



TOGETHER WE CAN

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**Personnel Policies and Employee Handbook
Bartlesville Community Foundation**

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I. MESSAGE TO STAFF

This personnel manual was developed by the Board and Staff of Bartlesville Community Foundation, to provide some of the particulars of working at our organization. Some policies were formally adopted by the Board on 10/27/2015. This document contains updates approved on 06/25/2019. This policy is reviewed regularly to ensure that it is applicable and relevant to BCF staff and operations. Updates were made in December 2022 and June of 2025.

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Periodically, we will revisit this document to make adjustments based on the changing needs of the organization and the people who come to work at the Foundation. Members of either the Board or staff may initiate a change(s) in the personnel policies. Staff members should channel their requests in writing with an explanation to the Executive Director or congruent leadership role. Board members are encouraged to do the same although they may bring written requests directly to the Board Chair/Executive Committee.

In the event that a personnel matter arises which is not covered by the policy statement, the Executive Director shall notify the Board so that an appropriate policy may be developed. If the ongoing activity of the organization requires that a decision be made before the Board can consider the matter, the Executive Director is authorized to make an interim decision which will apply only to the case at hand and which will not be considered a precedent for the policy to be developed according to the procedure specified above. On such occasions, the Executive Director will consult with the Board Chair/Executive Committee.

It is the intention of the Board that these personnel policies be applied by the Executive Director with flexibility and discretion. Exceptions may be granted when an employee's interests will be served and those of Bartlesville Community Foundation are not damaged, but exceptions should be recognized as such and should not be assumed to establish precedents.

Above all, we want to make certain that staff members of Bartlesville Community Foundation place our donors' and organizations' needs before all else, and approach their work with honesty, creativity, and integrity. Within that context, we also want the working environment to be supportive and enjoyable, so that the very best that our staff have to offer is made available to those who need our assistance.

Laura Jensen, MBA
Executive Director

II. OVERVIEW

This Employee Handbook contains information about the employment policies and practices of the Bartlesville Community Foundation (BCF). This includes anyone legally employed by the BCF who works on behalf of ~~a an affiliate or component fund of the BCF.~~

At this time, the only component fund type permitted to recruit employees with BCF board approval, are affiliates. We expect each employee to read this Handbook carefully, as it is a valuable reference for understanding the position held and the BCF. This Handbook supersedes and replaces any and all prior employee manuals, policies, and handbooks.

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This Handbook is applicable to all employees and independent contractors that work for the BCF unless specified to the contrary within this Handbook, or specified to the contrary in the contract made with an independent contractor.

BCF reserves the right to revise, delete and add to the provisions of this Handbook at any time, without further notice. All such revisions, deletions, or additions to the Handbook must be made in writing to the BCF Executive Director who is responsible for presenting the proposed changes to the Board. The BCF Board must approve changes in a board meeting. No oral statements or representations can change the provisions of this Handbook.

The provisions of this Handbook are not intended to create contractual obligations with respect to matters it covers. Nor is this Handbook intended to create a contract guaranteeing employment for any specific time period.

Nothing in this Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed to them under Section 7 of the National Labor Relations Act. Nothing in this Handbook shall be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of Section 7 rights.

BCF is an at-will employer. Regardless of any provision in this Handbook, either the employee or BCF may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Handbook shall limit the right to terminate employment at-will. No officer, employee, or representative of BCF is authorized to enter into an agreement – express or implied – with any employee for employment for a specified period of time, unless such an agreement is in a written contract, signed by the Director.

This Handbook is subject to periodic review by the BCF Board of Governors (the Board), with participation and input of the Executive Director who may discuss/accept proposed changes with staff.

For purposes of this Handbook the “supervisor” of the Executive Director is the Board Chairperson. The “supervisor” of all other employees is the Executive Director.

III. Policies

A. Equal Employment Opportunity

BCF is an equal opportunity employer. BCF complies with applicable federal, state, and local laws governing non-discrimination in employment. BCF will not discriminate against any employee or applicant on the basis of any characteristic protected under applicable law. This policy applies to all terms and conditions of employment, including but not limited to the following:

- Recruitment, hiring, placement, transfer, promotion, and demotion;
- Training, development, and educational assistance;
- Compensation and benefits;
- Termination of employment

Employment at Bartlesville Community Foundation is based wholly on qualifications, competence, experience, training and fitness for the job. Because of the importance of our work in serving the community, we make every effort to make employment decisions that are subject to the legitimate business requirements of the BCF. These decisions are based solely on an individual’s qualifications, merit, behavior, and performance without regard to race, color, religion, national origin, gender, age, sexual orientation, disability, and any other characteristic protected under applicable law.

BCF fully complies with the reasonable accommodation requirements of applicable federal, state, and local laws.

The Executive Director and Board Chairperson shall act as the responsible agents for the BCF in full implementation of the Equal Employment Opportunity Policy.

At the time of employment each person will receive a confirmation of employment letter which outlines job title, salary, probationary period, etc. Further, each person will receive a copy of the job description and Bartlesville Community Foundation Personnel Policies. When a job is available at Bartlesville Community Foundation, the Director is responsible for seeing that all staff members are informed about the opening. Recruitment, screening, and selection will normally be done by the Director, assisted by members of the senior staff. At the discretion of the Executive Director, members of the Board may be invited to participate in screening, interviewing and selection.

Bartlesville Community Foundation retains the exclusive right to hire, direct and schedule the workforce; to plan, direct and control operations; to discontinue or reorganize or combine any

department or branch of operations with any consequent reduction or other changes in the workforce; to hire and terminate employees; to promulgate rules and regulations; to introduce new or improved methods or facilities regardless of whether or not the same causes a reduction in the workforce and in all respects to carry out, in addition, the ordinary and customary functions of management. None of these rights shall be exercised in a capricious or arbitrary manner.

B. Policy Against Discrimination and Harassment

Bartlesville Community Foundation expressly prohibits any form of unlawful discrimination against any employee or applicant on the basis of race, color, religion, sexual orientation, national origin, gender, physical or mental handicap, political belief, marital status, age, or other protected class as applicable by law.

Bartlesville Community Foundation complies with all Equal Employment Opportunity and Americans with Disabilities Act laws and regulations in the areas of hiring, compensation, benefits and promotion.

Some examples of harassment prohibited by this policy are the following activities pertaining to an individual's protected class, as set forth above:

1. Offensive remarks, comments, jokes, slurs, threats, or verbal conduct
2. Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved
3. Behavior or action which interferes with an employee's ability to perform work assignments or which results in or creates a hostile or intimidating work environment
4. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual acts or favors and other physical conduct of a sexual nature when:
 - a. The employee's submission to such conduct is either explicitly stated or implied as a term or condition of an individual's employment
 - b. The employee's submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee; or
 - c. Such conduct is severe and pervasive, and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

BCF also prohibits retaliation, which includes threatening an employee or taking any adverse action against an employee for (1) reporting, in good faith, a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

BCF intends for all employees to have a working environment free from harassment, discrimination, and retaliation, whether by another employee or by a non-employee (donors, vendors, contractors, external guests, etc.). Any employee who experiences or observes harassment, discrimination, or retaliation in violation of this policy should report it to their

immediate supervisor, to the Director, to the Board Chairperson, or to the Chair of the Governance Committee. BCF will investigate such complaints promptly.

Violations of this policy shall subject an employee to disciplinary action up to and including termination. Likewise, there will be disciplinary measures or possible termination if in fact it is determined that the incident and thus the accusation were fabricated.

C. Personnel Records

The Executive Director is responsible for controlling all access to personnel files. Personnel files are to be kept at the BCF office and are not to be copied or removed. These files may be stored in a secure cabinet, may be accessed only by personnel with the authority granted by the Executive Director only for necessary HR purposes.

An employee may review their personnel file in the presence of the Executive Director, Board Chairperson, or authorized personnel present during normal business hours. Under no circumstance may an employee alter or remove any document in the file.

It is the sole responsibility of each employee to inform the BCF of any changes in personal status that may alter their payroll or benefits status. Such information includes but is not limited to:

- Last name, address, emergency contact, marital status, telephone number, gain or loss of dependents, beneficiaries, w-4 deductions

D. Employment References

All mail and telephone inquiries concerning employment references are to be directed to the Executive Director.

E. Outside Employment

Employees should carefully consider the demands of any additional work activity. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to work overtime, or refusal to work different shifts. Employees shall devote their working time, attention, knowledge, and skills to the business and interest of the BCF.

Outside employment which interferes with an employee's productivity, or which may result in a conflict of interest should be avoided. An employee should notify the Executive Director if any outside employment is obtained.

Accepting employment or a volunteer position with any employer or nonprofit organization that competes with any activity of the BCF is prohibited.

Performing services for customers that are normally performed by BCF personnel is prohibited.

IV. Employment

A. Recruitment and Appointment

BCF Board is the appointing authority for the position of Executive Director. The Board may either contract with or hire an Executive Director, whose qualifications and experiences are such that they can administer the total program and activities of the BCF within the policies set by the Board. The Board is responsible for establishing compensation for the Executive Director and responsible for terminating the contract and/or employment status of the Executive Director for proper cause. The Executive Director is the appointing authority for all other contract labor, employees, and volunteers unless otherwise specified by the Board. The Executive Director or designee, will maintain job descriptions for all positions in the agency and will be responsible for orienting and training employees and/or volunteers.

The Executive Director will initiate recruitment for new or vacant positions upon approval of the Board. Prior to initiating the recruitment process, the Executive Director will determine the status of the position to be filled (i.e. independent contractor, temporary, part or full-time). The Executive Director, or designee, will be responsible for determining necessary qualifications, screening applications, and interviewing applicants.

The contracting, hiring, and assignment of contractors and/or employees will be based on qualifications and abilities in accordance with established job descriptions. BCF will provide each applicant with a copy for the job description and other pertinent facts, which may have a direct bearing on the position to be filled. Following an evaluation and interview process, the most suitable candidate, as determined by the Executive Director (except when filling the Executive Director position) will fill vacancies and job skills required.

B. Orientation

Orientation of new employees will include the following:

- Review of the employee's job description and core standards for evaluation
- Review of these personnel policies and practices
- Review of general policies and procedures of the Bartlesville Community Foundation
- Review of the employee's job title, salary and compensation agreements, work hours, time sheets and other record-keeping methods and pay practices, standards for employee conduct, attendance and punctuality

C. Employee Status

If BCF hires an employee, employment will be considered under one of the statuses in the list below. Offers of employment may include a probationary period of 0-90 days and may affect when an employee is able to begin using PTO, paid or unpaid leave benefits as described later in this handbook.

- Contract/Occasional/Consultant – the status of any contract labor for BCF will be governed by the terms of the contractual relationship with said self-employed contractor/contracting agency
- Temporary – any employee engaged on a full or part-time bases for a definite

period of time (usually six months or less). This employee is hired to fill a temporary job assignment that has a predetermined beginning and ending date.

- Part-Time/Regular- Any employee who is scheduled to work 29 hours or less per week for an indefinite period to fill a specific position
- Full-Time Regular – An employee who is regularly scheduled to work 30 or more hours per week
- Regular Employee – A full or part-time employee hired with the expectation that the working relationship will be continued as long as it is mutually satisfactory and financially sustainable

D. Insurance and Employer Taxes

All BCF employees, with the exception of contractors, will be covered by Directors and Officers insurance and liability insurance paid for by and through the BCF. Unemployment insurance, worker's compensation insurance, and short-term disability coverage is required by law.

E. Work Schedules and Flex-Time

A specific number of hours are set forth in writing as the employee work schedule. The hours must be mutually agreed upon by the employee and their supervisor.

With supervisory approval, flexibility in the work location, starting time and lunch breaks is permitted, provided that the business needs of the BCF are met. Supervisors may also provide some flexibility in the work week as long as the business needs of the BCF are met.

Employees who experience a delay or emergency which will require them to be more than 30 minutes late in arriving should notify a member of the management team of their expected arrival time. In the event of an unexpected emergency, the employee should notify their supervisor as soon as possible. Calls from individuals other than the employee will be accepted as appropriate notice unless otherwise disapproved by a supervisor.

The Executive Director does not need to notify their supervisor of the intent to be absent or late unless it will directly interfere with an assignment, meeting, or other responsibility of which the Board Chairperson needs to be aware.

F. Employee Conduct and Work Performance

Employees are expected to conduct themselves in a professional manner at all times. The following guidelines have been developed to communicate the standards of the BCF. Each employee is expected to:

- Report to work punctually, as scheduled, and be at the assigned work area, ready for work;
- Notify the appropriate manager when unable to report to work, or unable to report for work on time;
- Actively work during all work time;
- Comply with all performance / conduct and safety / security policies and procedures;

- Wear appropriate attire in accordance with the work being performed;
- Perform assigned tasks efficiently and correctly;
- Address fellow employees, donors, customers, schools, students, and visitors in a professional manner;
- Return all equipment in a timely manner and in good working order. If repairs need to be made to a piece of equipment, the employee who last used the equipment is instructed to report the needed repair to the appropriate supervisor.

The following definitions and classifications are examples of violations for which corrective counseling or other disciplinary action may be taken:

- Excessive absenteeism, tardiness or failure to come to work;
- Failure to meet performance and work quality standards;
- Abusive or unauthorized use of company supplies and equipment;
- Failure to immediately report an accident or job-related injury

Examples of inappropriate behavior and misconduct include, but are not limited to:

- Reporting to work intoxicated/under the influence of alcohol or unauthorized drugs;
- Falsifying employment or any other company records;
- Failure to report suspicion of abuse;
- Submitting a fraudulent injury claim;
- Failure to maintain the confidentiality of donor or other proprietary business information;
- Discrimination;
- Harassment, sexual or otherwise;
- Fighting or otherwise physically assaulting another employee, customer, donor, or vendor;
- Use of obscene, abusive, or threatening language and/or gestures;
- Theft or misappropriation of property from co-workers, donors, customers, BCF or visitors of BCF
- Misuse, abuse or destruction of property;
- Insubordination;
- Embezzlement/theft of any money or property belonging to BCF
- Any inappropriate touching, behavior or harassment of any person employed by or doing business with or for the BCF
- Conviction of a felony or a crime of moral turpitude, or commission of an act of embezzlement, fraud or material dishonesty against the BCF

G. Personal Appearance

In order for BCF to project a professional business image, it is important that all employees be appropriately attired while at work. BCF employees are expected to be neat, clean and well-groomed while on the job. Employees are expected to dress appropriately for their position and work environment and exercise good judgement and taste in selecting clothing which:

- Is appropriate for the job the employee is performing in comparison to generally accepted standards of other community employees;
- Enhances the image of the BCF
- Is clean, in good repair, and neat

If an employee has any questions concerning appropriate attire, they should contact their supervisor.

H. Performance Review

Each employee is entitled to an annual performance review. A performance review is normally conducted by the Executive Director or their designee. Goals and priorities will be established for the next work period. A performance review form should be signed by the employee and the person conducting the review, with a copy in the employee's personnel file and a copy retained by the employee.

Performance reviews are intended primarily as a means for promoting communication and improving performance and form the basis for salary determination. In the event that an employee should desire another job within Bartlesville Community Foundation or a letter of reference after leaving the organization, it is anticipated that performance reviews will provide useful information.

Formal performance reviews may also be completed in an instance where an employee is consistently not meeting expectations. The employee must be given a written statement of the specific problems, a definite period must be set within which the employee may try to correct the problem, and if by the best efforts of the Bartlesville Community Foundation and the employee, the problem cannot be resolved the employee may be given two weeks' notice. The Bartlesville Community Foundation does not provide severance pay. In the case of gross malfeasance, Bartlesville Community Foundation reserves the right to terminate employees immediately. For termination guidelines and procedures, see item VII below.

I. Neatness of Work Area

All areas of BCF are to be kept neat, clean, and professional in appearance. Employees share many workspaces and need to share the workload in keeping workrooms, offices, kitchen space neat and all supplies in their appropriate places.

J. Communication – Conflict Resolution

The cornerstone of effective communication is the employee-supervisor relationship. If an employee has a problem or concern, they should discuss it with their supervisor.

If the employee is uncomfortable discussing an issue with their supervisor, or if after discussing the problem or concern with the supervisor, the employee feels that the problem or concern was not properly addressed, they should contact the Executive Director, Board Chairperson, or

Chair of the Governance Committee.

K. Disciplinary Guidelines

An employee's failure to perform their job in a satisfactory way or to follow the rules, practices, policies, guidelines or standards of the BCF will result in disciplinary action. Any action taken will be at the sole discretion of the BCF. Disciplinary action options include informal or verbal counseling, written counseling, suspension, and termination of employment

L. Conflict of Interest

All BCF employees should avoid any conflict of interest, or the appearance of a conflict of interest, between the employee's personal interests and the BCF's business interest. Potential conflicts of interest with a vendor, donor or competitor may include soliciting business for personal gain, accepting gifts other than those of nominal value, requesting favors, receiving discounts or free services. Employees are prohibited from receiving or soliciting BCF donors and stakeholders for any type of cash or monetary gift unless the donor is a relative of the employee. Failure to follow conflict of interest rules may result in disciplinary action up to and including termination.

BCF employees must complete Conflict of Interest statements similar to that signed by BCF Board Members, annually.

M. Confidentiality of Information

Safeguarding BCF's proprietary business information including information entrusted to the BCF from donors, clients, business partners, and other third parties with whom it does business, including systems, software, procedures, technology, donor, student and client information, is essential. Caution and discretion are required in the use of such information. Confidential information should be shared only with employees working for BCF and any BCF Board Member having a legitimate business reason.

Proprietary business information obtained as a result of employment with BCF is not to be used for personal gain. Unauthorized use or disclosure of such information can result in civil and/or criminal penalties, for both the employee and the BCF. All employees must follow the BCF's confidentiality policies with respect to such information at all times and sign a non-disclosure agreement similar to that which the BCF Board Members sign.

N. Safety

Great care has been taken at the office to provide a safe workplace, including monitoring and complying with both federal and state laws and regulations. While on BCF property employees are required to follow any and all BCF and Oklahoma safety and health rules. Failure to follow safety and health rules may result in disciplinary action up to and including termination. Examples include:

- Report any unsafe conditions or practices immediately to your supervisor or the appropriate official;
- Report all personal injuries to your supervisor, and when necessary the appropriate official, immediately;
- Alert your supervisor if you become sick while working;
- Never remove guards or safety devices from equipment. Report any broken or missing devices immediately;
- Smoking of any kind is prohibited on BCF owned or leased property;

O. Violence and Weapons

Any and all acts or threats of violence by or against any employee, customer, donor, vendor, or other visitors is strictly prohibited. This policy applies to all employees whether on or off BCF property.

Possession or use of any and all weapons, including but not limited to knives, handguns, martial arts weapons, regardless of licensure or concealment, is prohibited.

P. Workplace Monitoring and Searches

BCF property, including but not limited to, desks, computers, files, email, toolboxes and other property owned or operated by BCF is subject to monitoring, interception, and review. Reasons for monitoring, interception and review include, but are not limited to, theft investigation, improper disclosure of proprietary business information, misconduct or monitoring workflow and productivity.

Any attempt to gain access to restricted files by use of unauthorized codes or passwords is prohibited and will subject the employee to disciplinary action up to and including termination.

All communications conducted with BCF resources, including email, are subject to monitoring and review at any time. All BCF-supplied equipment and technology and BCF-work records belong to the BCF and not to the employee. Employees do not have an expectation of privacy with respect to BCF-supplied equipment and technology and BCF-related work records. Illegal use of BCF-supplied equipment and technology, or other use in violation of policy, may subject employees to disciplinary action up to and including termination of employment.

Q. Substance Abuse

BCF supports a drug-free workplace. Each employee is required to perform their duties unimpaired by any legal or illegal substance. Substance abuse includes the possession, use, purchase, manufacture or sale of drugs and/or alcohol on BCF property. Substance abuse also includes reporting to work or operating company owned, leased or rented vehicle under the influence of any substance, including, but not limited to drugs and alcohol. Violation of this policy may subject the employee to immediate termination of employment.

Any employee reporting to work impaired will not be allowed to work. Employees must notify

their supervisors of any legally prescribed medications or drugs which might affect their performance.

The Bartlesville Community Foundation does not permit the use, maintenance, distribution, dispensation, or possession of marijuana while at work, representing BCF or during hours of employment. Neither a license-holder status nor a related disability excuse poor performance or behavior problems related to substance use. If an employee is impaired, they must cooperate in providing necessary information about the impairment to determine how it impacts the employee's ability to perform essential job functions as well as allow the BCF to make any reasonable accommodations to enable safe and successful job performance.

R. Personal Mail

BCF stationery should not be used for personal correspondence. Any communication sent out on BCF stationery must be official BCF business.

V. Compensation

A. General

Compensation is commensurate with the required job description and required skill of tasks performed, the amount of responsibility and judgement exercised, the location of the position within the channel of authority, and the qualifications required. Compensation and working conditions conform to the Federal and State Minimum Wage and Hour Laws. The BCF Executive Director and Board will set compensation and/or salaries.

B. Cost of Living and Performance-Based Pay Increase and/or Bonus

All salary increases must be made conditional upon raising sufficient money to cover the projected budget. Within these constraints, the normal procedure is that a salary range is established for each position created, the Executive Director in conjunction with the Executive and/or Finance Committee specifies a salary at the time of hiring. Salaries are reviewed annually by the Executive and/or Finance Committee with consultation of the Executive Director at budget preparation time. The Director's salary is reviewed annually by the Board of Directors.

The compensation of all contractors and employees will be reviewed at least annually, during which consideration is given to cost of living adjustment.

In addition, after a review of the employee's performance, and with input from the Executive Director, the BCF Executive Committee may authorize a performance-based pay increase and/or bonus in an amount to be determined annually.

It is recommended that the Executive committee conduct this cost of living and performance review before the budgets are prepared for the following fiscal year.

C. Work-Related Conferences, Trainings, and Travel

BCF shall pay for meals, lodging, registration, transportation and other related expenses when an employee attends a work-related conference or training.

Payment can be made through the BCF credit card or by reimbursement after submitting receipts.

The budget for any conferences, trainings, or travel must be approved in advance by the BCF Board or if time does not permit, then approved by the BCF Executive Committee.

All work-related travel, both local and non-local, is eligible for reimbursement at the IRS-determined mileage rate in affect at the time of the reimbursement is requested. Employees are to use Google maps to determine and record applicable driving distances.

D. Reimbursement for Personally Owned Devices

Personal devices (cell phones, laptops, tablets, etc.) may be used for business-related tasks. Any reimbursement/stipend for the use of these personal devices will be reviewed by the Executive Director or the Board and set at that time.

E. Payroll

Paychecks are distributed twice each month by direct deposit. Per federal and state laws, applicable withholding and taxes will be withheld from each employee's pay or wages. If you have any questions regarding deductions from your pay, contact the Executive Director. All salary deductions are itemized and presented to employees with the paycheck. Approved deductions may include: federal and Oklahoma income tax, social security, Medicare, medical insurance premiums, and other benefits.

F. Payroll Processing and Fees for Affiliate Employees

If the employee is paid hourly, payroll details and the cash value of payroll must be provided to the BCF office no later than the first accounts payable (AP) batch following the pay period. For example, May 15-30, 2025 payroll and check request should be provided to the BCF no later than the next AP deadline (Tuesday, June 3rd at noon) to be schedule for processing on June 15th. The Affiliate is responsible for all fees associated with payroll processing for employees of the affiliate. This includes but is not limited to:

- QuickBooks (or other payroll processor) Payroll Processing Fees
- W-2 Processing Fees
- Benefits Covered by Employer
- SIMPLE IRA Plan Employer Contributions
- Liability Insurance
- Social Security & Medicare Withholdings
- Any Other Applicable Federal and State Withholdings and Taxes

VI. Benefits

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A. Paid time Off (PTO)

PTO is awarded upon employment of full and part-time employees and included in an employee's offer letter. This leave may be used after 90 days (or other specified probationary period) of employment unless otherwise approved by the Executive Director or Board. Employees will accrue one day of additional leave per year of service.

PTO is used and recorded when an employee wants to take paid time off. To provide flexibility, PTO can be used for vacation, personal illness, doctor's appointments, and other personal reasons, including care for immediate family who are seriously ill and require care at home, or for children's doctor's appointments which cannot be scheduled outside of working hours.

PTO is assigned on July 1 of each calendar year. Unused days may be carried over on June 30. A maximum of 5 days may be carried over each year. Any unused days as of June 30 that are not permitted to carry over, are deemed lost.

PTO does not vest with the employee. No employee who has been terminated or leaves their position without a minimum of two weeks' notice will be paid for unused days upon termination of or other separation from employment. An employee who has given a minimum of two weeks' notice and has been on staff for no less than six months may receive the balance of their PTO paid out after working through the date given in their resignation letter so long as that employee has continued to adhere to the employment policies and procedures of this handbook. This PTO payout is dependent on the budget and must be approved by the Executive Director and/or the Board.

PTO may be taken upon approval of the employees' supervisor. Any scheduled PTO is to be used in the best interest of Bartlesville Community Foundation. Schedules will be arranged on the basis of seniority.

PTO should be recorded in full and half day increments. Employees are required to record any PTO days used. Part-time employees are required to record their time in and time out each day via a time sheet provided to them by their supervisor.

Employees who do not have enough accrued time in their PTO bank to cover time off will need to record time off as unpaid. If there are extenuating circumstances, a written request for an exception and plans for replenishing the PTO bank may be submitted to the employee's supervisor.

B. Sick Leave

Before returning to work from a sick leave absence of five (5) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work. Sick leave is to be taken in the event of the illness of an employee or, of the employee's dependent child. Extended sick leave for a serious illness may be allowed by the Executive Director.

Employees who anticipate that an extended period of absence may be necessary should discuss the matter with the Executive Director to see if disability benefits may be available. Part-time employees are entitled to pro-rated time for sick leave. After 5 consecutive days of absence due to illness, an employee should file for short-term disability. Employees should call a member of the senior staff within 1/2 hour of starting time on the first day of absence. Employees whose illness extends beyond one day must advise their supervisor of their expected day of return.

C. Holidays

BCF observes the following holidays as paid holidays

- New Years, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, ½ day before Thanksgiving, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Day.

The office may close early the day before a major holiday or the day after at the discretion of the Executive Director; staff will be notified in advance. When Christmas, New Year's Day or Independence Day falls upon a weekend, a nearby workday will be designated instead.

Other holidays will be celebrated on the date designated.

D. Bereavement Leave

In the unfortunate event of a death in the immediate family, an employee may be given up to three (3) days paid leave. Immediate family members include: spouse, domestic partner, child, father, mother, sibling, mother-in law, grandparents, and stepparents, grandchildren, brothers and sisters-in-law. Employees must notify their supervisor when intending to take bereavement leave.

E. Disability Leave of Absence without Pay

Accrued PTO may be used during medically verified disability. A request for medically verified disability should be approved by the Executive Director and a statement for the reason for the leave and intention to return to work at a specified date should be included. A disabled worker is entitled to 60 days of job protection.

F. Jury Duty

Full-time employees who have completed their probationary period and who are called to serve as jurors or are subpoenaed to appear before a court as a witness will receive their regular pay minus any jury duty pay or witness fee received for each workday while in court for jury duty or as a witness. The receipt of a notice to report to jury duty or of a subpoena shall be reported immediately to the Executive Director. Bartlesville Community Foundation reserves the right to

request that the employee be exempted from jury duty if the employee's services are essential.

G. Military Leave

A full-time employee who is a member of an organized reserve unit of the Armed Forces of the United States or the National Guard and who attends a regular military camp will be granted the time necessary to meet his/her obligation. A full-time employee who is a member of an organized reserve unit of the Armed Forces of the United States or the National Guard who is called into active duty shall be granted a military leave of absence for the period for which they are called. An employee must give the Executive Director immediate notice of the dates of intended absence by providing a copy of their orders for active duty. In the case of active duty, the employee shall report for work at Bartlesville Community Foundation no later than five days following discharge from active duty. Bartlesville Community Foundation cannot guarantee that any employee will return to the same position which they filled prior to the active duty but will make every effort to provide an equivalent position. Military leave will not be counted against PTO days but will instead be on a leave of absence without pay.

H. Health and Medical Benefits

Full-time employees are provided with medical, dental, and vision insurance. Details of each are outlined in separate brochures given to each employee. Terminating employees will be told of the status of their insurance, when it will expire and what options are available for converting coverage, i.e. COBRA.

Employees are eligible for to participate in the above plans upon completion of the probation period. Unemployment insurance, worker's compensation and short-term disability coverage is provided as required by law.

I. FRINGE BENEFITS

Employees are eligible for to participate in the above plans upon completion of the probation period. Unemployment insurance, worker's compensation and short-term disability coverage is provided as required by law.

J. Retirement Benefits

Full-time employees are eligible to enroll in the Foundation's SIMPLE IRA plan. In this plan, the Foundation will match up to 3% of the employee's salary in contributions. Details of this plan will be provided to the employee at the time of enrollment.

K. Parental Leave

To permit adequate bonding and care following the birth or adoption of a child, BCF provides parental leave to certain employees, in addition to PTO.

Employees who have worked for BCF on a full-time basis for at least one year will be granted an additional twelve consecutive weeks of paid parental leave to each birth mother or new adoptive

mother and who temporarily relinquishes the duties of her position following childbirth or adoption. To permit adequate bonding and care following the birth or adoption of a child. This parental leave will be provided immediately following the birth or adoption of a preschool age child, beginning at the time of arrival of the child and running consecutively, except in extraordinary circumstances (such as, but not limited to, medical complications for the mother or child) where other leave timing is approved by the employee's supervisor. In the case of adoption, eligible staff may take parental leave before the actual adoption of the child where approved by the employee's supervisor, for circumstances where the employee needs to be away from his/her position for the adoption to proceed (e.g., travel to another country to complete the adoption).

Note: This provision presumes that the mother of the child will be the primary caregiver; however, if an eligible staff member is not the mother but is the primary caregiver for a child, that staff member may use this parental leave.

Eligible staff not assuming primary caregiver responsibilities for their newborn and newly adopted preschool age children are eligible for four weeks of paid parental leave to be taken within the first three months following the birth of a child or the adoption of a preschool aged child.

All employees requesting leave under this policy must submit the request in writing to his/her supervisor at least (30) days prior to the commencement of leave. The dates of the leave must be included in the notice. BCF requests that any employee seeking parental leave provide as much notice as possible to allow for the best means of planning.

Upon returning to work after parental leave, the employee shall return to the same or an equivalent position with the same benefits and terms of employment.

VII. Separation from Employment

A. Voluntary Resignation

1. **Immediate Resignation:** Employment with the BCF is on an at-will basis. Employees are free to terminate their employment at any time, without or with any cause. If an employee resigns without notice, compensation will cease at the time of the resignation. In addition, BCF may terminate the employment relationship at any time, with or without cause.
2. **Terms of Written Notice:** If an employee resigns with written notice (minimum of two weeks) it is the BCF's decision to permit an employee to continue employment until resignation date or accept an employee's resignation effective immediately. If resignation is accepted and the employee is retained until established resignation date, the employee's salary will continue as usual until their final working day. Employees shall not intentionally use available PTO during the period between giving

official notice and final day of employment.

3. **Termination:** If the Executive Director wants to consider termination of employment, the employee may be offered two weeks' notice. Bartlesville Community Foundation does not provide severance pay. In the case of gross malfeasance, Bartlesville Community Foundation reserves the right to terminate employees immediately.

Upon termination or resignation, all BCF property including but not limited to technology, files, records, and the key to the office should be turned in to the Executive Director or another member of the senior staff on the last day of employment. The employee is also responsible to give a status report on all current work, present files and other materials in a clear manner to the Executive Director or a delegated representative.

Any employee who is terminated may appeal the decision to the Board by writing a letter to its Chairperson. The Board's decision shall be final. Employees may not be paid for any remaining PTO time upon termination.

In no case, will an employee be dismissed because of an unlawful discrimination preference.

Grounds for dismissal include but are not limited to:

- Neglect of duties
- Absence without leave or failure to report after authorized leave has expired or after such leave has been disapproved
- Physical or mental incapacity to perform his/her duties
- Insufficiency in the performance of duties as reflected in the evaluation
- Violation of lawful directives (written or verbal), policy or direction given by an immediate supervisor, or the failure to obey any lawful or reasonable direction when such violation amounts to insubordination or serious breach of discipline
- Conduct unbecoming to an employee of the BCF during working hours, which may discredit the organization
- Offensive conduct or language toward the public or community, supervisor or administrative personnel
- Criminal, disorderly or immoral conduct while on duty
- Negligence or willful damage to the BCF's property or waste of agency supplies or equipment
- Misrepresentation or false statements on applications or BCF programs or operations
- Intoxication/use of drugs during working hours and not in control of mental or physical faculties**
- Action by employee that leads BCF to face imminent loss of monetary or licensing-related benefits under federal law or regulations, posing a direct threat to health or

safety. This includes but is not limited to:

- Nature and net cost of the accommodation
- Effects on resources or impact on operations
- Overall financial resources in relation to size of business and number of employees

** If employee uses marijuana and is able to control their mental or physical capacities and can produce a valid marijuana license, the employer must have a basis besides positive tests or license-holder status unless working in a safety sensitive job.

B. Termination Procedures

On or before the last day of work, or at BCF's request, employees are required to return all company tools, equipment, badges, keys, notes, records, manuals, computer files, and/or other documents, including all copies of such items, which in any way relate to the business or affairs of BCF or any of its employees, customers, consultants, donors, agents, or vendors. This includes other BCF property such as keys, corporate credit cards, technology, etc.

Any employee leaving BCF regardless of separation reason or method, will generally be given the option of an exit interview with the Executive Director or Board Chairperson or Chair of the Governance Committee. During this exit interview the employee will be given the opportunity to ask questions and/or make comments regarding their job. Additionally, other issues, including the following, may be discussed:

- Reason for termination;
- Final pay;
- Return of keys and other BCF property;
- Correct forwarding address

Resigning and terminated employees will receive their final pay the next regularly schedule payday.

In the event of resignations after the probationary period employees shall not intentionally use available PTO during the period between giving official notice and final day of employment.

C. Job Abandonment

Two consecutive days of absence without properly notifying the Executive Director will be considered a voluntary resignation (abandonment). The effective date of termination will be the last day that the employee reported to work.

D. Misconduct

An act of misconduct by an employee, including but not limited to, inappropriate behavior, conviction of a felony or a crime, or moral turpitude, or commission of an act of embezzlement or fraud, may lead to immediate termination of employment.

BCF prohibits actual or threatened acts of physical or mental abuse, sexual abuse, sexual

misconduct, or sexual molestation in the workplace, on BCF property or at any activity sponsored by the BCF or related to employment with the BCF.

E. Grievance Procedures

Whenever an individual believes that a situation, condition, or event related to their employment or status is unsatisfactory and is subject to the control of Bartlesville Community Foundation, they will be expected and encouraged to take every reasonable step to resolve their complaints informally. These efforts must include discussions with the Executive Director and/or immediate supervisor. Efforts to resolve a grievance at the informal stage is mandatory and all parties shall exercise their best efforts to determine an equitable solution to the grievance, complaint, or problem.

Formal - If all reasonable, informal efforts to resolve a complaint fail, the individual may formalize the complaint as a grievance by placing the complaint in writing; stating specifically the nature, the dates and times and the alleged problem; listing the individuals thought to be responsible; and stating concisely the relief or remedy sought for the grievance. All grievances shall be signed by the individual submitting the matter for review.

The individual shall file any formal grievance within two weeks from the time of the grievance is, or is reasonably known.

The individual shall submit the written formal grievance to the Executive Director who shall acknowledge its receipt in writing and shall conduct an appropriate inquiry or investigation into the facts. The Executive Director in conjunction with the Board may grant the grievance, deny the relief requested, or provide such other remedy as is deemed just and reasonable. The Executive Director's decision shall list the findings, the reasons for the conclusions reached, and the proposed resolution and shall be issued no later than two weeks after the receipt of the grievance.

All grievance matters become a formal insert into an employee's personnel folder. The informal process described above, if followed and resolution is reached, need not be part of such records.

VIII. OTHER POLICIES AND REGULATIONS

A. Inclement Weather

In the case of inclement weather the BCF will follow area weather closings. The Executive Director or other designated official also reserves the right to close the office for inclement weather.

B. Staff Meetings

Staff meetings may be held every other week. All staff is expected to attend unless excused.

C. Copyrights

As a condition of employment, each employee/consultant agrees that all copyrights to published materials by or relevant to Bartlesville Community Foundation and its programs, written by an employee/consultant, belong to Bartlesville Community Foundation. Authorship will be credited to the individual employee/consultant involved, if relevant.

D. Employment at Will

The description of current policies should not be construed as a contract of employment or as a statement that these policies will not change. Continued employment of an individual shall be at the will of the employer, subject only to the applicable laws forbidding discrimination.

E. Statements regarding/Representation of Bartlesville Community Foundation

Formal representation (like staff participating on Boards) and public statements, both written and verbal regarding Bartlesville Community Foundation shall be made only with the approval of the Executive Director. These include press releases, interviews, proposals, speeches, training sessions, advertisements, brochures, and other public relations materials.

F. Confidentiality of Donor Information

Bartlesville Community Foundation is legally and contractually obligated to provide all reasonable assurances that all donor information is confidential. Bartlesville Community Foundation employees possess detailed information regarding donors. Information shared in materials and discussions and even the fact that a given donor is a Bartlesville Community Foundation donor, must be kept within the agency structure and must be considered internal, to be shared among agency staff. Exceptions to this rule can be made by the Executive Director. Bartlesville Community Foundation conforms to all Health Insurance Portability and Accountability Act (HIPAA) regulations regarding donor and employee information.

IX. Acknowledgement

I hereby certify that I have read and fully understand that contents of this Employee Handbook, and that I agree to comply with it the above stated policies and procedures. Furthermore, I have been given the opportunity to discuss any information contained therein or address any concerns.

I acknowledge that BCF reserves the right to modify or amend its policies and/or contents of this Handbook at any time, without prior notice. The content of this Handbook do not create any promises or contractual obligations between BCF and its employees. At BCF, employment is at-will. This means employees are free to terminate employment at any time, for any reason, or no reason, with or without cause, and BCF is likewise free to terminate my employment at any time, or any reason or no reason, with or without cause.

I further understand and agree that the BCF Executive Director and/or Board of Governors are the only people/entities who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Executive Director and Board Chairperson.

Any and all questions concerning the above manual have been explained to my satisfaction. I hereby certify that I am in agreement to the terms and will abide by them:

| | | |
|---------------------|------|------|
| Employee Name Print | Sign | Date |
|---------------------|------|------|

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|--|------|------|
| BCF Executive Director or Designee Print | Sign | Date |
|--|------|------|