**EMPLOYEE HANDBOOK

**

**Vermont Mountain Bike Association

Effective: January 2022**

**Table of Contents**

[**VMBA INTRODUCTION**](#_heading=h.omkrj7z4jmsc) **5**

[Welcome to the Vermont Mountain Bike Association!](#_heading=h.3znysh7) 5

[Mission and Vision](#_heading=h.tyjcwt) 5

[Core Values](#_heading=h.1t3h5sf) 5

[Handbook Purpose](#_heading=h.2s8eyo1) 5

[**CHAPTER INFORMATION**](#_heading=h.n2m2za7lj035) **6**

[Mission and Vision](#_heading=h.ddni6m454pp) 6

[**EMPLOYMENT**](#_heading=h.3rdcrjn) **6**

[Equal Employment](#_heading=h.lnxbz9) 6

[At-Will Notice](#_heading=h.1ksv4uv) 7

[Anniversary Date and Seniority](#_heading=h.2jxsxqh) 7

[Immigration Law Compliance](#_heading=h.3j2qqm3) 7

[Introductory Period](#_heading=h.4i7ojhp) 7

[Employment Classifications](#_heading=h.1ci93xb) 8

[Regular Full-Time Employee](#_heading=h.9k0h60ptezi2) 8

[Regular Part-Time Employee](#_heading=h.tp74ude6mzh1) 8

[Temporary Employee](#_heading=h.onrywc4cjx07) 8

[Exempt](#_heading=h.lyf80t48prb6) 8

[Non-Exempt](#_heading=h.uv0bhvtpacy4) 8

[Personnel Records](#_heading=h.2p2csry) 8

[**CONDUCT AND BEHAVIOR**](#_heading=h.23ckvvd) **9**

[General Conduct Guidelines](#_heading=h.32hioqz) 9

[Sexual and Other Unlawful Harassment](#_heading=h.41mghml) 10

[Other Types of Harassment](#_heading=h.j72dwvssrszz) 11

[Retaliation](#_heading=h.t8lukay96587) 11

[Enforcement](#_heading=h.fez86eqlu33w) 11

[Abusive Conduct](#_heading=h.2u6wntf) 11

[Harassment Complaint Procedure](#_heading=h.axhmoek6i94j) 12

[Complaint Procedure](#_heading=h.3tbugp1) 13

[Step 1](#_heading=h.mhfpwyb2jcay) 13

[Step 2](#_heading=h.xwy54kx03n0r) 13

[Corrective Action](#_heading=h.1mrcu09) 13

[**COMPENSATION**](#_heading=h.x6ny2p8guwod) **14**

[Pay Periods](#_heading=h.111kx3o) 14

[Timekeeping](#_heading=h.206ipza) 14

[Overtime](#_heading=h.2zbgiuw) 14

[Payroll Deductions](#_heading=h.3ygebqi) 14

[Exempt Employee Payroll Deductions](#_heading=h.i2tpfahthoms) 14

[Pay Adjustments, Promotions and Demotions](#_heading=h.1rvwp1q) 15

[Performance Evaluation](#_heading=h.2r0uhxc) 15

[Work Assignments](#_heading=h.3q5sasy) 16

[Business Expenses and Expense Reimbursement](#_heading=h.kgcv8k) 16

[Personal Vehicles](#_heading=h.yze5uzawf5zc) 17

[Driving Time](#_heading=h.oxnf5an964kv) 17

[Credit Cards](#_heading=h.v0o33ku5arvi) 17

[Documentation & Approvals](#_heading=h.cu6gxjzf11eq) 17

[Advances and Loans](#_heading=h.xvir7l) 18

[Benefits beyond VMBA](#_heading=h.cjkmep7cjnu1) 18

[**BENEFITS**](#_heading=h.1x0gk37) **18**

[Holidays](#_heading=h.2w5ecyt) 18

[Healthcare](#_heading=h.3vac5uf) 19

[Professional Development](#_heading=h.ld4t3osrbik2) 19

[Sick Leave](#_heading=h.h3kmyrv3jyog) 19

[Vacation](#_heading=h.pkwqa1) 20

[Temporary Disability Leave](#_heading=h.1opuj5n) 20

[Parental Leave](#_heading=h.2nusc19) 21

[Caregiver Leave](#_heading=h.qyk69do1x9uz) 21

[Voting](#_heading=h.1302m92) 21

[Military Leave](#_heading=h.x9eza1eh4vwd) 21

[Jury Service Leave](#_heading=h.2250f4o) 21

[Town Meeting Leave](#_heading=h.1gf8i83) 22

[Bereavement Leave](#_heading=h.2fk6b3p) 22

[Excused Absences](#_heading=h.79ot73bo8pxi) 22

[**HEALTH, SAFETY, AND SECURITY**](#_heading=h.3ep43zb) **22**

[Non-Smoking](#_heading=h.4du1wux) 22

[Drug and Alcohol](#_heading=h.184mhaj) 22

[Reasonable Accommodations](#_heading=h.279ka65) 23

[Injury and Accident Response and Reporting](#_heading=h.36ei31r) 23

[Workers' Compensation](#_heading=h.45jfvxd) 23

[Workplace Violence and Security](#_heading=h.zu0gcz) 23

[Driving Safety](#_heading=h.1yyy98l) 24

[**WORKPLACE GUIDELINES**](#_heading=h.1d96cc0) **25**

[Hours of Work](#_heading=h.2ce457m) 25

[Lactation Accommodation](#_heading=h.4anzqyu) 25

[Attendance and Tardiness](#_heading=h.14ykbeg) 25

[Telecommuting](#_heading=h.243i4a2) 26

[Confidentiality](#_heading=h.1idq7dh) 26

[Conflict of Interest](#_heading=h.2hio093) 27

[Outside Activities](#_heading=h.1vsw3ci) 27

[Reporting Irregularities](#_heading=h.2uxtw84) 27

[Electronic Assets Usage](#_heading=h.2981zbj) 27

[Password Management Policy](#_heading=h.rs436ibbdazq) 29

[Social Media](#_heading=h.38czs75) 29

[Guidelines](#_heading=h.5aekek9f9ar9) 29

[Know and Follow the Rules](#_heading=h.ihcortdh3ttq) 30

[Be Honest and Accurate](#_heading=h.h4ezn6wonch8) 30

[Post Only Appropriate and Respectful Content](#_heading=h.hupda5xcrfya) 30

[Retaliation is Prohibited](#_heading=h.7eh63si9im3h) 31

[For More Information](#_heading=h.bgrk3tfrnbnf) 31

[Personal Property](#_heading=h.thw4kt) 31

[Personal Device Use in Office](#_heading=h.pfcjy9x69mwj) 31

[**EMPLOYMENT SEPARATION**](#_heading=h.4cmhg48) **31**

[Resignation](#_heading=h.16x20ju) 31

[Termination](#_heading=h.261ztfg) 31

[Personal Possessions and Return of VMBA Property](#_heading=h.356xmb2) 32

[**EXIT INTERVIEW**](#_heading=h.cjpxj0xe3nn6) **32**

[Purpose](#_heading=h.q1609qw42lpt) 32

[Policy](#_heading=h.sv2bmfezs5i6) 32

[Procedure](#_heading=h.18i0uxd3i3fn) 33

[**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**](#_heading=h.44bvf6o) **34**

#

# VMBA INTRODUCTION

## Welcome to the Vermont Mountain Bike Association!

We’re thrilled to welcome you to VMBA. Thanks for joining us! Our team would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for serving our community and strengthening outdoor recreation in Vermont. Credit goes to every one of our employees and we hope that you will find satisfaction and take pride in your work here.

## Mission and Vision

VMBA’s primary purpose is to create meaningful connections between people that share a passion for Vermont singletrack. Our stated mission is to ensure the sustainable future of mountain biking in Vermont and to thoughtfully promote the best riding in the Northeast by serving as the central hub for advocacy, education, and event support.

We pursue this mission with the hope that it will inspire a Vermont filled with individuals reinvigorated by the beauty and challenges found in natural places in a manner that promotes community, ecological awareness, and transcends the distractions of our time

## Core Values

The Vermont Mountain Bike Association (VMBA) is a non-profit organization whose objective is to provide both its members and the general public with greater opportunities to steward and recreate on Vermont's open spaces. We endorse responsible, environmentally sensible trail use and the creation of community trail networks for the health and benefit of local citizens and visitors. We are committed to ensuring mountain biking in Vermont is as inclusive and welcoming as possible, particularly with groups who have historically been insufficiently engaged and encouraged to become part of our community. We also seek to establish progressive trail systems that can provide world-class recreational experiences for everyone from a first-time mountain biker to a seasoned expert. While we seek to grow our membership, we endeavor not to exclude non-members from opportunities to enjoy the recreational assets we steward.

## Handbook Purpose

This employee handbook is presented as a matter of information and has been prepared to inform employees about VMBA’s philosophy, employment practices, policies, and benefits, as well as the conduct expected from them. While this handbook is not intended to be a contact nor a book of rules and regulations, it does include some important guidelines for employees to know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question an employee may have, nor would VMBA want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable working at VMBA, as we depend on our employees; your success is our success. Please do not hesitate to ask questions, which the Executive Director or Board Chair will gladly answer. We want employees to enjoy their work and VMBA’s working environment, and actively encourage employees to work with us to achieve that goal.

No one other than authorized the Executive Director, Board Chair, or Chapter Leadership may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with VMBA and our policies, and refer to it whenever questions arise.

## VMBA & [Chapter] Employee Relationship

VMBA is the umbrella organization for [INSERT CHAPTER] and is the official employer for the [CHAPTER] employees. All compensation, benefits, and W2 components will come through VMBA. All oversight, job responsibilities, and evaluations will come from [CHAPTER] and it’s Board of Directors.

# CHAPTER INFORMATION

## Mission and Vision

# EMPLOYMENT

## Equal Employment

It is the policy of VMBA to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

* Race, Religion, Color, National origin, Place of birth, Age, Sex, or Sexual orientation
* Gender, Gender identity, Pregnancy, Genetic information, or family medical history
* Physical or mental disability, AIDS/HIV, Place of birth, Military or veteran status
* Citizenship and/or immigration status, Credit report or credit history
* Child or spousal support withholding, wage garnishment for consumer debts
* Any other protected class, in accordance with applicable federal, state, and local laws

VMBA takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

## At-Will Notice

Employees are not hired for any definite or specified period of time, even though employee wages are paid regularly. VMBA employs individuals at-will and their employment can be terminated at any time, with or without cause and with or without prior notice. VMBA policy requires all employees to be hired at-will and this policy cannot be changed by any implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other VMBA document or written or verbal statement or policy.

## Anniversary Date and Seniority

The employee’s date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at VMBA. Should employees leave VMBA’s employment and then be rehired, previously accrued seniority will be forfeited and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days.

## Immigration Law Compliance

All individuals hired by VMBA will be required to establish and certify their identity and right to work in the United States. Each individual employed by VMBA will be required to complete Section 1 of Form I-9 on or prior to their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

## Introductory Period

The employee's first 120 days of employment with VMBA are considered an introductory period. This introductory period will be a time to get to know fellow employees, managers, and the tasks involved in the position, as well as becoming familiar with how VMBA operates. The supervisor or manager will work closely with each new employee to help them understand the needs and processes of their job. If, during this period, employee work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards, VMBA may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas for improving their role as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with VMBA, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from VMBA of more than one year is considered an introductory employee during their first 30 days following rehire.

## Employment Classifications

VMBA has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

### Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 32 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by VMBA.

### Regular Part-Time Employee

An employee who is scheduled to work less than 32 hours in a workweek and may be eligible for some benefits, as specified in their employment contract.

### Temporary Employee

An employee who is scheduled to work on a specific project or acute need. The employee will not receive any benefits unless specifically authorized in writing.

### Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

### Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of VMBA are non-exempt.

## Personnel Records

VMBA will maintain various employment files while individuals remain an employee of VMBA. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files.

# CONDUCT AND BEHAVIOR

## General Conduct Guidelines

Orderly and efficient operation of VMBA requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. No statement below is intended or will be construed to change or replace, in any manner, the at-will employment relationship between VMBA and the employee nor is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

VMBA considers the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligent, careless, or inconsiderate treatment of VMBA partners, affiliates, Chapter representatives, volunteers, and/or other VMBA employees.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records, or funds belonging to VMBA, or any partner or employee.
4. Divulging proprietary or confidential information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to partners or employees.
6. Changing or falsifying partner records, VMBA records, personnel or pay records, including time sheets, without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of a partner, VMBA, or other employees.
8. Entering partners’ premises without authorization.
9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Conduct that is illegal under federal, state, or local law.
11. Creating a disturbance on VMBA premises.
12. Use of abusive language.
13. Any rude, discourteous or un-businesslike behavior, on or off VMBA premises, which is not protected by Section Seven (7) of the National Labor Relations Act (NLRA) and which adversely affects VMBA services, operations, property, reputation or goodwill in the community or interferes with work.
14. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
15. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence more than 30 minutes of the scheduled start of work; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
16. Sleeping during scheduled or recorded working hours.
17. Recording time for another employee or having time recorded to or by another employee.
18. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on VMBA premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
19. Unauthorized possession of a weapon on VMBA premises.
20. Illegal gambling on VMBA premises.
21. Falsification of one's employment application, medical, or employment history.

## Sexual and Other Unlawful Harassment

Sexual harassment and unlawful harassment are prohibited behavior and against VMBA policy. VMBA is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications, and other conduct directed at an individual based on their gender or sexual orientation, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

* Unwanted sexual advances;
* Offering employment benefits in exchange for sexual favors;
* Making or threatening reprisals after a negative response to sexual advances;
* Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
* Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
* Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
* Physical conduct such as touching, assault, or impeding and/or blocking movement;
* Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for VMBA, such as partners, Chapter representatives, or vendors.

## Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

* Verbal conduct such as threats, epithets, derogatory comments, or slurs;
* Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
* Physical conduct such as assault, unwanted touching, or blocking normal movement;
* Retaliation for reporting harassment or threatening to report harassment.

## Retaliation

It is against VMBA policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

## Enforcement

All managers and supervisors are responsible for:

* Implementing VMBA policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
* Ensuring that all employees they supervise have knowledge of and understand VMBA policy;
* Reporting any complaints of misconduct to the designated VMBA representative, Executive Director and/or Chair of the Board of Directors, so that complaints may be investigated and resolved in a timely manner;
* Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy;
* Conducting themselves in a manner consistent with the policy.

## Abusive Conduct

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act will generally not constitute abusive conduct, unless especially severe or egregious.

Abusive conduct in the workplace is unacceptable and will not be tolerated under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process, VMBA will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of VMBA policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

## Harassment Complaint Procedure

VMBA's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising VMBA's ability to conduct a good faith and thorough investigation.

If VMBA determines that prohibited harassment has occurred, VMBA will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

VMBA recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply and must not retaliate against the employee for identifying the inappropriate conduct. VMBA encourages, but does not require, individuals to take this step before utilizing the below Complaint Procedure.

## Complaint Procedure

VMBA subscribes to an open-door policy. Employees may bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, VMBA has established a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to their supervisor or manager, or if they feel their supervisor or manager would not provide an impartial resolution to the problem.

### Step 1

The complaint should be submitted in writing to a supervisor, manager, or designee within three working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

### Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the Executive Director and/or Chair of the Board of Directors or their designee. Such a request should be made within three working days following the receipt of the Step 1 resolution. The Executive Director and or Chair of the Board of Directors or appointed representative will review the complaint and proposed solution and may call a further exploratory meeting. This meeting is to be attended by the employee concerned, the employee's supervisor or manager (if appropriate), and any other employee of VMBA whom the aggrieved employee chooses. The Executive Director and or Chair of the Board of Directors or appointed representative will render the final decision within ten working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

## Corrective Action

A high level of job performance is expected of all VMBA employees. In the event that an employee’s job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of VMBA to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool VMBA may select to enhance job performance. VMBA is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above. VMBA reserves the right to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established VMBA procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, VMBA may elect to administer disciplinary action.

# COMPENSATION

## Pay Periods

Employees shall be paid on a standard bi-monthly period. Paydays are twice a month, generally the 15th and the 30th. If any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

## Timekeeping

All non-exempt employees are required to use the timekeeping system to record their hours worked. Non-exempt employees are required to log their time per category approved by the Executive Director.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is considered unacceptable job performance, as noted above.

## Overtime

VMBA complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

## Payroll Deductions

VMBA is required by law to make certain deductions from all employees’ paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

### Exempt Employee Payroll Deductions

VMBA complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a *bona fide* executive, administrative or professional capacity and who are exempt from the FLSA’s overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

* When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
* When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
* To offset amounts received as witness or jury fees, or for military pay;
* For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

VMBA is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

## Pay Adjustments, Promotions and Demotions

All pay increases are based upon merit, market factors, and the state of VMBA financials. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees' pay also may be adjusted downward. Salary decreases may take place due to job restructuring, job duty changes, job transfers or adverse business economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with VMBA.

## Performance Evaluation

Employees will generally receive an appraisal of their job performance quarterly in the first year of employment in addition to an annual in-depth review. This evaluation may be either written or oral. Such evaluation may not occur at precisely the same time each year, but thereabout, at the discretion of the supervisor or manager. Second year and beyond performance evaluations will be given annually near the end of the calendar year.

As part of this appraisal, employees will be given a self-evaluation sheet, which they shall complete and return to their supervisor no less than one day in advance of their scheduled performance review meeting. The employee’s supervisor shall similarly complete a written evaluation form of the employee’s performance, which will be provided to the employee no less than one day in advance of the scheduled performance review . Both completed and signed evaluation forms will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

Performance reviews will be scheduled no less than two weeks in advance. In addition to the submitted reviews, the employee may bring up any additional topics they deem relevant to their performance, professional development, or satisfaction at work. The employee shall also be asked to provide feedback to their supervisor as to their managerial performance and opportunities to improve. While assessing past performance is the primary focus of the performance review, the discussion will also seek to clarify any confusion, establish expectations, and define goals moving forward.

## Work Assignments

In addition to specific duties that come with an individual’s job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

## Business Expenses and Expense Reimbursement

This policy establishes the policies for travel, entertainment, and other business expenses ("business expenses") incurred during the conduct of VMBA business, including procedures for expense reimbursement. Employees shall be supplied a VMBA credit card, which they should use to make any necessary business expenses. In the event that an employee must pay out of pocket for ordinary, necessary, and reasonable expenses directly related to the transaction of VMBA business, it is VMBA policy to reimburse the employee for said expenses.

Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Use of VMBA funds or reimbursement for expenses that are outside the scope of this policy requires the prior written approval of management. Digital copies of receipts for all business expenses are to be sent to the Operations Manager.

The following expenses are typically within scope and considered reimbursable under this policy, assuming they meet the conditions outlined above:

* Lodging
* Travel expenses including airfare, reasonable airline baggage fees, train fare, bus, taxi, and related tips
* Meals, including tips not to exceed 20%
* Car rental or Personal mileage
* Tolls, parking
* Conference and convention fees
* Business entertainment expenses (beverage or reasonable meal for regular sponsor)
* Other reasonable and necessary business expenses, not specifically excluded by this policy, and with prior approval

If at any time unapproved/inappropriate expenses are incurred using VMBA funds, they will be deducted from the employees’ compensation. It is anticipated that professional employees will utilize discretion at all times.

## Personal Vehicles

Employees who utilize personal vehicles for business travel will be reimbursed based on round trip mileage at the current standard per mile rate established annually by the IRS for business mileage ($0.56/mi in 2021). Mileage reimbursement is for travel to VMBA events and to conduct VMBA business, not for regular commuting to/from the VMBA office. All employees will be required to submit a travel log for all requested reimbursements.

## Driving Time

VMBA will pay employees their normal hourly rate for travel one-way to events that require less than two hours of drive time (one-way). For example, if travel time is 1 hour and 45 minutes one-way to an event, VMBA will pay the employee for 1.75 hours of travel time.

VMBA will pay employee’s normal hourly rate for events both ways that require two or more hours of driving each way. For example, if an event takes an employee 3 hours drive time one-way, VMBA will pay for 6 hours of time. Drive time is based on the start location (office or employee’s home). **Driving to the office as part of event prep does not count toward dive time.** Please plan accordingly.

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be incurred. When prior approval is required, managers are responsible for using professional judgment to determine if an unlisted expense is reimbursable under this policy. These decisions are final.

## Credit Cards

The VMBA-issued credit card is to be used for purchases on behalf of VMBA and for travel expenses incurred while traveling on VMBA business only. At no time may an employee who is in possession of a VMBA issued credit card use this card for purchases intended for personal use. All expense reporting guidelines are to be followed for submitting expenses charged to the VMBA issued credit card.

## Documentation & Approvals

Requests to purchase, subscribe, schedule, enroll, or book are to be shared verbally with the Executive Director and documented for the bookkeeper. The Executive Director will review purchase requests and approve prior to expenditure via office purchase orders. All receipts must be provided to the bookkeeper within seven business days of purchase.

Once the expense reimbursement has been approved by the employee’s manager it should be submitted for processing no later than 15 days after the expenses occurred. Supervisors approving expense reports are responsible to ensure the following:

The expense report has been filled out accurately and with the required documentation

The expenses are reasonable and necessary

## Advances and Loans

VMBA does not give salary advances or loans to its employees.

## Benefits beyond VMBA

At no time will any employee use their VMBA employment status to ask for or suggest free or discounted services or goods from any sponsor, vendor or partner. If an item is offered with no provocation, the employee may accept. **This policy is absolute and may result in immediate termination if violated.** Please check with the Executive Director if you have any questions or concerns.

# BENEFITS

## Holidays

The VMBA office observes the following holidays:

* New Year's Day
* MLK Day
* President’s Day
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Indigenous Peoples’ Day
* Thanksgiving Day
* Friday after Thanksgiving
* Christmas Eve
* Christmas Day

The association recognizes that there are other important Holidays to honor and observe. If the list above is missing an important Holiday to you, please bring it to the Executive Director’s attention.

If a holiday falls on a non-business day, we will observe the holiday on the closest business day. Eligible employees are entitled to their normal compensation. The paid hours scheduled for these Holidays is the weekly hours, divided by 5 (if employee works 30 hours a week, 6 hours would be paid for each holiday (30/5 = 6)

If holidays are worked for whatever reason the paid day can be used at a later time with no less than a week’s notice. This time may not be used on the day of a planned event and proper approval for any other time is required by the Executive Director.

## Healthcare

VMBA does not offer employees healthcare. Alternatively, adjustments are made to taxable salary to help support employees afford a healthcare plan.

## Professional Development

Salaried and part-time employees are eligible for and encouraged to pursue professional development opportunities. Any employee wishing to attend a training must write a brief description including:

* Name of training
* Sponsoring agency
* Website
* Dates and location
* Cost
* Brief description of why this is relevant to your position
* How this will benefit VMBA

VMBA reserves the right to pay for all or a portion of the desired training.

## Sick Leave

Sick leave may be used for illnesses, medical, or dental appointments. Eligible employees include:

* Full-time exempt
* Full-time non-exempt
* Part-time exempt
* Part-time non-exempt

All employees of VMBA receive sick time, we believe in a healthy lifestyle and that includes taking the best care you can during times when you are ill.

* Paid sick time is **limited to 3 days per year** starting on January 1st
* Sick time does not roll over to the following year
* Sick time is not paid out upon termination or resignation
* Employees should notify their supervisor immediately upon any illness or required time off. In case absence is longer than three consecutive workdays, VMBA may request a note from the employee's doctor.

If an employee's absence extends beyond the period of sick leave, the employee may submit a request for a leave of absence. In such cases a written statement from the treating doctor may be required stating the employee's ability to return to their regular duties before they are allowed to return to work.

## Vacation

Vacations provide a break beneficial to both VMBA and the employee. Therefore, employees are encouraged to take vacations annually. Eligible employees include:

* Full-time exempt
* Full-time non-exempt
* Part-time exempt
* Part-time non-exempt

New employees will refrain from utilizing vacation days during the first 3 months of employment. Unless otherwise specified in the employment agreement, employees will have 10 days of vacation for the first year of employment and accrue 3 additional days for each year of employment thereafter - up to 25 days. Employees can rollover up to 3 days unused vacation time into the following year’s balance.

Upon employee separation, employees may take the proportion of their remaining vacation time equivalent to the employed portion of the year (days worked / total annual working days) at the end of their employment.

Vacations **must be scheduled a minimum of two weeks in advance** and be approved by the Executive Director. It is also strongly suggested that requested vacation time accounts for particularly busy times for an employee's role. Please plan accordingly.

## Temporary Disability Leave

VMBA recognizes that a temporary disability may preclude an employee’s attendance at work. In such cases, VMBA does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, VMBA will attempt to reasonably accommodate the needs of the employee as well as the needs of VMBA. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee’s expected return date change, the employee should notify VMBA as soon as possible. Prior to returning to employment with VMBA, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

Any unused accrued sick leave must be used prior to the effective date of the temporary disability leave. VMBA may require the use of other accrued paid time off in accordance with state and federal medical leave regulations.

## Parental Leave

Following the birth or adoption of a child, full-time employees with at least one year of seniority (as defined above) will be eligible for up to four (4) weeks of paid parental leave. Though VMBA does not extend paid time off for parental leave for part-time employees, any part-time employment is included in overall seniority and therefore counts toward the one year minimum, e.g. an employee who spent their initial six (6) months part-time before moving to full-time would be eligible for paid parental leave six (6) months into their full-time position. Any employee may take up to twelve (12) weeks of combined paid and unpaid leave following the birth or adoption of a child. While weeks of parental leave need not be consecutive, any and all desired parental leave must be used within the first year following the birth or adoption of a child.

## Caregiver Leave

Employees may request up to two (2) weeks of paid time off within a twelve (12) month period to care for members of their immediate family, defined as parents, spouse/domestic partner, child, sibling, grandparent, grandchild, parent-in-law, and corresponding step-relatives. Written requests for caregiver leave must be submitted to and approved by the Executive Director. Additional requests for paid or unpaid leave may be submitted and are up to the discretion of the Executive Director.

## Voting

Employees are encouraged to vote and may do so during any workday for sanctioned local, county, state or federal elections.

## Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee’s commanding officer is required to establish the dates of duty.

## Jury Service Leave

If an employee is summoned to report for jury duty, they will be granted a leave of absence without pay when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. VMBA reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to VMBA.

Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with VMBA no later than Wednesday of the following week.

Any fees received for jury duty, including travel fees, are to be retained by the employee. The leave is unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

## Town Meeting Leave

All employees have the right to take unpaid leave from employment for the purpose of attending a town meeting, provided the employee notifies VMBA prior to the meeting date.

## Bereavement Leave

A full-time employee of VMBA may request a leave of absence, with pay, for a maximum of 4 working days upon the death of a member of their immediate family. Members of the immediate family are defined as parents, spouse/domestic partner, child, sibling, grandparent, grandchild, parent-in-law, and corresponding step-relatives. Proof of death may be required.

## Excused Absences

Any employee may request a paid or unpaid absence from work, which shall be submitted to the Executive Director in writing along with the rationale. Such absences will not count towards an employee's allotment of leave or paid time off, or count as an unexcused absence from work, and shall be granted at the sole discretion of the Executive Director.

# HEALTH, SAFETY, AND SECURITY

## Non-Smoking

Smoking is not permitted in any VMBA buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside VMBA buildings in designated areas, and in accordance with local ordinances.

## Drug and Alcohol

VMBA is dedicated to providing employees with a workplace that is free of drugs and alcohol.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on VMBA premises, performing VMBA-related duties, or while operating any VMBA equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

The moderate use of alcohol at VMBA approved meetings, with business meals, travel, and entertainment or in an appropriate social setting is not prohibited by this policy.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

## Reasonable Accommodations

It is VMBA policy to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. VMBA will not discriminate against any qualified employee or job applicant because of a person’s physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their supervisor or manager if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause VMBA undue hardship.

## Injury and Accident Response and Reporting

In the event that an employee becomes injured or witnesses an injury while at work, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

## Workers' Compensation

VMBA provides insurance for all work-related injuries and illnesses. The carrier governs all insurance benefits provided by VMBA. These contracts shall not be limited, expanded, or modified by any statements of VMBA personnel or VMBA documents. Any discrepancies shall be determined by reference to the insuring contracts.

## Workplace Violence and Security

It is the intent of VMBA to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for all those with whom VMBA conducts business. VMBA has zero tolerance for violent acts or threats of violence.

VMBA expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or VMBA property will be tolerated. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on VMBA premises or while conducting VMBA business will be subject to immediate discharge.

Employees within VMBA share the responsibility of identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager, or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

## Driving Safety

The safety and well-being of our employees is of critical importance to VMBA. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on VMBA business will be expected to consistently follow all the safety procedures below.

1. All employees are expected to wear seat belts at all times while in a moving vehicle being used for VMBA business, whether they are the driver or a passenger.
2. Use of handheld devices, whether personal or VMBA-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or emails, and sending or receiving information online. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
3. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only and subject to local regulations.
4. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on VMBA business.
5. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
6. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
7. Employees must promptly report any accidents to local law enforcement as well as to VMBA in accordance with established procedures.
8. Employees are also required to report any moving or parking violations received while driving on VMBA business and/or in VMBA vehicles.
9. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.
10. At no time shall an employee use a motorcycle to travel on official VMBA business.

If the job requires an employee to operate their personal vehicle, the employee shall be required to submit proof of a current and valid state driver’s license. If employees use their own vehicle, either by authorization or requirement to carry out the business of VMBA, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

If an employee is involved in an automobile accident while on VMBA business (in a personal or VMBA vehicle) they must report the accident to their supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

# WORKPLACE GUIDELINES

## Hours of Work

Employees expected to work regular hours as part of their job description are expected to be at their work area, ready to work at their scheduled time. Employees will be given any individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if VMBA changes its operating hours, employees will be given notice to facilitate any personal planning.

## Lactation Accommodation

VMBA provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

## Attendance and Tardiness

For employees with individual duty hours, unsatisfactory attendance including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality. For all employees on-time and complete attendance of scheduled meetings and events will likewise be taken into account during performance appraisals.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor at their earliest convenience.

When an employee calls in absent, they are to advise their manager/supervisor/designee of their expected date of return. **Management reserves the right to require proof of illness, injury, or accident, including a doctor’s statement or notice for any temporary disability**.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. **If an employee is absent for three consecutive days and has not provided proper notification, VMBA will assume that the employee has abandoned their position and may be treated as having voluntarily terminated employment with VMBA.**

If an employee becomes ill while at work, they should notify their supervisor or manager immediately. If an employee is unable to perform their job tasks, they may be sent home for the remainder of the day or until able to work again.

## Telecommuting

VMBA considers telecommuting to be a viable alternative work arrangement for employees in appropriate situations. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

All telecommuting arrangements are made on a case-by-case basis and must be approved in advance, based on the needs of VMBA and the specific position. Consideration will be given to operational requirements, the job duties of the employee, the employee’s work performance and attendance, and other logistical details.

Any equipment supplied by VMBA is to be used for business purposes only. The telecommuter should sign an inventory of all VMBA property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all VMBA property will be returned to VMBA, unless other arrangements have been made.

## Confidentiality

There shall be no disclosure of any confidential information or trade secrets to anyone outside VMBA without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas, and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

It is an employee’s duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee. When any inquiry is made regarding any partner or affiliate, the inquiry must be forwarded to a supervisor or manager.

## Conflict of Interest

VMBA is judged by the collective and individual performance of its employees. VMBA has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, VMBA holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors and other activities do not subject them or VMBA to questions or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a VMBA employee. This includes the use of an employee’s position with VMBA for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with VMBA, or are violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval before proceeding.

## Outside Activities

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest.

## Reporting Irregularities

It is the responsibility of each employee of VMBA to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of VMBA funds or property and suspicious persons or activity.

If an employee’s actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or manager, that employee has engaged in unacceptable job performance.

## Electronic Assets Usage

VMBA recognizes that use of the internet has many benefits for VMBA and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately if required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness will be determined by management. Non-work internet usage may be prohibited. If employees have questions about what constitutes reasonable usage, they should not hesitate to contact their manager or supervisor.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

* Employees are prohibited from placing any passwords or restrictors on any document, computer, or computer software without the prior permission of their supervisor or manager. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any VMBA information without the appropriate authorization is strictly prohibited.
* VMBA internet and email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state protected status shall be transmitted. Harassment of any kind is prohibited.
* Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon VMBA or be contrary to VMBA’s best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
* Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
* The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise the security of VMBA information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called “plug-ins”) are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
* Each employee is responsible for the content of all text, audio, or images that they place on VMBA drives or send over VMBA’s internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that VMBA’s name is attached to all messages so use discretion in formulating messages.
* Email is not guaranteed to be private or confidential. All electronic communications are VMBA property. Therefore, VMBA reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Additionally, employees should assume that any and all messages they send might be intercepted, read, and potentially altered by others.
* Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside VMBA.

All VMBA-supplied technology including computer systems and VMBA-related work records belong to VMBA and not the employee. VMBA routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and internet connection are VMBA-owned, all VMBA policies are in effect at all times. Any employee who abuses the privilege of VMBA-facilitated access to email or the internet may be denied access to VMBA devices and/or removed from tasks requiring considerable online work.

## Password Management Policy

Secure storage of passwords to the various online applications you use to conduct VMBA business is essential. To enhance our security, VMBA has a business license with Dashlane, which allows employees joint access to shared passwords. You will be provided Dashlane credentials as part of the employee onboarding process.

* Dashlane is the company password management standard solution. Use of alternative password managers is prohibited, including saving corporate passwords in your internet browser.
* Your Dashlane Password health score should remain above 90% at all times, with zero compromised and weak passwords.
* Dashlane’s password generator should be used to create unique passwords for all company accounts.
* You may not re-use personal passwords for business purposes.
* Dashlane is the only application that should be used for sharing a password, should the need arise.
* Employees must refrain from writing passwords down and keeping them at their workstations.

## Social Media

VMBA understands that social media can be a fun and rewarding way to share an employee’s life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of VMBA.

### Guidelines

Employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee’s job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of VMBA, or VMBA’s legitimate business interests may result in disciplinary action up to and including termination.

VMBA employees are not to represent VMBA, the Board of Directors, Chapters, Chapters’ Boards of Directors, or the opinions of other office staff or the executive director on any forums, Facebook threads, Instagram posts, or any other social media.

### Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Anti-Bullying policies, and ensure your postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Be Respectful

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of VMBA. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Complaint Procedure than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or VMBA policy.

### Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about VMBA, fellow employees, members, customers, suppliers, and people working on behalf of VMBA or other related organizations.

### Post Only Appropriate and Respectful Content

Employees should maintain the confidentiality of VMBA trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.

Financial disclosure laws must always be respected. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.

Employees should not create a link from their blog, website or other social networking site to a VMBA website without identifying themselves as a VMBA employee.

Only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for VMBA unless explicitly defined in writing as part of their position. If VMBA is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of VMBA, fellow employees, members, customers, suppliers or people working on behalf of VMBA. If an employee does publish a blog or post online related to the work they do or subjects associated with VMBA, they should make it clear that they are not speaking on behalf of VMBA. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of VMBA.”

## Retaliation is Prohibited

VMBA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

## For More Information

If an employee has questions or needs further guidance, they should contact their supervisor or Human Resources.

## Personal Property

VMBA is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While VMBA does not prohibit personal items in the office, desks and office areas are to be kept as neat and organized as possible. Employees should refrain from having their personal mail sent to the VMBA office and mail may be automatically opened.

## Personal Device Use in Office

It is anticipated that your time in the office or at events while on the clock is focused on VMBA initiatives. Being in touch with immediate family and your ability to respond to emergencies should be the only time spent on personal devices, other than for work-related activities (e.g. checking email, conducting research, etc…)

# EMPLOYMENT SEPARATION

## Resignation

Employees are requested to provide a minimum of two weeks written notice of their intent to resign. An employee’s notice of resignation to voluntarily terminate employment with VMBA should be submitted to their supervisor or manager. An exit interview may be requested.

## Termination

All employment with VMBA is at-will employment. This means that the employee has not been hired for a specified duration, and that they can terminate their employment with VMBA or VMBA can terminate the employment relationship with them at any time, with or without cause, and with or without prior notice. An employee’s at-will employment status cannot be changed by any oral modifications. An exit interview will be offered to all non-seasonal employees unless they are terminated for cause, in which case interviews will be offered on a case-by-case basis..

## Personal Possessions and Return of VMBA Property

Any VMBA property issued to employees, such as computer equipment, keys, tools, parking passes, or VMBA credit cards, must be returned to VMBA at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all VMBA property.

# EXIT INTERVIEW

## Purpose

The intent of this Exit Interview is to ensure that any departing employee is informed of his/her rights and benefits, that accurate records regarding voluntary departure or termination of employment are collected and maintained, and that knowledge be captured that might improve working conditions at VMBA and organizational effectiveness in general. Temporary employees are excluded from Exit Interviews.

## Policy

It is the policy of Vermont Mountain Bike Association to ensure that any employee whose employment is ending, whether voluntarily or involuntarily, is offered an exit interview, aside from employees terminated for cause, who shall be offered an Exit Interview on a case-by-case basis. For VMBA Office employees, the Exit Interview shall be conducted by a member of the Board of Directors. For Chapter Employees, the interview shall be conducted by senior VMBA Office staff. The objectives of the Exit Interview are as follows:

To determine and discuss the employee's reason for departure, if applicable;

To surface and discuss any grievances that the employee may have in an effort to institute any corrective action(s) which may be deemed necessary;

To discover and discuss any misunderstandings the employee may have had about his/her job or with his/her supervisor(s) in an effort to institute any corrective action(s) which may be deemed necessary;

To maintain goodwill and teamwork amongst current and future employees;

To review administrative details with the employee such as benefit continuation rights and conversion privileges (if any), final pay, re-employment policy, and employment compensation; and

To arrange for the return of any VMBA property which may be in the possession of the leaving employee and has not already been returned to the supervisor.

## Procedure

Upon an employee's announcement of their departure, voluntary or involuntary, the supervisor shall notify the VMBA Operations Manager, who shall schedule an Exit Interview for the employee with the appropriate VMBA representative as soon as possible. In the event that an employee is terminated for cause, the supervisor shall notify the office of the reason and any relevant additional circumstances, and a decision made whether or not to extend the offer of an Exit Interview.

Throughout its duration, the VMBA representative conducting the Exit Interview shall seek to meet all objectives listed within the Exit Interview Policy.

The departing employee shall be provided and asked to complete a VMBA Exit Interview Form as thoroughly as possible and return it to the interviewer to discuss during the Exit Interview.

Any information obtained during the Exit Interview may be disclosed to and/or discussed with the employee's supervisor, the Board of Directors, as deemed necessary, in order to investigate any allegation(s) made or to inform them of any emerging problem(s).

The Exit Interview is completely voluntary and the departing employee has the right to deny an Interview. If it is determined that the employee will not complete an Exit Interview, the return of any company property which is in the possession of the leaving employee will need to be verified by the Supervisor.

# EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of VMBA’s employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of VMBA.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either from VMBA or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with VMBA only under certain circumstances or after certain events.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section Seven (7) of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and VMBA. I also understand that neither the handbook nor any VMBA policy is a guarantee or promise of employment or continuing employment. I am aware that VMBA policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with VMBA has been fully explained and I have been given an opportunity to ask questions regarding VMBA policies and my at-will employment status.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date