



ASSOCIATION EXECUTIVES OF NORTH CAROLINA

PERSONNEL MANUAL

Revised January 2018



WELCOME TO AENC!!

I am pleased to welcome you to Association Executives of North Carolina (“AENC” or the “Association”). Employees are an important element of our growth success. In order to continue to grow and prosper, we will need the support of each employee. In return, we will support each employee through clear and concise policies, a good working environment, and a fine benefit package.

This Manual will provide you with information regarding our expectations, policies, procedures, and benefits. Please be advised that it is your responsibility to read through and understand this handbook. It should be read at the time of employment and reviewed by staff on an ongoing basis.

Questions regarding the content or interpretation of these policies should be addressed to the CEO & Executive Director.

Rich Phaneuf
CEO & Executive Director

ABOUT THE PERSONNEL MANUAL

This Personnel Manual (the “Manual”) provides general information about AENC’s employment policies, practices, and benefits. It does not address every situation that will arise and, therefore, is not intended to serve as an exhaustive set of rules. This Manual and any related policies, practices, and procedures are not intended as a contractual commitment or obligation between AENC and any employee. As in all matters, AENC management will use its discretion to take action that it believes is appropriate in the particular circumstances. This Manual supersedes all previously issued manuals and other personnel policy or procedure documents and verbal representations concerning the matters addressed in this Manual. With respect to employee benefits plan provisions, specifically, if an employee benefit plan provision conflicts with any provision contained in this Manual, the employee benefit plan will govern. Please note that, AENC reserves the right to unilaterally change or revoke the provisions in this Manual or in any other personnel policy or procedure document, within its sole discretion, at any time with or without prior notice to employees, unless otherwise required by law. Thus, from time to time, AENC may change or discontinue certain policies, practices, and benefits. Employees will be notified subsequently of all changes to AENC policies, practices and benefits. Please also understand that use of the pronouns “he” and “she” will be used interchangeably to designate both male and female employees. Use of the word “office” refers to any and all places in which AENC conducts business. And use of the titles CEO and Executive Director may be used interchangeably.

Contents

WELCOME TO AENC!!	2
ABOUT THE PERSONNEL MANUAL	3
EMPLOYMENT AT WILL	7
EQUAL EMPLOYMENT OPPORTUNITY	7
EMPLOYEE SELECTION / INTRODUCTORY PERIOD	7
Employment Authorization	7
Application/Verification of Previous Employment	8
Introductory Period	8
Orientation Process	8
Position Duties/Responsibilities.....	8
Personnel Policies/Benefit Information.....	8
First Day of Employment/Requirements	8
First Week of Employment/Requirements	9
WAGE AND SALARY ADMINISTRATION	9
Employment Classification.....	9
Exempt Employees.....	9
Non-Exempt Employees.....	9
Regular Full-Time	9
Regular Part-Time	9
Temporary.....	9
Pay Period/Paydays.....	10
Correcting Errors in Pay	10
Payroll Deductions	10
Garnishments.....	10
Advanced Loans	10
ATTENANCE AND HOURS	10
Time Sheets.....	10
Hours of Operation/Workweek	10
Lunch Break.....	11
Tardiness and Absenteeism	11
Call-In Procedure	11
Leaving Work Early	11
Voluntary Resignation.....	11
Requesting Time Off.....	11
Overtime	12
Inclement Weather	12
EMPLOYEE BENEFITS	12
Employee Insurance Benefits	12
Unemployment Insurance	13
Workers Compensation	13
Retirement Plan.....	13
Employee Leave Benefits	13
Paid Vacation Leave.....	13
Paid Sick leave	14
Paid Holidays	14
Jury Duty / Paid Jury Duty	14
Paid Bereavement Leave	15
Unpaid Military Leave.....	15

Unpaid Parental Leave for School Involvement	16
Unpaid Leave of Absence	16
Paid Leave of Absence	16
ASSOCIATION / EMPLOYEE RELATIONS	16
Employee Working Files / AENC Working Files	17
Internal Financial Procedures	17
Mail	17
Maintenance of Work Area	17
Moonlighting	17
Open Door Policy.....	17
Employee Suggestions.....	17
Employee Questions or Concerns	18
Personal Appearance	18
Personnel Evaluations	18
Personnel Records.....	18
Promotions.....	19
Safety.....	19
Persons Injured at AENC office.....	19
Reporting Unsafe Working Conditions	19
Security	19
Smoking Policy	20
Travel Policy.....	20
Air Travel.....	20
Automobile Travel	20
Taxi.....	20
Lodging.....	20
Meals	20
Recreation	21
Personal Charges	21
Documentation	21
Unsatisfactory Performance.....	21
STANDARDS OF CONDUCT	21
Anti-Harassment Policy.....	21
Definition of Harassment Based on Race, Color, Religion, Age, Sex, Sexual Orientation, Disability, National Origin, or any Other Characteristic Protected by Applicable Law.	21
Definition of Sexual Harassment	22
Individuals Covered by this Policy	23
Reporting a Complaint of Harassment	23
Investigation of a Complaint of Harassment	23
Anti-Retaliation.....	24
Disciplinary Action for Violating this Policy	24
Conflicts of Interest.....	24
Employee Conduct.....	24
Member Service	26
Professionalism	26
Substance Abuse Policy	26
Workplace Violence Policy	27
USE OF ASSOCIATION EQUIPMENT AND PROPERTY.....	27
Business Technology Systems.....	27
Personal Use of Telephones and Internet	27
Telephone Etiquette.....	28

Security of Technology Information	28
Improper Use of the Technology Systems.....	28
Equipment Maintenance and Repair	28
Use of Supplies/Ordering of Supplies	28
Use of the Postage Meter.....	28
Monthly Postage Usage Reports / Requesting Additional Postage Funds	29
Use of the Printer/Copy Machine.....	29
TERMINATION OF EMPLOYMENT	29
Notice Upon Resignation.....	29
Return of Association Property.....	29
Payment Upon Termination.....	29
Wages	29
Accrued, Unused Vacation	29
Accrued, Unused Sick Leave	30
Severance	30
Health Insurance Continuation.....	30
Employee References	30
REVISIONS OF PERSONNEL MANUAL	31
ACKNOWLEDGEMENT.....	<u>32</u>

EMPLOYMENT AT WILL

Employment with AENC is strictly terminable at-will. Terminable at-will means that either AENC or the employee may terminate the employment relationship at any time, with or without notice or intermediate measures, for any lawful reason or no reason at all. No provision in this Manual or any other personnel policy or procedure document shall be construed to the contrary. In particular, no provision in this Manual or any other personnel policy or procedure document shall be construed to establish: (i) employment for a definite period of time; (ii) that termination shall only be for cause; or (iii) that termination shall only take place after the occurrence of previous disciplinary action.

This Manual creates neither an express or implied contract between AENC and the employee, nor any contractual rights for the employee. Notwithstanding any provision in this Manual or any other personnel policy or procedure document, AENC reserves the right to exercise its discretion in all employment decisions to deviate from such provisions and take any such action as it deems appropriate under the circumstances.

No supervisor, employee or other representative of AENC, except the Executive Director (with approval of the Board of Directors), is authorized to alter the terminable at-will nature of employment with AENC or make any agreement contrary to the above paragraphs. Moreover, no such purported alteration or contrary agreement is authorized or binding on AENC unless it is set forth in a written employment agreement, expressly designated as such, signed by the Executive Director and the employee.

EQUAL EMPLOYMENT OPPORTUNITY

AENC is an equal opportunity employer and is committed to an environment free from discrimination, harassment and retaliation. It is the policy of the Association and the responsibility of every employee to treat our co-workers and applicants for employment fairly – with dignity and respect. By providing equal opportunity for all persons, we will always place the right person for the job in each position without regard to race, gender, color, sex, sexual orientation, religion, national origin, disability, veteran status, or any other protected groups as defined by applicable federal, state, or local laws.

EMPLOYEE SELECTION / INTRODUCTORY PERIOD

The success and security of AENC and each employee depends on careful and thorough selection and screening of potential employees. Selection of an employee is made on the basis to find and employ persons who will do a job well, prove their ability, and find themselves at home in the places we work. Each employee is selected to become a valued employee of AENC, for we have confidence in each employee's ability to contribute to our continuing growth and success.

Employment Authorization

AENC is required to comply with the Immigration Reform and Control Act of 1986, and cannot employ any individual unless he or she is a citizen of the United States or an alien with proper authorization to work in the United States. Accordingly, each employee must complete the federal Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility.

Application/Verification of Previous Employment

All potential employees must truthfully complete, date and sign the Association's employment application form. Please note that AENC may verify any information from a previous employer relating to an employee's work record and any information obtained from the application or resume, as permitted by law.

Introductory Period

Each individual is employed subject to an initial introductory period, which encompasses the first *three (3) months* of employment. During the introductory period, the employee's performance will be subject to special scrutiny and at the conclusion of the introductory period, the employee's performance and conduct will be evaluated. During this initial period, vacation and sick leave benefits will accrue to the employee; however, vacation leave may not be taken with pay until the successful completion of the introductory period.

Please be advised that neither the duration of the introductory period nor the completion of the introductory period guarantees and employee employment for any specific period of time.

Orientation Process

All new employees go through an orientation process conducted by the Executive Director, the employee's supervisor, and other employees, as necessary. The orientation includes a summary of the Association's business, internal structure, and office procedures as well as the employee's position duties and responsibilities.

Position Duties/Responsibilities

Each position within the Association has a job description, which sets forth the position's duties and responsibilities. Please note that job descriptions are reviewed on an annual basis or at such times as the position's functions change significantly. Nevertheless, the best source of information about an employee's position is his supervisor. When the employee has a question about any job-related duties, the employee should not hesitate to ask his supervisor. The supervisor will generally be able to provide such advice; however, if the supervisor is unable or unavailable do so, she will obtain the information from the appropriate person for the employee.

Personnel Policies/Benefit Information

Upon employment, the individual is provided a copy of this Manual and a description of any applicable benefit plans.

First Day of Employment/Requirements

Upon the first day of employment, a new employee will be required to do the following:

- Meet with his direct supervisor to (1) discuss the position description, work schedule, office procedures, and the operation of office equipment (*e.g.*, copier, postage, fax and computer); and (2) fill out all necessary paperwork, such as tax and insurance forms.
- Meet with the Executive Director to discuss applicable benefit plans, Association policies, financial procedures, keys, maintenance of office, location of supplies, parking, and mail procedures.

First Week of Employment/Requirements

Within the first week of employment, a new employee must meet with the Executive Director to discuss the overall Association philosophy, including the following areas:

- Association structure and mission;
- Board of Directors; and
- American Society of Association Executives (ASAE) affiliation.

WAGE AND SALARY ADMINISTRATION

Employment Classification

Employment classification determines an employee's eligibility for benefits as well as defining other terms and conditions of employment. Following your initial hire, you should be notified by the Association of your employment classification. If you have any questions about your employment classification, please speak with your direct supervisor or the Executive Director.

Exempt Employees

Generally, this classification applies to employees engaged in executive, professional or administrative positions who are exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") and North Carolina wage and hour laws. Exempt employees do not receive additional compensation for hours worked over 40 per workweek. Generally, most management-level employees are exempt.

Non-Exempt Employees

This classification applies to employees whose job description indicates that they are eligible for overtime pay in accordance with the FLSA and the North Carolina Wage and Hour Act. Non-exempt employees will be paid at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked over 40 in one week. Generally, most support staff employees are non-exempt.

Regular Full-Time

A Regular Full-Time Employee is an employee who is regularly scheduled to work not less than 35 hours each week. Regular Full-Time Employees, generally, are eligible for benefits.

Regular Part-Time

A Regular Part-Time Employee is an employee who is scheduled to work fewer than thirty (35) hours each week on a regular or irregular basis. Regular Part-Time Employees, generally are not entitled to benefits; however, for insurance benefits, they should refer to benefit plan documents to determine eligibility requirements.

Temporary

A Temporary Employee is an employee who is scheduled to work for a temporary and specific period of time and/or for a specific purpose, such as to fill in for an employee using sick leave. Temporary employees are not eligible for Association benefits.

Pay Period/Paydays

Payment of salary will be made 24 times a year. Employees will be paid on the 1st and 15th of each month; however, in the event that payday falls on a holiday or a non-business day, will be the next regular business day.

Correcting Errors in Pay

AENC takes every reasonable precaution to avoid errors in employee pay. If an employee thinks an error has been made, she should bring this matter to her immediate supervisor. The supervisor will obtain the correct information. If an error is found, the adjustment will be made as soon as possible.

Payroll Deductions

The Association is required by law to make certain deductions from an employee's paycheck. Among these are your federal and state taxes, Social Security contributions, Medicare and any other deductions required by law. These deductions will be itemized on your check stub. Any change to your name, address, marital status or number of exemptions must be reported to an employee's supervisor immediately to ensure deductions are made appropriately.

Garnishments

If the Association receives a court order to garnish your wages, such as wage garnishments for child support, it must comply with that order as required by law. The Association will notify you when garnishments are required. Withholdings from your paycheck will continue until the Association receives proper legal notification that the matter has been resolved. The law also indicates that an administrative fee may be charged when garnishments occur.

Advanced Loans

AENC does not provide salary advances and loans to any employee against future wages.

ATTENANCE AND HOURS

Time Sheets

AENC requires all Non-Exempt employees to keep precise and accurate records of hours worked by each employee on a weekly basis. This time sheet will assist the Association in ensuring that employees are paid correctly. Time records must be maintained in an accurate manner. Each employee is to complete this form for each time period worked. The form is to be given to the supervisor who will review and will initial on the approval line. If errors are made on time sheets, employees must take the sheet to their supervisor to make any corrections. If there is any disagreement, an explanation of the differences should be made in the time sheet. When disagreements are recorded, the form is to be transmitted to the Executive Director who will review and initial on the concurrence line. Failure to maintain honest, accurate and complete records will be a basis for discipline up to and including the termination of employment. Additionally, tampering with your own, or another employee's time sheet is cause for disciplinary action and could lead to possible termination of both employees.

Hours of Operation/Workweek

AENC's normal work week is Monday through Thursday, 8:00 am to 5:00 pm and Friday 8:00am to 12:00 noon, inclusive of a one hour paid lunch break, unless a different arrangement is made in advance with the employee's supervisor. It is the expectation of management that

condensing the formal workweek will not result in reduced hours worked, rather a condensed number of days in which to work a 40 hour week. On Fridays, when a full work day is required, exempt employees will not be eligible for comp time. Non-exempt employees will be paid according to their hourly wage, including overtime pay when applicable by law. Each workday is to be considered distinct and may not be extended for the purpose of accumulating time to be taken later. Due to the nature of our work, the workweek and workday have flexible hours in accordance to our members' needs.

Lunch Break

All employees receive one hour of paid time for lunch at a time to be agreed upon between the employee and her supervisor.

Tardiness and Absenteeism

Employees are expected to report for work on time, and on a regular basis. Unnecessary tardiness and absenteeism are expensive and disruptive, and they place an unfair burden on AENC, including other employees and supervisors. Unsatisfactory attendance will result in disciplinary action, including suspension and termination. Such conduct will also have an adverse effect on any promotional considerations.

Call-In Procedure

If an employee is going to be late or absent for any reason, he must telephone his supervisor by 8:00am or as far in advance of his starting time as possible. The employee must explain the reason for the absence and give an expected time to return to work. Ultimately, it is the employee's responsibility to ensure that proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper, except under emergency conditions. Any employee who fails to give such notification may be disciplined up to and including termination. If notice is given and AENC does not think it justifies the absence, the employee may be disciplined.

Leaving Work Early

Should an employee need to leave work early following his arrival at the office, the employee is expected to notify his supervisor or, if his supervisor is unavailable, the Executive Director, immediately.

Voluntary Resignation

An employee whose unexcused absence persists for two (2) consecutive days is considered to have voluntarily resigned from his employment with the Association. Further, an employee who fails or refuses to follow the Call In Procedure for two (2) consecutive days will be considered to have voluntarily resigned from his employment with the Association.

Requesting Time Off

When the need for being absent from work, including all requests for employee leave benefits, such as vacation leave, is known in advance, employees must notify their supervisor and request time off using the appropriate form. Jury duty, bereavement leave, and other requests made by employees to their supervisor are recorded with the appropriate approvals on the employee's

time sheet. For additional information on requesting leave, please see the specific leave policy in this Manual.

Overtime

As a general policy, the Association discourages all overtime. AENC will reimburse a Non-Exempt Employee for overtime hours; however, all overtime hours **must be** approved in advance by the Executive Director or the employee's supervisor. Compensatory time off in the same pay period will be the method of choice for overtime payment. If compensatory time cannot be taken, the employee will be paid for overtime.

Inclement Weather

Exempt employees are compensated at their normal rate for time the AENC office is closed for business due to snow or ice, other winter inclement weather, or any other set of facts or circumstances which might prevent the Association from conducting its normal operations.

If the office is closed due to inclement weather, the Association will take all reasonable efforts to notify all employees by 7:30 am. However, if the Association office is opened on a delayed basis and employees fail to report to work, vacation leave must be used to avoid time being recorded as leave without pay. If an employee has no leave balance to apply against the time missed, the employee shall not be compensated for that time.

EMPLOYEE BENEFITS

This Manual provides general information about employee benefits and insurance benefits. With respect to the insurance benefits, the exact terms and conditions of these benefits are governed by the specific benefit plan documents and all applicable laws. Please understand that if the benefit plan document provisions conflict with the information in this Manual, then the benefit plan document provisions govern.

Please also note that:

- AENC reserves the right to interpret, modify, amend, or revoke any employee benefits at any time, unless prohibited by law.
- AENC benefits are not provided to all employees necessarily, but only to those individuals who are eligible for the benefits pursuant to the terms in this Manual or the provisions in the relevant plan document and in accordance with all applicable laws.

Date of Hire / Rehire / Leaves of Absence

In order to record and accurately administer employee benefits, a continuous service date shall be maintained. The employee's continuous service date begins on his first day of work and continues as long as the employee is a Regular Full-Time Employee of AENC with uninterrupted service. If an employee is rehired after resignation, the rehire date will be considered the employee's new continuous service date.

Employee Insurance Benefits

Eligible Regular Full-Time Employees, after meeting the length of service requirements, are entitled to these Association benefits.

Unemployment Insurance

Unemployment insurance is financed solely by AENC, and is administered by the state of North Carolina. Under certain circumstances, unemployment benefits may be provided to employees due to the employee's involuntarily termination. This insurance benefit applies to all employees as required by law.

Workers Compensation

Workers' Compensation insurance is financed solely by AENC and is administered by the state of North Carolina for employees who are injured on the job. It provides compensation for loss of pay and medical expenses that are caused by a covered job-related illness or injury. This insurance benefit applies to all employees as required by law.

Injury Reporting Procedures

If you are injured during the course and scope of your employment, prompt and accurate accident reporting to your supervisor is critical, no matter how slight. The Association will evaluate the employee's fitness-for-duty and restrictions and, where appropriate, may provide temporary light-duty work to assist the employee in rehabilitation.

Fraudulent Claims

It is unlawful to make a fraudulent workers' compensation claim. AENC takes these matters seriously and will pursue all available remedies against employees who engage in these activities.

Retirement Plan

AENC currently has a Simple IRA. All Regular Full-Time Employees of at least 21 years of age are eligible to participate after six months of continuous service with the Association. The Executive Committee of the Association's Board of Directors reviews the employer's percentage of annual contribution, if any, on a periodic basis.

Employee Leave Benefits

Paid Vacation Leave

All Regular Full-Time Employees are entitled to Paid Vacation Leave. The following chart shows accrual rates for paid vacation leave:

Years 1&2	5.83 hours/month – or two weeks per year
Years 3,4 & 5	8.75 hours/month – or three weeks per year
Years 6 & over	11.62 hours/month – or four weeks per year

Please note that the minimum amount of vacation leave that may be taken at any given time is 4.0 hours.

Requesting Vacation Leave

An employee is expected to request vacation leave in writing as far in advance as possible. In unusual circumstances where a request cannot be made in advance, approval may be obtained verbally and confirmed in writing as soon as practical. A Leave Request form is used to request vacation leave. The form is to be submitted by an employee to her supervisor who will review the request. If approved by the Association, the Executive

Director will sign on the approval line on the Leave Request form and record the time taken. If the request is not approved, the employee will be provided an explanation.

Forfeiture of Accrued, Unused Vacation

Vacation time is not carried over from year to year. All unused vacation time will be forfeited three (3) months following the end of the Association’s fiscal year in which the time accrued unless advance approval in writing is granted by the Executive Director.

Paid Sick leave

Paid Sick Leave is earned by Regular Full-Time and Regular Part-Time Employees at the rate of one (1) day per month worked or 12 days annually and may accumulate, but will not be paid out at the time of termination. Paid Sick Leave may be taken only for illnesses and short-term disability (including pregnancy and childbirth). Please note that an employee must provide a statement from a physician outlining the employee's inability to work when an unscheduled absence exceeds three (3) days. Total number of accumulated sick days not to exceed 60 days.

Paid Holidays

The Association observes the following paid holidays for all Regular Full-Time Employees:

New Year's Day	Independence Day	Christmas Eve
President’s Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	(FLOATING Holiday)
Memorial Day	Friday after Thanksgiving	

If any of these days should fall on a weekend, the holiday will be recognized on either the Friday before or Monday after the actual holiday. If a holiday occurs during an employee’s scheduled vacation, the employee will not be paid for both the holiday and the vacation day.

The Floating Holiday may be used for any day in which the employee desires to celebrate, must be used within the fiscal year, is not payable if not used and must be approved by the CEO in advance.

Jury Duty / Paid Jury Duty

If you are called for jury duty or receive a subpoena to appear in court as a witness, the Association will permit you to take the necessary time off. Employees must notify their supervisor within 48 hours of their receipt of a jury summons as well as provide their supervisor with a copy of the summons.

Additionally, if an employee is a Regular Full-Time Employee at the time of being called for jury duty, the Association will provide you with paid leave not to exceed eight (8) hours per day for a maximum of 15 working days. If a Regular Full-Time Employee is subpoenaed as a witness in a court proceeding, the Association will provide you with paid leave not to exceed eight (8) hours per day for a maximum of 15 working days. Employees must notify their supervisor within 48 hours of their receipt of a subpoena to appear in court as a witness as well as provide their supervisor with a copy of the subpoena and documentation of service as a juror.

Paid Bereavement Leave

In the event of death in a Regular Full-Time Employee's immediate family, the employee may be granted up to three (3) days of paid leave. For the purpose of this policy, an immediate family member includes: spouse or domestic partner; children (including step-children or foster children); grandchildren; siblings (including step-siblings or in-laws); parents; grandparents (including step-parents or in-laws); any individual for whom an employee has assumed the rights, duties and responsibilities as a legal guardian.

Unpaid Military Leave

Any employee who is a member of the Uniformed Services, which includes the United States Army, Marine Corps, Navy, Air Force, Coast Guard and their reserves; the Army National Guard and Air National Guard; the Public Health Service commissioned corps; and other categories designated by the President in time of emergency, will be granted an unpaid Leave of Absence of up to five (5) years (cumulative) for active duty, active and inactive military service training, related obligations (e.g., fitness for duty examinations to perform such military duties), or funeral honors duty performed by the National Guard.

Continuation of Benefits

During such time continued benefits (for which an employee is eligible) may be maintained in accordance with federal and state laws.

- 30 Days or Less of Service – Health coverage is provided as if the employee had remained employed during this time.
- 31 Days or More of Service – Employees may elect to continue their participation in Association's health care plan for up to 24 months.

Notice

Employees should notify their supervisor as far out in advance as possible of any possible active or reserve duty, training or other related obligations. Employees should also supply their supervisor with a copy of any orders prior to the leave.

Reinstatement

At the conclusion of the leave and upon the satisfaction of certain conditions, an employee generally has the right to return to the same position he held prior to the leave or a similar position with equal seniority, status and pay. Upon return from military service, an employee must provide documentation and apply for re-employment within the required time period according to the schedule below.

- 30 Days Or Less of Service – Documentation must be submitted at the beginning of the first regularly scheduled work day that starts at least eight (8) hours after the employee has returned from the location of the service; however, if this time frame is impossible or unreasonable under the circumstances, then as soon as is possible.
- 31 to 181 Days of Service – Documentation must be submitted no later than 14 days after completing the period of military service or, if impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
- 181 Days or More of Service – Documentation must be submitted no later than 90 days after the completion of the service.

The above-described timeframes may be extended for up to two (2) years if an employee is hospitalized or is recovering from an injury or illness incurred or aggravated while serving.

Unpaid Parental Leave for School Involvement

Pursuant to North Carolina law, the Association will provide up to a maximum of four (4) hours per year of unpaid leave to all employees who are parents, guardians, or persons acting in the place of a parent, of a school-age child. This leave is solely to be used for the parent to attend or otherwise be involved in activities at the child's school. Requests for leave pursuant to this policy will only be granted if (a) the Association and the employee mutually agree upon the time for leave; (b) the employee requests leave at least 48 hours in advance; and (c) the employee provides the Association with verification that he attended an event at the child's school.

Unpaid Leave of Absence

A voluntary leave of absence of up to three (3) months may be granted to any Regular Full-Time Employee, who has been continuously employed for one year with the Association, where circumstances require an employee to be absent for an extended period of time. A leave of absence may be considered for periods of illness and disability, including pregnancy, childbirth and other special circumstances. Such leave is subject to careful consideration and is granted on the assumption that the employee will return to full-time employment at AENC. A request for leave of absence should be submitted in writing for approval by the Executive Director.

Use of Paid Leave

The Association may require that an employee first utilize vacation and sick leave accumulated, prior to the commencement of any unpaid leave under this section.

Benefits During Leave

During a leave of absence, vacation and sick leave benefits do not accrue to the employee. However, group term-life insurance, long-term disability, health and dental insurance, and retirement benefits remain in force during this time, as long as the employee continues to provide all premium payments.

Paid Leave of Absence

Unusual circumstances may occur when it will be in the interest of the Association and/or employees to grant time off with pay. An example would be extreme weather conditions or natural disaster situations. In these individual instances, the Executive Director may grant a defined period of leave with pay for Regular Full-Time Employees.

ASSOCIATION / EMPLOYEE RELATIONS

The Association shall endeavor to:

- provide a safe and pleasant working environment;
- provide opportunity for advancement to employees by filling vacancies with qualified employees from within the organization, whenever possible;

- provide employees full opportunity to contribute to the betterment of the total work environment through active participation and expression of opinions; and
- apply the policies in this manual to employees in a consistent and impartial manner.

Employee Working Files / AENC Working Files

Employees should maintain their own working files, retaining sufficient subject matter relating to their areas of responsibility. Permanent working files (*e.g.*, committee correspondence, trade show, golf tournament) are located in the central file room. Minutes of Association committee meetings and Board of Directors meetings are filed in the Executive Director's office.

Internal Financial Procedures

Certain internal controls and financial procedures will be adopted from time to time by AENC. These procedures will be maintained online in AENC's Dropbox account. It is the responsibility of each employee to know the functions and procedures applicable to their respective jobs.

Mail

Mail usually is delivered to the designated P.O. Box daily and will be picked up at least once per week. It is opened, sorted and distributed by support staff employees. All mail addressed as "confidential" is delivered to the Executive Director for review and distribution as appropriate.

Maintenance of Work Area

Good housekeeping and cleanliness are important factors in safety, fire prevention, product quality, cost and efficient operations. All aisles and doorways should be kept clear of any obstruction at all times. Work areas and equipment should be maintained in a clean and safe manner. All trash must be placed in proper containers. No liquids of any kind will be allowed to remain on the floor. Equipment, tools or materials not being used must be properly stored.

Moonlighting

Employees are prohibited from taking a job outside the Association without first obtaining their supervisor's prior written permission. If an employee is unable to keep work performance up to a high standard as a result of moonlighting at an outside job, the permission to work at the outside job may be rescinded, or the employee may be subject to termination. The Association will not pay medical benefits for injuries or sickness resulting from employment at an outside company.

Open Door Policy

It is normal in an office such as AENC for questions or differences in opinion to occur from time to time. AENC has an open door policy at all levels of management and encourages any employee to take questions, suggestions or concerns to her supervisor. Our success is based on our ability to communicate. Let's talk!

Employee Suggestions

All employees are encouraged to make constructive suggestions. Employee ideas are welcome and may improve our operation. Employees should feel free to make suggestions to the Executive Director. Employees do not have to sign their suggestion.

Employee Questions or Concerns

Employees are encouraged to talk to their supervisor about any work-related matters that are significant to them and their employment. If an employee's question or concern is not addressed in a timely manner or if an employee feels that the matter cannot or should not be discussed with his supervisor, then the employee should contact another member of management or the Executive Director.

Personal Appearance

It is important that a business convey to members and the general public the best image possible. The dress and appearance of employees of the Association play a significant role in establishing this image.

Care must be given to matters of personal cleanliness, grooming and appearance. Every detail is important. Moderation and good taste in slacks and skirts are also required, particularly for those who have member contact. Clothing should be clean upon coming to work, well fitting, coordinated and appropriate to the employee's particular job.

An employee's supervisor may require that the employee change his or her dress or other aspects related to the employee's appearance if the supervisor determines the employee's dress or appearance to be inappropriate.

Personnel Evaluations

Specific performance evaluation forms, which include goals and objectives, are completed for each employee annually. Evaluation time is considered an opportunity to set new performance goals as well as improve on current performance. Employees should consult their supervisor for actual scheduling of evaluations. At those times, the employee and supervisor review objectives and performance, and establish specific goals and objectives for the next period. Completed forms are reviewed by the Executive Director before they are made a part of the employee's permanent personnel file. Please note that salary increases are not guaranteed.

Personnel Records

The Executive Director will create and maintain each employee's personnel record. Accordingly, all employees must notify the Executive Director whenever changes occur in the following areas:

- change of name, home address, or telephone number;
- change in marital status or in the number of dependents;
- birth or death in the immediate family;
- formal education, courses completed, or other training or acquired skills;
- change in citizenship status;
- beneficiary change;
- change in selective service status;
- change in the person the employee wants notified in the event of an emergency; and
- change in medical coverage.

Information contained in the employee's personnel file is confidential. All files are the property of AENC.

Promotions

A vacancy is filled by the best qualified applicant, either from within or outside of the Association. When a job vacancy occurs, employees will be notified and given the opportunity to request consideration for the vacancy.

Safety

Employee safety is of great concern to the Association. Ultimately, safety is a matter of judgment, thoughtfulness and concern on the part of every employee. All employees can help to insure a safe workplace by being aware of and concerned for the safety of fellow co-workers. There are two primary causes of accidents: unsafe working conditions and unsafe actions. We do our best to eliminate unsafe working conditions and unsafe actions. It is the employee's responsibility to work safely and do all he can to prevent accidents or injury to himself and others. Employees are expected to think before they act and consciously take care to avoid unnecessary risks.

Persons Injured at AENC office

If a person incurs a minor injury in our office, she should notify the Executive Director. Do not attempt to move the injured individual. Call an ambulance to take the individual to a medical facility. Any employee who witnesses the accident should immediately report it to her supervisor who will in turn report all details to the Executive Director. A written record of the incident should be made at that time.

Reporting Unsafe Working Conditions

All personnel must adhere to all OSHA regulations and the following rules:

- All employees should report any unsafe working conditions in writing to their supervisor;
- Employees are required to report all injuries to their supervisor immediately, no matter how minor they may seem at the time; reports will be made to the insurance company and medical attention will be arranged promptly;
- Employees should wear clothes suited for their jobs; and
- Common sense is the most important safety rule of all and is to be followed at all times.

Security

The security of the Association's employees and property is of the utmost importance to AENC. Employees should notify their supervisor of any security-related concern or issue.

Packages

AENC reserves the right to inspect all packages and parcels entering and leaving our premises.

Visitors

Visitors should be kept to a minimum while you are working. If an employee is expecting a visitor, he should inform his supervisor in advance. Visitors should always be escorted by an employee while on AENC property.

AENC Property

All AENC equipment with locks is to be locked securely at the end of each day. Lost keys should be reported immediately to the Executive Director.

Employee Personal Property

Employee's personal property including, but not limited to, tools, handbags or cash, are not the association's responsibility if damaged, lost or stolen. AENC's insurance does not cover any item not belonging to the Association, including but not limited to loss due to fire, theft or displacement.

Smoking Policy

AENC shall maintain a non-smoking office. Additionally, smoking is not permitted at any meeting, seminar or function sponsored by the Association at another location. Every reasonable attempt will be made to provide smoking facilities where possible.

Travel Policy

AENC will reimburse an employee for expenses incurred while traveling on official Association business. It is the intent of the travel policy to reimburse for all basic and reasonable expenses. Reimbursement will be made for expenses incurred by the traveler only; expenses for spouses, family members, and others are not reimbursable.

Air Travel

Reimbursement will be made for round trip coach class air fare by the most direct or economical route from the airport nearest the home or office to the airport serving the destination city. Reservations for air travel should be made as far in advance as possible to obtain the most economical fare. Reimbursement will be made for transportation by the most appropriate means to and from the airport and for parking at the airport.

Automobile Travel

Reimbursement for automobile travel will be made at the rate currently allowed by the Internal Revenue Service. Instances in which automobile and air travel may be equally viable, reimbursement will be made in an amount equal to the less costly alternative. Reimbursement will also be made for parking expenses incurred while traveling.

Taxi

Reimbursement will be made for reasonable means of transport such as taxi or UBER, and tips incurred as a consequence of the performance of Association responsibilities.

Lodging

Reimbursement will be made for single room accommodations at designated headquarters hotels or local hotels.

Meals

Reasonable expenses for meals, including alcoholic beverages in moderation, and tips during travel will be reimbursed. Meals will not be reimbursed for individuals other than the traveler.

Home office

A reimbursement may be offered for employees whose primary work location is their home office. Applicability and amount of reimbursement will be decided by the supervisor on a case by case basis and will be in writing. For the CEO, determination will be made by the executive committee.

Recreation

Charges for recreation outside of organized activities planned as part of the meeting site or related to Association business will not be reimbursed.

Personal Charges

Purchases of personal goods and services will not be reimbursed.

Documentation

All requests for reimbursement require full documentation for expenses incurred. Acceptable documentation will include an airline ticket copy, itemized statement from hotel and receipt of purchases of meals, parking, taxis, tolls, etc. Employees must provide the Association with an expense report together with acceptable documentation within 10 business days following the employee's return from a business trip.

Unsatisfactory Performance

The Association will not tolerate unsatisfactory performance by an employee. In the event an employee's performance is determined to be unacceptable, management, in its discretion, may either attempt to work with the employee to correct the situation, or may impose discipline up to and including termination.

STANDARDS OF CONDUCT

Anti-Harassment Policy

It is the policy of AENC to maintain a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, age, sex, sexual orientation, disability, national origin or any other characteristic protected by applicable law. Harassment – whether verbal, physical or environmental – is unacceptable and will not be tolerated by the Association.

The purpose of this policy against harassment is to educate all of our employees about what may constitute harassment, to notify everyone who works at AENC that AENC will not condone or tolerate harassment, and to establish a procedure which encourages anyone who feels they have been subjected to harassment to report such conduct to members of management of the Association, who will investigate any report and take prompt and appropriate remedial action.

Definition of Harassment Based on Race, Color, Religion, Age, Sex, Sexual Orientation, Disability, National Origin, or any Other Characteristic Protected by Applicable Law.

Harassment is verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of the race, color, religion, age, sex, sexual orientation, disability, national origin, or any other characteristics protected by applicable

law of that individual or persons with whom that individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with someone's race, such as skin color or facial features. AENC's policy is to prohibit behavior based on a protected characteristic that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Regardless of whether any single instance of improper behavior described below rises to the level of harassment prohibited by law, it is the Association's policy that such behavior is inappropriate and offensive and will not be tolerated. Examples of behavior that violate this policy and may constitute harassing conduct include, but are not limited to any of the following actions, if based upon race, color, religion, age, sex, sexual orientation, disability, national origin, or any other characteristic protected by applicable law:

- Epithets, slurs, quips, or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group; or
- Jokes, pranks or other forms of "humor" that are demeaning or hostile.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment includes unwelcome or unwanted sex-based conduct: (1) when an employee's submission to or rejection of this conduct affects decisions regarding hiring, evaluation, promotion or any other aspect of employment; (2) when such conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment. Please be aware that sexual harassment may involve individuals of the same or different genders. AENC prohibits any inappropriate or offensive behavior including, but not limited to:

- Coerced sexual acts;
- Express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;
- Touching or assaulting an individual's body, or staring, in a sexual manner;
- Graphic, verbal commentary about an individual's body or sexuality;
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries;
- Unwelcome flirtations, advances, or propositions;
- Sexually suggestive or obscene comments or gestures;
- The display in the workplace of graphic and sexually suggestive objects, pictures or graffiti;
- Negative statements or disparaging remarks targeted at one sex (either men or women), even if the content of the verbal abuse is not sexual in nature; or

- Any form of retaliation against an employee for complaining about the type of behavior described above or supporting the complaint of an alleged victim.

The type of behavior described above as examples of sexual harassment or harassment based on protected characteristics is unacceptable not only in the workplace, but also in other work-related settings such as business trips or business-related social events. This policy prohibits such harassment conduct whether done verbally or non-verbally, including through e-mail, texting, paging or other AENC electronic systems.

Individuals Covered by this Policy

This policy covers all AENC employees whether or not they are on the Association's premises, provided that such individuals are conducting Association-related business or are participating in an Association-sponsored event or function. Any type of harassment, whether engaged in by fellow employees, supervisory employees, or by non-employees with whom the employee comes into contact in the course of his employment (*e.g.*, volunteers, vendors, services providers, contractors, members), violates this policy and will not be tolerated. AENA encourages the reporting of all incidents of harassment, regardless of who the offender may be.

Reporting a Complaint of Harassment

AENC encourages, but does not require, individuals who believe they are being harassed to notify firmly and promptly the alleged offender that his behavior is offensive or unwelcome. Whether or not an individual chooses to discuss the incident with the alleged offender, the employee must report the incident to his supervisor or the Executive Director. We encourage prompt reporting of complaints so that rapid and appropriate action may be taken. Supervisors are required to report all conduct they believe may violate this policy, whether they directly observe this conduct or it is reported to them, directly to the Executive Director. In the event the charge involves the Executive Director, the report should be referred to the President of the Board of Directors. Complaints will be accepted orally or in writing as stated in the Association Bylaws.

If an employee experiences conduct that he believes is contrary to this policy, the employee has a legal obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his right to pursue legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and harassment. Therefore, while no fixed reporting period has been established, all employees are strongly urged to immediately report complaint or concerns so that rapid and construction action can be taken.

Investigation of a Complaint of Harassment

All allegations of harassment will be promptly investigated. AENC will endeavor to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. AENC however, intends to act upon all information it receives if it believes an individual may be engaging in wrongful conduct or violation of the law. Individuals involved in the investigation process are expected to provide their full cooperation and to maintain confidentiality.

Our immediate goal is to take prompt remedial action to stop the discriminatory, harassing or offensive conduct if a violation of this policy is found. Our second goal is to assure that the violation will not reoccur. Even where a violation is not found, it may be appropriate to counsel individuals regarding their behavior. At the conclusion of the investigation, AENC will advise any individual who has made a complaint under the policy that the investigation has concluded and share other information as may be appropriate under the circumstances.

Anti-Retaliation

AENC will not retaliate in any way against an individual who makes a report of perceived harassment or discrimination or participates in an inquiry of such reports; nor will the Association permit any employee to do so. Retaliation is a serious violation of AENC's Anti-Harassment Policy and anyone who feels that they have been subjected to any acts of retaliation should immediately report such conduct directly to his supervisor or the Executive Director. Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including termination. The prohibition against retaliation includes, but is not limited to, remarks, threats, physical or verbal abuse, any discrimination in terms of pay, advancement, opportunities, termination, job assignments or reassignments, unwelcome or unwarranted transfers, threats of punishment or revenge, actual punishment or revenge or other acts that could be interpreted as retaliatory.

Disciplinary Action for Violating this Policy

If the Association finds that this policy has been violated, the violator will be subject to appropriate disciplinary action. Please note that intentionally reporting a false allegation of harassment is considered a violation of this policy. Although the specific corrective and disciplinary action will be within AENC's discretion, it may include: verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, temporary suspension, and or termination. AENC also reserves the right to require counseling, training and/or monitoring as a condition of continued employment even where a violation is not found. In addition, conduct that is unlawful may subject individuals to civil and in some cases, criminal liability.

Conflicts of Interest

All employees are strictly prohibited from engaging in any conduct or activities which conflict with AENC's business interests. It is possible for such a conflict of interest to arise between an employee and any person or entity with whom/with which the Association transacts business. Examples of such a conflict of interest include, but are not limited to, engaging in a part-time activity for profit or gain while on AENC's time or borrowing from or lending money to fellow employees, members, or other individuals with whom the Association conducts business. Conduct which evidences conflict of interest with AENC's business constitutes grounds for immediate discipline, including termination.

Employee Conduct

AENC depends on its employees to maintain and promote its integrity and excellent reputation at all times on the job. Each employee represents the Association. The things an employee says and does make a statement about the Association, and we want that statement to be a positive one. Thus, all employees are expected to meet acceptable performance standards and otherwise conduct themselves in an acceptable manner. The standards discussed below are listed for your

general information and to guide your conduct on a day-to-day basis. It would not be possible for us to list every situation that could arise that would result in discipline or immediate termination. Therefore, it is important to understand that various other situations may arise that would result in discipline or immediate termination. Likewise, it is important to understand that each problem which may arise will present a unique set of circumstances and, therefore, the Association's response will be based on the particular situation presented and the relevant surrounding circumstances, including where appropriate the employee's past performance, conduct and disciplinary history.

The following is a list of unacceptable conduct, but is by no means exhaustive. Employees may be disciplined and/or terminated for conduct not specifically listed. AENC reserves the right to add, modify, or change these rules and regulations, as situations require. In the case of some infractions, an employee may be suspended and/or discharged on the first offense.

- Reporting to work under the influence of alcohol or controlled substances for which the employee does not have a valid prescription from a licensed physician;
- Fighting or inflicting bodily harm on another person, engaging in "horseplay," or using foul language;
- Stealing money, records, or any other property from the Association, another employee, or a member;
- Threatening, intimidating, harassing, or coercing a fellow employee or member;
- Sexual harassment;
- Falsifying information on one's own time sheet or the time sheet of another employee;
- Falsifying financial information for any reason;
- Providing any false, inaccurate, misleading, or incomplete information to the Association on the employment application, a benefit enrollment plan, personnel record, during an Association investigation, or otherwise during the employee's employment;
- Un-excused absenteeism or tardiness;
- Possession or use of firearms or weapons of any type in the AENC office or at an AENC function;
- Using Association property or equipment for an improper or prohibited purpose;
- Unprofessional, unethical, discourteous, uncooperative, disrespectful, impolite or unfriendly behavior towards members, the public, vendors and fellow employees, volunteers or other personnel; use profanity; otherwise engaging in any activity that could harm our Association's reputation in the community;
- Failure to comply with reasonable instructions or requests from the immediate supervisor or the Executive Director; and
- Violating any of the other policies or provisions contained in this manual.

Member Service

The continuing success of our Association depends on the number of satisfied members. We must remember that the person we really work for is the member. Here are a few required standards of conduct when dealing with our members:

- Greet them promptly and courteously;
- Smile;
- Call them by name;
- Be frank and honest;
- Be friendly, but not too familiar;
- Don't argue or lose your temper;
- Keep promises;
- Show appreciation;
- Maintain a professional appearance; and
- Be tactful.

If at any time an employee feels that he is losing control of the situation, he should seek the help of his supervisor immediately.

Professionalism

AENC expects all employees to conduct themselves in a professional manner at all times. Employees must exhibit respect to all members and fellow employees, as well as to use good judgment and discretion when carrying out Association business. AENC also expects employees to operate under the highest standard of ethical conduct.

Substance Abuse Policy

AENC is committed to maintaining a workplace that is free from the influence of drug and alcohol abuse. No person may use, sell, make, handle, purchase, transfer, possess, consume, inhale, transport or otherwise be involved with drugs and alcohol while on Association property, while performing services for the Association, or while representing the Association at any event. For purposes of this policy, "drugs and alcohol" include: controlled substances; illegal drugs; legal drugs used illegally (i.e. not taken as directed by the individual's physician); intoxicants; drug paraphernalia; and alcohol. In addition, the presence of any illegal drugs or drugs illegally used in any individual's system is prohibited.

If you are taking a prescription drug, which may interfere with your ability to perform your job duties, you must discuss the situation with your supervisor.

All employees will be subject to pre-employment, reasonable suspicion, random, return to duty, and follow-up drug and alcohol testing as allowed by applicable state and federal law. A positive drug/alcohol test result, missed appointment for collection, refusal to sign a consent form, refusal to submit to the drug/alcohol test, or failing the drug/alcohol test will result in termination of employment unless specifically prohibited by local or state law.

Workplace Violence Policy

Abusive language, verbal threats, intimidation, coercion, aggressive or threatening behavior, fighting, physical assault and/or battery and other express or implied violent acts occurring in or arising out of the workplace are prohibited and will not be tolerated on AENC property, when conducting Association business or when such conduct could affect AENC's reputation regardless of when or where the conduct occurs. Although it is not possible to set forth an all-inclusive list of all conduct that may constitute acts covered by this Policy, the following examples may be illustrative: express or implied threats of harm; belligerence, bullying or other inappropriate and aggressive behavior; numerous conflicts with co-workers, supervisors or managers; brandishing a weapon or bringing a weapon to the workplace; and references to weapons, incidents of workplace violence or use of violence to resolve problems. Employees violating the policy will be subject to disciplinary, up to and including termination.

USE OF ASSOCIATION EQUIPMENT AND PROPERTY

AENC assets are only to be used in a way that benefits the Association. We must preserve these assets and use them wisely. Employees are responsible for maintaining reasonable control and protection for Association assets that have been issued to them directly or placed in their care. Waste of time and materials is costly to AENC and its members. Thus, employees should make every effort to eliminate waste. The use of Association time, equipment, supplies and facilities for personal use or taking AENC-owned equipment off Association premises for personal use is permitted only when approved in advance by the Executive Director.

Business Technology Systems

AENC maintains a variety of information and communication systems, including Internet access, e-mail accounts, facsimile, telephone, social media and voicemail message systems. The Association expects all employees to use its technology resources in a manner that advances AENC's business, protects AENC and reflects favorably on the Association's image and the professionalism of its employees.

All AENC technology systems are Association property, as is all information that is transmitted, received, stored or deleted on these systems. AENC may monitor its systems and any information located therein is subject to inspection at any time with or without notice. Thus, employees should not consider any information or activities to be personal information, communication or property, even when stored under personal access codes marked personal and confidential. Use of any technology system constitutes express consent to AENC's monitoring of and access to the information. Adherence to any copyright and licensing laws and any specific agreements are required at all times.

Personal Use of Telephones and Internet

Personal use of Internet access is allowed by the Association; however, it is of limited duration, limited to occasional use during non-working hours (before and after work and during meals) and must comply with all other terms of the policies in this Manual.

Please keep personal phone calls to a minimum. You are permitted to make limited local area calls on Association telephones for essential calls only. Please do not abuse this privilege. Employees are prohibited from making an excessive number of personal calls and from taking lengthy personal calls.

Telephone Etiquette

Telephone courtesy is essential. All incoming calls are received at the secretary-receptionist desk and then transferred to the appropriate person. Incoming calls should be answered “Good morning, AENC,” or “Good afternoon AENC.”

Security of Technology Information

All system access codes, such as employee passwords, must be provided to AENC. Sensitive or proprietary information of the Association should not be transmitted by email unless authorized by a member of management.

Improper Use of the Technology Systems

Employees are prohibited from using the Association’s technology systems for any improper purpose. The following is an inexhaustive list of violation of this policy:

- viewing, receiving, sending, transmitting or storing harassing, discriminatory, embarrassing, indecent, profane, pornographic or inappropriate material or information;
- except as authorized in this policy, accessing the Internet and e-mail for any purpose not related to AENC’s business;
- transmitting AENC confidential information without prior-approval by a member of management;
- gambling or any illegal activity of any kind;
- unauthorized installation or downloading of any software or programs; and
- use of unauthorized passwords or codes, such as the use of another employee’s password or technology account(s).

Equipment Maintenance and Repair

Each employee will be supplied with the materials and equipment needed to do their job. Cooperation in the care and use of this equipment is essential to maintaining it in good operating order. If any equipment problems occur, employees should report them to their supervisor immediately. The use of the association’s equipment or supplies for an employee’s personal purpose, or the removal of AENC’s equipment, records or supplies from the office, is strictly prohibited.

Use of Supplies/Ordering of Supplies

Staff are responsible for maintaining a reasonable inventory of items used routinely and maintaining the supply cabinet. The Executive Director is responsible approving the purchase of all supplies and services for AENC. The Association will not assume responsibility for any item ordered or purchased without prior approval by the Executive Director.

Use of the Postage Meter

Single and bulk mailings will be weighed and postage will be applied by the staff. Taking into consideration the nature and urgency of the mailing, the most economical and expedient form of postage should be utilized. For further information concerning correct postage rates, staff should call the post office.

Monthly Postage Usage Reports / Requesting Additional Postage Funds

The postage machine is located in the file room. Postage is recorded on the meter by the activity. At the end of each month, employees must provide the Executive Director with a summary of postage used by activity total for the month. When the postage meter indicates \$25.00 or less, a postage request form is prepared for the Executive Director's approval. Once an employee obtains the appropriate approval, he may call the 800 number on the postage meter to request an electronic transfer of postage funds on the meter.

Use of the Printer/Copy Machine

The copier in the AENC office should be used for as much copying/printing of Association material as possible. Outside printing facilities should be utilized only for special capabilities. All documents should be copies "two-sided" copied, except under unusual circumstances, in order to use supplies efficiently. Support staff employees are responsible for maintaining the copier.

TERMINATION OF EMPLOYMENT

Notice Upon Resignation

It is recommended that all Non-Exempt Employees, including most support staff, give two (2) weeks written notice of their intent to voluntarily terminate their employment. It is also recommended that Exempt Employees, including management staff, employees provide four (4) weeks written notice.

Return of Association Property

Upon separation from employment, for any reason, the employee is responsible for returning to the Association all materials and information supplied by AENC or created by the employee in the course of employment. The Executive Director will collect any office keys, telephone calling cards, office equipment, working documents, official files, records on paper, electronic media, and other office equipment in the employee's possession or under the employee's control.

To the extent permitted by law, a final payment for employee payroll will be withheld until the employee has returned a signed statement to the Executive Director verifying that all items are in the Association's possession. The Executive Director will initial the statement and will then authorize final payment of payroll to the employee.

Payment Upon Termination

Wages

An employee who retires or whose employment is terminated, voluntarily or involuntarily, for any reason will be paid all wages through his last day of work on or before the next regularly scheduled pay day, less any deductions required or allowed by law. In the event of an employee's death, the designated beneficiary will receive payment for any regular salary, which was earned by the deceased prior to his death.

Accrued, Unused Vacation

Upon an employee's voluntary resignation, retirement, or death, an employee (or in the case of an employee's death, the designated beneficiary) is entitled to receive pay for all

unused vacation leave accrued as of the last day worked. Employees, however, who are involuntarily terminated by the Association for any reason are not entitled to receive payment for any accrued, unused vacation leave. Further, an employee who voluntarily resigns or is involuntarily terminated by the Association during his 90-day introductory period will not be compensated for any accrued vacation leave. Pay received from vacation leave is determined at the employee's current rate of pay as of the employee's last day worked.

Accrued, Unused Sick Leave

Accrued, but unused sick leave is not paid out upon an employee's separation from employment for any reason.

Severance

AENC does not have any policy requiring payment of severance pay upon termination. However, the Association reserves the right to offer such pay to an employee, in its sole discretion. Any payment of severance pay will be conditioned upon the employee's execution of a full release of any claims against the Association arising out of the employee's employment and/or termination, in a form acceptable to AENC.

Health Insurance Continuation

After termination, health insurance benefits may be continued at the employee's expense if the employee is eligible for such continuation coverage and elects such coverage. The employee will be notified in writing of the benefits which may be continued, and of the terms under which this is possible, as required by law.

Employee References

AENC's policy with respect to providing job references for former employees is generally to confirm beginning and ending employment dates. We do not use the terms "fired" or "terminated" with respect to the ending date of employment. If asked, we will confirm the position held by the employee. We do not give job descriptions or pay scales. Upon request, an employee will know upon termination what type of information will be provided to prospective employers, and all supervisors will know the limits of information that may be provided to individuals who call requesting information on a former employee.

Revisions of Personnel Manual

All requested revisions to this personnel manual must be submitted to the Board of Directors and approved by majority vote.

ACKNOWLEDGEMENT

I _____ **[Insert Employee Name]** acknowledge that I have been provided a copy of or access to a copy of the Association's Personnel Manual and confirm that it is my responsibility to read, understand and comply with all rules, policies and procedures in the Manual.

I understand that this Manual supersedes all previous manuals and any verbal representations made by the Association, or any representative thereof, with respect to the conditions of my employment. I also understand that the Association may modify or rescind any of its policies, benefits or practices at any time with or without prior notice, except where prohibited by law.

I further understand that the statements contained in the Manual and any other Association policies are not intended to create any contractual or other legal obligations. I understand that my employment is at-will and can be modified or terminated, with or without cause and with or without prior notice at any time, at the option of the Association or myself.

By: _____
[Insert Employee Name]

Date: _____