CENTRAL STATES AIR RESOURCE AGENCIES ASSOCIATION (CenSARA)

PERSONNEL MANUAL

OVERVIEW: CenSARA's long-term success depends upon the skills and experience of staff. Depending on educational level, staff may advance along the established career paths. Competent staff retention is a goal of the organization. This manual sets forth policies and procedures and is not intended to be contractually binding. The Executive Director is authorized to make exceptions or changes to these policies subject to approval by the CenSARA membership. In case of any differences, an employee's contract supersedes this manual. If his/her contract does not cover a provision, the employee may rely on this manual as it pertains to items not covered in the contract.

CenSARA was established in 1995 to provide services to its members to help them prevent and reduce air pollution. CenSARA's staff is committed to providing the highest quality service to CenSARA's Board and all CenSARA members. The CenSARA office will be operated with integrity, efficiency, creativity, hard work, and congeniality.

APPROVAL REQUIRED TO ACCEPT AND CHANGE THIS POLICY: CenSARA BOARD OF DIRECTORS

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SECTION 1: STAFFING PLAN

CenSARA establishes the following job titles of employees to carry out the goals and objectives of the Organization:

- Finance Manager
- Training Director

In addition, there is a contract employee that has the job title of Executive Director.

Employees must comply with the Immigration Reform and Control Act of 1986 and provide proof of identity and eligibility for employment in the United States. Documents needed to satisfy both requirements will be maintained in the employees' personnel files.

All such employees are exempt employees pursuant to the FLSA. An employee is exempt pursuant to the FLSA when: (a) paid a minimum of $23,600 per year ($455 per week); (b) are paid on a salary basis; and (c) perform exempt job duties such executive or administrative job duties to include supervision of employees, and office work which is directly related to the general operations of CenSARA involving the exercise of independent judgment and discretion regarding matters of significance – such as payroll and finance, records maintenance, quality control, marketing and advertising.

CenSARA is not a covered employer for purposes of the Family Medical Leave Act because CenSARA employs fewer than fifty employees. 29 C.F.R. § 825.104.

CenSARA is not a covered employer for purposes of the Pregnant Workers Fairness Act of 2023 because CenSARA employs fewer than fifteen employees. 42 U.S.C. § 2000gg.

CenSARA is not a covered employer for purposes of the American with Disabilities Act because CenSARA employs fewer than fifteen employees. 29 C.F.R. § 1630.2.

CenSARA will comply with all requirements and obligations of the Uniformed Services Employment and Reemployment Relief Act of 1994. 20 C.F.R. § 1002 et seq.

CenSARA is not a covered employer for the purposes of the Genetic Information Nondiscrimination Act of 2008 because it employs fewer than fifteen employees. 42 U.S.C. § 2000ff.

SECTION 2: SALARIES BY JOB TITLE AND PAY POLICIES

The salary chart listed below will serve as merely a guideline to executive management. Step increments and specific salary amounts will be determined by the Executive Director and the Board of Directors, who retain full discretion to approve salary amounts and step increments that could vary from this chart. However, salaries may not exceed the maximum limits within the table.

	Position Title	Salary Range
Administrative Series	Finance Manager	$42,000 – $64,272
Technical Series	Training Director	$45,000 – $71,760

At first-hire, employees will be placed within the range for their job series (administrative or technical) by designating a starting salary within the appropriate range.

In September of each year, the Executive Director will conduct a performance review for each employee. Employees with overall "Satisfactory" performance reviews and no "Needs Improvement" in any area are eligible for a salary increase. Salary increases within the noted range for a specific job title may be recommended by the Executive Director to the Board of Directors based upon available budget and considering the most current Consumer Price Index (CPI) information or similar evaluation. The Board reserves the right to award one-time performance bonuses in addition to and apart from any yearly salary increase based upon exceptional employee accomplishments and upon recommendation of the Executive Director. The Board reserves the right to award cost of Living Adjustments (COLAs) should they warrant them necessary.

NOTE: Course Training Instructors are contracted through a Request for Proposal (RFP) process and their pay will be determined on a contract by contract basis based upon an evaluation of the RFP responses.

SECTION 3: RECRUITMENT, HIRING, PROBATIONARY PERIOD POLICY FOR REGULAR EMPLOYEES

Recruitment

The decision to hire personnel or replace personnel will be made by the Executive Director after consultation with the CenSARA Board of Directors.

CenSARA's basic criteria for employee selection or promotion shall be appropriate qualifications in terms of education, experience, training, and performance, consistent with CenSARA' s needs. Regular employee positions are posted on CenSARA's website [censara.org] and may be shared with other MJO organizations or state environmental associations for posting on their websites.

Qualifications in the job announcement will match those in the position job description. Resumes and any other applicable documentation will be screened and candidates meeting the minimum requirements will be scheduled for an interview. If the number of applicants is anticipated to be numerous, the Executive Director may establish a second level of screening criteria.

Interviews

Once a group of applicants is established, the Executive Director will coordinate with the Board to schedule a first round of phone interviews. The Board reserves the right to conduct subsequent levels of phone interviews to narrow the applicant pool. An interview team will consist of a designated number of CenSARA members (at least 3). Once the applicant pool is narrowed to a small number, the team will schedule final interviews. The final interviews may be conducted either virtually or in-person. Any in-person interviews will be held in a state of choice designated by the interview team. Travel will be paid for the interview team as well as for individuals selected to participate in the interview process.

Hiring

Offers of employment will be made in writing to prospective employees. The written offer of employment will clearly state all conditions of employment, including salaries, working hours, reporting arrangements, etc. Written proof of college transcripts or training should be provided during the in-person interview.

Employees must comply with all applicable immigration laws at the federal and state level. Documents required to satisfy this requirement will be maintained in employee personnel files.

Probationary Period

Employees will serve a six-month probationary period. An employee may be terminated at any time during the probationary period if his/her performance fails to meet minimum performance standards. A new employee's satisfactory work must be documented in an employee appraisal due within fifteen (15) days of the completion of the probationary review.

The Executive Director has the authority to place any employee on probation for disciplinary or performance-related matters, pursuant to the requirements of Section 16: Disciplinary Policy.

Employment Records

Confidential Personnel records containing pertinent written material concerning the employee's salary and benefits are maintained by the Finance Manager. Confidential Personnel records containing pertinent written material concerning the employee's hiring, job description, performance plan and performance evaluation including any disciplinary actions are maintained by the Executive Director. It is the employee's responsibility to notify the Finance Manager when changes are made to any of the following:

Home Address
Current Telephone Number
Person to be Notified in Case of Accident or Another Emergency and their contact information (phone, email)

Legal Name
Number of Dependents
Beneficiary for Benefits
Direct Deposit Banking Information
Insurance Coverage
Documentation of Identification

SECTION 4: RECRUITMENT AND HIRING POLICY FOR CONTRACT EMPLOYEES

CenSARA's basic criteria for contract employee selection shall be appropriate qualifications in terms of education, experience, training and performance, consistent with CenSARA's needs. Contract employee positions are posted on CenSARA's website [www.censara.org]

To attract a broad range of qualified applicants, advertisements will be sought through member states and organizations including but not limited to other MJOs, NACAA, AAPCA, AWMA, specialty publications, contacts with colleges, universities, professional schools, contacts with minority, women's, disabled persons' and veterans' organizations.

Executive Director

The Executive Director is employed by contract and serves at the pleasure of CenSARA's Board of Directors who shall annually fix his/her duties and compensation.

Qualifications for this position will be determined by the CenSARA membership at the time the position is advertised. Resumes will be screened and candidates meeting the minimum requirements will be scheduled for an interview. An interview team will consist of a designated number of CenSARA members (at least 3) and held in a state of choice designated by the interview team. Travel will be paid for the interview team as well as for individuals selected to participate in the interview process.

Offers of employment will be made in writing to the prospective employee. The written offer of employment will clearly state all conditions of employment, including salaries, working hours, reporting arrangements, etc. and will be established in a formal employment contract.

Employment Records

Confidential Personnel records containing pertinent written material concerning the employee's salary and benefits are maintained by the Finance Manager. Confidential Personnel records containing pertinent written material concerning the employee's hiring, contract, job description, performance plan and performance evaluation including any disciplinary actions are maintained by the Executive Director.

It is the employee's responsibility to notify the Finance Manager when changes are made to any of the following:

- Home Address
- Home Telephone Number
- Person to be Notified in Case of Accident or Another Emergency
- Legal Name
- Number of Dependents
- Beneficiary for Benefits
- Direct Deposit Banking Information
- Insurance Coverage
- Documentation of Identification

SECTION 5: BENEFITS POLICY

Salaries

Salaries are paid once per month, on the last business day of the month by electronic transfer to the employee's designated checking or savings account. Employees will receive a statement of gross earnings, authorized deductions, net earnings and status of leave for each period. In circumstances where direct deposit is temporarily unavailable to an employee, a payroll check will be issued for the salary period affected, with approval from the Executive Director.

Insurance

CenSARA will provide medical, pharmaceutical, dental and life insurance benefits to its full-time employees. At its option, CenSARA may provide employees with a stipend to cover a portion of those costs. Each year, CenSARA will consult the State of Oklahoma Open Enrollment insurance documents to determine the employee Benefit Allowance for the highest tier (e.g. Employee with spouse and children) and use this to base the employee stipend amount. CenSARA will deduct life insurance premiums and dental premiums (if applicable) from the gross benefit amount and provide the balance of the benefit amount as a stipend to the employee so that they can purchase insurance products in the marketplace. Employees may apply stipend amounts toward the purchase of insurance products for their spouse and/or children. The stipend is considered income and is subject to all applicable taxes.

Authorized Salary Deductions

Authorized salary deductions are those required by law, such as Social Security payments and federal, state, local taxes, court-ordered child support, health insurance premiums (if applicable), and 403(b) plan if the employee elects to participate.

Holidays

To be eligible to receive holiday pay, an employee shall be in pay status either the workday before or the workday after the holiday. An employee shall not be eligible to be

paid for holidays that occur either before the employee's entry on duty date or after the last day the employee works.

As a corporation established through the Oklahoma Secretary of State, CenSARA will follow the holiday schedule as determined by the Governor of the State of Oklahoma. That schedule includes many nationally recognized days and may include:

New Year's Day
Birthday of Martin Luther King, Jr.,
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (on date designated by Executive Director)
Christmas Day

At the beginning of each calendar year, the Executive Director will provide the employees with the exact dates of the holidays for that year.

Holiday pay for part-time employees will be based on pay equal to regular pay for hours normally worked if a holiday should occur on a normally scheduled workday.

An employee may request the Executive Director's permission to work on a holiday and defer their holiday in order to take another day off instead. While such requests should be avoided, the Executive Director may approve requests in cases where it is in the best interest of both CenSARA and the employee . Deferred holiday time off should be taken as soon as possible and must be taken within 1 month following the holiday, after which no deferred holiday time off will be granted.

If employment is terminated before deferred holiday time off has been used, no compensation shall be made.

SECTION 6: EQUAL OPPORTUNITY EMPLOYMENT POLICY

The policy of CenSARA is to recruit and employ the best-qualified personnel and provide equal opportunity without regard to age, race, religion, sexual orientation, color, sex, national origin, or non-job function related disability. CenSARA will comply with the requirements of all applicable non-discrimination statutes.

Each employee of CenSARA will be treated on an equal basis with all other employees in accordance with applicable local, state, and federal laws. This policy applies to every

phase of the employment relationship, including recruitment, hiring, promotion, demotion, transfer, discipline, lay-off, termination, rates of pay and benefits.

This Equal Opportunity Employment Policy is carried out under the direction of the Executive Director who is responsible for its promulgation and execution. The Executive Director will take such steps as are necessary to ensure the continued accomplishment of the policy of employment and advancement on the basis of individual merit.

SECTION 7: SEXUAL HARASSMENT POLICY

CenSARA prohibits any form of sexual harassment of any of its employees in the workplace by any person. "Person" includes but is not limited to employees of CenSARA, Environmental Protection Agency, State or Local agencies or any contractors of vendors. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature especially when, but not limited to:

a) Submission to the conduct is made either explicitly or implicitly a term or condition of any individual's employment; or

b) Submission to or rejection of the conduct is used as the basis for employment decisions; or

c) The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees should report any sexual harassment immediately to the Executive Director or to the Chair of the Board of Directors, who will make every effort to resolve the complaint promptly and effectively. Allegations of sexual harassment must be valid in nature.

All actions taken to resolve complaints of sexual harassment will be confidential. Retaliatory action against an employee who charges sexual harassment will be subject to appropriate sanctions up to and including termination.

SECTION 8: SUBSTANCE ABUSE POLICY

CenSARA is committed to maintaining a safe and healthy workforce, free from the influence of substance abuse. CenSARA will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and implement policies promulgated by the United States Office of Management and Budget.

This policy applies to all employees as well as all applicants for employment once they have received a conditional offer of employment. Employee is defined as any person who

supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, unless otherwise provided for by contract.

Applicant Pre-Employment Testing

All applicants will undergo drug and/or alcohol testing following a conditional offer of employment, but prior to final hiring and assignment. Refusal to undergo a test, or a positive test, will result in CenSARA withdrawing its conditional offer of employment. In addition, adulteration of a specimen for a drug or alcohol test will be considered as a refusal to undergo a test.

For Cause Testing

Drug and/or alcohol testing may be conducted on any employee at any time CenSARA has reasonable suspicion there is cause to believe an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

A. Observation of drugs or alcohol on or about the employee's person or in the employee's vicinity.
B. Observation of conduct on the part of the employee that suggests that the employee is impaired or is under the influence of drugs or alcohol.
C. Receipt of a report of drug or alcohol use by an employee while at work.
D. Information that an employee has tampered with drug or alcohol testing at any time.
E. Negative job performance patterns by the employee; or
F. Excessive or unexplained absenteeism or tardiness.

The supervisor will verbally inform the employee of the reason for the test. The employee involved must stop work immediately and report as soon as possible to the designated testing facility by a management/supervisory employee. The employee will not be allowed back to work until the results of the test are known.

CenSARA may elect to take disciplinary action, up to and including termination of employment, against an employee who: 1) tests positive for drugs and/or alcohol; 2) refused to test under this policy; or 3) adulterates a specimen for a drug or alcohol test.

Employees are prohibited from reporting to work under the influence of alcohol or illegal drugs or possessing or utilizing such substances at work. Each employee will be given a copy of CenSARA's Substance Abuse Policy at the time they are hired. Discipline for substance abuse may include termination.

Employees may not:

A. Report to work for CenSARA while impaired by or under the influence of controlled substances as defined by federal law or alcohol.
B. Manufacture, distribute, dispense, possess or use a prohibited controlled substance in the workplace, whether or not the employee is on duty.

Medical Marijuana

Employees possessing a valid State issued Medical Marijuana license shall not be discriminated against for possessing a license or testing positive for marijuana that is at or above the cutoff concentration level established by the United States Department of Transportation or applicable state law regarding being under the influence, whichever is lower, except in the following circumstances:

A. Use or possession of marijuana at work or during work hours; or
B. Because marijuana possession and use are current violations of federal criminal statute, if an employee tests positive for marijuana and such test would result in CenSARA losing or interfering with an application for any federal funding, then CenSARA may take an employment action up to and including termination in order to preserve CenSARA's federal funding.

Additionally, CenSARA is not required to reimburse the costs associated with the use of medical marijuana for purposes of Workers' Compensation Benefits (Excepting Connecticut, Minnesota, New Hampshire, New Jersey, New Mexico and New York)

SECTION 9: HEALTH AND SAFETY POLICY

Injury prevention depends upon job-knowledge, using equipment properly, recognizing hazards, and a safe-work attitude. Specific training, based on equipment manuals and written standard operating procedures, is required to obtain task and equipment knowledge.

Methods to prevent occupational injury include the following:

- Don't take chances or shortcuts,
- Know how to use hazardous materials and equipment,
- Take responsibility for personal safety,
- Be observant,
- When in doubt, ask!

Office Safety

Office areas – including home offices — are typically safer than most other workplaces. However, hazards exist that can potentially cause illness and injury. Situations, materials and equipment that can lead to illness or injury can include the following:

Tripping hazards — electrical/phone cords, misplaced supplies, open file cabinet drawers

Back injury — improper lifting technique or too heavy of a load for one person

Falling — using equipment other than ladders to reach objects from higher places.
File cabinets — tipping over with most of the weight in open top drawer or tripping over drawers that are left open.

Shock — using electrical equipment that is ungrounded, with frayed cords or unguarded (GFCI) in wet areas.

Fire — due to improper use of extension cords, surge protectors or multi-plug units

Chemical exposure — from glues, solvents, toners, cleaners, etc.

Computers — eye strain, neck/shoulder/back pain.

Lifting

According to the Bureau of Labor Statistics, work-related musculoskeletal disorders that result in days away from work most commonly involve the back alone. Listed below are some recommended procedures to help you avoid back injury:

- Loads **over 25 pounds** may require assistance — **ask for help!**
- Position yourself so that the **load you are lifting is kept close** to your body.
- Lifting a load to **shoulder height or higher** is risky — **request assistance!**
- Position yourself so that your ears will be above your knees when you are ready to lift.
- **Lift with your legs.**
- Maintain your balance by placing one foot slightly ahead of the other. Complete the lift before turning or twisting your torso with the load.

Hearing Protection

In designated areas with noise pollution, employees are required to wear approved protective equipment. Either disposal ear plugs, or earmuffs must be worn by employees remaining in those areas for more than 5 minutes. This does not include personal listening devices with headphones (earbuds).

On-the-Job Injuries (Workers Compensation)

If an employee is injured while performing CenSARA duties, he/she must contact the Executive Director within 24 hours, no matter how minor the injury may be. The proper Worker's Compensation forms must be completed to qualify for benefits. Failure to report an injury promptly may result in loss of benefits.

ODEQ Building Policies

CenSARA maintains a storage area housed within the Oklahoma Department of Environmental Quality building. It is the responsibility of all CenSARA staff to know and adhere to ODEQ policies regarding building safety, security, and operational procedures, (e.g., fire safety, emergency evacuation, building hours, security procedures, smoking etc.). CenSARA management will make the ODEQ building policies available for employee review upon initial hire, as well as upon request.

SECTION 10: EMPLOYMENT CATEGORIES AND TIME REPORTS POLICY

Full-time Employees – An employee who is hired to work **130 or more hours per pay period**[1] is considered to be a full-time employee for benefit purposes only.

Part-time Employees – An employee who is hired to work less than 130 but more than 80 hours per pay period is considered to be a part-time employee and is only provided partial benefits[2].

Student Worker – An employee who typically works less than 80 hours per pay period and is not provided with any benefits outside of Social Security.

All employees will maintain their own monthly Payroll/Monthly Activity Report and record hours worked under the appropriate grant (ex: CenSARA). Where appropriate, notations would be made to denote the beneficiary (state or program) and sub-activity. **Employees shall fully account for the appropriate number of work hours available in each month.** Any leave taken must be recorded to the correct category.

At the end of each pay period, each employee will forward the time sheet to the Executive Director via electronic mail (e-mail). After review and approval, the Executive Director will forward the approved time sheet to the Finance Manager for preparation of the monthly payroll and for retention. In the same manner, the Executive Director will forward a time sheet to the Board Chairperson for approval. The Chairperson will forward their approval to the Finance Manager.

SECTION 11: TIME, FLEXIBLE HOURS, COMPENSATORY TIME, ATTENDANCE AND OFFICE CLOSINGS POLICY

Time

The core business office hours are Monday through Friday from 7:00 a.m. to 5:00 p.m. Central Time. Employees may begin their day as early as 7:00am and end their day as late as 6:00pm Central Time.

[1] https://www.irs.gov/affordable-care-act/employers/identifying-full-time-employees

[2] Benefits for Part-Time employees will be prorated based on hours worked per pay period.

Employees should be checked in at their workstations prepared to commence work at their starting time and work up until their ending time. All personal matters should be taken care of outside of working hours. The Executive Director may periodically check in with the employee to ensure that they are at their workstations.

Should an employee check in late for work, all late time will be charged to vacation or personal leave to the nearest quarter hour, unless the Executive Director allows the time to be made up at the end of the workday. Lunch breaks may not be substituted for late time.

Full-time CenSARA employees are salaried employees, not hourly workers; however, they must account for a minimum of 40 hours per week (combined work, holiday and leave hours) on their timesheet.

Flexible Hours

Flexible work hours may be arranged with the approval of the Executive Director so long as the efficient operation of the office is not jeopardized.

Attendance

Attendance is necessary to achieve the overall goals and objectives of CenSARA. Therefore, absence and tardiness, for whatever reason, has a disrupting effect within the office and should be avoided whenever possible. Chronic or repeated absenteeism and tardiness retards the work of CenSARA and works a severe handicap for fellow employees. Therefore, promptness in reporting for work is expected from each CenSARA employee. When absence or tardiness is unavoidable, employees must notify the Executive Director, or his/her designee as explained below. In cases of extended absence, employees must make interim reports to the Executive Director as to their progress. Failure to maintain a good attendance record will subject an employee to appropriate disciplinary action, up to and including dismissal.

There are times, of course, when illness or some other reason makes it necessary to be absent or late. An employee's promptness in reporting an absence allows the office to continue to function accordingly, thereby avoiding possible problems and inconvenience. Therefore, if an employee needs to be absent, he/she must notify the Executive Director no later than one half-hour after the employee's normal starting time.

Remote Workspace

If unforeseen events prevent access to the employee's office, e.g., due to a power outage, the employee should notify the Executive Director as soon as possible. Employees are expected to modify their work schedule or take annual leave to make up for any time missed because of the event. Employees who can accomplish work at other locations will be expected to do so (e.g., attending meetings away from the office).

SECTION 12: REMOTE WORK POLICY

Objective

CenSARA's employee remote work policy outlines the guidelines for employees who work from any location. We want to ensure that both employees and our organization will benefit from these arrangements. This policy allows employees to work at home, on the road or in a satellite location for all or part of their workweek. CenSARA considers remote working to be a viable, flexible work option.

Procedures

Remote working is a permanent agreement between CenSARA and the employee. Employees should indicate their primary working address in the remote working agreement. The remote working agreement will also outline their responsibilities as remote employees.

Qualifications

Before entering into any remote working agreement, the employee and Executive Director will evaluate the suitability of such an arrangement, reviewing the following areas:

- Equipment needs, workspace design considerations and scheduling issues. The employee and Executive Director will review the physical workspace needs and the appropriate location for remote working.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Once the employee and Executive Director agree, a remote working agreement will be prepared and signed by all parties.

Evaluation of remote worker performance will include regular interaction by phone and e-mail between the employee and the manager, to discuss work progress and problems. Evaluation of remote worker performance focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the employee and the supervisor will be agreed to as part of the discussion process.

Equipment

On a case-by-case basis, CenSARA will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and

data lines and other office equipment) for each remote working arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. CenSARA accepts no responsibility for damage or repairs to employee-owned equipment. CenSARA reserves the right to make determinations as to appropriate equipment subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote worker must sign an inventory of all CenSARA property received and agree to take appropriate actions to protect the items from damage or theft. Upon termination of employment, all CenSARA property will be returned to CenSARA, according to the arrangements specified in the remote work agreement.

CenSARA will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. CenSARA will also reimburse the employee for business-related expenses, such as mailing/shipping costs, that are reasonably incurred in carrying out the employee's job. The employee will establish an appropriate work environment within his or her home for work purposes. CenSARA will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. The Executive Director shall ensure that only necessary equipment is purchased with CenSARA funds.

Internet Reimbursement

CenSARA will reimburse employees and the executive director for their routine internet charges based upon the following:

1) basic internet charges are reimbursed quarterly
2) reimbursement shall be calculated at 80% of the basic home internet charges, not to exceed $70 per month.
3) Employees should submit copies of their monthly bills for reimbursement to the Finance Manager as soon as possible for each quarter.

Security

Consistent with the organization's expectations of information security for employees working at the office, remote working employees will be expected to ensure the protection of proprietary organizational and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote working employees are responsible for notifying the employer of such injuries as soon as practicable and within 24 hours if possible. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote working is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote workers with family members prior to entering a remote work agreement with CenSARA.

Time Worked

Remote worker employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using CenSARA's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the approval of the remote worker's supervisor. Failure to comply with this requirement may result in disciplinary action.

Ad Hoc Arrangements

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, or travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

SECTION 13: TRAVEL

Employees should adhere to the provisions and requirements contained in the Travel Policy.

SECTION 14: LEAVE POLICY

Prior to use of Annual or Sick Leave, employees are required to use all compensatory time first.

Leave Request Procedure

Employees shall obtain written permission from the Executive Director to use annual leave. Generally, this can be accomplished via email. Monthly timesheets should accurately reflect leave hours taken.

Annual Leave

CenSARA recognizes that annual vacations and time away from the office contribute to more effective employee performance and, therefore, has established the practice of granting time off with pay to its employees as outlined in the earning table below.

Accrued years of service:

Initial -10 hours per month
After five years — 12 hours per month
After ten years — 14 hours per month

Annual leave may only be taken with the prior approval of the Executive Director. The Executive Director will make every effort to allow employees to take vacations when they wish, but the Executive Director must also ensure that CenSARA's obligations are met. Requests for approval of annual leave for periods spanning ten (10) business days or less should be made at least seven days in advance. Should circumstances compel a change of plans, reasonable notice should be provided to the Executive Director.

Request for approval of annual leave exceeding ten (10) business days shall be made at least forty-five (45) days in advance.

Annual leave is earned monthly, and hours are accumulated per calendar year for future use. Employees begin accumulating vacation on the first day they are employed.

Annual leave is generally to be used during the year the leave is earned, but the employee may carry over up to eight weeks (320 hours) to a subsequent calendar year. Beyond that limit, any additional vacation hours due and not taken during the year nor having been requested and approved into the following year at year's end shall be forfeited. It is CenSARA policy not to grant pay in lieu of vacation except at termination of employment for vacation earned and accumulated up to six weeks.

All vacation time used must be reported accurately. For reporting purposes, one day of vacation equals the normal daily work hours of the employee and one week equals 40 hours. Vacation leave must be used in quarter-hour increments.

Part-time employees and those working less than an average 40 hours per week shall accrue annual leave in an amount proportionate to hours accrued under full-time employment.

Sick Leave

Employees of CenSARA are eligible for sick leave under the conditions and procedures outlined below. Eight hours of sick leave are earned monthly and are accumulated, not to exceed sixteen weeks (eighty workdays or 640 hours) for carry over to the next calendar year. Employees begin accumulating sick leave on the first day they are employed. Sick leave must be used in increments of quarter hours. Part-time employees shall accrue sick leave in an amount proportionate to hours accrued under full-time employment.

Sick leave is available to be used only for a personal illness, doctor, dentist, and other health appointments or an illness of an immediate family member. Immediate family is defined as a spouse or partner, children, parent, siblings, grandparents, grandchildren, in-laws and shall be inclusive of step or foster family members.

Each employee is responsible for directly notifying the Executive Director or his/her designee at the beginning of each working day when illness prevents the employee's attendance at work.

In the event of a long-term illness, upon expiration of eligible sick leave, employees will utilize available personal leave (if applicable), comp, admin, or annual leave. Employees may not borrow against unearned sick leave.

Upon the exhaustion of eligible sick leave and vacation time, additional time off will be taken without pay.

Absences due to illness for more than three consecutive days must be substantiated by a physician's certificate, or other verifiable information acceptable to the Executive Director.

If it is anticipated that absence from work will exceed more than ten (10) business days, the employee must notify the Executive Director as soon as possible so that plans may be made to hire a temporary employee.

Bereavement Leave

Employees may take paid leave of up to 24 hours (three 8-hour workdays) for a death in the employee's immediate or stepfamily. For purposes of this subrule, "immediate family" means the employee's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons who are members of the employee's household. This is not an accumulated leave option.

Jury Duty

CenSARA agrees to pay wages to employees obliged to serve on a jury. Employees are expected to notify the Executive Director or his/her designee as soon as they receive their notice of jury duty service. They are also required to report to work any day they are not needed in court, and any day they are dismissed before 1:00 p.m. If their service on a jury requires their absence from work for more than one day, they must notify the Executive Director each day that they will be performing jury duty. Documentation of service is required. Part-time employees will receive pay equal to regular pay for hours normally worked on a normally scheduled workday.

Voting

CenSARA shall grant employees three hours to vote on the day of the election or on a day that in-person absentee voting is allowed by law. If the employee is at such a distance from the voting place that more than two hours are required to attend the elections, then the employee shall be allowed sufficient time to cast a ballot.

An employee must notify the Executive Director of their intention to be absent to vote at least three days before the day of the election or the day of in-person absentee voting. The Executive Director may select the days and hours that such an employee is allowed to vote. The Executive Director does not have to grant time to an employee whose workday begins three hours or more after the time of opening the polls or ends three hours or more before the time of closing the polls. The Executive Director may change the work hours of the employee to allow for three hours before the beginning of work or after the work hours. The employee must submit proof of voting.

Leave of Absence

It is the policy of CenSARA to grant employees extended leaves of absence under certain circumstances. A leave of absence may be granted to an employee who has completed at least one year of service.

Except in cases of extreme emergencies, requests for a leave of absence or any extension of leave must be submitted in writing to the Executive Director at least 30 days prior to commencement of the leave, or the extension. The Executive Director must approve the leave prior to the start date of the leave. Extreme emergencies are defined as circumstances that are recognized by law as serious, could not have been foreseen by the employee, and require the employee to be absent from his or her duty station.

A leave of absence is essentially an agreement that an employee may return to work after an extended absence. The duration of each leave of absence and the terms of the leave of absence (e.g., use of paid vacation and sick leave, use of personal days, and availability of any benefits) shall be within the discretion of the Board of Directors and Executive Director. Employees may generally use accumulated leave that is appropriate to the reason for the leave of absence prior to going on unpaid leave. Vacation and sick leave benefits will not continue to accrue during any unpaid leave of absence, except for military leaves of absence lasting two weeks or less. The Board of Directors will have full discretion to discontinue or prorate health benefits for any employee on unpaid leave.

To allow CenSARA to plan to hire a temporary replacement employee if necessary, or to adjust work schedules, an employee should discuss plans for extended absences lasting longer than thirty days as soon as possible.

Upon returning from a leave of absence, all benefits earned prior to the leave of absence shall remain in effect. A leave of absence will also not be a point of consideration for any salary increase or performance evaluation.

(1) A sick leave of absence may be granted to an employee whose illness or disability continues beyond the employee's eligible sick leave, personal leave, and annual

leave. Before granting a sick leave absence, CenSARA reserves the right to have the employee examined by a physician selected by CenSARA.

Upon requesting a sick leave of absence, the employee must submit a written statement from his/her personal physician specifying the estimated date that the employee should be available to return to work. Should that date change, a subsequent written statement from the physician will be required. A sick leave of absence will be granted without pay, benefits or accrual of annual/sick time.

(2) A leave of absence may be granted to an employee in cases where an extended period of time away from the job will be in the best interest of the employee and CenSARA. The Executive Director may require the employee to use accrued leave in such a situation.

(3) An employee who is unable to report for work because of arrest or incarceration will be placed on leave of absence. If the employee is unable to secure bail, the leave of absence shall continue until final disposition of the charges. If the employee is freed on bail, resumption of active employment pending disposition of the charges will be decided by the Executive Director and should be consistent with the safe and efficient operation of CenSARA business.

(4) An employee who is inducted into or enlists in the armed forces of the United States or performs active or inactive duty with the armed forces while a member of a reserve component, will be granted a military leave of absence upon submittal of the proper forms to the Executive Director. An employee whose period of active service extends more than two weeks will not receive his/her salary or associated benefits during military leave. A reservist employee who is granted a leave of absence not exceeding two weeks to perform active duty for training will receive his/her regular salary for the period of active duty less the amount of military pay, provided they have completed one year of service with CenSARA. Such military leave not exceeding two weeks will be granted in addition to the employee's benefits. Leave of absences lasting longer than two weeks for military leave shall be governed by the Uniformed Services Employment and Reemployment Relief Act of 1994.

(5) Maternity leave of absence will commence upon the birth or adoption of a child or for health reasons as recommended by a physician. An employee on maternity leave may use sick leave, annual leave, approved compensatory time off, or deferred holiday leave. Maternity leave shall not exceed 6 months.

To allow CenSARA to plan for hiring a temporary replacement employee if necessary, or to adjust work schedules, an employee should discuss plans for maternity leave with the Executive Director as soon as possible. When requested by the Executive Director, the employee should submit a written statement from the personal physician specifying timeframes for the expected pregnancy if there are changes, the employee should keep the Executive Director apprised in writing.

Should a problem occur requiring an employee to commence a leave of absence prior to the birth of the child, a doctor's certificate will be required. Pregnancy will be treated as any other disability by CenSARA. However, CenSARA reserves the right to initiate a leave of absence if the employee's attendance and quality and quantity of work are adversely affected by the pregnancy, as it would in the case of any person who is temporarily not able to perform his/her job adequately. Within 30 days after the birth of a child or not later than 60 days after commencing maternity leave, whichever is sooner, an employee on maternity leave of absence is required to contact the Executive Director to discuss plans for returning to work.

(6) Paternity leave of up to 6 months may be requested subject to the same conditions as maternity leave.

An employee who returns to work at the conclusion of a leave of absence shall be reinstated with full status and benefits earned prior to leave, unless circumstances have changed so as to make it impossible or unreasonable to reinstate the employee. If an employee fails to return to work at the conclusion of his/her leave of absence, the leave will be ended, and the employment terminated. The effective date of employment termination will be the last day worked.

Leave without Pay

Employees who do not have any accumulated leave (annual, sick, compensatory time) will not be paid for time off of work. It is the responsibility of each employee to manage and utilize his or her leave balances. This includes the responsibility to avoid leave without pay. It is in the best interests of the employee and the organization for each employee to try to maintain 40 hours of annual leave.

Abuse of Leave

Unauthorized leave, abuse of leave, or continued Leave Without Pay will be considered a failure of the employee to perform his or her work and will result in disciplinary action.

Merit Leave

In recognition of workplace excellence or special achievement, the Executive Director may, at his/her discretion, award up to 8 hours of Merit Leave per calendar year to any employee to be used at their discretion. The Director will notify the Board of the leave and the reasons for the award.

Leave Sharing

Leave sharing may be used in two instances – 1) when the employee has a life-threatening illness and has exhausted all sick and annual leave or 2) when the employee has an immediate family member that has a life-threatening illness and is the primary

caregiver (as noted by a physician's statement) and has exhausted all of his/her sick and annual leave providing care for that family member. Other CenSARA employees wishing to donate sick or annual leave may do so by submitting a written statement to the Executive Director requesting that a specific number of hours of sick or annual leave or both be subtracted from their totals and given to the employee named in their written statement. If the Director approves, the leave will be subtracted by the Finance Manager from the donating employee and provided to the employee in question on a 1 for 1 basis (1 hour of donated time equals 1 hour of leave time). An employee sharing sick leave may only donate up to 80 hours per calendar year.

Existing Employee Personal Days Option

Employees eligible for leave under the previous Leave Policy (November 3, 2010), were given three personal days in addition to a monthly annual leave accrual. All eligible employees have elected to continue receiving personal days but will be limited to the accrual rate in the previous policy (6.67 hours per month for 0-5 years' service, 10 hours per month 5 – 10 years' service, and 13.33 hours per month for 10+ years' service). Personal days cannot be carried over to a subsequent calendar year.

SECTION 15: CODE OF CONDUCT POLICY

Each employee has a responsibility to place laws and ethical principles above private gain. Each employee shall respect and adhere to the principles of ethical conduct set forth in this section.

The following general principles apply to every employee. Where a situation is not covered by the language in this policy, employees shall apply the principles that follow in determining whether their conduct is proper.

- CenSARA operates on the trust placed upon it by its member states, requiring employees to adhere to laws and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- An employee shall not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind CenSARA.

- Employees shall not use the CenSARA office time, equipment, or supplies for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve federal and/or state property and shall not use it for other than authorized activities.
- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those—such as Federal, State, or local taxes-that are imposed by law.
- Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, sexual orientation, religion, sex, national origin, age, or handicap.
- Employees shall endeavor to avoid any actions creating the appearance that they are violating the law, or the ethical standards set forth. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Lobbying

Employees may not lobby for funding, changes in national, regional, state or local policies, or any other activity that is associated with CenSARA.

Debarment

Employees with procurement responsibilities may not conduct business with any entity or individual that has been debarred from any state or federal bar association.

Outside Activities

Employees are prohibited from engaging in any other work that expressly interferes with their ability to perform satisfactory work for CenSARA.

Fundraising

Activities on behalf of CenSARA to secure additional non-governmental funding must have prior approval of the Executive Director. Time records must clearly show the number of hours spent in this activity.

Administration of Contracts

No employee shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a

conflict would arise when the employee, officer, or agent, any member of his or her immediate or stepfamily, his or her partner, or an organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

Employees are subject to disciplinary action for violation of the Code of Conduct Policy.

SECTION 16: DISCIPLINARY POLICY

Some violations of CenSARA rules and standards may not warrant immediate termination of employment. Any such violation may be grounds for discipline and repeated and cumulative violations may result in suspension and/or discharge. Disciplinary actions may include verbal correction, written notice, suspension without pay, or discharge.

The Executive Director is responsible for taking appropriate disciplinary action to ensure the highest standards of performance and a high-quality work environment. The Executive Director will consult with the CenSARA Chair as appropriate.

Offenses

The following list of offenses is among, but not all inclusive of behavior that may result in immediate probation, suspension, or discharge.

a. Supplying false and/or misleading information as a means of obtaining employment.
b. Use of intoxicating liquor or drugs during work hours.
c. Use of intoxicating liquor or drugs off the job in such a way as to interfere with attendance at work or ability to work.
d. Theft or willful damage to CenSARA property or the property of other employees.
e. Carrying of weapons during the performance of work duties.
f. Failure or refusal to perform work as directed, or willful neglect of duties.
g. Immoral conduct or conduct that violates the common decency of fellow employees, CenSARA, or the community.
h. Excessive tardiness.
i. Absence without approval.
j. Submitting inaccurate time sheets.
k. Use of CenSARA position for personal advancement contrary to the goals of CenSARA.
l. Violating the privacy of CenSARA or unauthorized use of any information gained in the performance of job duties.

m. Unsatisfactory work performance.
n. Inappropriate use of office computers, internet or office equipment.
o. Incompatibility with the Executive Director or Board of Directors.
p. Abuse of Leave; Exhaustion of Leave
q. Failure to comply with verification and attestation procedures pursuant to the Immigration Reform and Control Act of 1986.

Separation from Employment - General

Each employee may terminate his/her employment relationship at any time, with or without notice or reason. CenSARA retains the right to terminate the employment relationship without notice for cause and with four weeks' notice for non-cause.

Separation Upon Exhaustion of Leave

CenSARA may separate an employee who is absent from work after the employee has exhausted all leave accumulations. This Policy does not prevent the Executive Director from granting leave without pay under the Leave Policy.

Resignations

Employees considering resigning are encouraged to discuss this with the Executive Director before formalizing the decision. Resignation is an important decision; other alternatives may be possible.

CenSARA would like to have at least four weeks' notice so that proper arrangements can be made regarding the work schedules. Consideration of this kind will ensure the proper consideration of any application for reemployment and recommendation for future employment.

Full-time employees who resign from CenSARA will be paid for their unused annual leave not to exceed six weeks.

Dismissal

The major portion of funding for the CenSARA staff salaries is provided through federal grants, and the amount of money varies from one year to the next. CenSARA employees are hired pending the availability of funding.

It is CenSARA's intent that full-time employees will be given written notice 20 business days before termination of employment, except as noted below. In lieu of notice, pay for the period of notice may be provided.

In the case of dismissal for reasons of misconduct, CenSARA reserves the right to act without notice. In the event of involuntary termination of employment, an employee eligible for unused annual leave will receive pay in lieu of time off. Employees found to have obtained employment through fraud are not entitled to accrued pay, leave or benefits.

SECTION 17: AMENDMENTS AND EXCEPTIONS POLICY

Amendments

Amendments to CenSARA's personnel policies and procedures may be made at any time by the Executive Director with the approval of CenSARA's Executive Board. All changes will be in writing and given to the employees 30 days prior to implementation of the new policy or procedures.

Exceptions

The Executive Director may make temporary exceptions pending consideration of amendments by the Board. The Executive Director will immediately inform CenSARA's Chair of any such exemptions and arrange for expeditious consideration of amendments. All changes will be in writing and given to the employees 10 days prior to implementation of the new policy or procedures.

SECTION 18: EMPLOYEE TRAINING

Training can provide extra skills to CenSARA through its employees. Training can increase safety and productivity but also may lead to higher job satisfaction, which shows up in better agency performance.

At least annually, the Executive Director will review job responsibilities and training areas to enhance job responsibilities. Employees are expected to identify cost-effective training classes/courses to discuss with the Executive Director. The Executive Director will approve the cost of tuition or other registration fees for appropriate training. The Executive Director may also identify and recommend training classes/courses for employees. Such training should include situational training that provides personnel with the skill sets that allow them to make timely, knowledgeable decisions that benefit both the customer and CenSARA.

CenSARA also may provide tuition reimbursement for work-related courses an employee may take as part of a college degree program as funds may allow. The reimbursement will be made 6 months following the completion of the course. If the employee leaves employment with CenSARA within six months following the completion of the course, they will not be eligible to receive tuition reimbursement.

SECTION 19: COMMUNICATIONS AND EMPLOYEE ASSISTANCE POLICY

Communication among CenSARA staff shall be courteous and respectful. When problems arise, staff are encouraged to work out a resolution between the parties having the problem. If the staff members involved cannot produce a satisfactory result, the parties should advise the Executive Director of the issues and attempt to resolve the issues with the Executive Director. If the Executive Director either cannot resolve the

issues or is not properly trained to resolve the issues, the Executive Director may secure the services of a certified counselor to affect a solution. The Executive Director may not exceed $1000 in counselor services without prior Board approval.

Communication with the press should routinely be handled by the Executive Director. Communication with Air Directors, federal agencies, contractors may be handled by employees directly responsible for a project or a program. The Executive Director shall be copied on emails.

SECTION 20: DOWNSIZING/LAYOFF AVOIDANCE POLICY

Should there be any reason to consider downsizing or laying off CenSARA staff, the Executive Director is required to prepare and present a plan to the CenSARA Membership that focuses on layoff avoidance measures.

The Executive Director shall, as soon as it is reasonably determined that a layoff avoidance measure is necessary, make a reasonable attempt to notify all employees who could be affected.

Once a layoff avoidance plan is approved by the CenSARA Membership, it shall be made generally available to the employees who would be affected.

For rational business reasons, the Executive Director may request exceptions to these rules. Exceptions that may be requested with justification include the following:

- Exclusion of employees who possess qualifications needed to complete an essential program or to maintain essential services.

- Other exceptions are based on rational business reasons.

Steps to avoid a layoff or downsizing may include one or more of the following:

- Withholding of salary increases (across the board).
- Reduction in Work Hours (not to exceed 12 consecutive months and shall not be more than 36 hours per month).
- Furlough without Pay.
- Other measures approved by the Board of Directors.

SECTION 21: ELECTRONIC USAGE POLICY

It shall be the policy of CenSARA that all users of the CenSARA Office 365 Network and its telecommunication systems adhere to the following minimum standards for acceptable use.

All use of the CenSARA Office 365 Network (such as, internet access, phones and email) is considered business use for CenSARA and users should not have any expectations of privacy regarding personal business conducted on the CenSARA Network unless such use is protected by State or Federal statute.

The CenSARA Office 365 Network

Acceptable uses of the CenSARA Office 365 Network shall be consistent with the goals of:

- Simplifying and disseminating information.
- Encouraging collaborative projects and sharing of resources.
- Aiding technology transfer within and outside CenSARA.
- Fostering innovation and competitiveness at the regional and national level on behalf of CenSARA.
- Building broader infrastructure in support of the performance of professional, work-related activities.

Acceptable uses of the CenSARA Office 365 Network include:

- To provide and simplify communications with member agencies, units of government, and other organizations.
- To communicate and exchange professional development information, including on-line discussion or debate of issues in a field of knowledge.
- To exchange communications in conjunction with professional associations, advisory committees, standards activities, or other purposes related to the user's professional capacity.
- To apply for or administer grants or contracts for work-related applications.
- To carry out regular administrative communications in direct support of work-related functions.
- To announce new products or services within the scope of work-related applications.
- To access and update databases or files for purposes of work-related reference or research material.
- To post work-related questions or to share work-related information.
- To communicate with children at home, teachers, doctors, day care centers, and babysitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. The use of CenSARA's telecommunications systems for essential personal business shall be kept to a minimum and should not interfere with the conduct of business.

Unacceptable uses of the CenSARA Office 365 Network, subject to disciplinary action, include, but are not limited to:

- Violation of the privacy of other users and their data. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other

data or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user.

- Violation of the legal protection provided by copyright and licensing laws applied to programs and data. It is assumed that information and resources available via the CenSARA Office 365 Network are private to those individuals and organizations owning or holding rights to such information and resources, unless specifically stated otherwise by the owners or holders, or unless such information and resources clearly fall within the statutory definition of a public record. It is unacceptable for an individual to use the CenSARA Office 365 Network to gain access to information or resources not considered a public record without the granting of permission to do so by the owners or holders of rights to such information or resources.

- Downloading of software in violation of license agreements.

- Violation of the integrity of computing systems. For example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.

- Use of the CenSARA Office 365 Network for fund-raising or public relations activities unrelated to an individual's employment by CenSARA.

- Use that is inconsistent with laws, regulations, or accepted community standards. Transmission of material in violation of any local, state, or federal law or regulation is prohibited. It is not acceptable to transmit or knowingly receive threatening, obscene, or harassing material.

- Malicious or disruptive use, including use of the CenSARA Office 365 Network or any attached network in a manner that precludes or significantly hampers its use by others. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and use of the CenSARA Network to make unauthorized entry to any other machine accessible via the network.

- Unsolicited advertising, except for announcement of new products or services as described under "Acceptable Uses."

- Use of the CenSARA Office 365 Network for recreational games.

- Use in conjunction with for-profit or activities unless such activities are stated as a specifically acceptable use.

- Use for private or personal business ventures such as second sources of income, other family member business interests, etc.

- Misrepresentation of oneself, a member agency, or CenSARA when using the CenSARA Office 365 Network.

The Executive Director may enforce disciplinary action against the individual or individuals responsible for the violation of this policy, including termination of employment. If, in the judgment of the Executive Director, it is believed that criminal activity has taken place within the CenSARA Office 365 Network infrastructure, the Executive Director will notify the proper authorities and will assist in any investigation and prosecution of any offense.

By using the CenSARA Office 365 Network, employees' consent to these restrictions and conditions of use and CenSARA's right to monitor and audit an individual's electronic usage.

SECTION 22: OUTSIDE EMPLOYMENT POLICY

It is the policy of CenSARA to allow employees to engage in additional employment or acquire private interest in business provided such employment or interest does not interfere with the business and interest of CenSARA and its' members. An employee shall notify the Executive Director in writing using the Outside Employment Notification Form (Attachment A of the Personnel Manual) prior to beginning other employment. The Executive Director may seek additional information if needed to confirm there is no conflict before initialing off on the form then forward the document to the Finance Manager to be filed in the employee's official personnel file.

Staff members so employed shall not engage in outside employment or business activities in any manner during their work time. Activities of this nature, including solicitation, may only be conducted during break or lunch periods. Annual, compensatory, or personal leave may also be taken by the employee to accomplish these outside activities.

SECTION 23: POLICY CHANGE HISTORY

February 15, 2007 – Category 2, Salaries by Job Title: Revised to add Student Worker Pay Scales.

March 15, 2007 – Category 8, Substance Abuse Policy: Administrative Revision to remove an incomplete sentence "to maintain a substance abuse-free workplace" from the 3rd paragraph.

November 3, 2010 – Category 1, Staffing Policy: Revised to Include Office/Grant Manager and Environmental Engineer, Remove CENRAP Technical Director, and Change Certain Job Titles to Reflect Current Member Titles.

November 3, 2010 - Category 2, Salaries by Job Title: Revised Pay Scale for all Job Titles (Including Student Interns) and Increased Student Clerical Intern Minimums to Comply with Federal Minimum Wage Requirements.

November 3, 2010 – Category 3, Recruitment, Hiring, Probationary Period Policy, Regular Employees: Changed language regarding Web sites maintained by CenSARA and Changed Paid Advertisements to Include Generic Language "local Internet job posting sites and local newspapers" for Recruitment.

November 3, 2010 – Category 4, Recruitment, Hiring, Probationary Period Policy, Contract Employees: Changed language regarding Web sites maintained by CenSARA and Generic Recruitment Language; Removed CENRAP Technical Director Contract Employee.

November 3, 2010 - Category 5, Benefits Policy: Inserted Language in the Authorized Salary Reductions Section to include "health insurance premiums (if applicable)".

November 3, 2010 - Category 9, Smoking Policy: Revised to Increase Distance from Door Smoking is Allowed and to Include Language for CenSARA Office in an Office Building.

November 3, 2010 – Category 10, Health and Safety Policy: Removed Language Referring to "Computer Room" and Replace with Language Regarding "designated areas with noise pollution".

November 3, 2010 – Category 11, Employment Categories and Time Reports Policy: Changed Language to Include Time Sheet Submittal/Approval Via Electronic Mail and Removed Reference to Blue Skyways Grant.

November 3, 2010 – Category 12, Time, Flexible Hours, Compensatory Time, Attendance, and Office Closing Policy: Changed Normal CenSARA Operating Hours to 7:30 a.m. to 4:30 p.m.

November 3, 2010 – Category 14, Leave Policy, Adjusted Annual Leave Accrual Schedule, Changed Maximum Sick Leave Accrual to Eight Weeks, and Eliminated Personal Days Off from the Policy. Inserted Language to Allow Existing Employees an Option to Retain Personal Days but Maintain Current Leave Accrual Rate.

December 13, 2011 - Title Page, revised to remove all references to CENRAP; Added Category 22: Electronic Usage Policy, Category 23: Outside Employment Policy, Attachment A: Outside Employment Notification Form and Attachment B: Personnel Manual Acknowledgment Form.

December 13, 2011 – Category 1, Staffing Policy: Revised Certain Job Titles to Reflect Current Member Titles

December 13, 2011 – Category 2, Salaries by Job Title: Revised Job Titles To Reflect Revisions to Category 1, Removed Student Workers/Interns Wage Table, Revised Wage Standards for Student Workers/Interns and Contracted Training Instructors.

December 13, 2011 – Category 3, Recruitment, Hiring, Probationary Period Policy for Regular Employees: Removed References to CENRAP, Included a Second Screening Level Clause for Applicants included a Clause Allowing Executive Director to Place Any Employee on Probation for Disciplinary/Performance Reasons. Changed Accountant Supervisor Title to Office/Grant Manager. Revised Employment Records Section to Include Banking Information, Insurance Coverage and Documentation of Identification.

December 13, 2011 – Category 4, Recruitment, Hiring Policy for Contract Employees: Removed References to CENRAP, Changed Accountant Supervisor Title to Office/Grant Manager. Revised Employment Records Section to Include Banking Information, Insurance Coverage and Documentation of Identification.

December 13, 2011- Category 5, Benefits Policy: Included Direct Deposit Clause Allowing Employees to Receive a Paper Check in Extreme Circumstances; Defined Full Time And Part Time Employment by Hours Worked Clarification; Changed Language Regarding Proration of Benefits for Part Time Workers; Changed Holiday Schedule from the Federal Holiday Schedule to the State of Oklahoma Holiday Schedule; Included Court Ordered Child Support as an Authorized Paycheck Deduction.

December 13, 2011 – Category 6, Affirmative Action Policy: Revised to Include Sexual Orientation.

December 13, 2011 – Category 7, Sexual Harassment Policy: Revised Language to Include Clarification of Policy.

December 13, 2011 – Category8, Substance Abuse Policy: Revised to Include Termination as a Possible Disciplinary Action of Substance Abuse.

December 13, 2011 – Category 9, Smoking Policy: Revised to Include ODEQ's Building Policies for Smoking.

December 13, 2011 – Category 10, Health and Safety Policy: Revised to include ODEQ Building Policy Clause.

December 13, 2011 – Category 11, Employment Categories and Time Reports Policy: Revised to Include Hours of Specification for Employment Categories.

December 13, 2011 – Category 12, Time, Flexible Hours, Compensatory Time, Attendance and Office Closings Policy: Revised to Include Clarification to Compensatory Time in Regard to Overtime Pre-approval and Calculations; Revised Office Closing Section to include ODEQ Policies for Office Closings; Clarifications of Language Made to Snow and Icy Road Conditions Section.

December 13, 2011 – Category 14, Leave Policy: Revisions made to Leave of Absence Section Defining Extreme Emergencies and Course of Action Needed to Exercise LOA;

Sections Added: Leave Without Pay, Abuse of Leave, and Merit Leave; Leaving Sharing Maximum of 80 Established

December 13, 2011 – Category 15, Code of Conduct Policy: Revisions Made to Include Sexual Orientation to Equal Opportunity Clause; CENRAP References Removed; Outside Employment References Moved to Category 23: Outside Employment Policy.

December 13, 2011 – Category 16, Disciplinary Policy: Revised to Include Abuse/Exhaustion of Leave as an Offense; Added a Separation Upon Exhaustion of Leave Clause.

December 13, 2011 – Category 17, Moving and Relocation Expense Reimbursement Policy: Removed references to CENRAP and Changed Account Supervisor to Office/Grant Manager.

December 13, 2011 – Category 19, Employee Training: Revised to Include Clause Stating That an Employee Must Retain One Year Employee or Repay a Portion of Tuition Reimbursement

December 13, 2011 – Category 22, Electronic Usage Policy: Addition of New Policy Specifying Acceptable and Unacceptable Uses of the CenSARA Network and Telecommunication Systems.

December 13, 2011 – Category 23, Outside Employment Policy: Addition of New Policy Regarding Outside Employment, and the CenSARA Employee's Responsibility to Notify the Executive Director of Such.

December 13, 2011 – Attachment A; Outside Employment Notification Form: Addition of New Form Used by Employee to Notify Executive Director of Outside Employment.

December 13, 2011 – Attachment B; Personnel Manual Acknowledgement Form: Addition of New Form Used by Employees to Acknowledge Reading and Acceptance of the CenSARA Personnel Manual.

October 2, 2019 – Numerous typographical corrections, replacement of Flexiplace Policy with Remote Work Policy, Staffing Policy updated to reflect changes in salary range and handling of pay increases. Changed Accountant Supervisor Title to Office/Grant Manager. Added Remote Work Location Request form, grammatical corrections throughout. Also provided clarity on IRS definition of full time and made provisions for providing stipends in lieu of insurance.

October 13, 2022 – Board voted to increase the maximum salary range by 4%, bringing Finance Manager from $60,000 to $62,400 and Training Director from $69,000 to $71,760. These changes were effective for October 1, 2022.

October 31, 2023 – Updating provisions regarding leave, substance abuse policy, remote working and to remove outdated language contained within the document. A legal review was

made of the policy to ensure that applicable requirements from multiple state jurisdictions were addressed. The Board approved the updates via email vote taken on 10/31/2023

September 10, 2024 – Adding language that was previously approved by officer's action on October 1, 2021 to address internet reimbursement in the Remote Work Policy.

December 10, 2025 – Updating language relative to employee health and life insurance and the manner for determining employee benefit and stipend amounts.

September 16, 2026 – Increased the salary range on the Administrative Series by 3% to maximum $64,272.

ATTACHMENT A: OUTSIDE EMPLOYMENT NOTIFICATION FORM

CenSARA Outside Employment Notification Form

EMPLOYEE INFORMATION			
Full Name:		**Phone #:**	
Home Address:			
City/State/Zip:			
Job Title:			

OUTSIDE EMPLOYMENT REQUEST INFORMATION			
Name of Business:			
Address:		**Phone #:**	
City/State/Zip:			

Describe the nature of the work you will be doing:

Will the use of the CenSARA's time, facilities, equipment, or supplies, or the use of a badge or influence of your CenSARA position in any way be involved? ☐ **No** ☐ **Yes** **If yes, please explain:**

Do you anticipate the hours to exceed 20 hours per week? ☐ **No** ☐ **Yes**

List the dates or time period to be involved:

Explain why you believe this outside work <u>WILL NOT</u> create a conflict of interest:

Completed By:

Employee Signature	***Date***

Acknowledged By:

Executive Director Signature	***Date***

CenSARA Personnel Manual; Attachment A; Outside Employment Notification Form

If the nature of the outside work changes, a new form is required

ATTACHMENT B: PERSONNEL MANUAL ACKNOWLEDGEMENT FORM



For personnel file:
I have read and understand the CenSARA Policies contained in the Personnel Manual in place as of this date.

Name

Date

ATTACHMENT C: REMOTE WORK AGREEMENT FORM



CenSARA Remote Work Agreement

Employee Name:_____

Position Title: _____

Exempt/Non-Exempt:_____

Supervisor: _____

Remote work is an agreement between the manager/supervisor and the employee. This agreement begins on _____ and continues until _____ and must be renewed at least annually. It is recommended that the annual review coincide with the annual performance evaluation. The remote work agreement may be discontinued at any time by either party with reasonable advance written notice.

1. The remote worker will work from the following alternative worksite(s) (Home and/or alternate remote work site(s)). List all sites and addresses:

_____

_____

_____

_____

2. The remote worker agrees to be available during the assigned business hours identified in their approved workhour schedule for communication through such methods as cell phone, home phone, voice mail, email, etc., and agrees to respond in a prompt manner as they would at an onsite location. Employee-initiated schedule changes must be discussed and approved in advance by the supervisor.

- For non-exempt employees: The remote worker will clock-in and clock-out daily, as well as for meal periods
- For non-exempt employees: In addition to the meal period, employees should take regular rest periods.
- Specific schedule requirements (if applicable) are provided in Item 17 below.

3. The duties, obligations, responsibilities, and conditions of the remote worker's employment with CenSARA remain unchanged. The employee's salary, retirement, vacation and sick leave benefits and insurance coverage shall remain the same.

4. The remote worker agrees to seek advance approval by the supervisor to change the terms of the work schedule or for use of sick leave, vacation, compensatory time off, or any other leave of absence in accordance with CenSARA policies and procedures. Any overtime work must be approved in advance by the supervisor.

5. The remote worker agrees to remain up to date on all safety related training including online ergonomic training available to employees. The remote worker agrees to maintain a safe and ergonomically sound work environment. The employee agrees to allow an authorized CenSARA representative to inspect the home office as needed. The employee further agrees to independently make workstation safety changes as recommended. Introduction to Ergonomics may be found at: https://www.oshatrain.org/courses/mods/711e.html

6. If a remote worker incurs an injury arising out of the course and scope of the assigned job duties while working while working at home/alternate site, the workers' compensation provisions in place for the state or country in which the remote worker is working will apply as applicable. The remote worker must notify the supervisor immediately and complete all necessary and/or management-requested documents regarding the reported injury.

7. The remote worker agrees not to use his/her personal vehicle for CenSARA business unless specifically authorized by the supervisor.

8. The remote worker is responsible for maintaining and repairing employee-owned remote work equipment at personal expense and on personal time.

9. The remote worker agrees to use electronic equipment that meets all the CenSARA's security requirements. If CenSARA provides equipment for home use, the remote worker agrees to provide a secure location for CenSARA-owned equipment and will not use, or allow others to use, such equipment for purposes other than CenSARA business. CenSARA is responsible for maintaining, repairing, and replacing CenSARA-owned equipment issued to remote workers. In the event of equipment malfunction, the remote worker must notify his/her supervisor immediately. If repairs take some time, CenSARA will find alternative means to continue the remote worker's work including, but not limited to, asking the remote worker to report to the main office until the equipment is usable.

10. All equipment, records, and materials provided by CenSARA shall remain CenSARA property. The remote worker agrees to return the CenSARA equipment, records, and materials upon request. All CenSARA equipment will be returned by the employee for inspection, repair, replacement, as needed or requested or upon termination of this agreement. All equipment shall be returned within five (5) business days of written notice to the employee.

11. The remote worker will implement good information security practices in the home office or alternative work site setting and will check with his/her supervisor when security matters arise. CenSARA's privacy and security requirements and procedures can be found in its policies and procedures.

12. CenSARA may pay or reimburse the employee for business-related expenses, including agreed-upon travel expenses, subject to the provisions and exclusions of the applicable CenSARA policy.

13. Generally, CenSARA will not pay for the following expenses, nor will it reimburse for expenses prohibited by CenSARA policy, including, but not limited to:

- Maintenance or repairs of privately-owned equipment.
- Utility costs associated with the use of the computer or occupation of the home; and
- Unauthorized equipment supplies

14. CenSARA retains the right to modify, suspend, or end the agreement for any reason including, but not limited to, an employee request supported by the supervisor, as a result of business necessity, a change in operational need, or if the employee fails to fulfill job expectations to a satisfactory level.

15. The remote worker agrees to indemnify and hold the CenSARA Board of Directors and its officers and employees harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought by third parties including personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, their presence at the remote work location.

16. The remote worker understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

17. The remote worker agrees to the following additional specific expectations, if any. In this section, please note agreement related to scheduling, equipment, etc., such as particular hours of availability; particular days at central office; attendance at particular meetings; number of days of advance notice prior to being required to attend meetings at central office; use of particular equipment/tools; etc.

_____

_____

_____

_____

I have read this CenSARA Remote Work Agreement and agree to its terms.

Remote Worker's Signature Date

Supervisor's Signature Date