefit of INHA.

Each employee shall conduct himself/herself so as to maintain public confidence in his/her assigned responsibilities within his/her occupational area in INHA and his/her performance in the public trust. Each employee shall conduct his official affairs in such a manner that he/she will give the clear impression that he/she cannot be improperly influenced in the performance of his/her official duties.

## USE OF INHA FACILITIES, VEHICLES, EQUIPMENT AND BUILDINGS

### UNAUTHORIZED USE

There is to be no personal use of INHA facilities, vehicles and/or equipment by INHA employees unless authorized by the Executive Director.

No employee shall use any of INHA's buildings for personal use, either during working hours or off hours. Violation of this policy will be cause for suspension or termination of employment.

### TRAFFIC VIOLATIONS

Any employee convicted of two (2) moving traffic violations in a twelve (12) month period while operating a INHA vehicle shall be subject to a three (3) month probationary status and three (3) days suspension without pay. Employees convicted of three (3) moving violations in a twelve (12) month period may be terminated.

## PUBLICATION REVIEW FORM POLICY

All publication review forms are to be kept in the strictest confidence. After completion, review forms are not to be released to any vendor, author, or individual. The purpose for keeping this information confidential is to allow reviewers the latitude to make comments they desire on a particular product without the fear of retribution by the supplier. Unauthorized release of publication review forms may be grounds for disciplinary action up to and including termination.

## UNIFORMS

### EXECUTIVE DIRECTOR

The Executive Director is allotted an amount annually for the purchase of his or her uniform items (see Uniform Allowance for the amount). The uniform allowance is paid at the beginning of each fiscal year.

The Executive Director's uniform shall consist of solid, neutral-colored casual or dress slacks and a collared shirt (polo or button-up) with a branded INHA logo. A coat and tie (or appropriate dress) will be worn on special occasions when representing the Board of Trustees or INHA at official functions.

### FULL-TIME EMPLOYEES

The full-time employee uniforms consist of a collared polo or button-up shirt with a branded INHA logo and solid, neutral-colored casual or dress slacks or skirt.

If the employee does not come into contact with the public daily, he/she may exercise judgment and wear casual office attire. If the full-time employee has frequent contact with the public, he/she must wear an INHA uniform. Employees who come into contact with the public daily must also wear a name tag.

All clothing/shoes must be clean, neat, and professional-looking.

### SEASONAL EMPLOYEES

The seasonal employee uniform currently consists of a collared polo or button-up shirt with a branded INHA logo and employee name tag. Shirts and name tags will be provided by INHA. The employee will furnish appropriate solid, neutral-colored business casual or dress slacks, capris, skirt, or a dress. Denim jeans or shorts are not appropriate. Holes, slits, tears, or fraying of any kind are not appropriate.

A reimbursement allowance, of up to \$100, is available for slacks, and a reimbursement allowance, of up to \$100, is available for the purchase of good quality shoes. Open-toed shoes are not allowed.

Employees should purchase slacks and/or shoes at the beginning of the season and present the receipt to the administration office for reimbursement... preferably in the first two weeks of employment.

1. At the end of each season, seasonal employees should turn in their laundered shirts prior to receiving their last paycheck.

## APPEARANCE

Well-groomed, properly dressed employees add to the overall professionalism of an operation. The nature of Intermountain Natural History Association's business necessitates policies regarding personal appearance. If the Executive Director or a supervisor determines that an employee's attire is not consistent with the provisions of this policy, he/she may be asked to leave the workplace until properly attired. The employee will not be paid for the time off the job for this purpose.

1. Hair—Neat, clean, and conservative; no extreme hairstyles.

2. Clothing—Clean and conservative, including uniforms, if required, and name tags. Shoes, not open-toed, must be worn at all times for the environment the employee is working in.

3. Cleanliness—Good hygienic habits to eliminate bad breath, body odor, and visual lack of cleanliness for the benefit of customer service.

4. Facial Hair—Beards, mustaches, and sideburns must be neatly trimmed.

5. Makeup—Simple and conservative.

6. Jewelry—Conservative, simple, and understated. Not loud or flashy. Does not present a safety hazard during work duties.

## ATTENDANCE AND PUNCTUALITY

It is the employee's responsibility to INHA and fellow employees to appear for scheduled hours on time and be ready to work. Due to the nature of our business, weekends and holidays during the summer are peak times, and employees may expect to be scheduled to work during those periods. If you cannot work at a scheduled time, you must contact your immediate supervisor as soon in advance as possible, but no later than the day before you are scheduled to work to facilitate schedule changes. If you are not able to personally contact your immediate supervisor, and he/she does not receive your message, it will be assumed that you did not attempt to notify anyone.

If you arrange in advance for a co-worker to cover your scheduled hours, this change must be approved by the Executive Director/Supervisor in advance.

INHA acknowledges that absences and tardiness are unavoidable at times. Consistent problems create an unfair situation to the company and fellow employees. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, including termination of employment.

## WORK HOURS

Work schedules for all INHA employees shall be determined by the supervisor or Executive Director according to the needs of the organization.

## REST PERIODS

Each employee of INHA may be granted two separate rest periods of fifteen minutes each during each half of an 8-hour shift, but not in conjunction with the lunch period. The rest period is intended to offer a brief rest for the particular duties of the moment and is to be taken at the job location.

Rest periods shall not be combined or banked as to provide an extended rest or lunch period or shorten the working day.

Supervisors shall schedule rest periods to facilitate smooth running operations.

## LUNCH PERIODS

All employees of INHA shall eat lunch on their own time and shall not be paid for such time. The lunch period will be normally one (1) hour for full-time administrative employees and 1/2 hour for employees working in visitor centers during any normal 8-hour work period. Lunch periods should be scheduled to facilitate continuous and efficient service to the public through the course of the working day.

## STAFF MEETINGS

From time to time, staff meetings will be scheduled. Unless you have previously arranged to miss a staff meeting with the Executive Director or supervisor, your attendance is mandatory and you will be paid for the time spent at the meeting.

## TRAINING

From time to time, INHA may arrange to have both formal and informal training programs to enable employees to progress in the technical knowledge of his/her job. If the attendance at this training is mandatory, the employee will be paid for the time spent in training.

Also, during any slow periods of work when the employee is scheduled to remain on-site, employees should use the time to learn more about the job and the resources of the Monument, Forest Service, or BLM sites.

## HOLIDAYS

Employees are given the following paid holidays each year:

1. New Year's Day (1st day of January)
2. Martin Luther King, Jr. Day (3rd Monday in January)
3. President's Day (3rd Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (4th day of July)
6. Labor Day (1st Monday in September)
7. Columbus Day (2nd Monday in October)
8. Veterans Day (11th day of November)
9. Thanksgiving Day (4th Thursday in November)
10. Christmas Day (25th day of December)

Holidays falling on Sunday will be observed the following Monday; holidays falling on Saturday will be observed the previous Friday.

If a holiday occurs while on paid sick leave, it will be paid as a holiday and not a sick day.

If a holiday falls during an employee's vacation, it shall not be charged to vacation time.

Any employee who is required to work on a designated holiday shall be compensated for such time worked in addition to the paid holiday. Such compensation shall be paid during the pay period when the holiday occurred.

## KEYS

You are responsible for any keys issued to you. Keys may not be loaned, duplicated or sold. When you are issued keys, you will sign a receipt that will become part of your personnel file. Before your separation clearance and last paychecks can be issued, the management must receive all keys. Security issues and re-keying are time consuming and expensive, so take care to protect your keys. Lost keys must be immediately reported.

## TELEPHONE CALLS

Employees' family and friends should be informed that only calls of an urgent status should be made to workers. Direct personal calls are discouraged, and consistent abuse of this policy will be cause for termination.

## JURY DUTY

In the event an employee is subpoenaed or summoned for jury duty or serve as a witness, he/she must immediately, and in advance of said leave, notify the Executive Director of a subpoena or summons. INHA will continue to pay the employee's pay rate upon presentation of proof of being actually served while absent for jury duty or as a witness. If released from court prior to the end of a working day, the employee is expected to come to work.

An employee called as a witness for a personal lawsuit or one arising from other employment shall not be granted paid leave for such court appearance.

An employee receiving compensation from the court for jury or witness services, while he/she is continuing to receive compensation from INHA, shall remit such court compensation to INHA within five (5) working days after receiving such compensation.

In the event an employee of INHA is called by the court to serve as a witness for and in behalf of INHA, such employee shall be compensated for such service at his/her regular rate of pay, providing that any witness fees received by the employee shall be remitted to INHA within five (5) working days after receiving such compensation.

## EMPLOYEE DISCOUNT

A INHA membership will be given to each current employee and will provide a 15% discount on items purchased by the employee.

## HEALTH INSURANCE

The Association will pay 80% of the premium for all full-time employees and their dependents, and for existing permanent part-time employees as of September 2000.

In the event an employee leaves the employment of the Intermountain Natural History Association, INHA shall offer continuation of health coverage to employees and/or their dependents upon occurrence of a qualifying event as specified in the Consolidation Omnibus Budget Reconciliation Act (COBRA) of 1986. Upon hire, all employees will be given a written description of the Act and its provisions.

In addition to the provisions of COBRA, employees who retire or terminate with INHA shall also be eligible to continue group medical, dental and life insurance benefits, based on a conversion policy, approved by the insurance company, with all premiums for such conversion policy being paid by the employee.

Employees and/or dependents opting to continue health insurance coverage through COBRA will be charged 102 percent of the premium to cover the cost of the premium and administrative costs for such coverage.

## WORKERS' COMPENSATION INSURANCE

Workers Compensation Insurance benefits are provided at no cost to the employees, and covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment.

It is critical that an injured employee complete a "First Report of Injury Form" within 24 hours, no matter how slight the injury. Such forms are available in the INHA Administrative office. Failure to do so may jeopardize an employee's ability to receive benefits.

It is equally important that the medical service that treats any employee complete a report form within seven days of the accident. A copy must be sent to both the State Insurance Fund and the Utah Industrial Commission. The same procedure applies to employees injured in Wyoming or Colorado. INHA will assist the employee in all these matters, but it is the employee's responsibility

to insure that these requirements are fulfilled. If an employees has specific questions about their rights and benefits through Workers Compensation Insurance, the Executive Director will review them with the employee, and can provide the employee with phone numbers for further information.

#### TIME SHEET PROCEDURE

Each employee must fill out his/her own time sheet, which must include at a minimum the pay period beginning and ending dates, the number of hours worked each day during the pay period, and signature. If the employee is eligible for mileage reimbursement, record the number of miles traveled on the appropriate date and describe the reason for the trip. If the employee is eligible for a uniform allowance reimbursement (Tour Guides), record the amount of reimbursement requested and attach the applicable receipt. (See Reimbursement of Expenses)

All INHA employees other than Tour Guides and sales clerks must identify hours worked between administrative, program, and fund raising categories. If an employee does not understand these categories, refer your questions to the Executive Director.

Completed time sheets should be submitted to the employee's supervisor at that employees assigned work location on or before the close of the workday on the last day of the pay period. Late or incomplete time sheets may result in delay of the paycheck until the next pay period.

#### PAYROLL

All new employees must complete and turn in to the Executive Director the following:

1. Application (former employees, if rehired within two years, may provide information to update their original application).
2. W-4 form
3. Employment Eligibility Verification Form (I-9)
4. Copy of driver's license
5. Copy of social security card
6. Copy of Green Card, if applicable.

Additionally, the Executive Director will verify the authenticity of the applicable documents required on the I-9 form.

#### DEDUCTIONS FROM PAY

INHA is required by law to make certain deductions from an employee's paycheck each time one is prepared. Among these are federal and state income taxes and the contribution to Social Security and Medicare as required by law. These deductions will be itemized on the pay stub detail.

The amount of the deductions depends on the earnings and the information furnished on the W-4 form concerning the number of dependents/exemptions claimed. Any change in name, address, marital status or number of exemptions must be reported to the Executive Director immediately to ensure proper credit for tax purposes. The W-2 prepared for each employee for each year indicates precisely how much of the earnings were deducted for these purposes.

Other deductions that can be deducted from an employee's paycheck include:

1. Employee portion of the insurance benefit
2. Garnishments and legal obligations
3. etc.

#### INCREASES IN PAY RATES

Any changes in an employees pay rate is based on his/her individual performance evaluation which includes ability, attitude, attendance, customer service and other factors. Changes in pay are based on performance of the employee and administered by the Executive Director. The budget for employee increases based on employee performance, shall be approved by the Board of Trustees.

Full-time employees will be eligible for a pay rate increase after they have completed one year of service with INHA and a satisfactory performance review. After one year of service, pay rate increases will take place at the beginning of the new budget year.

#### LOST PAYCHECKS

Lost paychecks should immediately be reported to the Executive Director. If necessary a replacement check will be issued to the employee. If the original check is found, return it to the Executive Director un-cashed if the replacement check has been processed.

#### OVERTIME

Occasionally you may be required to work overtime. All overtime must be approved in advance by the Executive Director. Overtime pay is paid to non-exempt employees at the rate of 1 and 1/2 regular pay for all time over 40 hours per week. Only hours actually worked will be considered in the overtime calculation.

#### PAYCHECK ERRORS

If a mistake is made on your paycheck contact the Executive Director or supervisor or his/her designee to correct the problem as soon as possible.

#### PAY PERIOD/PAY DAY

Our normal payroll work week begins on Sunday 12:01 a.m. and ends two weeks later on Saturday at 12:00 midnight.

Pay day normally occurs every other Monday for services performed for the two- (2) week period ending the previous Saturday at 12:00 midnight. Changes will be made and announced in advance whenever holidays or closings interfere with the normal pay day.

If the employee isn't scheduled to work on the day paychecks are issued, the employee may arrange with the Executive Director either to: 1) have the paycheck mailed to his/her home; 2) set up a time to pick up the paycheck at the INHA administrative offices; or 3) make alternative arrangements approved by the Executive Director.

## PAY RANGES

A range of pay is initially established and annually reviewed for each position. Any change in the range of pay is made solely at the discretion of the Executive Director after approval by the Board of Trustees and made part of the annual budget.

## PERFORMANCE REVIEWS

The Executive Director or supervisor is continuously evaluating each employee's job performance. Day-to-day interaction between the employee and the Executive Director/Supervisor should give the employee a sense of how he/she perceives your performance. However, INHA conducts a formal, written review once a year for all full- and part-time nonseasonal employees. This review is completed during the month of November and in accordance with the performance review standards. The Performance Review Form is attached.

Seasonal employees will receive a written review once during the term of employment if that term is longer than three (3) months.

All reviews will consider the following aspects of performance, among others:

1. Attendance, initiative and effort
2. Knowledge of the job compared to the job description
3. Attitude and willingness
4. Quality and quantity of your work

## Probationary Periods

Length of probationary period.

The initial probationary period shall be regarded as part of the testing process of a new employee and shall be utilized for closely observing the employee's work during the adjustment period of a new employee to his(her) position, and for rejecting any probationary employee whose performance or conduct does not meet the acceptable standards of work.

All positions shall be tentative and subject to a probationary period of not less than six (6) months.

The probationary period may be extended for a period not to exceed an additional six (6) months where the Executive Director finds that conditions justify such extension.

Probationary employee performance reports.

A performance report of each probationary employee shall be made by the Supervisor before the end of the employee's initial probationary period. If necessary, the Supervisor may complete performance evaluation forms on probationary employees at more frequent intervals during the initial probationary period.

In those cases where the initial probationary period is extended, the affected employee shall be evaluated at least midway through the extended period.

Placement on probation as a part of a disciplinary action.

An employee placed on probation as a result of disciplinary action will follow the same guidelines as established for the initial probationary employee.

Termination of probationary employee.

During the initial probationary period, an employee may be terminated with or without notice for any reason without any rights to due process, notice, explanation or appeal in connection with said termination.

## REIMBURSEMENT OF EXPENSES

1. Expense Report—If an employee incurs a reimbursable expense not included in the mileage or uniform allowance sections, he/she may submit a completed Expense Report Form (available at the INHA administrative office), accompanied by original receipts. If the employee does not know whether an expense is reimbursable, it's the employee's responsibility to clear the transaction with the Executive Director prior to making the purchase.

### 2. Uniform Allowance:

- Executive Director ..... \$125
- Tour Guides (per season):
  - Full-time new employee ..... \$100
  - Part-time new employee ..... \$50
  - Full-time returning employee ..... \$75
  - Part-time returning employee ..... \$35

Employees should submit these expenses on a time sheet accompanied by original receipts.

## REQUIREMENTS TO COLLECT PAY UPON TERMINATION

To receive final pay after termination (for whatever reason), all obligations to INHA need to be settled. All property of INHA, including (but not limited to), uniforms, and keys must be returned.

In the event these items are not resolved, the management will retain a security deposit equal to the outstanding amount from the final paycheck.

## EMPLOYEE TRAVEL

All travel and lodging expenses incurred by INHA employees shall be first authorized by the

Executive Director. Travel expenses must be included in the intent of the annual budget. Responsibility for keeping within the travel budget lies with the Executive Director. All travel that is not routine is to be reviewed and approved by the Executive Director before funds may be spent. The most economical and practical form of transportation is to be used, and individuals will be responsible for making travel arrangements on an approved carrier.

#### TRAVEL WITH SPOUSES

Employees may wish to take their spouses on trips. In such instances, however, INHA will pay only for those expenses which the employee would normally incur when traveling alone. Expenses for the spouse will be paid by the employee either at the time the expense is incurred or prior to the expense being incurred.

#### TRAVEL REQUEST PROCEDURE

Employees will submit to the Executive Director a form explaining the nature, purpose and time schedule for travel, along with estimated expenditures. The Executive Director will review the request and give his/her approval and submit the request to the bookkeeper two (2) weeks prior to departure where possible.

#### EXECUTIVE DIRECTOR TRAVEL

The Executive Director intending to travel should include in travel forms the name of the person to be in charge during their absence.

#### BOOKKEEPER REVIEW

All travel requests will be reviewed to verify all estimated expenditures according to the policy per diem schedule, and shall be initialled as to the funds being available.

#### TRANSPORTATION ARRANGEMENT

Airline and other travel accommodations shall be arranged in advance for all employee travel. Purchase shall be made by credit card. Receipts shall be submitted to the Bookkeeper for such expenses not later than five (5) working days after the employee returns. Failure to produce receipts in these circumstances will necessitate the subtraction of the amount expended for travel from the employee's next paycheck unless arrangements are made with the Executive Director.

#### LODGING

Reservation for lodging accommodation shall be made prior to the time of the employee traveling. Receipts for all lodging shall be submitted to the Bookkeeper for such expenses no later than five (5) working days after the employee returns. Failure to produce receipts will necessitate the subtraction of the amount of all lodging costs from the employee's next paycheck, unless arrangements are made with the Executive Director.

## PER DIEM ALLOWANCE

The maximum travel allowance shall be provided to all employees who travel for legitimate INHA business.

1. The meal travel allowance will follow the Federal Per Diem Schedule for the city to which the employee is traveling. Employees shall not be required to submit receipts for meal expenses when traveling on the approved per diem rate. Employees might wish to retain all receipts for personal tax purposes.

2. Lodging expenses will be paid at the Federal Per Diem Schedule Rate or at an approved seminar/convention rate approved by the Executive Director.

3. Travel by privately owned automobile: When a INHA vehicle is not available, an employee will be paid the current Federal rate for mileage. If a INHA vehicle is available and employee chooses to use their own personal vehicle, the employee will be paid at 1/2 the Federal rate for mileage.

4. Cost of tuition and registration for special schools, workshops, conferences and conventions that are approved are to be paid in advance, directly to the vendor. Meals included in the registration fee shall be deducted from the per diem allowance.

5. Cost of out-of-state rental car expense and taxi expense, when required by the facility or business situation, shall be reimbursed to the employee by documented receipts only.

## USE OF INHA VEHICLE FOR TRAVEL

Employees are to use INHA vehicles for travel unless a INHA vehicle is unavailable. In that event, the Executive Director may approve the use of personal vehicles. If an employee voluntarily desires to use a personal vehicle, even though a INHA vehicle is available, INHA will pay 1/2 the Federal Mileage Rate to the employee for use of a private vehicle. If a INHA vehicle is unavailable, INHA will pay the employee the full Federal Mileage Rate.

## CREDIT CARDS

Credit cards have been authorized to use for travel expenses incurred by INHA employees. Gasoline cards have also been acquired for INHA travel. When credit cards are used for authorized purchases, receipts shall be submitted to the Bookkeeper within five (5) working days after the expenditure. If receipts are not submitted, the related expenditure will be deducted from the employees next pay check, unless arrangements have been made with the Executive Director.

## EXCESS TRAVEL COSTS

Any travel expenses estimated to be in excess of the per diem schedule, must be approved by the Executive Director.

## ACCIDENT REPORTING PROCEDURES

### ACCIDENT DEFINED

For the purpose of this policy, an accident shall be defined as any incident where damage to property, injury to personnel or possible liability against the Intermountain Natural History Association (INHA) may result. Accidents are not limited to automobile accidents, but include collision with stationary objects, individuals falling on stairs or walkways, etc.

### REPORTING ACCIDENTS

For the protection of INHA, all accidents must be reported, filed on the appropriate form, and referred to the Executive Director. The proper procedure is as follows:

1. Do not move either vehicle.
2. Call the police immediately.
3. Report all accidents involving INHA vehicles immediately to the Executive Director, regardless of the amount of damage. The Executive Director will assure that necessary reports are prepared and forwarded to all necessary parties.

All claims for damages as a result of an accident, either for or against INHA, will be handled by the Executive Director. INHA personnel should be careful to avoid admitting or denying liability, signing statements concerning the liability of an accident or accepting any settlement presented by insurance representatives for the other party.

### ANNUAL LEAVE

The purpose of annual leave is to allow an employee time to both mentally and physically refresh himself in order that he is better able to carry out the duties of his/her work. To achieve this goal, it is the intent of INHA to have the employees schedule annual vacation leave during the course of his/her employment.

### ELIGIBILITY FOR ANNUAL LEAVE

All full-time and permanent part-time employees shall be eligible to take annual leave. The amount of time available for an employee's annual leave shall be accumulated through the month immediately preceding the month in which the employee's annual leave falls. Part-time and seasonal employees shall not be eligible for annual leave.

### EARNING RATES FOR FULL-TIME AND PERMANENT PART-TIME EMPLOYEES

1. Full time employees (those with a basic 40 hour work week budgeted on a 12 month basis) with less than three years service earn four hours of annual leave for each biweekly pay period.
2. Those with three but less than 15 years of service earn six hours for each biweekly pay period, except for the last full period of the calendar year when they earn 10 hours of annual leave.

3. Those with 15 or more years of service earn 8 hours of annual leave for each full biweekly pay period.

#### HOLIDAYS WITHIN ANNUAL LEAVE

When a recognized holiday falls within an employee's annual leave for which he/she would normally would have been excused from work, that day shall not be charged as a day of annual leave.

#### ILLNESS WITHIN ANNUAL LEAVE

If an employee becomes ill or injured during his annual leave, those days for which the employee is ill or injured shall not be charged as annual leave, but shall be charged to sick leave in accordance with the sick leave policy.

#### MAXIMUM ACCUMULATION

Employees may accumulate annual leave for later use up to a maximum of 30 days (240 hours) at the end of the fiscal year. At the end of the fiscal year the employee will lose any hours over the 240 hours accumulated

#### PAYMENT OF ANNUAL LEAVE UPON TERMINATION

Employees who terminate employment, and who are eligible for annual leave benefits shall be paid for any accrued annual leave. Payment for accrued annual leave upon termination shall be at the employee's current rate of pay. Voluntary termination by an employee without at least a prior two-week notice given by an hourly employee shall be considered just cause to waive the payment of accrued annual leave upon termination. Upon giving this minimal notice prior to his/her voluntary termination, the employee shall be required to work continually for the remaining employment period in his/her required job assignment, allowing the necessary time for the recruiting and training for his/her replacement unless otherwise provided by the Executive Director. Exceptions to this notice requirement may be granted by the Executive Director in cases of personal emergency or in the best interest of INHA.

#### SCHEDULING OF ANNUAL LEAVE

An employee's annual leave shall be, as much as possible, scheduled for the employee's convenience. However, annual leave must be scheduled through the Executive Director so as not to interfere seriously with or impair efficiency. All employees must receive prior approval before taking any annual leave.

#### SICK LEAVE

During the course of his/her employment, an employee may be injured or become ill, requiring a period of time for recuperation, hospitalization or medical treatment. The purpose of sick leave is to provide an employee a period of time in which he/she may recover from his/her illness or injury

to the point that he/she is capable of returning to work and completing job assignments. Sick leave shall be allowed only in the case of necessity and actual personal illness or disability, medical or dental treatment, or in the case of emergency illness in the immediate family. The "immediate family" shall be the spouse, parent, child, brother or sister. Sick leave shall not be considered as a privilege which an employee may use at his/her own discretion, but shall be granted only upon approval of the Executive Director/Supervisor. The employee who becomes ill is responsible for notifying their supervisor or the Executive Director as soon as practical. Leave for prearranged medical, dental, or optical examination or treatment should always be applied for in advance.

#### ACCRUAL RATES FOR FULL TIME AND PERMANENT PART-TIME EMPLOYEES

Full time and permanent part-time employees earn sick leave at the rate of four hours for each biweekly pay period. Sick leave is earned from the first pay period. There is no qualifying period for the earning of sick leave.

#### ACCRUAL RATES FOR PART-TIME OR SEASONAL EMPLOYEES

Employees who work on a part-time/seasonal basis with an established schedule earn sick leave at a rate of 1 hour for each 20 hours of work not to exceed 4 hours of sick leave during any pay period.

#### CREDITING SICK LEAVE

Sick leave accrual may be credited to an employee's account at the end of the pay period in which it is earned.

#### MAXIMUM ACCUMULATION

Unused sick leave accumulates without limit.

#### SICK LEAVE BANK

Any regular, full-time employee of INHA may contribute to another full-time employee of INHA who has exhausted all sick leave, vacation leave, a maximum of 40 hours of sick leave per year for the purpose that an employee may maintain his regular income during a period for which he would normally need to use sick leave, yet has none to use. Each hour of sick leave donated by an employee shall constitute an hour of sick leave which may be used by an employee receiving the donated sick leave. Any employee donating sick leave as provided above must be able to maintain a minimum of 120 hours of accrued sick leave at all times.

Approval of donated sick leave must be given by the Executive Director.

Donated sick leave shall be used in accordance with all other provisions of this section.

#### OTHER

1. Any absence for illness beyond the employees sick leave and donated sick leave amount

accrued may result in the employee being placed in a leave without pay status at the approval of the Executive Director.

2. Sick leave in excess of three days for any one illness must be documented by a medical certificate or otherwise approved by the Executive Director.

3. Up to six days of sick leave may be used annually to assist immediate family members.

#### PERSONAL LEAVE WITHOUT PAY

Personal leave of absence without pay may be granted to permanent full-time, part-time, and seasonal employees. Leaves without pay require the advance approval of the Executive Director. Factors in approving leave without pay will be the urgency of the leave and the ability to spare the employee. Leaves of absence without pay are granted for specific reasons, such as personal illness, educational purposes and other reasons deemed justifiable in the opinion of the Executive Director

#### ARRANGEMENTS FOR LEAVE

All leaves must be arranged for in advance unless emergency situations make prior arrangements impossible. Such leaves shall not be regarded as an acquired right by employees and shall be granted only when the performance of INHA will not be adversely affected thereby. Requests for such leaves shall be made in writing and if approved by the Executive Director shall be filed in the employee's personnel file.

#### FAILURE TO RETURN AT DESIGNATED TIME

Failure to return from personal leave without pay at the time designated in the written approval of such leave will be considered just cause for termination, unless the Executive Director is contacted prior to the expiration date in writing. The Executive Director may extend the leave of absence is deemed in the best interest of INHA.

#### LEAVE LIMITATION

In no instance shall personal leave of absence without pay exceed ninety (90) days.

#### APPROVAL OF LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay for up to three (3) days will be granted subject to the Supervisor's approval only. Leaves for more than three days must be submitted to the Executive Director for prior approval.

#### ACCRUAL OF BENEFITS DURING LEAVE OF ABSENCE WITHOUT PAY

Accrual of benefits received by full-time regular employees of INHA shall cease when personal leave without pay exceeds thirty (30) days. For any leave past thirty days, the employee will be responsible for paying the cost of insurance premiums for the period he/she is absent on

leave if he/she wished to retain such insurance coverage. Benefits will be reinstated immediately upon return from an approved unpaid leave of absence status.

Uniform benefits terminate when an employee is on leave without pay status for a period in excess of thirty days.

#### FUNERAL LEAVE

Upon documentation that a member of his/her family has died, an employee may be granted special funeral leave with pay for a period not to exceed three (3) working days. Funeral absences of more than 3 working days will be charged to annual vacation leave. For out-of-state travel, two (2) additional days may be granted. Approval for funeral leave shall be requested and receive approval from the Executive Director prior to such leave being taken.

“Family members” include spouse, parents, parents-in-law, guardians, grandparents, grandchildren, children, brothers, sisters, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law.

No employee shall receive more than 3 working days (5 if out-of-state) for funeral leave within a twelve (12) month period.

#### EDUCATIONAL ASSISTANCE

##### REIMBURSEMENT FOR APPROVED COURSES

INHA will reimburse employees at an amount up to one-half of the tuition and required fees upon successful completion of the course for approved courses from a recognized, reputable educational institution, which courses will directly benefit INHA through the employee acquiring new and additional skills. Prior approval from the Executive Director is required before beginning any course work and approval of the budget.

##### SUCCESSFUL COMPLETION DEFINED

Successful completion of a course shall mean that:

1. For undergraduate programs, the employee must receive a grade of “C” or higher.
2. For graduate programs, the employee must receive a grade of “B” or higher.
3. Pluses and minuses will not be considered.

##### REIMBURSEMENT LIMITATION

Employee tuition will not exceed six (6) credit hours twice per year. Reimbursement will be based on actual per-credit hour cost not to exceed the per-credit hour costs of Utah State University Extension Program.

##### EMPLOYMENT AGREEMENT

Employees receiving educational assistance from INHA will be required to sign an agreement with INHA providing that the employee remain in the INHA’s employment for one year after

completing the training, or he/she will reimburse INHA for actual costs paid if he/she terminates employment before the one year period.

## INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE-USE POLICY

### PURPOSE OF INHA INFORMATION TECHNOLOGY RESOURCES

The purpose of Information Technology (IT), herein defined as e-mail, electronic voice and video communication, facsimile, the Internet, and future information technologies, is to improve INHA in general. These resources are intended to assist in the efficient and effective operation of INHA, including the exchange of information and public access to public information.

### PURPOSE OF THIS POLICY

The intent of this policy is to assure that:

1. The use of INHA's IT resources are related to, or for the benefit of INHA.
2. INHA provided IT resources are used productively.
3. Disruptions to INHA activities, because of inappropriate use of INHA provided IT resources, are avoided.
4. INHA is informed about confidentiality, privacy, and acceptable use of INHA provided IT resources as defined in this policy.
5. The purpose is to create an environment where communication can flow freely.
6. Employees of INHA are not discouraged from using IT resources.

### PRIVACY ISSUES AND LEGAL IMPLICATIONS

INHA has the right to access and disclose the contents of electronic files, as required for legal, audit, or legitimate management purposes. Do not transmit personal information about yourself or someone else using INHA supplies IT resources without prior authorization. The confidentiality of such material cannot be guaranteed. E-mail and other electronic files may be accessible through the discovery process in the event of litigation. Each of these technologies may create a "record" and therefore are reproducible and subject to judicial use.

### ELECTRONIC RECORDS

As with other records, electronic records are retained and disposed of in accordance with legal requirements. Seek counsel from the Executive Director for guidance in this area.

### WARNINGS/CORRECTIVE ACTION

INHA will review complaints or instances of unacceptable use brought to its attention. Violators are subject to corrective action and discipline, including immediate dismissal, and may be prosecuted under state and federal statutes.

## RESPONSIBILITIES

1. Access only files, data, and protected accounts that are your own, that are publicly available, or to which you have been given authorized access.

2. Use IT resources efficiently and productively. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other IT resources.

3. Be responsible for the use of your computer.

a) Under no condition shall you give your passwords to another person.

b) Guard your passwords against unauthorized access to your computer.

c) Change your passwords with regular frequency, preferable once every 30 days.

d) When away from your desk, take precautions to protect access to your computer.

4. Report to Executive Director or designee if you:

a) Receive or obtain information to which you are not entitled. (Also notify the owner or sender of such information as well.)

b) Become aware of breaches of security, or

c) Know of any inappropriate use of IT resources provided by INHA.

5. Seek the advice of the authorized person responsible for INHA provided IT resources if you are in doubt concerning your authorization to access that resource.

6. Adhere to copyright law regarding use of software, information, and authorship.

7. Conduct yourself as a representative of INHA. Do not use IT resources to:

a) Distribute offensive or harassing statements, disparage others based on race, national origin, sex, sexual orientation, age, disability, or political or religious beliefs.

b) Distribute incendiary statements which might incite violence or describe or promote the use of weapons or devices associated with terrorist activities.

c) Distribute or solicit sexually oriented messages or images.

## UNACCEPTABLE USE OF IT RESOURCES

The first and foremost rule for using these technologies is: **DO NOT SAY, DO, WRITE, VIEW, OR ACQUIRE ANYTHING THAT YOU WOULD NOT BE PROUD TO HAVE EVERYONE IN THE WORLD LEARN ABOUT IF THE ELECTRONIC RECORDS ARE LAID BARE.**

Any use of INHA provided IT resources for illegal purposes, or in support of such activities, is prohibited. The following list is currently considered unacceptable use of INHA provided IT resources:

1. Illegal activities shall be defined as any violation of local, state, or federal laws.
2. Any use for commercial purposes, product advertisements, or “for profit” personal activity.
3. Any sexually explicit use, whether visual or textual. You should not view, transmit, receive, save, or print any electronic files which may be deemed as sexually explicit.
4. Any use for religious or political lobbying such as e-mail to circulate solicitations or advertisements.
5. Duplicating, transmitting, or using software not in compliance with software license agreements. Unauthorized use of copyrighted materials or another person’s original writings.
6. Intentionally placing a program in an endless loop or by printing unnecessary amounts of paper.
7. Disrupting the use or performance of INHA-provided IT resources or any other computer systems or network (for example, unauthorized world wide web pages, chat lines, recurrent mass communications, such as blanket e-mail or chain letters),
8. Storing any information or software on INHA provided IT resources which are not authorized by INHA Management.

## SECURITY VIOLATIONS

1. Accessing information or accounts within or outside INHA’s computers and communications facilities for which you are not authorized or do not have a business need.
2. Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user unless you are given express permission to do so by the user responsible for the information or programs.
3. Violating the privacy of individual users by reading e-mail or private communications unless you are specifically authorized to maintain and support the system.
4. Representing yourself as someone else, fictional or real.

5. Knowingly or inadvertently spreading computer viruses. “Computer viruses” are programs that can destroy valuable computer programs and data. To reduce the risk of spreading computer viruses, do not import files from unknown or disreputable sources.

6. Distributing junk mail (e.g. chain letters, advertisements, unauthorized solicitations).

7. Transmitting classified information under the GRAMA Act without proper security.

Use caution when sending classified information. Always display “CONFIDENTIAL” on the screen when sending classified information. Confirm that encryption has been enabled. Inform the recipient of the information’s classification, their responsibility to keep it private, and their responsibility to dispose of it in a secure manner at the end of its retention period.

## EMERGING TECHNOLOGIES

This policy does not address the specific details of information technologies yet to be invented or implemented within INHA for use by its employees. This policy should be sufficient to allow you to determine the acceptable use of any new or emerging technology. If you have any questions regarding appropriate use of a particular technology not specifically covered in this policy, please contact the Executive Director.

## WARNING NOTICES

A warning notice is a written description of either an employee’s violation of a company policy or an employee’s substandard performance. Intermountain Natural History Association uses written warning notices (Counseling Memorandum) to insure that employees and the Executive Director discuss problems that the Executive Director feels exist. Agree on the problem, and agree on the remedial course of action. Both the employee and the Executive Director sign a warning notice and each of them keep a copy for future reference.

The fact that the Executive Director may elect to issue a warning notice and allow an employee to remain employed rather than terminate that employee shall not in any way affect that employee’s status as an “at-will” employee.

If the employee disagrees with a warning notice a grievance can be filed.

## DISCIPLINE OF EMPLOYEES

### DISMISSAL, SUSPENSION, DEMOTION, AND PLACEMENT ON PROBATION

An employee holding any position with INHA may be dismissed, suspended, demoted, or placed on probationary status for any of the following reasons including but not limited to:

1. Violation of any of the INHA Personnel Rules and Regulations as adopted by resolution of the Intermountain Natural History Association Board of Trustees.

2. Neglect of duty.
3. Disobedience of a reasonable order by any supervisor.
4. Inefficiency or inability to satisfactorily perform assigned duties.
5. An act hostile to public service.
6. Falsifying INHA records (time sheets, employment application, etc.)
7. Carelessness which affects the safety of personnel.
8. Threatening, intimidating, coercing or interfering with fellow employees on the job, or the public.
9. Theft or removal from the work area or premise without proper authorization of any INHA property or the property of any employee.
10. Gambling at any INHA work area.
11. Misusing, destroying or damaging any INHA property or the property of any employee.
12. Deliberately restricting output.
13. Possessing or consuming any alcoholic beverage or unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace of INHA.
14. Intoxication, or being under the influence of, or in possession of alcohol or illegal drugs during work hours.
15. Indecent conduct affecting job performance or job effectiveness.
16. Sleeping on the job during work hours.
17. Conviction of a felony while an employee of INHA.
18. Using, threatening or attempting to use personal or political influence in an effort to secure special consideration as a INHA employee.
19. Failure to report to work without notification of a supervisor unless it is impossible to give such notice.
20. Involvement in two vehicular accidents, involving INHA vehicles within a 12-month period, where negligence has been demonstrated by the employee.
21. Act of dishonesty related to job performance.

22. Misuse of disposed surplus property.
23. Sexual harassment of employees.
24. Using profane language with a customer or INHA/agency employee or volunteer.
25. Gross insubordination
26. Any other misconduct.

#### SUSPENSION LIMITATION

No employee may be suspended without pay or more than 10 working days at one time.

#### NOTIFICATION

Notice recommending suspensions, dismissals, demotions, reductions in pay, or placement on probation shall be filed with the Executive Director's office by the Supervisor ordering the same. Approval for such action shall be given by the Executive Director, and immediately thereafter, a notice indicating such action shall be served on the employee receiving such action by the Executive Director's Office, either personally or by certified mail at his/her last known address. Within ten (10) days after service, the employee may make written appeal.

The appeal shall be filed in writing to the chair of the Management & Operations Committee which shall review the appeal within seven (7) working days. The decision of the Management & Operations Committee will be final.

#### REDUCTION IN PAY

Reduction of an employee's pay for disciplinary action shall not exceed a 5% reduction in pay, not shall the reduction exceed ninety (90) days.

#### GRIEVANCE PROCEDURE

##### PURPOSE

Grievance procedures for employees of the Intermountain Natural History Association are provided herein:

1. To assure employees that their complaints, grievances and recommendations will be considered fairly, rapidly and without reprisal, coercion or discrimination.
2. To determine what is right rather than who is right, and to provide for the objective consideration of the employees' problems.
3. To establish uniform policies and procedures in handling all informal employee complaints and formal employee grievances.

4. To outline the respective rights and obligations of all employees in hearing and resolving complaints and grievances on matters for which an appeal or hearing is not provided.

5. To provide a systematic means of obtaining further consideration of problems after every reasonable effort has failed to resolve them through discussion.

6. To provide that all complaints and grievances shall be settled as near as possible to the point of origin.

#### GRIEVANCE DEFINED

A grievance is an employee's complaint about some aspect of his/her employment which can be remedied by management action. Excluding from the grievance procedure are matters of formal disciplinary action, demotion, reduction in pay, suspension, dismissal and placement on probationary status.

#### ENCOURAGEMENT TO UTILIZE GRIEVANCE PROCEDURE

Employees of INHA are encouraged to use the grievance procedure process. No supervisor or peer shall in any way interfere or discourage or coerce any employee involved in any way in the presentation or resolution of any grievance. Anyone taking any reprisal action against an employee for presenting or participating in the presentation of a grievance will be subject to disciplinary action, including termination.

#### INFORMAL GRIEVANCE PROCEDURE

The initial step of the grievance procedure is simply the regularization of ordinary working relations between employees and their supervisor.

1. An employee with a grievance will discuss it first with his immediate supervisor, unless his relationship with the immediate supervisor is the cause of the grievance, in which case he may take it to the next supervisory personnel higher in authority. Even when this is so, the employee should seriously consider discussing the grievance with his/her immediate supervisor first. Direct settlement between them, when possible, both quickly resolves the issue and strengthens communication at its most important level.

2. The employee may be accompanied or represented by a person of his/her choice.

3. The grievance must be brought within seven (7) working days of its cause. A grievance with a continuous or recurring cause may be brought at any time.

4. The grievance must be answered within four (4) days. If the grievant's supervisor lacks authority to redress the grievance, the grievant will so be notified and seven (7) additional days allowed to answer the grievance. In this case, the supervisor will go through the proper channels to the level where redress for the grievance can be made and obtain a discussion after presenting the facts.

5. No record of the grievance procedure at this step shall be made, except that the supervisor will give the employee a written report of the finding and/or opinions concerning the employee's grievance within the above time limits, whichever is applicable. This report, however, shall not become a part of the employee's permanent personnel file. The supervisor's report shall contain the minimum of the following:

a) A brief statement of the employee's grievance, its cause and suggested solutions.

b) A brief statement of the supervisor's evaluation of the grievance.

c) A brief statement of the supervisor's suggestions for resolution of the grievance, which would include any action that has or will be taken by the supervisor to resolve the grievance.

6. Where extended time is deemed necessary, time can be extended upon agreement of both parties.

7. Failure of the aggrieved employee to request such grievance decision as provided above shall negate his/her right to further proceeding in the matter. Failure of the supervisor to hear a grievance upon proper notice shall subject the supervisor to disciplinary action.

#### FORMAL GRIEVANCE PROCEDURE

Formal grievances should be avoided when possible. They tend to convert normal working conditions into matters of contention, thereby creating adversary relationships between employees of INHA. It is the responsibility of supervisory personnel to minimize the necessity of formal grievances by dealing fairly and candidly with informal grievances.

1. Any employee whose informal grievance has not been resolved to his/her satisfaction or who has not received a decision within the allotted time, may bring formal grievance within four (4) days after the conclusion of the informal grievance procedure.

2. The formal grievance procedure will be initiated by forwarding a written grievance on a "Formal Grievance" form to the supervisory employee who represents the next higher level of administration than that of the supervisor who responded to the informal grievance. A copy will be given to the immediate supervisor for his information.

3. No employee may begin a formal grievance without having proceeded through the informal grievance procedure unless a supervisory employee requests that the grievance be reduced to writing at the beginning.

4. The "Formal Grievance" form shall be filled out completely before submitting it to the supervisory employee.

5. The supervisory employee receiving the written grievance must respond within four (4) working days either by answering the grievance in writing or arranging a meeting to be held within seven (7) days of the grievance submission. The grievant may be accompanied or represented by a person of his choice at any such meeting, and may call pertinent witnesses. The grievance must be

answered in writing within two (2) days of the meeting.

6. If the employee is not satisfied with the decision rendered by the supervisory employee, the grievant may appeal to the Executive Director within five (5) working days. The Executive Director shall be given five (5) working days in which to review and respond to the formal grievance as submitted on a formal grievance appeal form.

7. If still not satisfied with the decision of the Executive Director, the employee may appeal in writing to the Chair of the Management & Operations Committee within five (5) working days after receiving the decision from the Executive Director.

8. The Management & Operations Committee, within seven (7) working days, shall review the findings of the Executive Director and formal written grievance of the employee, and shall render a decision in writing. The decision of the Management & Operations Committee shall be final.

9. Where extended time is deemed necessary for any step of the formal grievance procedure, time can be extended upon agreement of both parties.

#### GRIEVANCE PROCEDURE FOR REHABILITATION ACT OF 1973 AND AMERICANS WITH DISABILITIES ACT OF 1990

INHA has adopted an internal grievance procedure providing for prompt and equitable resolution of the complaints alleging any action prohibited by the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

Complaints should be addressed to: Executive Director, INHA, 1291 East Highway 40, Vernal Utah, 84078, (435) 789-8807, who has been designated to coordinate compliance efforts with the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

1. A complaint should be filed in writing or verbally contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedures was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the INHA's attorney's office. The investigation shall be informal in nature, yet thorough, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by the INHA's Attorney Office to the Board of Trustees and a copy forwarded to the complainant no later than ten (10) days after its filing.

5. The Executive Director shall maintain the files and records of INHA relating to the

complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the Executive Director. Said complaints shall be heard by the Intermountain Natural History Association Board of Trustees

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies provided by Federal law. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

#### EMPLOYEE REFERENCE

References pertaining to employment will only be given by the Executive Director for all staff. Comments are not authorized nor should they be made by any other employee in the organization.

#### SEPARATION FROM INHA SERVICE

##### RESIGNATION

An employee who resigns shall present the reasons thereof in writing. The resignation letter shall be filed with the Executive Director. Before the final day of termination, an exit interview will be conducted with the resigning employee. To resign in good standing, an hourly employee must give two (2) weeks notice and a salaried employee must give thirty (30) days written notice of his/her intent to terminate employment with the Intermountain Natural History Association.

##### LAYOFFS

Whenever it is necessary to reduce the number of employees because of lack of work or lack of funds, INHA shall whenever possible, attempt to minimize layoffs by readjustments of personnel through reassignment of duties. The Executive Director under direction of the Board of Trustees will determine the number of employees to be laid off and the positions involved. Whenever layoffs are necessary, employees will be laid off in the following order:

Employees will be laid off beginning with the most recent hire to the oldest hired employee.

##### FINAL PAY UPON TERMINATION

The final paycheck for a terminated employee will be issued not later than one working day after all final termination procedures and documents have been completed. The final paycheck will be subject to normal deductions and shall include accrued vacation benefits, if applicable.

## RETIREMENT

A retirement benefit will be provided for all full-time employees at a rate approved by the Board of Directors on an annual basis. Terms and conditions of the approved 403 (b) annuity retirement plan will be selected by the Board of Directors and be part of the annual budget. A full-time employee is eligible for retirement benefit after 1 year of service. The employee is entitled to their balance in the 403 (b) annuity.

### Voluntary contributions to retirement plan.

Although a full-time employee is not required to make voluntary contributions to the retirement plan, if he/she wishes to do so, he (she) may make voluntary contributions to the designated 403 (b) Annuity by furnishing the Executive Director with written authorization to make payroll deductions for his/her) voluntary contributions. He/she) may stop the payroll deduction at any time, if he/she) wishes. Amounts allowed for payroll deductions into a retirement plan shall comply with all IRS regulations.

## NOTICE OF ACCEPTANCE OF THESE POLICY STATEMENTS AND THEIR CONTENTS

As a condition of employment, all employees will be required to sign a statement acknowledging that they have read, understood and accepted all information in these policy statements. INDEX IN

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## PAY FOR PERFORMANCE

### I. Philosophy:

Many people bring special qualities to their jobs and make special contributions to the organization they serve. Skill, creativity, initiative, and attitude differ widely among individuals, and their compensation should reflect their attitudes and contribution to the organization. The closer the relationship that is between performance and pay, the better.

The following “Pay for Performance” compensation process provides latitude for managers and supervisors to reward the achiever and also provide a mechanism to deal with a poor performer. “Pay for Performance” demands a responsive and responsible approach to non-profit business requires that each manager and supervisor responsible for the evaluation develops and uses the appropriate knowledge, skill and ability to properly manage their departments.

### II. Implementation:

Before the “Pay for Performance” compensation process can be implemented effectively, employee evaluation forms must be devised to provide for the implementation process. The forms must be closely tailored to the work performed by each employee thereby making the performance evaluation system a useful tool in evaluating the actual performance of the employee as it relates to the job requirements.

The evaluation forms have been developed under the following guidelines:

- A. The performance must be measured against clear objectives as established in a work plan or as provided for in the employee’s job description.
- B. Measurement of poor performance is as important as the reward for outstanding performance.
- C. The rating and goal-setting processes are individualized within the needs of each department and based on the needs of each employee.

Because employee acceptance and understanding are essential to the success of this system, the forms and the system have been developed to ensure understanding and to provide as much simplicity as possible.

### III. Controls:

Although “Pay for Performance” provides the supervisor and manager with discretion in compensating employees based on their performance, controls are built into the system to protect its integrity while still giving managers and supervisors latitude in determining compensation increases that are given to employees based on their good performance.

Every year the Executive Director will recommend to the Board of Directors a maximum percent to be considered for salary increases, utilizing the “Pay for Performance” system. The managers and supervisors of the departments will use this parameter as a budget guideline in determining the increases to be given to employees within their own respective departments. The Executive Director will be responsible for the maintenance of the performance evaluation program and the budgetary

control of the program during the fiscal year.

Another important factor in determining the amount of increase given to each employee will be based on how far the employee has progressed in his or her individual wage or salary range. The further that an employee has progressed in his salary range will limit any increase in wage or salary that will be afforded to that employee as part of the "Pay for Performance" system. If an employee surpasses 100% of his salary range, then no merit increase can be afforded. Likewise, an employee who is at the beginning of his salary range will have the opportunity to receive the maximum merit increase as allowed.

The key to the effective administration of the performance evaluation system will be communication. How the system works, what the employee expectation are, what the management expectations are, etc., must be discussed with the employees on a continual basis. The employee concerns and observations must be brought up and dealt with for the system to be successful. Discussions must be on-going in order to improve the system for the future.

IV. Process:

The performance evaluation report program is an attempt to implement the "Pay for Performance" system for all employees of INHA. In its current form, it is comprised of personnel evaluations which are described as follows:

A. The Performance Evaluation Report

The performance evaluation report is comprised of several documents and establishes specific performance factors totaling 100 points. Each particular factor on the evaluation sheet is more specifically defined by subfactors which are scored by the evaluator. The evaluator then will average up the subfactors for the final score of each factor which is placed in the box to the left of the performance factor. Each score is accompanied by a written justification in the "comments and goals" section of each factor.

B. Rating

The rating categories for performance evaluations are as follows:

Superior .....	97-100 points
Performs Above Job Expectations.....	96-91 points
Meets Job Expectations .....	90-83 points
Unsatisfactory .....	82-0 points

It is anticipated that the majority of evaluations being completed will fall into the Meets Job Expectations rating category. The Superior and Performs Above Job expectations categories are reserved only for the most productive, most achieving employees of INHA. An employee receiving an Unsatisfactory performance evaluation shall be automatically placed on a 6-month probationary status, with another performance evaluation being made at the conclusion of the 6-month probationary period. If performance has improved to a rating above Unsatisfactory, the employee shall be eligible for the commensurate increase in wage for the next 6-month period. If performance does not improve, the probationary period may be extended or further disciplinary action may be taken.

When the scoring of a performance evaluation is completed, the scores from all factors are summed up and recorded on the cover sheet of the performance evaluation report. The percentage of wage increase given to any employee is based on the final rating of the performance evaluation and where the employee falls in his or her respective salary range. A matrix is provided in order that the evaluator can easily calculate the percentage of wage increase given to any employee. (Attachment 1)

### C. Goals and Training

Following the completion of the performance evaluation process, the evaluator will be asked to establish goals and determining appropriate training needs for each employee. These goals and training needs are to be completed in Section 3 of the evaluation forms, with the employee acknowledging, in writing, his commitment to work on these goals and to receive the training.

### D. Appeals Process

As part of the evaluation process, it is important for the employee to understand how he is being evaluated, the factors used to evaluate him, and comments and feelings from the evaluator regarding performance. It is necessary for the employee to sign the cover page of the evaluation form indicating he has, in fact, been evaluated according to the process that has been established. The signature of the employee does not necessarily constitute agreement with the evaluation or any portion thereof. However, the evaluator should make every effort to seek the support of the employee being evaluated and his concurrence with the final evaluation outcome.

The employee does reserve the right to appeal the evaluation. That appeal process shall be administered as follows:

#### 1. Appeal to the Executive Director

Within 10 working days following the date of the completion of the performance evaluation and signature by the employee being evaluated, the employee may appeal the final score given by the evaluator to the Executive Director. Such request for appeal must be made in writing over the signature of the employee requesting the appeal with the explanation why the appeal is being requested and justification as to why the evaluation should be reviewed by the Executive Director.

The Executive Director shall have 10 working days to respond to the appeal and shall be given every opportunity to speak to the employee who was evaluated and the evaluator regarding the evaluation process and its results. The Executive Director can agree with the evaluation as completed or may make changes to the final score, either upward or downward, based on the information that has been received, for the purpose of assessing the evaluation. The final determination of the Executive Director shall be in writing, with a copy of such determination being sent to the employee and the evaluator within the 10-day period.

#### 2. Appeal to the Management & Operations Committee

If the employee is not satisfied with the decision of the Executive Director after an appeal has been made to him, the employee will be given the opportunity—within 10 working days

following the receipt of the Executive Director’s final decision—to appeal that decision to the Management & Operations Committee of the INHA Board of Directors. The chair of the committee is the Board Chair. Employees who are initially evaluated by the Executive Director and who desire to appeal their evaluation by the Executive Director, shall also direct their appeal to the Management & Operations Committee. The Management & Operations Committee shall be given 15 working days to review and assess the evaluation which is being appealed and shall, within that 15 day period, make their final determination as to the outcome of the evaluation. The Management & Operations Committee can agree with the previous decision or evaluation of the Executive Director or may make changes to the final evaluation score, either upward or downward. That determination shall be made in writing, with a copy of such determination being sent to the employee, the employee’s initial evaluator and the Executive Director. The decision of the Management & Operations Committee shall be final.

Attachment 1

Intermountain Natural History Association

**PAY FOR PERFORMANCE MATRIX**

Fiscal Year 2002 (Feb. 1, 2001 - Jan. 31, 2002)  
3.5% Cost-of-Living Increase

RATING	SCORE	SALARY RANGE				
		0-20	21-40	41-60	61-80	81-100
<b>Superior</b>	97-100	6.5%	5.9%	5.3%	4.7%	4.1%
<b>Exceeds Job Expectations</b>	96-91	6.1%	5.5%	4.9%	4.3%	3.7%
<b>Meets Job Expectations</b>	90-83	5.9%	5.3%	4.7%	4.1%	3.5%
<b>Unsatisfactory</b>	82-0	0.0%	0.0%	0.0%	0.0%	0.0%