

**Community Foundation of Tompkins County**  
**Employee Handbook**

Adopted by Board of Directors March 14, 2016



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***I. Introduction***

If you are new to the Community Foundation of Tompkins County, Welcome! If you are a continuing employee, thank you for the contributions you make to our organization. This Employee Handbook has been prepared in order to provide staff with current guidelines regarding employment at the Foundation. If you have questions about any of these policies, please contact the CEO or the Chairperson of the Executive Committee.

Thank you.

**George P. Ferrari**  
**CEO**

**Chair of the Board**

## **II. General Information**

### ***History of Community Foundation of Tompkins County***

Founded in 2000 as a public charity for encouraging community-focused philanthropy, the Community Foundation of Tompkins County is dedicated to generating broad financial and knowledge resources to support and enhance the quality of life for all those who live, work in and love Tompkins County. As of the close of our most recently completed fiscal year on December 31, 2015, Community Foundation, with assets of more than \$14 million, has made 2,300 grants representing over \$8.5 million in grants. Current year information is available at [www.cftompkins.org](http://www.cftompkins.org).

The Community Foundation of Tompkins County is an independent, not-for-profit, grant-making organization working to establish a permanent endowment for our community. The Community Foundation receives gifts from donors and then makes grants to individual non-profits in a variety of ways. We work with a broad range of local leaders, organizations and donors as a catalyst to improve the quality of life for those who live and work in our community. The Community Foundation of Tompkins County, is one of over 800 community foundations nationwide and is in full compliance with the Council of Foundations' National Standards for community foundations.

### ***Foundation Mission***

Community Foundation of Tompkins County exists to encourage and support local philanthropy and civic engagement as a means of sustaining and enhancing the quality of life in Tompkins County.

Our mission is to improve the quality of life in Tompkins County by inspiring and supporting enduring philanthropy.

Our vision is that Tompkins County thrives thanks to engaged philanthropy.

### **We Value**

- Integrity, inclusion and transparency in both grant-making and stewardship of resources;
- Impartiality and flexibility, matching community needs with donor interests;
- Involved donors who are empowered to take bold and effective philanthropic actions;
- Community leadership in acquiring and sharing of knowledge;
- Engaging in best practices and innovative models of service.

The Community Foundation is able to facilitate effectively and easily the decisions of local donors and organizations to maximize their philanthropic impact by:

- establishing a permanent endowment for the benefit of a broad range of community activities and programs
- prudently investing community resources
- guiding the grants process (recommending, analyzing and evaluating)

- convening dialogue on current issues and raising awareness and understanding of community needs
- delivering philanthropy education and advising by providing the resources and tools for donors to make their philanthropic dreams come true.

***Handbook is Not a Contract***

This handbook is not intended to establish, and does not establish, a contract between the Community Foundation and its employees. The contents of the Employee Handbook summarize current policies and programs. The policies contained in this Handbook are subject to change at the discretion of the Board.

***Non-Discrimination/Equal Employment Opportunity***

The Board of Directors affirms that The Community Foundation of Tompkins County supports and is strongly committed to the principles of equal employment opportunity. The Community Foundation will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, gender, age, national origin, marital status, disability, veteran status, sexual orientation, gender identity, gender expression citizenship status, pregnancy, genetic predisposition or carrier status, or status as a victim of domestic violence, stalking and/or sex offenses.

The Community Foundation expects its staff to share in its commitment to equal employment opportunity, and will not tolerate any acts of discrimination or harassment in our workplace. If any employee believes that he or she is the victim of conduct that violates this Policy, then the employee should follow the complaint reporting procedure described in the Anti-Harassment Policy, below.

***Anti-Harassment Policy***

It is the Community Foundation’s Policy to provide a healthy and productive environment for all, free from sexual and other unlawful forms of harassment. The Foundation prohibits harassment by employees, volunteers, applicants, vendors, consultants or visitors against employees, volunteers, applicants, vendors, consultants, or visitors on the basis of sex, race, religion, national origin, age, disability, sexual orientation, gender identity, gender expression or any other status protected by law.

Suspected violations of this Policy should be reported immediately to the CEO or to the Chairperson of the Board of Directors

Prohibited behavior includes:

- (1) a supervisor threatening or suggesting that failure to engage in sexual favors will harm an employee’s evaluation, employment, wages, advancement, duties or any condition of employment;
- (2) a supervisor suggesting that compliance with a request for sexual favors will result in preferential treatment regarding an employee’s evaluation, employment, wages, advancement, duties or any other condition of employment;
- (3) unwanted touching, sexual advances or propositions;

- (4) verbal abuse of a sexual nature, including but not limited to graphic or suggestive comments about an individual's dress or body or using sexually degrading words to describe an individual;
- (5) displaying sexually suggestive material or objects in the workplace.
- (6) Slurs, epithets or jokes based on an employee's race, ethnicity, religion, age, disability, sexual orientation or other status protected by law.

The harassment described in this Policy is prohibited in any setting in which business is being conducted by or on behalf of the Foundation, and at any social event sponsored by the Foundation.

If an employee believes that a supervisor or colleague has engaged in conduct that violates this Policy, the employee should report or complain as soon as possible to the CEO or to the Chairperson of the Board of Directors. The CEO will immediately report complaints to the Chairperson of the Board of Directors.

Allegations of sexual harassment are a serious concern and will be investigated fully by the Chairperson of the Executive Committee, or his or her designee. At the conclusion of the investigation the investigator will make a written recommendation to the Executive Committee regarding appropriate remedial action, if any, and the Executive Committee will determine whether to adopt, modify, or decline the investigator's recommendations. If the investigation concludes that the Foundation's Equal Employment Opportunity and/or Anti-Harassment Policy has been violated, the Foundation will take appropriate disciplinary action, up to and including termination from employment.

The Foundation forbids retaliation of any kind against any individual who makes a complaint under the Equal Employment Opportunity and/or Anti-Harassment Policy, or who otherwise assists in the investigation of any such complaint. Any person found to have violated the retaliation provision of this policy will be subject to disciplinary action up to and including termination from employment.

### **III. Definition and Categories of Employment**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the employer.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.



**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Foundation has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule, nonexempt planned for 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the Foundation subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees generally are not entitled to the benefits package.
- **Temporary, part time:** Employees who are hired as interim to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees generally are not entitled to the benefits package.

#### **IV. Employment Procedures**

##### ***Recruitment and Hiring***

The Community Foundation of Tompkins County recruits, hires, and retains its employees on the basis of individual qualifications and performance, and in full compliance with the Foundation's Equal Employment Opportunity Policy.

Before posting or filling any job vacancy, the Board of Directors must authorize the position, and must review and approve the written job description for the position.

All job vacancies are open to qualified current employees. The Foundation will internally post all job vacancies, and will advertise externally in publications or with resources designed to elicit a pool of diverse, well-qualified applicants. All job postings will include an equal employment opportunity statement, the job title, a brief description of responsibilities, qualifications, information regarding when and where to apply for the advertised position and the closing date of the application.

All candidates for open positions at the Foundation must submit a written letter of application, a current resume and at least two references. In addition, all candidates must complete, sign, and submit the Foundation's Application for Employment.

The Foundation shall make a job description available to each applicant upon request.

For the position of CEO, a Search Committee shall be appointed consisting of the Chair of the Board of Directors, at least two members of the Executive Committee and as many at-large members as the Board deems appropriate. Appointment of the CEO requires a two-thirds affirmative vote of the entire Board of Directors.

For all other positions, the CEO has full hiring and separation authority.

#### ***V. Personnel Management***

The Board of Directors shall authorize financial resources for staff positions by approval of the annual budget after an assessment is made to determine the necessity and feasibility of the position/s. Vacancies of current positions may be filled on the authority of the CEO. Newly created or significantly modified positions will be reviewed by the Executive Committee and require approval by the Board of Directors.

The task of handling personnel records and related personnel administration functions at the Community Foundation has been assigned to the CEO or his/her designees. Questions regarding insurance, wages, and interpretation of policies may be directed to the CEO.

Authority to employ and evaluate the CEO is the responsibility of the Board of Directors. Authority to employ all other personnel is the responsibility of the CEO.

The CEO must report all new hires to the Board of Directors.

The Nominating and Governance Committee is responsible for developing and recommending for Board adoption sound personnel policies and practices that will attract and retain personnel; providing a hearing for any employees presenting a grievance; and investigating, or designating the investigation of, all employee complaints under the Equal Employment Opportunity and/or Anti-Harassment Policy. All committee deliberations concerning individual employees shall remain confidential.

Final decisions regarding new Human Resources policies or modifications are the responsibility of the Board of Directors.

### ***Hiring Documentation***

The CEO is responsible for assuring that proper hiring procedures are followed for all prospective employees of the Foundation, including verifying, for new employees, their identity and eligibility to work in the U.S, and the completion of the required I-9 form within three business days of any new hire.

After an interview is completed, the CEO will conduct employment reference checks. A minimum of two reference checks must be completed for each applicant. Applicants will be asked to authorize the Foundation to conduct such reference checks and credential verification, and to release prior employers from liability in connection with such reference checks.

Individuals who are related by blood or marriage to a current Foundation employee, or who are in a domestic partner relationship with a current employee, cannot be hired by the Foundation into any position that would be in a direct reporting relationship with the current employee or into a position requiring the new employee and current employee to verify or audit the work of the other.

An offer of employment will be made in a letter, which shall state a beginning salary, position title, terms of employment and date of employment. This letter shall be signed by the employee to confirm acceptance of the position. This letter shall be retained in the Employee's personnel file.

### ***Pay Period and Payment***

The Community Foundation's pay period is bi-weekly with 26 paychecks per year. The payroll of The Community Foundation is provided by an off-site payroll service. Salary payments are made by bank payroll check or electronically transferred direct deposit to the employee's specified account. Direct deposit is encouraged.

Every effort is made to avoid errors in employee paychecks. If, however, an error does occur, please bring it to the attention of the CEO who will take the necessary steps to assure that the correction is made promptly.

Non-exempt employees shall not work in excess of 40 hours in any given week except with the prior approval of the CEO. According to the [Fair Labor Standards Act](#), all nonexempt staff who work in excess of 40 hours in a standard workweek are eligible for overtime pay. Overtime pay is calculated at the rate of one and one-half times the staff's regular rate of pay.

### ***Advances and Loans***

The Community Foundation will not advance money to employees against wages nor will it loan money to employees

## **VI. Employee Benefits**

### ***Mandated Benefits***

By law, all employees are covered by Social Security Insurance, Unemployment, Worker's Compensation and Disability.

**Foundation Benefits**

**Earned Time Off for a Calendar Year**

The Foundation recognizes that every employee needs time away from normal work duties for his/her personal well-being and for work productivity. The Foundation has established a schedule for earned time off for full time and part time employees. These paid hours can be used for approved vacation, personal business and illness.

**Earned Time Off Schedule**

Years worked	Earned time off days accrued per month	Total number of earned time off days earned/year	Earned time off days that employee must take off from work for each twelve months of employment	Maximum number of earned time off days that may be saved/carried from one "year" to next
Years 1-5	1.833	22	7	15
Years 6-10	2.7	32	10	22.5
Years 11 and after	3.1	37	15	25

Earned time off does not qualify as "time worked" for the purpose of computing overtime.

Earned time off will be computed from the date of employment, but may not be taken during probation except by special permission. At the discretion of the CEO, leave without pay may be taken by a probationary employee for a limited amount of time.

Employees in their probationary period are eligible for paid holidays. Employees in their probationary period may only use earned time off for illness or injury.

The CEO must approve all Earned Time Off, other than for illness, in advance. Staff is asked to request time off in writing with as much notice as possible when making plans. While every possible consideration will be given to an employee's preferences, Earned Time Off must be scheduled to avoid undue interruption of the Foundation's operations.

**Holidays**

The Community Foundation observes the following paid holidays by closing the office: *New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day; Labor Day, Indigenous Peoples Day, Veterans' Day, Thanksgiving Day and the day after, and Christmas Day.* The Community Foundation will make reasonable accommodations for employees who observe religious and cultural holidays not otherwise outlined above. Employees may arrange in advance to claim Earned Time Off for religious or cultural observance. If an employee would like to move an observed holiday to another day for their individual work schedule, they should make that request in writing to the CEO who has the authority to grant or deny such a request.

### ***Medical Absence***

The Community Foundation reserves the right to request an explanatory note from the employee's physician should an absence extend beyond 3 consecutive workdays due to an illness or injury.

### ***Health Insurance***

Community Foundation will provide payment to a health insurance plan of the employer's choosing in the amount of single person monthly premium for all full time employees. Employees may buy into the plan for partner/spouse and/or dependent coverage at their own expense.

### ***Working Off Site On-going and Occasional***

The Community Foundation provides professional office work environments for all employees. Each employee also has responsibility to be present and greet visitors such that the Foundation is experienced as a professional, welcoming and accessible space for donors and applicants. There is a general expectation that work of the Foundation will be conducted in such provided space and at meetings and events which are scheduled outside of the offices. However, working off site is a request that can be made by employees either for occasional or on-going time periods. This is a request which must be made in advance and in writing and must be approved by the CEO before the location of work is changed.

### ***Weather Related Office Closings/Closure of the County Roads***

Occasionally, a county or municipality announces that the roads are closed. If Tompkins County closes the roads, the office will be closed until the roads are reopened. Once a decision has been made to close, the details will be disseminated as widely as possible through telephone trees, e-mail, and the local media. The expected reopening time and/or date will be available with the closing information through these channels, whenever possible. If the county roads are open but an employee judges the conditions to be unsafe for their travel they may use earned time off for the absence or may contact the CEO for permission to work from an alternate location.

### ***Jury Duty***

Time off with partial pay is provided for jury duty. Employees will receive the difference between their regular pay and jury duty pay, not to exceed the normal number of hours they usually work per day for a maximum of 10 business days. Employees must submit documentation of jury service and jury pay to the CEO prior to receiving their regular pay. Employees must notify the CEO within 48 hours of receipt of a jury summons. On any half-day or full day an employee is not required to serve, s/he is expected to return to work.

### ***Bereavement Leave***

Up to five (5) working days of bereavement pay will be granted to employees who have a death in their immediate family. Immediate family is defined as spouse or domestic partner, child or step-child, parent, sibling, father-in-law, mother-in-law, grandfather, grandmother, sibling-in-law, grandparent-in-law, grandchild, step-grandchild and step

parent. All employee benefits continue to accrue during bereavement leave. Bereavement days do not accrue and/or carry forward, and must be taken at the time of loss or burial.

### ***Military Leave***

All regular employees who serve in the Armed Forces of the United States by reason of reserve status shall be granted, upon the request of the employee, a leave of absence from employment to satisfy their military obligation. Employees on such leave may use available paid leave time, if they wish, or may make arrangements to use unpaid leave.

### ***Requesting Unpaid Leave***

All regular employees who have successfully completed their probationary period and who are not in a corrective action period may request unpaid leave. The request must be in writing to the CEO and submitted as soon as possible when the desire for an unpaid leave is known. Leave shall be for up to a maximum of 8 weeks in a continuous period. All but five Earned Time Off days must be used before the beginning of an unpaid leave. The CEO shall evaluate the request and determine if, in the context of the needs of the Foundation, the leave is able to be granted. The CEO shall provide a written response to the request for unpaid leave.

### ***SIMPLE IRA***

The employer currently makes available to all regular employees, a SIMPLE IRA plan for voluntary employee contributions which shall be matched by the employer up to 3% of each employee's salary. Employees will receive annual notice of plan continuation as required by law.

## **VII. Standards Governing Employment of Personnel**

### ***General Employment Standards***

Unless an employee has a separate, written contract of employment, such as the current CEO, all employees of the Community Foundation are hired on an at will basis, meaning that the employer or employee may terminate the employment relationship at any time for any reason providing no laws governing fair employment practice are violated.

### ***Probation/Provisional Employment Period***

Our practice is to have a probationary period of three months for all employees other than the CEO. Prior to the completion of the probationary period, the employee shall be provided with a written evaluation by his/her supervisor. If the evaluation of the employee's performance is unsatisfactory, the employee will may be asked to resign unless extenuating circumstances, such as injury or illness, prevented the employee's supervisor from making a full assessment of the employee's work performance and suitability for his or her position. An employee who is asked to resign at or before the conclusion of the probationary period, but refuses, will be dismissed. The CEO is encouraged to consult the Executive Committee in such situations. Please note that the existence of a probationary period is not a guarantee of employment with the Foundation for at least 90 days. During the probationary period, and afterwards, all employment with the Foundation is at will.

Employees who satisfactorily complete the Probationary Period will be credited with accrued Earned Time Off retroactive to the beginning of the Probationary Period. Absences during the probationary period are unpaid, and employees who either leave before the completion of the Probationary Period, or who are dismissed at the conclusion of the probationary period, will not be paid for any Earned Time Off.

### ***Annual Reviews/Performance Evaluations***

Each employee of the Community Foundation will receive an annual performance evaluation. The goal of performance evaluation is to assist each employee in realizing his/her full potential as a member of the Foundation staff. An employee who disagrees with his or her supervisor's assessment of performance is entitled to submit a written response of the Performance Evaluation. A copy of the performance evaluation, and any written response from the employee, will be placed in the employee's personnel file.

### ***Professional Conduct***

The Community Foundation's reputation for integrity, fairness and effectiveness is its most valuable asset. All employees must therefore conduct all activities in keeping with the highest ethical standards, and must avoid situations that might lead to a conflict, or the appearance of a conflict, between the employee's interests and his or her responsibilities to the Foundation.

All employees are expected to deal with donors, volunteers, applicants, grantees, nonprofit representatives and professional advisors, and the public at large, in a manner that excludes all consideration of personal advantage. Specifically, employees may not:

- Conduct Foundation business with any business or firm in which the employee or a member of his/her immediate family has any interest – direct or indirect, unless approved by the Board of Directors after full disclosure.
- Seek or accept gifts, payment, fees, services, privileges or favors from any person or business which does or seeks to do business with, or receives or seeks to receive support from the Foundation.
- Disclose confidential Foundation information to anyone who is not an employee or to a fellow employee who had no need for such information.

### ***Rules of Conduct***

The Community Foundation's rules of conduct are in effect at all times when employees are acting on our behalf, whether within or outside of the Foundation's offices. While we hope and expect that the professionalism and integrity of our employees will make it unnecessary for the Community Foundation to invoke these rules, an employee who nevertheless engages in any of the following types of conduct will be subject to corrective action up to and including termination from employment:

- dishonesty or aiding others in dishonest conduct, including, but not limited to, falsifying time records or other Foundation documents
- revealing or aiding others in revealing confidential information about the Community Foundation and/or its donors

- unauthorized copying and/or removal from the Community Foundation of documents related to the Foundation and/or its donors
- misusing Community Foundation property or damaging such property, either intentionally or through gross negligence
- chronic or patterned absenteeism or lateness to work
- refusal to perform assigned duties
- criminal or unethical conduct reflecting unfavorably upon the Community Foundation
- working while intoxicated or under the influence of controlled substances (excluding proper use of prescribed medication)
- violation of any Community Foundation Policy, including but not limited to the Equal Employment Opportunity/Anti-Harassment Policy.

An employee who is terminated from employment at the Community Foundation for violating one or more Rules of Conduct is not eligible for re-employment with us at any time.

***Personal Business and Personal Use of Company Assets***

Employees are prohibited from conducting personal business on Foundation time or on its premises. Employees are prohibited from using Foundation equipment, facilities, supplies, materials and services for personal benefit and are prohibited from holding themselves out as Foundation employees when they are performing services for personal benefit.

***Communications Systems***

All electronic communications systems that are owned, leased, operated, maintained or managed by the Foundation are to be used solely for business purposes. The contents of any communication transmitted through or stored within these systems are the property of the Foundation. These communications are subject to review by and disclosure to the Foundation, and may be disclosed to law enforcement officials or other third parties without the consent of the sender or receiver. In order to assure that systems are used properly and in compliance with this Policy, the Foundation may, without notice, periodically access, display, copy or listen to any messages or communications sent, received, created or stored through or in its systems.

Each staff member is responsible for the content of all text, audio or image files he or she sends. All messages are to be communicated in an appropriate and professional manner and are to have the sender's name attached. Transmission of fraudulent, abusive, profane, or obscene messages is prohibited. Transmission of material with sexual content or receipt of solicited material with sexual content is prohibited.

***Personnel Information***

Except as required by law, salary, benefit and other personal information relating to employees shall be treated as confidential. Personnel files, payroll information, disciplinary matters and similar information shall be maintained in a manner designed to ensure confidentiality in accordance with applicable laws and Foundation policies. All Foundation representatives shall exercise due care to prevent the release or sharing of



information beyond those persons who need such information to fulfill their Foundation responsibilities.

### ***Reimbursable Expenses***

Travel expenses should be consistent with the representative's responsibilities and the Foundation's needs and resources. It is the Foundation's Policy that representatives shall not suffer a financial loss or gain as a result of business travel.

An employee using his/her own automobile while on Foundation related business will be reimbursed for mileage, subject to rates, approved budgets and conditions determined by the Board of Directors in compliance with applicable local, state and federal laws.

Every employee whose duties require the operation of an automobile on Foundation related business shall be required to possess a valid driver's license. Employee insurance coverage and vehicle inspection for automobiles used on Foundation business must be in effect on the date the car is used for such purposes. The employee is responsible for paying for these items. Any fines incurred as a result of driving or parking violations shall be paid by the staff member, regardless of the purpose for which the vehicle was being used. The employee and her/his insurance company are responsible for any expenses resulting from vehicular damage incurred while using a personal vehicle on Foundation business.

All travel subject to request for reimbursement must be authorized, documented and accompanied by appropriate receipts. Employees need to complete an expense/reimbursement request form when seeking reimbursement.

Meal reimbursement will be as follows:

Breakfast \$10 including tip

Lunch \$20 including tip

Dinner \$30 including tip

Costs of alcoholic beverages will only be reimbursed as part of donor cultivation events.

Banquets, luncheons as part of staff development activities, conferences or donor cultivation hosted meals will be reimbursed at actual cost.

### ***Confidentiality of Information***

A foundation employee or representative may be in possession of and have access to a broad range of confidential, sensitive and proprietary information. Any inappropriate verbal, written, or electronic release of such information could cause harm to individuals and to the Community Foundation. All Foundation representatives have an obligation to actively protect and safeguard all confidential and sensitive information in a manner designed to prevent the unauthorized disclosure of such information. If an employee has any question whatsoever regarding whether information about the Foundation, its donors, grants or grant recipients, or any other work-related matter is confidential, the employee must consult with the CEO before making any disclosure of the information. Under no circumstances may any employee sell to third parties any Foundation donor information,

including names, addresses, gift histories or related information. In addition, any employee who receives a request from the media for information about the Foundation, its donors, its grants or its grant recipients must refer such inquiries to the CEO.

### ***Drugs and Alcohol***

In order to insure the provision of quality services, the Foundation requires that no staff member may use, sell or dispense illegal drugs at any Foundation work location or at any other time or place while engaged in the provision of Foundation services. Alcohol may be consumed in moderation at appropriate events such as donor recognition or cultivation events as long as its use does not negatively impact the employee's ability to provide professional services and to represent the Foundation.

### **Grievances**

A staff member may utilize this procedure to review an alleged violation or misapplication of Foundation policies or rules pertaining to employment, or applicable laws or regulations which directly and adversely affects the staff member.

Employee grievances shall be given prompt consideration. Grievances shall be brought in writing first to the CEO. If the discussion with the CEO does not resolve the matter to the employee's satisfaction within ten working days, or if the nature of the matter is not appropriate for discussion with the CEO, the employee is encouraged to make a written request to the Executive Committee. It should be stated that the matter is a grievance requesting action. A meeting of the Executive Committee will attempt to be scheduled within ten working days of receipt of the written grievance. The employee and the CEO shall have the opportunity to present their positions either in writing or in person to the Executive Committee. The meeting and its outcome shall be summarized in writing and signed by each party. The employee is free to express any disagreement with or addition to the summary in writing. The Board's acceptance of the written report of the Executive Committee shall be final. The Board shall deal with grievances in Executive Session.

## **VIII. Termination of Employment**

### ***Resignation***

Employees must give the CEO three week's written notice of intent to resign from employment at the Foundation.

The CEO must give the Board of Directors at least one month's written notice of intent to resign.

Employees who comply with the notice requirements stated above, and who have been employed by the Foundation for at least six months, including successful completion of the Probationary Period, and who are not discharged from employment for poor work performance or violation of the Foundation's Rules of Conduct, will be paid for their accrued but unused Earned Time Off. The Foundation will provide this Earned Time Off accrual pay, along with the employee's final paycheck, within seven days of the

employee's separation from employment at the Foundation, or on the next regular payday following the employee's separation from employment at the Foundation, whichever is sooner.

The Foundation reserves the right to terminate a resigning employee immediately and pay three week's severance pay instead.

### ***Corrective Action***

The Corrective Action process is designed to assist the employee in correcting problems in the workplace, improving behavior to acceptable levels, or remediation of unsatisfactory job performance. This process may not be selected by the employer for problems which are sufficiently serious to warrant immediate discharge. Depending upon the nature and seriousness of the employee's actions, corrective action may begin at any step in this process.

Certain acts however, may be of such a serious nature that they warrant immediate dismissal.

### ***Verbal Notice***

A verbal notice by the employee's supervisor must be documented for the employee's personnel file. The documentation must include:

- The nature of the problem requiring the reprimand.
- Date of occurrence.
- Employee's response.
- The exact warning detailing the correction needed, the evidence of the correction and the expected results.
- The time frame for correction.

The supervisor must sign and date the document.

### ***Written Notice***

A written notice must contain the same information required in a verbal notice. The supervisor must review the written notice with the employee. Both supervisor and employee must sign the notice.

A signed/dated copy of the notice must be given to the employee and a second signed/dated copy must be placed in the employee's personnel file.

The employer's signature does not signify agreement or disagreement with the content of the notice. It does attest to the fact that the employee has seen the written documentation and understands the corrective action to be taken and the time frame for the corrective action.

### ***Suspension, Separation from Employment***

When behavior is such that suspension, discharge or termination is a possibility all pertinent facts will be carefully reviewed by the CEO or designee. The employee will be given an opportunity to explain his/her conduct before any decision is reached. The time frame for handling these matters will be determined on an individual basis but must not exceed five working days. Events that may result in a suspension, discharge or termination

in general will be well documented whenever deemed possible by the CEO and a signed and dated copy of the events and the action(s) taken placed in the employee's personnel file, whenever deemed possible for the CEO.

### ***Final Paycheck***

Employees will be paid for all days worked.

Employees will be paid for all accumulated Earned Time Off, up to the maximum allowed, as long as the following requirements have been met:

- The Probationary/Provisional Employment Period has been completed.
- The employee has provided at least three weeks' written notice (or four weeks, in the case of the CEO)
- All Foundation Property has been returned, including keys, ID cards, work materials, reports, Policy handbooks, etc.
- All time cards have been completed, signed, approved and submitted.
- The employee has not been discharged for poor performance or violation of the Rules of Conduct.

Any payment due after resignation/termination will be issued as a lump sum. The payment will be mailed to the employee.

### ***Reduction In Force***

With the concurrence of the Board of Directors, the CEO may act to reduce the size of the work force by eliminating and/or re-defining specific positions within the Foundation. Under the direction of the Board of Directors, the CEO, with a minimum of three weeks' notice, if deemed possible by the Board, will notify staff in writing. It is the intent of the Board of Directors to provide the employees with as much notice as possible of any changes.

**Community Foundation of Tompkins County  
Acknowledgement of Receipt**

**Read and sign**

I understand and agree that:

- The statements contained in the Employee Handbook for the Employees of the Community Foundation of Tompkins County are intended to serve as general information concerning the Community Foundation and its existing policies, procedures and practices of employment and employee benefits.
- Nothing contained in the Employee Handbook is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or guarantee for a definite or indefinite term.
- From time to time, the Community Foundation of Tompkins County may clarify, amend and/or supplement the information contained in the Employee Handbook and that I will be informed when changes occur and re-sign an acknowledgement of receipt.
- I have received a copy of the Employee Handbook, have read and understand the information outlined in the handbook, have asked any questions I may have. I understand that I may ask additional questions at any time concerning its contents and will comply with all policies and procedures to the best of my ability.

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Employee's Signature

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Date

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Authorized Witness