



# EMPLOYEE HANDBOOK

## Table of Contents

|  |           |
|--|-----------|
| <b>THE WAY WE WORK .....</b>                             | <b>2</b>  |
| INTRODUCTION .....                                       | 2         |
| EXPECTATIONS AND OBLIGATIONS .....                       | 2         |
| WELCOME .....  | 3         |
| THE AMERICAN INNS OF COURT CONCEPT .....                 | 3         |
| THE AMERICAN INNS OF COURT FOUNDATION .....              | 4         |
| NATURE OF EMPLOYMENT .....                               | 4         |
| EQUAL EMPLOYMENT OPPORTUNITY .....                       | 5         |
| SEXUAL AND OTHER UNLAWFUL HARASSMENT .....               | 5         |
| HIRING OF RELATIVES .....                                | 6         |
| IMMIGRATION LAW COMPLIANCE .....                         | 6         |
| PROBLEM RESOLUTION .....                                 | 7         |
| <b>YOUR PAY AND PROGRESS .....</b>                       | <b>8</b>  |
| EMPLOYMENT CATEGORIES .....                              | 8         |
| INTRODUCTORY PERIOD .....                                | 9         |
| PAYDAY .....   | 9         |
| PERFORMANCE IMPROVEMENT AND PAY RAISES .....             | 10        |
| RECRUITMENT AND HIRING .....                             | 10        |
| OVERTIME .....   | 11        |
| <b>EMPLOYEE BENEFIT PROGRAMS.....</b>                    | <b>12</b> |
| HOLIDAYS .....   | 12        |
| VACATION LEAVE .....                                     | 12        |
| SICK/PERSONAL LEAVE .....                                | 14        |
| JURY DUTY .....  | 15        |
| BEREAVEMENT LEAVE .....                                  | 15        |
| MILITARY LEAVE .....                                     | 16        |
| PROFESSIONAL DEVELOPMENT .....                           | 16        |
| INSURANCE AND PENSION BENEFITS .....                     | 17        |
| WORKER’S COMPENSATION.....                               | 17        |
| MEDICAL LEAVE.....                                       | 18        |
| FAMILY LEAVE .....                                       | 19        |
| PAY DEDUCTIONS .....                                     | 20        |
| <b>ON THE JOB .....</b>                                  | <b>21</b> |
| WORK SCHEDULES .....                                     | 21        |
| TELECOMMUTING .....                                      | 21        |
| EMPLOYEE CONDUCT .....                                   | 24        |
| VISITORS IN THE WORKPLACE .....                          | 25        |
| PERSONNEL DATA CHANGES .....                             | 25        |
| EXPENSE REPORTING .....                                  | 25        |
| EXPENSE DOCUMENTATION .....                              | 26        |
| EMPLOYEE TRAVEL .....                                    | 26        |
| CREDIT CARDS .....                                       | 28        |
| EMERGENCY CLOSINGS .....                                 | 28        |
| EMERGENCY SERVICE FOR ESSENTIAL OFFICE SYSTEMS .....     | 29        |
| INCOMING AND OUTGOING MAIL .....                         | 29        |
| INCOMING AND OUTGOING PAYMENTS.....                      | 30        |
| PERSONAL USE OF PHONE, MAIL SYSTEMS, AND EQUIPMENT ..... | 30        |

|   |           |
|---|-----------|
| COMPUTER USAGE POLICY .....                       | 30        |
| RECYCLING .....                                   | 32        |
| DRESS POLICY .....                                | 32        |
| OUTSIDE EMPLOYMENT .....                          | 33        |
| SOLICITATION .....                                | 33        |
| EMPLOYEE TRANSPORTATION .....                     | 33        |
| EMPLOYMENT TERMINATION .....                      | 34        |
| POSSESSION AND RETURN OF PROPERTY .....           | 35        |
| SEVERANCE PAY .....                               | 35        |
| <b>SAFETY IN THE WORKPLACE .....</b>              | <b>36</b> |
| LIFE-THREATENING ILLNESSES IN THE WORKPLACE ..... | 36        |
| HOUSEKEEPING .....                                | 36        |
| SMOKING .....                                     | 36        |
| DRUG AND ALCOHOL USE.....                         | 37        |
| <b>EMPLOYEE ACCEPTANCE FORM.....</b>              | <b>38</b> |

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## **Our Shared Values**

### **Honesty**

I will communicate openly and directly with other staff, and will embrace conflict as an opportunity to learn about diverse perspectives.

### **Accountability**

I will actively work and be responsible for producing results that move AICF toward its goals.

### **Respect**

I will honor the unique value of each staff person's contributions to AICF's success, and will engage with other staff in a collegial and civil manner.

### **Creativity**

I will seek out innovative solutions to the challenges faced by AICF and will be willing to adapt to changes that add value to the organization.

### **Loyalty**

I will be ever mindful that I am employed to serve the members and mission of AICF and will keep the primacy of the organization's best interests at heart.

## **Our Customer Service Values**

### **Honesty**

We will communicate openly with our customers, and be forthright with information about what is and is not possible.

### **Courtesy**

We will treat our customers with kindness and respect, always remembering that the organization exists for them.

### **Efficiency**

We will strive to operate in a manner that makes effective use of our customers' valuable time.

# THE WAY WE WORK

## **INTRODUCTION**

The primary goal of the American Inns of Court is to promote the ideals of civility, ethical behavior and professionalism at every level of the legal profession. It is therefore incumbent upon all of us, as employees of the American Inns of Court, to personalize these traits in all of our dealings with each other, our members, and the public.

You have been given a copy of American Inns of Court's *Employee Handbook* that documents our personnel policies, benefits and the basic policies and procedures under which we operate. During your orientation, you will be referring to it and discussing its provisions. After you have become familiar with it, please sign and return the receipt and acknowledgement statement at the end of this document.

We encourage you to keep it close at hand and refer to it as often as necessary - the purpose of this *Employee Handbook* is to promote understanding of our personnel policies and procedures for employees and thus contribute to productive, rewarding and efficient business operations in an open, communicative work environment at the American Inns of Court.

But no handbook will cover every possible situation. If, at any time, you have a question regarding ethics, internal or external policy or procedure, or your responsibilities in any situation, it is your duty to seek clarification and resolution with your supervisor.

## **EXPECTATIONS AND OBLIGATIONS**

As your employer, the American Inns of Court expects you to be at work physically, mentally and responsibly during your assigned hours of work and to perform your assigned job responsibilities in a timely manner with diligence and quality. If, at any time, or for any reason, you anticipate or find that you cannot do so, you should advise your supervisor and together reach an appropriate solution. We expect you to be, in every way, an integral part of the team effort, and communicate your ideas and creative thoughts as well as your concerns and problems appropriately with other staff members with candor and respect. The technology, equipment and data maintained by the American Inns of Court is for the use of the staff exclusively in the performance of their assigned duties – any personal or other use must be approved, in advance by a supervisor. We insist on the honesty and ethical integrity of all employees in all record-keeping, financial dealings and communications regarding the American Inns of Court.

As your employer, the American Inns of Court is obliged to provide you the tools, training and opportunity to perform your assigned duties in a reasonable and efficient manner in an environment that is focused and productive, and free of strife, harassment and discrimination of any kind at any level. Supervision will clearly define your basic job responsibilities and make every reasonable effort to keep you informed of any plans, policies and situations that will or might affect your employment situation. We will provide both informal and periodic formal assessments of your performance, and will provide you with compensation and benefits in line with length of employment, performance and industry standards for this area. We will provide you with the

opportunity to use and develop your personal skills and knowledge to enhance your overall effectiveness. Our policy is to promote from within and to expand your job description and compensation according to your investment of effort and ability, and acceptance of increased responsibilities.

## **WELCOME**

Welcome to the American Inns of Court Foundation! Whether you're just starting a new job at the Foundation, or a seasoned employee, this employee handbook has been developed to help answer any question you might have regarding Foundation policies and procedures.

Our goal is to provide the finest and most responsive service to American Inns of Court members and to strengthen and enhance the growth of the organization. You are an important part of this process, for your work directly influences the progress of the Foundation and the growth of the American Inns of Court movement. As an employee of the American Inns of Court Foundation, the importance of your contribution cannot be overstated.

This employee handbook explains our personnel policies and benefits, as well as the specific opportunities and responsibilities that exist for you within our organization. Changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made. From time to time, additional policies and procedures may be in effect without being permanently added to this handbook. All employees are obligated to follow all policies and procedures as disseminated by Foundation management.

Please take the time to read this handbook and familiarize yourself with it. If you have questions about any policy, please do not hesitate to ask your supervisor.

## **THE AMERICAN INNS OF COURT CONCEPT**

### **MISSION OF THE AMERICAN INNS OF COURT**

The American Inns of Court inspire the legal community to advance the rule of law by achieving the highest level of professionalism through example, education and mentoring.

It is important that you have a full understanding of the mission of the American Inns of Court and be able to articulate the concept.

An American Inn of Court (AIC) is a local group of no more than 80 judges, experienced and less experienced lawyers, and often law professors and law students. They meet approximately once a month both to "break bread" and to hold presentations and discussions on matters of ethics, skills and professionalism.

The essence of an American Inn of Court is its relatively small size and the personal contact among its members. At a local AIC meeting, members engage in mock trials, share insights into the legal process, receive critical evaluation, and discuss ideas and experiences. Between meetings, smaller groups of members meet in law offices, courtrooms and judges' chambers.

The first American Inn of Court was founded on February 2, 1980 in the Provo-Salt Lake City area of Utah, and included law students from Brigham Young University. Within the next three years, American Inns were formed in Hawaii, Mississippi and Washington, DC. By 1985, there were twelve Inns nationally. The American Inns of Court is the fastest growing legal organization in the country. There are now more than 300 chartered American Inns.

### ***THE AMERICAN INNS OF COURT FOUNDATION***

The American Inns of Court Foundation (the Foundation) was created by and for the individual American Inns of Court on May 24, 1985 as a non-profit, tax-exempt organization. The stated goals of the Foundation are:

- 1) To promote a high quality member experience;
- 2) To have a greater impact on the profession;
- 3) To be a primary resource for mentoring and education focused on professionalism, which includes ethics, civility, and excellence;
- 4) To be widely recognized as a leader in promoting professionalism, which includes ethics, civility, and excellence;
- 5) To have effective ongoing communications with members and alumni of the American Inns of Court;
- 6) To establish a highly effective governance structure and culture; and
- 7) To grow and diversify AIC revenue streams.

A 35-member Board of Trustees guides the affairs of the Foundation, determines basic policies and selects an executive director to carry out those policies. The executive director is accountable to the board and is responsible for all management functions of the Foundation. Foundation staff, under the supervision of the executive director, plans, directs and coordinates the Foundation's activities and carry out the policies set by the Board.

### ***NATURE OF EMPLOYMENT***

Employment with the Foundation is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, the Foundation may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Foundation and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the Foundation's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or expanded without the express written approval of the executive director of the Foundation.

### ***EQUAL EMPLOYMENT OPPORTUNITY***

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Foundation will be based on merit, qualifications and abilities. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, sexual orientation, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his or her immediate supervisor or the executive director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

### ***SEXUAL AND OTHER UNLAWFUL HARASSMENT***

It is our desire to create a productive and professional, yet convivial, working atmosphere. Employees should feel free to engage in casual dialogue, insofar that such dialogue neither distracts from the work at hand, nor can be construed as harassment. It is our policy to prohibit harassment, including sexual harassment, of one employee by another employee or supervisor on any basis including, but not limited to, age, race, color, physical or mental disability, marital status, veteran status, national origin and/or religion.

Harassment may not be a single intentional act, but instead may take the form of a hostile work environment. Many things may contribute to a hostile environment, including sexually explicit or discriminatory jokes, stories, or printed matter. Such things should not be brought into the workplace.



Any employee who wants to report an incident of unlawful harassment should report the matter promptly to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should contact immediately the executive director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible unlawful harassment should promptly advise the executive director or any member of management who will handle the matter in a timely and confidential manner. Anyone engaging in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### ***HIRING OF RELATIVES***

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the Foundation may be hired only if they will not be working directly for or supervising a relative. Foundation employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred or to resign if there is no appropriate alternative position. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### ***IMMIGRATION LAW COMPLIANCE***

The Foundation is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Foundation within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### ***PROBLEM RESOLUTION***

The Foundation is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from Foundation supervisors and management.

The Foundation strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Foundation in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the executive director or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to executive director if problem is unresolved or if executive director has not been approached previously.

## YOUR PAY AND PROGRESS

### ***EMPLOYMENT CATEGORIES***

It is the intent of the Foundation to clarify the definitions of employment classifications so that each employee understands his or her employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Foundation.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Foundation management.

In addition to the above categories, each employee will belong to one other employment category:

- **REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Foundation's full-time schedule. Generally, they are eligible for the Foundation's benefit package, subject to the terms, conditions and limitations of each benefit program.
- **REGULAR PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Foundation, subject to the terms, conditions and limitations of each benefit program.
- **TEMPORARY** employees are those who are not assigned to an introductory status and who are regularly scheduled to work less than 20 hours per week or those who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Foundation's other benefit programs.

## **INTRODUCTORY PERIOD**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Foundation uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the Foundation may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 60 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Foundation determines that the designated introductory period does not allow sufficient time to evaluate the employee's performance thoroughly, the introductory period may be extended for a specified period.

At the completion of the introductory period, the employee's supervisor will perform a formal written evaluation, which will be discussed with the employee and added to the employee's personnel file. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. New employees may also be eligible for other benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

## **PAYDAY**

All employees are paid on a semimonthly basis (the first through the 15th and the 16th through the end of the month). Pay is distributed on the seventh and 22nd of the month. Employee pay will include earnings for all work performed through the conclusion of the payroll period just completed.

Each employee is responsible for completing an appropriate time sheet and submitting it to the payroll manager on the first business day following the end of a pay period. If an employee anticipates that he or she will not be able to submit a time sheet as required (e.g., if the employee will be on leave) the employee should submit an estimated time sheet on their last day of work prior to the end of the pay period.

If an employee does not or cannot submit a time sheet, the employee's supervisor should submit one on the employee's behalf. The payroll manager must have a completed time sheet for each employee to ensure that each employee receives his or her pay.

Non-exempt employees should keep an accurate record of hours worked to ensure that any overtime hours are compensated appropriately and as required by the Fair Labor Standards Act.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's statement of wages or paycheck will be available upon his or her return from vacation.

Direct deposit of your paycheck into your bank account is available upon request. Employees receive an itemized statement of wages on the regularly scheduled payday. If direct deposit is not utilized, the paycheck is available at the office on the regularly scheduled payday.

Social Security and Medicare (FICA) and federal and state income taxes are automatically deducted from your pay. If you wish to take additional payroll deductions, you should make appropriate arrangements with the payroll manager. If you have any questions regarding payroll deductions, please discuss them with the payroll manager.

### ***PERFORMANCE IMPROVEMENT AND PAY RAISES***

A formal performance evaluation will be conducted at the end of an employee's introductory period. Following the introductory period, supervisors and employees are strongly encouraged to discuss job performance, continual improvement, and goals on an informal, day-to-day basis.

While the performance of all employees is generally evaluated on an ongoing basis, formal evaluations may be conducted at any time, and may be initiated by either the employee or supervisor. Formal evaluations are provided in writing to the employee by the employee's direct supervisor. The employee and his or her supervisor should then discuss the evaluation. The employee will be given the opportunity to respond in writing to the evaluation. The employee's supervisor may either revise the written evaluation or, may attach the employee's response to the evaluation, prior to adding the evaluation to the employee's personnel file.

There is no minimum guaranteed periodic pay raise, such as a cost-of-living adjustment (COLA). Pay adjustments are merit-based and are awarded by the Foundation in an effort to recognize superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

### ***RECRUITMENT AND HIRING***

The purpose of the Foundation's staff recruitment activities is to find the best qualified people to fill available positions.

It is our policy, therefore, to treat all applicants fairly and to base all hiring decisions on individual qualifications and past performance. In addition, we fully support a program of equal employment opportunity for all. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, sexual orientation, or any other characteristic protected by law.

Whenever possible and appropriate, qualified employees may be promoted when higher-level positions become available. Staff members interested in an open position should apply to that position's supervisor. All such applications will be treated as confidential.

### ***OVERTIME***

Occasionally Foundation employees are called upon or need to work more than the normal 35-hour workweek in order to complete important tasks. The period before and during a major event, for example, is one time when some Foundation employees may be required to work additional hours.

Overtime work must be authorized in advance by your supervisor and must be performed in the office or at an association meeting.

If you are considered a nonexempt employee under the provisions of the Fair Labor Standards Act, you are compensated at your regular pay rate for up to 40 hours per week, and at 1 ½ time your pay rate for hours worked in excess of 40 per week. Holidays, vacations, and other forms of paid leave are treated as time worked for purposes of calculating the rate of overtime pay.

If you are considered an exempt employee under the Fair Labor Standards Act, you are not entitled to payment for overtime. The Foundation does not grant compensatory leave for either exempt or non-exempt employees.

## **EMPLOYEE BENEFIT PROGRAMS**

### ***HOLIDAYS***

The Foundation will grant holiday leave to all employees on the holidays listed below. On these days, the Foundation offices are closed.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November and the following Friday)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Business days between Christmas and New Year's

Holiday leave will be paid for all regular full-time employees, including those full-time employees who may still be within their introductory period. For non-exempt employees, holiday leave pay will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Regular part-time and temporary employees will receive holiday leave without pay.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. In other words, the eligible employee may utilize the holiday leave instead of vacation or sick leave.

If eligible nonexempt employees are required to work on a recognized holiday, they will receive holiday pay plus wages at their base rate for the hours worked on the holiday. Employees who voluntarily work on a scheduled holiday will not be paid overtime or compensatory leave for the time worked.

### ***VACATION LEAVE***

Vacation leave with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Regular full-time employees are eligible to earn and encouraged to use vacation leave as described in this policy.

Regular full-time employees accrue vacation leave according to the following schedule:

|                                  |                                       |
|----------------------------------|---------------------------------------|
| First year of employment:        | 2.917 hours/pay period (10 days/year) |
| After one year of employment:    | 4.375 hours/pay period (15 days/year) |
| After five years of employment:  | 5.833 hours/pay period (20 days/year) |
| After six years of employment:   | 6.125 hours/pay period (21 days/year) |
| After seven years of employment: | 6.417 hours/pay period (22 days/year) |
| After eight years of employment: | 6.708 hours/pay period (23 days/year) |
| After nine years of employment:  | 7.000 hours/pay period (24 days/year) |
| After ten years of employment:   | 7.292 hours/pay period (25 days/year) |

Vacation leave will begin to accrue on the first day of employment but employees are not eligible to use vacation leave until after the introductory period is completed. Vacation leave may be taken prior to accrual but the amount is limited to the total that will be accrued by the end of the fiscal year.

Paid vacation leave can be used in minimum increments of ½ day for non-exempt employees and full day for exempt employees. To take vacation leave, employees should request advance approval from their supervisors. Requests will be granted based on a number of factors, including business needs and staffing requirements.

Employees are responsible for reporting leave taken on their time sheet. The failure to report leave that has been taken is grounds for disciplinary action up to and including termination of employment.

Occasionally, unpaid vacation leave may be granted with the written approval of the supervisor.

Vacation leave is paid at the employee's base pay rate at the time of vacation and does not include overtime. The benefit year coincides with the fiscal year.

As stated above, employees are encouraged to use available paid vacation leave. In the event that available vacation is not used by the end of the benefit year, employees may carry unused leave up to 35 hours to the next benefit year. The only exception allowed to carry over more than 35 hours is if the employee has requested and scheduled, by the close of the benefit year, to use the excess hours.

Upon termination of employment, employees will be paid for unused vacation leave that has been earned through the last day of work. Employees will be docked for vacation leave that was taken but not accrued (negative vacation hours).



## **SICK/PERSONAL LEAVE**

The Foundation provides paid sick/personal leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries or personal business. Regular full-time employees are eligible for this benefit.

Regular full-time employees will accrue sick/personal leave at the rate of 12 days per year or 3.5 hours per pay period. Sick/personal leave benefits are calculated on the basis of a benefit year, which coincides with the fiscal year.

For non-exempt employees, paid sick/personal leave can be used in minimum increments of one hour. The minimum increment for exempt employees is a full day.

Employees are responsible for reporting leave taken on their time sheet. The failure to report leave that has been taken is grounds for disciplinary action up to and including termination of employment.

The use of sick/personal leave is intended primarily for absences due to the employee's own illness or injury. Occasionally, employees may use sick/personal leave to conduct personal business.

Employees who are unable to report to work due to illness, injury or personal business should notify their supervisor before the scheduled start of their workday if possible. Their supervisor must also be contacted on each additional day of absence.

Sick/personal leave may not be taken for more than two consecutive days without permission from the employee's immediate supervisor. Generally, such permission will only be granted in the event of illness or injury.

If an employee is absent for four or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of 14 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives or bonuses.

An employee may accrue a maximum of 30 days, or 210 hours, of sick/personal leave, and may carry as much into the next benefit year. Once an employee has accrued 210 hours of sick/personal leave, he or she will not accrue any additional sick/personal leave until the balance has been reduced.

## ***JURY DUTY***

The Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any two-year period. Jury duty pay will be the equivalent of the difference between the employee's normal rate of pay and the amount paid for the jury duty.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence. Regular full-time employees qualify for paid jury duty leave. Regular part-time employees qualify for unpaid jury duty leave.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation leave) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Foundation or the employee may request an excuse from jury duty if, in the Foundation's judgment, the employee's absence would create serious operational difficulties.

The Foundation will continue to provide health insurance benefits for the full term of the jury duty.

Vacation, sick leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

## ***BEREAVEMENT LEAVE***

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to five days of paid bereavement leave will be provided to regular full-time employees per year.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives or bonuses.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The Foundation defines “immediate family” as the employee’s spouse, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

### ***MILITARY LEAVE***

A military leave of absence will be granted to regular full-time employees to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Foundation until the end of the first full month after military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by the Foundation according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee’s return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

### ***PROFESSIONAL DEVELOPMENT***

The American Inns of Court Foundation values continuing education and a well-trained staff. To that end, the Foundation will make professional development opportunities available to permanent full-time employees, provided such opportunities are relevant to the employee’s job responsibilities and are appropriate for the employee’s level of experience and position. Employees will be required to submit an annual professional development plan during the annual budget development process. Professional development opportunities that are not planned for will be evaluated on a case-by-case

basis and require a supervisor's approval. In most cases, employees will not be required to use paid leave to attend approved professional development activities.

### ***INSURANCE and PENSION BENEFITS***

Eligible employees at the Foundation are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor or the benefits manager can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following insurance and pension benefit programs are available to eligible employees. Due to the nature of these programs, additional information must be obtained from the benefits manager.

- Medical Insurance
- Dental Insurance
- Life Insurance
- Short- and long-term disability
- 403b Pension Plan

Some of the above benefit programs require contributions from employees. Your supervisor or the benefits manager can give details about the plans and the contribution required from the employee.

### ***WORKER'S COMPENSATION***

The Foundation provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who sustains work-related injuries or illnesses should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

## ***MEDICAL LEAVE***

The Foundation provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Regular full-time employees are eligible to request medical leave as described in this policy but may request medical leave only after having completed the introductory period of employment. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be reported promptly to the Foundation. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of two weeks within any six-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required first to use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by the Foundation until the end of the first full month of medical leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits will again be provided by the Foundation according to the applicable plans.

Benefit accruals, such as vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be scheduled properly, an employee on medical leave is requested to provide the Foundation with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, the Foundation will assume that the employee has resigned.

Alternative arrangements for extended medical leave may be made at the discretion of the executive director.

### ***FAMILY LEAVE***

The Foundation provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child; or to care for a child, spouse or parent with a serious health condition. Also included in these categories is any other person whose association with the employee is similar to any of the above relationships. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

Regular full-time employees are eligible to request family leave as described in this policy. Eligible employees may request family leave only after having completed the introductory period of service. Eligible employees should make requests for family leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of two weeks of family leave within any six-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days. Employees will be required first to use any accrued paid leave time before taking unpaid family leave.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Foundation until the end of the first full month of approved family leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits will again be provided by the Foundation according to the applicable plans.

Benefit accruals, such as vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be scheduled properly, an employee on family leave is requested to provide the Foundation with at least two weeks' advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, the Foundation will assume that the employee has resigned.

### ***PAY DEDUCTIONS***

The law requires the Foundation to make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The Foundation also must deduct Medicare, and Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". The Medicare and Social Security combined deductions are called "FICA". The Foundation matches the amount of FICA taxes paid by each employee.

The Foundation offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your pay or how they were calculated, your supervisor or the payroll manager can assist in having your questions answered.

## **ON THE JOB**

### ***WORK SCHEDULES***

The normal workday for all employees is 9:00 a.m. to 5:00 p.m., Monday through Friday. All employees should make every effort to be present during those hours. Any other work schedule must be arranged with the employee's immediate supervisor. Non-exempt employees must use appropriate leave when absent during the workday except for a designated lunch break.

All regular full-time non-exempt employees are provided with one meal period of 60 minutes in length each workday, which should be scheduled with your supervisor. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Regular part-time employees are provided with one 15-minute break for every four hours worked. Employees will be relieved of all active responsibilities and restrictions during break periods and will not be compensated for that time.

All employees are expected to demonstrate commitment to their job responsibilities. For exempt, full-time employees, this may include working beyond the normal workweek of 35 hours.

### ***TELECOMMUTING***

The following policy outlines the requirements and considerations with respect to telecommuting arrangements. Only regular full-time employees are eligible for telecommuting. Generally, employees still within their introductory period will not be eligible for such arrangements. Nothing in this policy alters the employee's at-will employment status or otherwise guarantees employment for any specified period of time.

#### ***Definition***

Telecommuting is the practice of working from home or another location outside the central office/workplace. Telecommuting is not an entitlement. Rather, it is a work alternative that AICF may offer to some employees when, at the sole discretion of AICF, it would benefit both the organization and the employee. All requests for a telecommuting arrangement will be evaluated on a case-by-case basis.

This policy does not cover employees who are hired specifically to work in a remote setting, nor does it cover employees who work remotely in the course of business travel.

Telecommuting, as defined in this policy, is where an employee works primarily on-site at the AICF office, but occasionally works off-site at a home office or other location for a specified period of time in order to accomplish a specific objective. Telecommuting arrangements are generally temporary work arrangements meant to address short-term



needs of the employee and AICF. Generally, telecommuting arrangements will not extend beyond a few days.

### ***Request to telecommute***

Employees interested in a telecommuting arrangement must submit a written request to the Deputy Executive Director. Requests should be made at least three business days prior to the beginning of the desired telecommuting arrangement. The request should include the date(s) and specific objectives for the arrangement. The request should indicate how such an arrangement will benefit both AICF and the employee and should explain how the employee would be accountable and responsible for his or her work, what equipment or supplies would be necessary to accomplish the employee's duties, and how the communication barriers can be overcome.

### ***Evaluation of requests to telecommute***

Telecommuting is not an appropriate option for all positions or for all employees. As such, AICF reserves the right, at its sole discretion, to evaluate each request pursuant to this policy on a case-by-case basis. In deciding whether to grant an employee's request to telecommute, the Deputy Executive Director will focus on how AICF's business needs can best be accomplished. The decision to approve a particular telecommuting arrangement will be based on several factors, including but not limited to: position and job duties, performance history, related work skills and overall impact on the organization.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, AICF retains the right to refuse to enter into a telecommuting arrangement where such an arrangement is not appropriate. In addition, AICF may terminate a telecommuting arrangement at any time, for any reason.

It is important that AICF maintain a high level of customer service to our members, prospective members and each other. A request for a telecommuting arrangement will not be approved if the arrangement would place an additional burden on staff working at the office.

It is not an appropriate use of this policy for employees to request to work from home because they are not feeling well on a particular day, or to facilitate the conduct of personal business. Employees who are ill or who have personal business to attend to should take leave in accordance with AICF's personal leave policy.

In addition, telecommuting should not be used as an alternative to making other, outside childcare arrangements. Employees who work from home in accordance with an approved telecommuting arrangement must arrange outside care for children.

### ***Telecommuting arrangements***

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not

change due to participation in a telecommuting arrangement (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and the Deputy Executive Director. Changes to this schedule must be reviewed and approved in advance by the Deputy Executive Director as part of the request. Telecommuting employees must be available by telephone and e-mail during scheduled hours, with the exception of a lunch period.

Employees may not telecommute when doing so would conflict with scheduled group programs, such as staff meetings and retreats.

### ***Home office***

Employees working at home as part of a telecommuting arrangement should maintain a safe, separate workspace in which they can complete their work. Access to this workspace by non-employee residents of the home should be limited. Employees are reminded to report all work-related injuries immediately to AICF.

Employees should secure confidential, private AICF and member information by use of computer passwords and/or locks on doors, desks and filing cabinets. Telecommuting employees are reminded that they are prohibited from disclosing or using confidential AICF information or private member data for any purpose other than legitimate business purposes. Misuse of AICF confidential information or private member data may subject employees to discipline up to and including termination.

Generally, AICF will not supply any equipment necessary to properly furnish a remote office. Employees requesting a telecommuting arrangement must have the necessary equipment and/or supplies, adequate Internet access, and a telephone or connection to the AICF VOIP phone system. However, telecommuting employees are reminded that any computers, computer files, the e-mail system and software furnished to employees are AICF property intended for business use. AICF retains the right to monitor the use of computers, computer files, the e-mail system and software it provides and to prohibit the use of its computers and computer networks and software by non-employees.

Abuse of AICF computers and computer networks and software will subject the employee to discipline up to and including termination.

### ***Terminating telecommuting arrangements***

Telecommuting employees are expected to perform at the same level of productivity as if they were working on-site. Should the productivity level of any employee who is telecommuting drop below an acceptable level, the telecommuting arrangement will be terminated and the employee will be expected to return to work out of the AICF office. The employee may also be subjected to discipline up to and including termination.

### ***Telephone Stipend Policy***

For AIC employees who are expected to travel frequently, it is imperative for those employees to have mobile telephones to allow them to remain connected and accessible to other staff and members, and to be able to make productive use of time outside the office. In lieu of providing AIC-purchased mobile telephones, AIC will provide such employees with a stipend not to exceed \$25 per month to help defray the cost of the equipment and service.

### ***Internet Service Reimbursement***

AICF provides Internet reimbursement to staff members who meet the following criteria:

- 1) Staff member must be employed on a full-time basis (minimum of 35 hours per week).
- 2) Staff member must work at least 80% of the time from home (not including time spent on AIC-related travel) and be considered "remote."
- 3) Staff member must have personally subscribed high speed Internet (defined as cable, DSL, satellite or fiber service) in their home office.

AICF will reimburse staff members who meet the above criteria for 50% of the service amount up to \$50 per month. Staff members must submit an expense report quarterly with a copy of the service invoices for the previous quarter (3 months) of service.

### ***EMPLOYEE CONDUCT***

To ensure orderly operations and provide the best possible work environment, the Foundation expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with the Foundation is at the mutual consent of the Foundation and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### ***VISITORS IN THE WORKPLACE***

To provide for the safety and security of employees and the facilities at the Foundation, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter the Foundation at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Foundation's premises, an employee should notify his or her supervisor immediately or, if necessary, direct the individual to the reception area.

Additional security policies may be in effect from time to time. If there is ever a question about proper office security policies or procedures, please ask the office manager or executive director.

### ***PERSONNEL DATA CHANGES***

It is the responsibility of each employee to notify the Foundation promptly of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed notify the immediate supervisor or the personnel manager.

### ***EXPENSE REPORTING***

Expense reports are intended to provide a clear understanding and record of the total cost of an activity. All expenses related to a particular activity, such as attendance at a meeting or series of Inn visits, should be reported on a single expense report using the designated reporting tool. The expense report should list all expenses, whether those

expenses were charged to the corporate credit card or paid by cash, personal check, or personal credit card.

Expense reports should be submitted for approval, along with any required documentation (see Expense Documentation), no more than 15 days following the conclusion of the activity for which the expenses were incurred. After such time, reimbursement of any expenses is at the discretion of the Foundation.

Employees are expected to use good judgment when incurring expenses on behalf of the Foundation, and should make every effort to keep expenses reasonable and appropriate. Abuse of this expense reporting policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action up to and including termination of employment.

### ***EXPENSE DOCUMENTATION***

Any expense that requires reimbursement by the Foundation (i.e., expenses paid by cash, personal check, or personal credit card) must be documented by a contemporaneously-issued receipt. Such receipts must be attached to the expense report (see Expense Reporting) on which the expenses appear. No expense of \$25 or more will be reimbursed without proper documentation. Undocumented expenses less than \$25 will be reimbursed at the Foundation's discretion. Approved reimbursements will usually be issued with the employee's pay at the next scheduled payroll.

Expenses charged to the corporate credit card must be documented by a receipt. The receipt for such charges, along with an explanation of the purpose of the charge, should be provided to the bookkeeper during the same month in which the charge was made so that the Foundation will have the documentation necessary to reconcile the monthly account statement. Charge receipts previously submitted do not need to be attached to the expense report on which those expenses appear. If however, the charge occurs in the same month that the expense report will be submitted, they may be submitted together. Employees may be held personally liable for any corporate credit card charges that cannot be properly documented. Repeated failure to document corporate credit card charges can be grounds for disciplinary action up to and including termination of employment.

### ***EMPLOYEE TRAVEL***

Employees of the American Inns of Court Foundation who are required to travel on behalf of the Foundation are expected to exercise good judgment when making transportation and lodging arrangements, or otherwise incurring expenses payable by the Foundation. When making travel decisions, the employee should consider whether the value of a particular trip is worth the cost of travel. If any question arises about the value of a trip or a particular expenditure, all reasonable efforts must be taken to get prior supervisor's approval.

## ***Transportation***

Employees are expected to utilize the most cost-efficient means of travel available. All means of possible travel should be considered.

### Air or Rail Travel

Employees should book all air or rail travel at least 14 days in advance, if possible, and should utilize economy/coach class fares. Employees should make a good faith effort to identify the best possible fares, including utilizing Internet travel sites and alternative airports. Upgrades to economy plus or higher class levels may only be done at the employee's personal expense.

### Car Rental

When necessary, employees may rent cars through any of the major car rental agencies. In the event that employees do not have personal auto liability insurance, the Foundation will pay for the third-party liability insurance offered by the rental agency. Employees should book mid-size or smaller cars. The Foundation does not pay for additional rental items, such as child seats, GPS devices, etc.

### Use of Personal Automobiles

Employees may choose to use their personal automobile for business travel and will be reimbursed for actual mileage at the prevailing government mileage reimbursement rate. Employees who choose to use their personal automobile must first verify that the cost of doing so (by making a good faith estimate of the mileage) will be less than the cost of renting a car, with its attendant costs, and must submit documentation indicating such an assessment was made.

## ***Lodging***

Employees may utilize standard business class hotels, such as Marriott, Hilton, Hyatt or similarly priced hotels. In the event that travel is required and an acceptable business class hotel is not available, the employee may upgrade to the next quality level available. Employees should make a good faith effort to obtain the best rates possible.

## ***Internet charges***

Employees are permitted to utilize Internet connections at hotels or in wireless hotspots, such as airports, in order to make productive use of time spent in such places.

## ***Dining and Entertainment***

The Foundation will pay for or reimburse employees for meal expenses while on travel. Meals are generally defined as breakfast, lunch or dinner. Employees should use good judgment when dining out and make every effort to keep meal expenses to a reasonable amount. The Foundation will not generally pay for incidental snacks and beverages.

In the event the employee is hosting a meal function with members or prospective members, the employee may charge the entire meal to the Foundation. The

Foundation does not pay for any personal entertainment while on travel, nor does the Foundation pay for alcohol other than that which may be served at a Foundation-hosted event or at an event at which an employee's attendance is mandatory.

### ***Frequent Flyer and other points programs***

Employees may earn points in airline, car rental, hotel or other frequent user programs. These points may be used at the employees' discretion, including for personal travel. However, priority should be given to cost-efficiency (i.e., better rates) over the accrual of mileage. In other words, the employee should not book a more expensive fare or rate in order to earn points with a preferred company.

### **CREDIT CARDS**

The Foundation maintains an American Express Corporate credit card account. Certain employees may be authorized to make charges to this account and will be issued cards to do so. Only official Foundation expenses may be charged to the corporate card. Such expenses may include business travel, meals and lodging, office supplies and equipment, or expenses related to special events.

To prevent fraudulent or inappropriate usage of the corporate cards, cardholders are required to submit all receipts to the bookkeeper with an explanation of the purpose of the charges. If an employee cannot produce a receipt for a charge, the employee may be held personally liable for that charge, the amount of which will be deducted from the employee's pay. Any fraudulent or inappropriate usage of the corporate card may be grounds for disciplinary action up to and including termination.

### **EMERGENCY CLOSINGS**

The Foundation strives to remain open and accessible to our members during all scheduled work days and hours. However, at times, emergencies, such as severe weather, fires, power failures, or natural disasters, can disrupt Foundation operations. In extreme cases, these circumstances may require the closing of a work facility.

In the case of an emergency situation affecting the Washington Metropolitan Area, the Foundation's Alexandria office will follow the closing policies of the Federal Government as announced on [www.opm.gov](http://www.opm.gov) or on local television and radio stations. In other words, if the Federal Government is closed, the Foundation's Alexandria office will also be closed. If the Federal Government is operating on "unscheduled leave", so too will the Foundation's Alexandria office. ("Unscheduled leave" permits employees to take unscheduled personal or vacation leave without obtaining prior approval even though the office is officially open. In such instances, the employee should notify his or her supervisor of his or her decision.)

In the case of emergency situations affecting other parts of the country or world where AICF employees may be located, those affected employees should follow the recommendations of the local governmental authority.

Please note that while the office may be closed in certain situations, such time should not be thought of as an unplanned holiday. Emergency situations that may affect one part of the country rarely affect other parts of the country. Members in unaffected parts of the country may still need support and information even while one office is closed. While the ability to do so may understandably be limited due to power outages, childcare responsibilities, or other factors related to the local conditions, employees should strive to respond to email and to work remotely if possible. Employees located outside of the affected area are expected to work according to their regular schedule.

### ***EMERGENCY SERVICE FOR ESSENTIAL OFFICE SYSTEMS***

In the event that an essential office system malfunctions, the following procedures are to be followed:

Office systems that are considered essential to the daily operations of the American Inns of Court include the computer network (i.e., servers and the network printer), iMIS, the telephone and voice mail system, the building's HVAC system, the postage machine and the primary copier. Individual PC workstations are not considered essential, since there are usually backup workstations available. Other non-essential office systems include the coffee machine and other kitchen equipment, the small copier, fax machine, and office supplies.

Any malfunction in an essential office system should be reported to the office manager-on-duty as soon as it is detected. The office manager-on-duty will assess the situation and determine the remedy. This may require contacting the appropriate service for repair.

### ***INCOMING AND OUTGOING MAIL***

Incoming mail contains sensitive, confidential and valuable material; therefore, it is important that the mail be routed through the correct channels. All incoming mail is to be opened, handled and delivered exclusively by the office manager or his or her designee.

The office manager-on-duty processes all UPS, Federal Express, US Postal Service and other shipments. The office manager-on-duty will process all shipments according to their urgency, but in the most cost-efficient manner possible.

Anything needing to be mailed or shipped must be properly packaged and ready for shipment by the designated time each day, and deposited into the designated receptacle. The correct shipping address, delivery requirements and accounting code must be provided. If there are an unusually large number of pieces to be shipped, please allow for additional processing time. Deadlines are set in the office procedures manual.



### ***INCOMING AND OUTGOING PAYMENTS***

All incoming checks, credit card payments and cash go directly to the person or persons designated to handle accounts receivable. The person(s) handling accounts receivable will prepare the bank deposits.

The office manager or his or her designee is responsible for delivering the deposits to the bank.

All Foundation checks require two signatures. The employee responsible for preparing checks may not be an authorized signatory. The executive director designates the authorized signatories on the Foundation's accounts.

### ***PERSONAL USE OF PHONE, MAIL SYSTEMS, AND EQUIPMENT***

Employees should not bill personal expenses to accounts the Foundation has established with other vendors, including but not limited to office supply companies, couriers, printers, etc.

The use of Foundation-paid postage for personal correspondence should be recorded as instructed by the office manager. The employee will be billed for postage used at the end of the month. Employees are expected to reimburse the Foundation in a timely manner.

No property or equipment may be borrowed for personal use without the written approval of the executive director or his/her designee.

### ***COMPUTER USAGE POLICY***

This policy serves three purposes: 1) to maximize employee productivity, 2) to maximize the benefits of the company's computer resources, and 3) to minimize potential liability. All computer users are obligated to use the Foundation's computer resources responsibly, professionally, ethically, and lawfully.

Employees are given access to computer workstations and the computer network to assist them in performing their jobs. The computer system, including all hardware, software and data, is the property of American Inns of Court Foundation. You should not have the expectation of privacy in anything you create, store, send, or receive on the computer system. Without prior notice, the organization may review any material created, stored, sent, or received on its network, either directly or through the Internet or any other computer network.

Use of computer resources for any of these activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful;
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political or religious information, or any other unauthorized material;
- Wasting computer resources by, including but not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in non-business instant messaging or online chat groups, streaming audio or video files, using the computer for entertainment purposes (such as playing music CDs), printing multiple copies of documents, or otherwise creating unnecessary network traffic;
- Installing unauthorized or non-business-related software applications, utilities or “plug ins”.
- Using, downloading, copying or storing software or other material (such as music or video) protected under law in violation of a license agreement or copyright; sharing or swapping of copyrighted material.
- Violating any state, federal, or international law.

American Inns of Court Foundation is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. You are cautioned that many of these pages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content.

Occasional, limited, appropriate personal use of the computer system is permitted when:

- such use does not interfere with the user's work performance or with any other user's work performance;
- such use does not have undue impact on the operation of the computer system; or,
- such use does not violate any provision of our computer usage policy or other company policies, standards or guidelines.

Users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Personal use of the computer system is a privilege that may be revoked at any time.

If you become aware of someone using computer resources inappropriately, you are

obligated to report the incident immediately to your supervisor. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Employees have a duty of care for the computer equipment, including portable equipment such as tablets or laptops, assigned to them. Employees should make every reasonable effort to ensure such equipment is not damaged, stolen, or otherwise compromised. Any equipment damaged or stolen in the normal course of business (including business travel) will be repaired or replaced by the Foundation. The employee, however, may be fully or partially liable for costs incurred due to lack of reasonable care or for use beyond the normal course of business.

### ***RECYCLING***

The Foundation supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at the Foundation's office:

- computer paper
- white high grade or bond paper
- ledger paper
- aluminum

The simple act of placing a piece of paper or can in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Whenever possible, employees of the Foundation are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

### ***DRESS POLICY***

Employees are expected to practice conservative good taste in dress and appearance. Extremes should be avoided. Any employee who has questions about this policy should discuss it with his or her supervisor.

Employees that are dressed inappropriately will be asked to return home to change into appropriate attire. Any time away from work resulting from inappropriate attire will be counted as sick/personal leave.

Certain days may be designated as “casual attire” days. Employees should check with their supervisors or the office manager for further information about deviation from the standard professional attire.

### ***OUTSIDE EMPLOYMENT***

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Foundation. All employees will be judged by the same performance standards and will be subject to the Foundation’s scheduling demands, regardless of any existing outside work requirements.

If the Foundation determines that an employee’s outside work interferes with performance or the ability to meet the requirements of the Foundation as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Foundation.

Outside employment will present a conflict of interest if it has an adverse impact on the Foundation.

Outside business or volunteer activities are not to be conducted in the Foundation offices or using Foundation equipment.

Occasionally, the office equipment may be used for personal business (such as reproducing a personal document on the copy machine or receiving a fax) but this practice should be limited and must not interfere with Foundation business.

### ***SOLICITATION***

Outside solicitations are strictly prohibited in the American Inns of Court Foundation offices and at any offsite meeting or function sponsored by the American Inns of Court.

No employee of the American Inns of Court Foundation is permitted to solicit contributions or support for outside "causes", goods or services from a member or another employee or to distribute notices, pamphlets, advertising, or other literature or materials to a member or another employee. Such information may be distributed only if an employee requests it, only outside of normal office hours and not within the American Inns of Court Foundation offices.

### ***EMPLOYEE TRANSPORTATION***

The Foundation encourages the use of public transportation and carpooling to reduce the demands on our roadways and natural resources.

Regular full-time employees who use public transportation such as Metrobus and Metrorail may qualify for partial reimbursement of those commuting expenses through the Metro SmartBenefits program.

For employees for whom public transportation is not a viable option, the Foundation provides a subsidy for parking. The dollar amount of that subsidy may vary, and may or may not be sufficient to cover the actual cost of parking.

### ***EMPLOYMENT TERMINATION***

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **RESIGNATION** - voluntary employment termination initiated by an employee.
- **DISCHARGE** - involuntary employment termination initiated by the organization.
- **RETIREMENT** - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Resignation is a voluntary act initiated by the employee to terminate employment with the Foundation. Although advance notice is not required, the Foundation requests at least two weeks' written notice of resignation from nonexempt employees and four weeks' notice from exempt employees.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

The Foundation will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Foundation or return of Foundation-owned property. Suggestions, complaints and questions may also be voiced.

Since employment with the Foundation is based on mutual consent, both the employee and the Foundation have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner: all accrued, vested benefits that are due and payable at termination will be paid; some benefits may be continued at the employee's expense if the employee so chooses; the employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

### ***POSSESSION AND RETURN OF PROPERTY***

Employees are responsible for items issued to them by the Foundation or in their possession or control, such as the following:

- Credit cards
- Keys
- Security passes
- Parking tags

Foundation property must be surrendered at the request of the executive director or his or her designee. All Foundation property must be returned by employees on or before the last day of work. Final pay will not be issued until all property is returned.

### ***SEVERANCE PAY***

In general, the Foundation does not provide severance pay to any employee whose employment is terminated. At its discretion, and only in rare circumstances, severance pay may be provided either in the form of advance notice of termination, or through an actual cash payment.

Specifically excluded from any severance pay benefits are employees who: were hired as temporary employees for a specified period of time; were offered but refused to accept another suitable position with the organization; were provided the opportunity to be retained for any length of time by a successor employer.

## **SAFETY IN THE WORKPLACE**

### ***LIFE-THREATENING ILLNESSES IN THE WORKPLACE***

Employees with life-threatening illnesses, such as cancer, heart disease and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Foundation supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Foundation will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Foundation will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the office manager for information and referral to appropriate services and resources.

### ***HOUSEKEEPING***

Employees are responsible for maintaining a clean, uncluttered workspace.

Employees are also responsible for cleaning up after themselves in the kitchen by putting dirty dishes in the dishwasher when finished with them. When using common areas and equipment such as the microwave, again, employees are responsible for cleaning up after themselves and putting things away. Courteous behavior contributes to a positive work environment.

The Foundation provides a refrigerator and microwave as a convenience for its employees. The Foundation does not assume any responsibility for personal items stored in the refrigerator or in other areas of the office.

### ***SMOKING***

In keeping with the Foundation's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. In addition, the Foundation is currently housed in a non-smoking building. This policy applies equally to all employees and visitors.

## ***DRUG AND ALCOHOL USE***

It is the Foundation's desire to provide a drug-free, healthful and safe workplace. To support this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Foundation premises and while conducting business-related activities off Foundation premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Foundation policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Foundation any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor or the executive director without fear of reprisal.

Occasionally employees may be expected to attend social functions where alcohol is served. They are expected to behave professionally and exercise good judgment.



## EMPLOYEE ACCEPTANCE FORM

***This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of the organization. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below, and return to your personnel representative by the due date.***

*I, \_\_\_\_\_, have received and read a copy of the American Inns of Court Foundation's Employee Handbook which outlines the goals, policies, benefits and expectations of the organization, as well as my responsibilities as an employee.*

*I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the organization. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the American Inns of Court.*

*I understand that the Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.*

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)