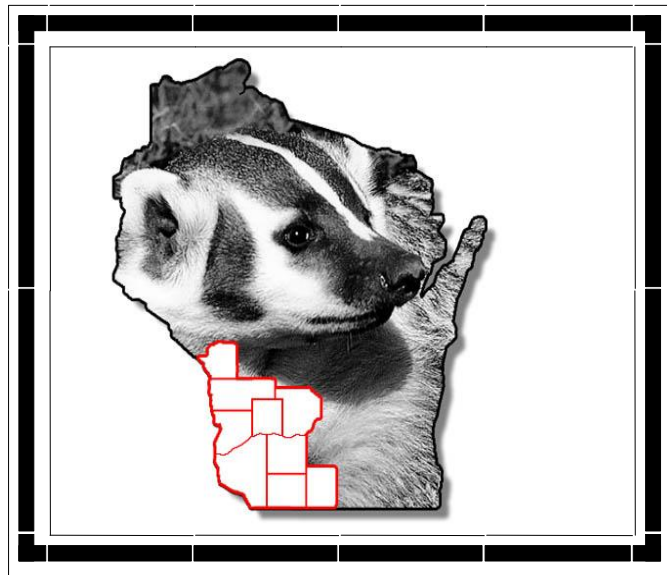


Southwest Badger RC&D

Employee Handbook



**Conservation that
Works!**

December 2012

This handbook includes revisions made on June 16, 2016

WELCOME

Congratulations on becoming an employee of the Southwest Badger RC&D Council and welcome to our team.

PURPOSE

The Employee Handbook is a summary of policies, procedures, practices and benefits related to human resource management at Southwest Badger Resource Conservation & Development Council. All Southwest Badger RC&D Council employees are “at will” employees. The employment of every Southwest Badger RC&D Council employee is for an indefinite period of time and therefore, terminable at will by either the employee or Southwest Badger RC&D Council with or without cause. The termination or change of position of employees can only happen by action taken by the Executive Board. Termination or job change status of an employee must be done in writing by the Council President.

The term supervisor is used many times throughout this handbook. The Executive Director of Southwest Badger RC&D Council is the supervisor for all council staff.

This handbook is not designed to anticipate every circumstance about policy. Southwest Badger RC&D Council reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate, at its sole and absolute discretion. This document is not intended and shall not be construed as an employee contract.

EQUAL EMPLOYMENT OPPORTUNITY

Southwest Badger RC&D Council is an Equal Opportunity Employer. Southwest Badger prohibits employment discrimination on the basis of race, religion, color, national origin, age, sex, disability, military status, political beliefs, marital or familial status, sexual orientation, or any other characteristic protected by law.

This commitment is extended to all terms, conditions, and privileges of employment including, but not limited to hiring, placement, employee development, promotion, compensation, benefits, or termination.

SEXUAL HARASSMENT

Southwest Badger RC&D Council is committed to providing a working environment in which its employees are treated with courtesy, respect and dignity. Sexual Harassment will not be tolerated in the workplace. Southwest Badger RC&D Council will not tolerate or condone any actions by any person, which constitute harassment of an employee. If sexual harassment is suspected, contact the Council President or a member of the Board of Directors.

OFFICE HOURS

Southwest Badger RC&D business office is located at 1370 N Water Street, Suite 3 (Mailing address: PO Box 753), Platteville, Wisconsin, 53818. The office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Phone: 608-348-7110, Email: swbadger@swbadger.org.

The above office hours can change only by action taken by the RC&D Council. The Council President has the authority to close the office in emergency situations. The Southwest Badger RC&D office will not be open on certain holidays, which are stipulated later in this handbook.

INCLEMENT WEATHER

If an employee can not make it to work due to inclement weather, or must leave early due to inclement weather, the employee must notify the Executive Director. Inclement weather is not a paid situation for employees. The Council President has the authority to close the business office due to inclement weather.

PAY PERIOD

Payroll will be processed every other Tuesday. A time card will need to be turned in and approved by the Executive Director. If the Executive Director is not available the Bookkeeper or Council Treasurer can approve the time card. If there is a change in the date payroll will be processed due to a holiday or other situation, the Bookkeeper or Executive Director will inform employees of when the time card is due and date of payroll at least 5 days prior to the due date.

Employees who work for an hourly wage are eligible for compensatory time for all hours worked in excess of 40 hours per week. Compensatory time is offered at a 1 to 1 time basis. Compensatory time earned shall not exceed forty (40) hours per employee at any time. The compensatory time off must be used within 1 year of the date the compensatory time was received.

EMPLOYEE CLASSIFICATIONS

Each position at Southwest Badger RC&D Council shall be classified as:

Regular Full-Time

An employee who is scheduled to work and who regularly works a minimum of seventy-two (72) hours per pay period, will be employed for more than 9 months, and has completed the 90-day probationary period, is considered a regular full-time employee.

Regular Part-Time

An employee who is scheduled to work and who regularly works at least forty (40) hours, but less than seventy-two (72) hours a pay period, will be employed for more than 9 months, and has completed the 90-day probationary period, is considered a regular part-time employee.

Part-Time Casual or Temporary Employees

An employee who is scheduled to work and who regularly works variable hours, generally less than thirty-seven and a half (37.5) hours a pay period, and/or an employee who will be employed for less than 9 months is considered a part-time casual or temporary employee.

EMPLOYEE BENEFITS

All regular full-time and regular part-time employees are eligible to participate in this benefit program upon completing the 90 day probationary period. Employees in other employment categories are not eligible. Employee benefits include:

Earned Time

It is the policy of Southwest Badger RC&D to maintain an Earned Time program, which combines vacation and personal time benefits into a single account, called Earned Time (ET). This program is designed in response to employees' need for time off and allows eligible employees to receive wages while off work.

The emphasis of the program shall be upon scheduled and planned paid absences as opposed to unscheduled absences. The program provides employees with increased flexibility in the scheduling of paid benefit time and allows for saving or accumulating some time for future personal plans (i.e., extended planned vacation, possible short-term illness, etc.)

Regular full-time and regular part-time employees are eligible to participate in the ET program. No Earned Time may be used during the 90 day probationary period; although earned time will accrue from the date of hire as follows:

Full-Time Employees			
Year of Service	Regular Hours	Accrual Hr. Per Period	Total Days
Year 1 -2	116 Hours	4.5	14.6 Days
Year 3 - 5	160 Hours	6.15	20 Days
Year 6 - 9	180 Hours	6.93	22.5 Days
Year 10 - 14	200 Hours	7.70	25 Days
Year 15+	240 Hours	9.23	30 Days

Part-Time Employees			
Year of Service	Regular Hours	Accrual Hr. Per Period	Total Days
Year 1 - 2	58 Hours	2.2	7.25 Days
Year 3 - 5	80 Hours	3.08	10 Days
Year 6 - 9	90 Hours	3.46	11.25 Days
Year 10 - 14	100 Hours	3.85	12.5 Days
Year 15+	120 Hours	4.62	15 Days

Options for Unused Earned Time

All earned time must have prior approval by the employee supervisor.

Upon termination or end of employment, unused earned time will be reimbursed at a rate of fifty percent (50%) of the regular rate of pay.

Thirty days prior to or after the end of the calendar year, an employee may exercise either of the following options for the unused Earned Time.

1. He/she may carry Earned Time prorated based on status for using in the coming year. Maximums are as follows:
 A regular full-time status employee may carry up to 80 hours of Earned Time for use in the upcoming year.
 A regular part-time status employee may carry up to 40 hours of Earned Time for use in the upcoming year.
2. If at least two (2) years of employment have been completed and an employee has a balance of Earned Time hours, the employee may elect a cash payment of up to forty (40) hours of Earned Time based on his/her longevity and/or prorated accrual.

Cash Stipend for Health Insurance, Retirement, or Other

Southwest Badger RC&D provides a cash stipend of \$100 per pay period (\$2,600 annually) to all regular full-time employees and a proportionate amount (11/20/15) for regular part-time employees. This benefit is provided in lieu of health insurance or a retirement plan. This benefit is taxed and employees may use the funds as they like.

Compassionate Leave

Paid compassionate leave is meant to give employees time to deal with their loss and covers lost hours that an employee would have normally worked. This is not considered earned time, and is not deducted from the employee's earned time balance. All regular full-time and regular part-time employees are eligible for compassionate leave.

In the event of the death of a member of the employee's immediate family, the employee will be granted three (3) days of paid leave. Members of the immediate family include spouse, mother, father, child, brother and sister.

One (1) day of paid leave will be granted in the event of the death of a current mother-in-law, current father-in-law, current daughter-in-law, current son-in law, grandfather, grandmother, grandchild, current sister-in law, current brother-in-law, current grandmother-in-law, current grandfather-in-law, aunt, uncle, niece or nephew. An additional day of leave may be taken as unpaid leave. The employee must contact the Executive Director or Council President on or before the absent days.

Paid Holidays

Regular full-time and regular part-time employees shall receive Holiday Pay if a holiday falls within their orientation period. The number of paid holiday hours for regular part-time employees are pro-rated based on the employees full time equivalency (FTE). The Council recognizes the following holidays:

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving (Fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Two floating holidays to be used at the employee's discretion

Regular full-time and regular part-time employees shall receive Holiday Pay if a legal holiday falls within their orientation period. The number of paid holiday hours for regular part-time employees are pro-rated based on the employees full time equivalency (FTE).

LEAVE OF ABSENCE/UNPAID LEAVE

To maintain continuity of services in instances where unusual or unavoidable circumstances require an employee's absence, Southwest Badger RC&D Council may grant a leave of absence. In general, a leave of absence is considered a privilege. Leaves are granted on the assumption that the employee

will be available to return to regular employment when the conditions necessitating the leave permit. In no instances are leaves granted automatically but must be requested by the employee. Leaves are categorized as medical, personal, and military. The Personnel Committee and the Council President are responsible for granting leaves of absence. All Earned Time must be used before a Leave of Absence will be granted.

Employees may take unpaid leave with the consent of the Personnel Committee.

PERSONAL AUTO USE AND MILEAGE REIMBURSEMENT

Council employees may be required to use their personal automobile for job related business. Employees are required to show a valid driver's license upon hire. In addition, employees must provide proof of adequate auto insurance coverage as required by the State of Wisconsin. Council employees shall receive automobile mileage reimbursement of the applicable Internal Revenue Service rate per mile for each mile traveled to a destination, which is outside a 5-mile radius from the Employee's business office.

EXPENSE ACCOUNT

Overnight trips must be approved in advance by the Executive Director. The amount allowed for meal reimbursement is as follows: Breakfast - \$10, Lunch - \$10, Dinner - \$15. The employee must have a receipt to show the amount spent. Only the amount spent will be reimbursed with a maximum being the dollar amount stated above. Expense reports will be paid upon approval by the Executive Director or Treasurer.

COUNCIL SPONSORED FUNCTIONS

Council sponsored functions are at no cost basis for all employees of the Council. This includes, but is not limited to, functions such as Council Luncheons, Special Breakfasts, and the Council Annual Meeting.

EVALUATIONS

A written and verbal annual evaluation shall be completed for both regular full-time and regular part-time employees by the Executive Director or the Personnel Committee. A report on the evaluation is to be presented to the Executive Board. All new employees will be subject to a 6-month probationary period. At the end of 6 months, an employee will receive an evaluation.

PROFESSIONAL DEVELOPMENT POLICY

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization. Regular full-time and regular part-time employees are eligible for reimbursement for professional development costs. Professional development can be attained through attendance at seminars, workshops, conferences, and educational courses. Professional development should assist the employee in performing their essential job functions and increase the employee's contribution to the organization. Professional development expenses that are reimbursable under this policy are membership fees to professional organizations; registrations fees for meetings, conferences, workshops, and seminars; fees and subscriptions for scholarly journals, books, and computer-based resources; and tuition or fees for educational courses or degree programs. Employees must submit a request to the Executive Director for review and approval to attend and receive reimbursement for the desired training or resource. Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to support completion and payment in order to receive reimbursement.

Maximum reimbursement will be up to \$1,000 annually. Permission to exceed \$1,000 will only be granted by special permission of the Personnel Committee. If not used, the amount is forfeited and does not roll into the next calendar year.

TELECOMMUTING OR WORK FROM HOME POLICY

For some positions within the organization, working away from the office, or telecommuting, may be possible. Telecommuting can be a privilege, in certain situation in which work tasks are suitable for performance outside the workplace; however, in no case is it guaranteed.

Employees requesting permission to telecommute must have exhibited above average performance in annual evaluations and must have at least a one year history with the Council. Employees wishing to be considered for telecommuting must submit a written request for consideration to the Personnel Committee. The request should include:

- Reason for the request;
- Starting date and length of time (i.e., 2 months, 6 months, permanently, etc.) employee wishes to work away from the office;
- Hours/days/times the employee wishes to work away from the office (i.e., 9 am to 3 pm on Monday and Friday, 9 am to 12 pm on Saturday, etc.);
- Duties that will be performed away from the office;
- How the organization and/or customers/clients with contact the employee when the employee is working away from the office;
- Any equipment or technology needs; and
- Objective methods for measuring productivity and achievement of goals.

The Personnel Committee will review and either grant or deny the request. A written agreement outlining the terms and conditions of the arrangement may be drafted and signed by both the Council and the employee. Any telecommuting arrangement approved will be on a 3 month trial basis and may be terminated at any time by either the Council or the employee. After the 3 month trial basis the arrangement will be reviewed annually or at a schedule determined by the Personnel Committee.