



## **EMPLOYEE HANDBOOK**

Updated April 2024

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## **INTRODUCTION**

The purpose of this handbook is to provide Foundation for Lincoln Public Schools (Foundation) employees with a ready resource that gathers pertinent information, policies, and patterns of practice related to their work. This is done with the belief that staff morale improves when everyone understands the relationship of their work to the total organization and knows their rights and responsibilities.

This handbook contains necessary policies as they exist at the time of publication. All policies are subject to change by the Board of Directors, at any time, with or without notice. This handbook is not to be construed as a contract of employment. General terms and conditions of employment may be found in this handbook. No employee has the authority to promise any other term or condition of employment (expressed or implied) not found in this document. All Foundation employees are employed "at will" and may be terminated at any time and for any reason, with or without cause or notice.

All employees must be thoroughly acquainted with this handbook.

## **EMPLOYMENT**

### **A. Application**

Any person desiring employment with the Foundation must submit an application and/or a resume with a cover letter. The President is hired by the Board. The President is responsible for all other staff hires. Staff position interviews will be conducted by Foundation personnel, as determined by the President. It is the Foundation's policy and practice to hire the best-qualified person for each position.

### **B. Equal Opportunity**

The Foundation intends to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, veteran status, or any other characteristic protected under federal, state, or local law. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment. The President and all managerial personnel are committed to this policy and its enforcement.

The Foundation will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in adhering to this policy.

Employees are directed to bring any potential violation of this policy to the immediate attention of their supervisor or the President. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a potential violation of this policy shall be subject to immediate disciplinary action, up to and including termination.

Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

#### C. Legal Compliance

The Foundation intends to comply with all laws that apply to its business. The Foundation is subject to many laws and regulations which address various business practices. In some instances, these laws and regulations may be difficult to understand. When any question exists as to the Foundation's legal rights and obligations, the President should be consulted to assure compliance with all applicable laws and regulations.

#### D. Employment Classification

Foundation employees shall be subject to all rules, regulations, policies, and procedures adopted by the Board of Directors. All employees will be hired in one of the following categories:

1. **Full-Time Exempt Employees** are those who work a full work schedule (defined as a work week of 32 hours or more) and hold administrative, executive, or professional positions as defined by the Fair Labor Standards Act. These employees do not receive overtime pay. Full-time exempt employees are eligible to receive all available benefits. However, Employees who work 30 or more hours per week, but less than 40 hours per week, will receive partial benefits on a pro-rated basis
2. **Full-Time Non-Exempt Employees** are those who work a full work schedule (defined as a work week of 32 hours or more), perform tasks other than executive, administrative, or professional as defined by the Fair Labor Standards Act (FLSA), and must be paid time-and-a-half for overtime work. Overtime work must be approved in advance by the President. Full-time non-exempt employees are eligible to receive all available benefits.
3. **Temporary Full-Time Employees** are part-time employees who are hired to fulfill a specific need or provide a specific service for a short term. They are not eligible for any benefits.
4. **Part-Time Exempt Employees** are those salaried employees in a classification of one of the three typical categories of exempt job duties, "executive," "professional," and "administrative." They must meet the salary threshold required by the Fair Labor Standards Act.
5. **Part-Time Employees** are those who work less than a 30-hour week and are ineligible for benefits. These individuals will complete a timesheet to be submitted by the end of the day on the Friday before payday to the Director of Operations.
6. **Temporary Part-Time Employees** are part-time employees who are hired to fulfill a specific need or provide a specific service for a short term. They are not eligible for any benefits.
7. **Contract Employees** are those hired to perform specific tasks on an intermittent basis or who are hired for the creation of a program. These employees are not eligible for overtime pay or benefits. Their contract is in writing and signed by the employee and the President.

*\*Benefits may include health, dental, vision, life, and disability insurance; retirement match; flexible spending accounts; and paid time off.*

## E. Termination of Employment

Employment at the Foundation is employment “at will.” Employment at will may be terminated with or without cause and with or without notice at any time.

No policy, procedure, or standard described in this handbook, or any document or statement of the Foundation shall limit the right of either Foundation or the employee to terminate employment at will. No employee of the Foundation has any authority to enter into any agreement for employment for a specified period or to make any agreement or representation contrary to the Foundation policy of employment at will.

## F. Standards of Conduct

The work rules and standards of conduct for the Foundation and its employees are important. The Foundation takes its standards of conduct seriously. All employees are required to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting the Foundation’s business. Please note that any employee who deviates from these rules and standards will be subject to progressive discipline, up to and including termination of employment.

- Employee must comply with the current confidentiality agreement. Every employee will be given this form upon hire and the signed copy will be kept in the employee file.
- Theft or inappropriate removal or possession of the Foundation’s property or the property of others.
- Falsification of timekeeping records.
- Working or reporting for work under the influence of alcohol or illegal drugs or working or reporting for work impaired due to alcohol, illegal drugs, or misuse of prescription drugs.
- Possession, distribution, sale, transfer, or use of alcohol, non-prescribed prescription drugs, or illegal drugs in the workplace.
- Fighting, bullying, or threatening violence in the workplace.
- Boisterous, unprofessional, or disruptive activity in the workplace.
- Possession of any weapons, including knives, pistols, rifles, stun guns, etc., in the workplace.
- Negligence or improper conduct leading to damage of Foundation-owned property or the property of others while on Foundation business.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Violation of the laws and regulations applicable to the Foundation or applicable in the workplace.
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment or discrimination.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of telephones or other company-owned equipment.
- Use of personal cell phones or other devices that are disruptive to the workplace.

- Unauthorized disclosure of business "secrets" or confidential information of the Foundation or its donors.
- Violation of other Foundation personnel policies or any policy outlined in this Handbook; or
- Unsatisfactory performance or unprofessional conduct, as determined by the President of the Foundation.
- Behavior on or off the job that reflects poorly on the employee or the Foundation.

#### G. Retirement and Succession Planning

Employees who are considering retirement are encouraged to schedule a conference with the President to discuss a transition plan and strategy, preferably three to six months before the planned retirement date.

Every employee is encouraged to give the Foundation as much notice as possible, preferably two weeks, in writing, when they are planning a leave of absence or permanent separation from their position.

The Foundation will keep a robust succession plan in place that will be reviewed at least annually to insure there are no gaps in service. The succession plans will be kept in each employee's file.

#### H. Americans with Disabilities Act

The Foundation is committed to full compliance with the provisions of the Americans with Disabilities Act (ADA). The Americans with Disabilities Act defines a "disability" as (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. "Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Reasonable work standards may be developed by an individual's department or supervisor to fulfill organizational performance expectations. There may be instances where a staff member is unable, due to a health-related or physical condition, to meet those standards, or in attempting to do so, may present a hazard to themselves or others. Employees who believe that they may require an accommodation to enable them to fulfill the essential functions of their position should discuss these needs with their supervisor or the Director of Operations in writing. The Foundation will make every reasonable effort to accommodate an individual's specific health problem or physical restrictions. These situations will be considered on a case-by-case basis, considering any relevant job requirements.

### **CONDITIONS OF WORK**

#### A. Working Hours

The employee workday will vary according to the specific position. The work schedule for part-time employees is determined by the immediate supervisor. The workweek expectation

is 40 hours for full-time employees. Foundation office hours are 8 am to 5 pm Monday through Friday. With consultation from the direct supervisor, employees may be allowed to flex their time to accommodate their personal needs and the needs of the Foundation. Flex time may also be considered when employees are asked to work extra hours, outside of the normal workday. Individual work schedules will be discussed and determined between the employee and their supervisor, in keeping with the needs of the organization.

#### B. Attendance and Scheduling

Each employee is important to the overall success of the Foundation. Employees are required to be present for work during the workday established for them by their supervisor, and to report to work on time. Reporting to work on time means that the employee is ready to start work at his or her scheduled start time, not just arriving at work at the scheduled starting time. Being more than fifteen minutes late, more than two times constitutes grounds for disciplinary action.

All employees must communicate to their supervisor directly if they will be late to work, need to take an extended meal break, or need to leave early. The supervisor must be aware of and approve an exception to the employee's schedule.

#### C. Absences/Absenteeism

Any employee who needs to call in sick should contact their supervisor at least one hour before their scheduled work time by phone, text message, or email. If the employee does not receive an immediate answer on the phone, they must leave a voicemail. If the supervisor would like the employee to contact them on their cell phone, they will provide them with that number. Employees should make sure they receive an acknowledgment from their supervisor. Employees are required to use PTO when calling in. If no PTO is available, they should discuss options with their supervisor and HR.

An absence from a scheduled work period, which is not authorized under this handbook, shall be considered an unauthorized absence. The employee's compensation for a period of an unauthorized absence will be deducted from available leave or shall be unpaid as permitted by law. Continued occurrences of unauthorized absences will result in disciplinary action.

Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the Foundation. Absence from work for two consecutive days without properly notifying a supervisor will be considered a voluntary resignation.

After an authorized absence of five days or more, the employee may be required to provide documentation from the employee's physician to certify the reason for the need to be away from work because of a serious health condition of the employee or one of their family members. The Foundation may also require that the employee provide a fitness-for-duty certification from the employee's physician if they must be absent from work due to a personal injury or illness to ensure that they may safely return to work.



If the employee expects to be absent from the job for an approved reason (e.g., paid time off or an approved leave of absence), the employee should notify their supervisor of their upcoming absence as far in advance as possible. All requests for approved time off should be entered into the Foundation's electronic reporting system for approval by the supervisor.

#### D. Timekeeping

All non-exempt employees full and part-time, are required to keep a timesheet every shift using the Foundation's designated timekeeping system.

If the employee has an issue with their timesheet, they must contact their supervisor immediately to correct it. It is the employee's responsibility to ensure their timesheet is correct for each pay period.

Meal periods are unpaid. Employees will be expected to document their lunch hours on their timesheets. No hourly employee is authorized to perform work off the clock.

Meal periods are generally 30 minutes or one (1) hour, based on position. It is in the employee's supervisor's discretion to establish or change the length of the meal period and when meal periods can be taken.

#### E. Calendars

The President has the sole discretion to determine if the office will be closed for weather-related emergencies.

Exempt staff may be asked by the President to work remotely. If this is not possible, exempt employees must use their PTO.

#### F. Personnel Records/Employee Files

The Foundation maintains a personnel file for each employee. The file serves as the Foundation's official record regarding each employee during their employment. All medical-related records or documents will be maintained in a separate confidential file apart from the employee's personnel file.

Employees may make an appointment with the President to review their personnel file but are not allowed to remove or copy file contents.

#### G. Change of Address/Name/Phone

Employees will notify the Foundation of any change in telephone number, address, or name.

#### H. Assessment and Professional Development

Each employee will be reviewed annually by their supervisor. Annual pay increases will be based on the availability of funds, Board approval, and performance. Employees will also be given quarterly check-ins with their immediate supervisor.

All appraisals and check-in notes will be kept in the employee's personnel file.

The President will be reviewed by the Board, with guidance from the HR committee of the Board.

#### I. Volunteering

Giving back to the community is important and is a part of the Foundation's culture.

Employees are required to volunteer 8 hours a year in the Lincoln Public Schools System to better understand the great work happening in our schools. Options include serving on advisory committees, mentoring programs, participating in LPS efforts to impact young lives, or extending a helping hand to those in need. Employees must receive approval from their supervisor before volunteering to ensure it does not interfere with regular duties. All employees will be paid their regular rate of pay for volunteering.

The Foundation also encourages community involvement, especially if it aids in an employee's professional development. The employee must seek approval from their supervisor for these activities as well.

#### J. Training

The Foundation strives to provide employees with the skills and knowledge needed to be successful in their careers at the Foundation for LPS. A minimum of eight (8) hours of supervisor-approved training will be required each year. Supervisors will establish annual professional development plans with each employee. On-site classes and webinars are available to associates at no cost.

With supervisor approval, training requiring payment is also available. Training hours will include user group meetings and hands-on learning. Educational programs are intended to improve professional skills and abilities as they relate to Foundation employment. Employees must receive approval from their supervisor before training to ensure it does not interfere with regular duties. Employees will be paid their regular rate of pay for training.

#### K. Use of Foundation Computer Network and Internet

Employees have access to the Foundation computer network and the Internet. It is important to remember that the equipment and the software are the property of the Foundation. Employees have no right of privacy to any emails or electronic media used at or for work, regardless of the ownership of the equipment, software, or hardware in question.

When using computers and the Internet, employees are agreeing to the following:

- Since copyright laws protect software, employees will not make unauthorized copies of software found on Foundation computers by any means.
- Employees will not give, lend, or sell copies of the software to others unless the original software is identified as shareware or in the public domain.

- If an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
- Employees are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based on race, gender, national origin, or religion. Further, employees are prohibited from placing such information on the Internet.
- Employees will protect the privacy of other computer users' by not accessing their passwords without written permission.
- Employees will not copy, change, read, or use another person's files. The President will be able to review any files.
- Employees will not attempt to gain unauthorized access to system programs or computer equipment.
- Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name. All electronic media used at or for Foundation work shall be password always protected. If a breach of security occurs or is suspected to have occurred, the employee must notify the President immediately.
- Employees will not attempt to login into the system as a system administrator unless authorized to do so.
- Employees understand that the intended use of all computer equipment is to meet Foundation objectives.
- Employees will not waste or take supplies, such as paper, printer toner, CDs, or flash drives that are provided by the Foundation.
- Employees will not use the network for financial gain or any commercial or illegal activity.
- Attempts to bypass security systems on computer workstations or servers, or vandalism will result in the cancellation of privileges. Malicious attempts to harm or destroy the data of another employee, data that resides anywhere on the Lincoln Public Schools or Foundation network or the Internet, or the uploading or creation of computer viruses are forbidden.
- Foundation will not be responsible for any liabilities, costs, expenses, or purchases incurred using Foundation telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The employee is solely responsible for any such charges.
- The employees will follow all user agreements provided by LPs for the use of their internet and email services.
- The Internet will be supplied for the employee's use on an "as is, as available" basis, while in the office. Foundation does not imply or expressly warrant that any information the employee access will be valuable or fit for a particular purpose or that the system will operate error-free.
- Foundation is not responsible for the integrity of information accessed or software downloaded from the Internet.
- The system administrators reserve the right to refuse to post files and to remove files.

#### L. Dress Code

The Foundation expects each employee to project a professional and business-like appearance as a representative of the Foundation, keeping in line with LPS policies for dress code.

### **CLASSIFICATION/SALARY INFORMATION**

#### A. Job Classification

Job descriptions are on file at the Foundation and are updated periodically, as needed.

Transfers or promotions of personnel are made by the President. To transfer or be promoted, the employee must be capable of performing the essential job functions, as assigned, with or without reasonable accommodation. The President shall determine whether the employee meets the qualifications.

#### B. Salary and Method of Payment

All employees will be paid bi-weekly on Friday mornings unless paid early due to a bank holiday. The Foundation will notify employees in advance of upcoming holiday pay schedule changes. Employees are required to have an automatic deposit of their paycheck to financial institutions that will accept ACH deposits. For automatic deposit, employees must complete an authorization form, which is available from the Director of Operations.

Non-exempt employees will document hours worked on a timesheet as directed by their supervisor or the Director of Operations.

#### C. Overtime

All requests to work overtime must be approved by the President or department director. Full-time exempt employees are salaried and exempt from overtime pay. Full-time non-exempt employees who work more than the maximum workweek (40 hours) are eligible for overtime pay, providing said overtime is approved in advance. Overtime pay will be paid at the rate of one-and-a-half times the employee's regular pay rate.

### **EMPLOYEE SAFETY AND SECURITY**

#### A. Drug-Free Workplace

The Foundation strives to maintain a workplace free of illegal drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our donors' confidence in the Foundation. Such conduct is also prohibited during personal time to the extent that in the opinion of the Foundation, it impairs the employee's ability to perform on the job or threatens the reputation and integrity of the Foundation.

Employees arrested for controlled substance-related violations must inform the Foundation within 24 hours.

**Alcohol:** Employees are prohibited from using or being under the influence of alcohol at work, while operating a motor vehicle doing business for the Foundation or any job-related purpose, or while on the Foundation premises. Exceptions for alcohol consumption can be made for donor events, celebrations, and employee get-togethers that are off-site. Employees are required to always maintain their professionalism while consuming alcohol.

*Illegal Drugs:* Employees of the Foundation are prohibited from using or being under the influence of illegal drugs. Any employee found to have used, manufactured, distributed, purchased, or transferred an illegal substance is subject to dismissal. Any employee found to possess an illegal substance while on the job is also subject to dismissal. This policy does not prohibit the proper use of a medication under the direction of a physician; however, misuse of such medications is prohibited.

*Disciplinary Action:* Employees who violate this policy may be disciplined or terminated. Violations include refusing to consent to and comply with testing and search procedures as described below. At its discretion, the Foundation may require employees who violate this policy to complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

*Searches:* The Foundation may conduct searches for illegal drugs or alcohol at the Foundation facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Foundation property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment with the Foundation, and an employee's refusal to consent may result in disciplinary action, up to and including termination.

*Drug Testing:* The Foundation may require a blood test, urinalysis, hair test, or other drug or alcohol screening of employees reasonably suspected of using or being under the influence of illegal drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to the test may result in disciplinary action, up to and including termination.

#### B. Tobacco Products on District Property

Lincoln Public Schools Policy 4785 provides: The use of tobacco products in Lincoln Public Schools buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Foundation is a tenant of the Lincoln Public Schools Steve Joel District Leadership Center and, therefore, Foundation employees will adhere to the policy.

### C. Civility of Employees

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, donors, and anyone else having business with the Foundation. Uncivil behaviors are prohibited.

Uncivil behaviors shall be defined as any that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Such interactions could occur in telephone conversations, voice mail messages, social media, face-to-face conversations, and written communications, including email messages.

Any uncivil behavior should be reported to a supervisor or the Foundation President. Employees may be subject to disciplinary action up to and including termination. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

### D. General Safety Guidelines

Foundation employees have a responsibility to protect themselves from injury.

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders, and locking stools to stand, climb, etc. to reach high places.
- Wipe up spills or report promptly to appropriate personnel.
- Be aware of surroundings. Pick up all clutter and keep the work area clean and free of clutter, debris, etc.
- Identify and report all hazards (e.g., broken equipment, broken or uneven floor surfaces, windows, doors, etc.). Follow up if not repaired.
- Do not carry heavy or bulky objects. Get a cart or dolly or ask for assistance. Know how to properly lift.
- Report any injuries or medical problems to the President.
- Wear seatbelts when in vehicles, limit cell phone calls, and do not text while driving.
- Avoid doing repetitive tasks for long periods (e.g., keyboarding, filing, typing, etc.). Learn to take breaks, learn and do stretching exercises, etc. to avoid injury.

### E. Anti-Discrimination and Harassment

The Foundation is committed to offering employment opportunities in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by employees is prohibited. In addition, the Foundation will endeavor to protect employees from reported discrimination or harassment in the workplace by other non-employees.

Discrimination or harassment based on a person's race, color, religion, national origin, sex, disability, age, marital status, gender, or veteran status is specifically prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic, or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, or national origin constitute harassment when they

unreasonably interfere with the person's work performance or create an intimidating work environment.

Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. The Foundation is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of Foundation employees is prohibited.

It is a violation of Foundation policy to harass another employee sexually, to permit the sexual harassment of an employee by an employee or a nonemployee, or to harass or permit the harassment of a student sexually. Sexual harassment may take many forms including verbal harassment or abuse including unwelcome sexually oriented communication; subtle pressure or requests for sexual activity; unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body; requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or student's status; requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment about an individual's employment or student status; or sexual assault.

The Foundation's complaint procedure provides for immediate, thorough, and objective investigation of any harassment or bullying claim, appropriate corrective, or disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any victim of harassment.

Any employee who feels that they or their co-workers have been harassed or bullied or discriminated against on the job, including any persons doing business with or for the Foundation, should provide a written or verbal complaint to the Director of Operations, the President, or the Chair of the Board of Directors as soon as possible. The complaint should include details of the incident, names of individuals involved, and the names of any witnesses.

All incidents of harassment that are reported will be investigated. The Foundation will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the employee who complained and the accused harasser. If the Foundation determines that harassment has occurred, it will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to prevent any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the employee who complained.

### **TEMPORARY LEAVE FROM OFFICIAL DUTY**

The Foundation places a strong emphasis on attendance as a part of the employment.

Regular attendance is an essential job function of all positions and a requirement for continued employment with the Foundation. Abuse of leave privileges as determined by the President will be subject to discipline, up to and including termination.

The Foundation also recognizes there are many legitimate reasons for being absent from work and provides several types of paid leaves to accommodate those needs. The expectation is that employees will not abuse these leaves and will only use them when necessary.

**Requesting a Leave:** Employees are required to make a written application for leave from duty in advance of each period of absence, except in the case of illness or death in the family. In either of those two cases, the employee is required to report to their supervisor as soon as possible their inability to be at work. Employees will use this same procedure in the event they will be tardy for work.

Request for leave is to be made on a Paid Time Off (PTO) Request for Leave electronic form. The form is to be approved by the President or direct supervisor.

#### A. Workers' Compensation

Employees who are injured while working for the Foundation need to go to their respective physician for treatment of the injury. In addition, employees must contact the Foundation to commence workers' compensation assistance.

#### B. Return to Work

Absences of more than five days may require a written statement from the employee's physician stating that they are physically able to return to work. However, the President can request a release to return to work at any time they deem circumstances warrant a release. If the employee has been involved in an accident or incurred an injury that required medical attention, the President has the discretion to ask for a release. Return to work after a hospitalization always requires a written release. This statement is to be presented in person to the President before the employee returns to duty so that the present stage of work readiness can be observed and discussed.

#### C. Bereavement Leave

Up to five (5) workdays with full pay is allowed for each employee for absence in case of the death of a family member as defined by the employee.

Vacation time may be used to extend the bereavement period for full-time employees.

A total of one (1) workday with full pay is allowed for each employee for absence in the case of the death of other important persons, as defined by the employee.



#### D. Funeral Leave

Employees may be excused, without loss of pay, for a period of up to four (4) hours annually to attend the funeral service of others not listed under the bereavement leave provisions. Employees are required to notify their supervisor for approval. The employee may request to have this time extended by the use of vacation leave.

#### E. Paid Time Off (PTO)

Full-time employees will accrue PTO monthly as noted on the schedule below. Accrued PTO may be taken on dates approved by the employee's supervisor in writing at least three weeks before a scheduled absence.

PTO days may be accumulated if not used during a work year. The increase in the number of PTO days from one level to the next occurs on the employee's anniversary of hire date. The maximum number of PTO days that can be accrued by an employee at any given time is 20. When the employee reaches 20 days of accrued but unused PTO no further days will accrue until PTO is used and the total is brought below 20. When hiring salaried employees, the President has the option to negotiate the number of vacation days offered as it pertains to the following levels:

<b>Level</b>	<b>Years of Service</b>	<b>Annual PTO</b>
1	0-2 years	20 days
2	3-5 years	24 days
2	6-10 years	26 days
3	11-15 years	27 days
4	16-20 years	28 days
5	21+ years	30 days

Upon termination, staff members will be paid for their accrued and unused PTO Leave (subject to the cap on accrual of 20 days) on their last paycheck.

Short periods away for a doctor, dental or other appointments will be allowed at the discretion of the President or direct supervisor. Time for those appointments will not be charged against the employee's accumulated sick leave but the expectation is that employees will flex their time to ensure they are working 40 hours every week.

Short-term disability will only be provided after the employee has exhausted all other leave, including PTO, and has an extended absence of longer than two weeks due to a personal medical reason.

*PTO Balance:* A negative PTO balance occurs when an employee utilizes paid time off before accruing the necessary balance. If an employee requires time off that exceeds their accrued PTO balance, they have two options:

1. Unpaid Time Off Request: The employee can submit a request for unpaid time off, indicating their need for absence even though they haven't accrued sufficient PTO.

2. Negative PTO Request: Alternatively, the employee can submit a regular PTO request that would result in a negative balance, with a maximum allowance of 30 hours in the negative.

Exceptions to this policy may be considered at the discretion of both the employee's manager and the president. The decision to grant exceptions will be evaluated on a case-by-case basis, taking into account the specific circumstances surrounding the request. The final decision on negative and unpaid leave rests with the discretion of the president and is not guaranteed.

It is crucial for employees to be aware that negative PTO is subject to limitations, and any deviation from this policy requires explicit approval from the designated authorities.

*PTO Donations:* The Foundation recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued paid sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Under the medical emergency plan, donor employees may not claim an expense, a tax deduction or a charitable contribution for any of the leave donated under the plans. Additionally, all paid leave granted to the recipient employee is considered wages and is subject to Federal Insurance Contributions Act (FICA) withholding, Federal Unemployment Tax Act (FUTA) withholding and other required tax withholdings.

#### Accounting for Salary Differences:

To ensure wage equity, FLPS will account for salary differences in comparable dollar values—wage basis. The dollar value is converted into equivalent leave hours for the employee receiving leave. For example, employee A has an hourly rate of \$30. Employee A donates two hours of leave totaling \$60. Employee B experiences an emergency, is eligible to participate in the program, and requests three hours of leave at a rate of \$15 per hour. Employee B then exhausts the dollar value of \$45 (three hours of leave), and a total value of \$15 of employee A's donation remains in the emergency leave bank.

#### Eligibility

Employees must be employed with the Foundation for a minimum of three months to be eligible to donate and/or receive donated sick/personal time.

#### Guidelines:

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and

will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

#### Donation of Sick/Personal Time:

- The donation of sick/personal time is strictly voluntary.
- Donated sick/personal time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of sick/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick/personal hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick/personal time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick/personal time.
- The recipient receiving the donation can not exceed the max 20-day PTO accrual limit.

#### Requesting Donated Sick/Personal Time

Employees who would like to request donated sick/personal time are required to complete a Donation of Sick/Personal Time Request Form and submit it to the Director of Operations.

Requests for donations of sick/personal time must be approved by the Director of Operations and the employee's immediate supervisor.

If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request.

Employees who receive donated sick/personal time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

The Foundation PTO Donation Policy aims to foster a supportive work environment, encouraging employees to come together in times of need.

#### F. Paid Holidays

All full-time employees are granted 12 paid holidays as posted.

Holidays occurring within the period that the employee is absent shall not be charged against vacation leave.

If a full-time employee chooses to work on a holiday, they are allowed to flex their time to take their holiday on another day within the same week, preferably within the same week.

- Martin Luther King, Jr. Day
- Spring Holiday (Good Friday)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Winter Holiday Break (2 days)
- New Year's Holiday (2 days)

#### G. Jury Duty

Employees are encouraged to fulfill their civic obligation of jury duty. Their salary will continue during time spent in jury service.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report to work and resume duties for the balance of the day. When the employee is entirely dismissed from jury duty, the employee is to report to work.

#### H. Military Leave

All employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve shall be entitled to leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States for not to exceed fifteen work days in any one calendar year. Such leave of absence shall be in addition to the regular leave.

When the governor of this state declares that a state of emergency exists, and any of the persons named in this section are ordered to active service of the state, an additional leave of absence will be granted until the member is released from active service by the competent authority. During the leave of absence because of the call of the governor, any official or employee subject to the provisions of this section shall receive a portion of their salary or compensation as will equal the loss they may suffer while in active service of the state. R.R.S. Nebraska (Section 55-160).

#### I. Unpaid Leave for Health or Personal Reasons

When employees must be absent for personal or health reasons, applications may be made for unpaid personal leave. All requests are to be submitted to the President in writing unless the President is the employee requesting leave under this policy, in which case the request must be made to the Board.

An employee who requests unpaid personal leave for an anticipated temporary medical disability is required to notify the President at least eight (8) weeks before the commencement of said leave, if possible. Such anticipated temporary disability includes but is not limited to elective surgery, pregnancy, major illness, or medical treatment scheduled for a particular future time. In cases of temporary medical disability, the personal physician will verify the physical condition of the employee and indicate the estimated duration of the leave required. An employee who requests unpaid discretionary leave for personal reasons, other than medical reasons, must request the leave at least 8 weeks in advance unless circumstances make advance notice impossible. In all cases, the request must be made as soon as practicable.

The employee, either on personal initiative or recommendation by the attending physician, may request unpaid personal leave. The President will consider the nature of the disability and the work assignment when reviewing the request.

The decision of whether to grant such leave is entirely discretionary. A release to return to work from the personal physician will be required upon returning to work.

If an employee is on unpaid leave, the employee does not accrue leave. The employee must exhaust all paid leave before unpaid leave can be granted under this policy.

## **EXPENSE REIMBURSEMENT**

Employees will be reimbursed for all properly authorized expenses incurred while on Foundation business according to the current approved travel reimbursement policy.

## **PAYROLL DEDUCTIONS**

Payroll deductions consist of both compulsory deductions and optional deductions.

### **A. Compulsory Deductions**

All employees will have the following deductions from their pay:

- Withholding tax (Federal and State)
- Social Security/Medicare

### **B. Optional Deductions**

Payroll deductions may be made for any of the following benefits described below:

- Retirement Plan
- Health and Dental Insurance Premiums
- Health and Dental Expenses Flex Accounts
- Dependent Care Expenses Flex Accounts
- Charitable Deductions

## **EMPLOYEE BENEFITS**

### **A. Health Insurance**

All employees who purchase the Foundation-offered health insurance policy will receive a fringe amount to apply toward that. If the Foundation's contribution toward the benefits purchased is not sufficient to purchase the benefits, the employee may purchase the available benefits through payroll deduction on a pre-tax basis. These dollars can only be spent on health insurance benefits.

#### **Eligibility:**

Part-time employees who work less than 30 regularly scheduled hours a week are not eligible for health insurance and may not participate in the group health insurance program. Full-time employees who wish to enroll after 31 days of employment may do so but may incur special fees or restrictions to their coverage by the health insurance provider.

#### **Enrollment in Health Insurance Program:**

New employees have 31 calendar days from their first day of employment to enroll in the health insurance program provided by the Foundation. Otherwise, open enrollment takes place every August. Employees may also be able to enroll outside of these parameters if they have a qualifying event, such as loss of spousal coverage. See the Director of Operations for further guidance.

Employees may have health insurance enrollment rights under the Health Insurance Portability & Accountability Act of 1996.

#### ***Cancellation of Health Insurance Program:***

Because of Section 125 of the Internal Revenue Code, cancellation of health insurance (or any other changes) can only be made during open enrollment (usually in August), unless there is a change in family status. Call the Director of Operations for more information or to request a cancellation form.

#### ***Continuation of Health Insurance Plans/COBRA:***

New employees who enroll in the health and dental insurance programs will receive an Initial Notice concerning COBRA. This notice will be mailed to the employee's home address and should be reviewed carefully by the employee and spouse/dependents if any. A summary of COBRA is found in Appendix A.

Upon separation from the Foundation, employees may have some rights under COBRA. Please refer to Appendix A for information.

### **B. Vision Insurance**

All full-time employees and their families are eligible for vision insurance at no cost to the employee.

### C. Life Insurance

For Foundation employees working 30 or more hours per week, the Foundation provides a death benefit of \$50,000 to the beneficiary the employee designates when the policy is first established. This benefit is provided at no cost to the employee. Please notify the Director of Operations of any changes in beneficiary that may have occurred since the policy was first established. The \$50,000 coverage is term life insurance.

Employees may purchase term life insurance for themselves. Qualifications, eligibility, and coverage amounts for additional term life insurance purchased by the employee will be reviewed by the life insurance carrier.

### D. Disability Insurance

The Foundation provides a long-term disability insurance policy for all employees working 30 or more hours per week. This benefit pays 60% of gross salary and begins after six weeks of absence from work. This benefit is provided at no cost to the employee.

A Short-Term Disability option will be offered to all employees working 30 or more hours per week at no cost to the employee. Short-term disability will only be provided after the employee has exhausted all other leave and has an extended absence of longer than two weeks due to a personal medical reason. Short-term disability will only be offered for up to 90 days or until eligible for long-term disability.

### E. Retirement Account (Simple IRA)

The Foundation provides a 503(b) Simple IRA for all employees working 30 or more hours per week. The Foundation matches employee contributions up to 3% of the employee's gross annual salary.

### F. Flexible Spending Accounts

A dependent care spending account provides employees the opportunity to pay for dependent care expenses for a child, disabled spouse, or dependent parent on a pretax basis.

Health care spending account provides employees the opportunity to pay for medically related expenses that are not reimbursed by an insurance plan on a pretax basis.

## **POLITICAL ACTIVITY**

All Foundation personnel shall enjoy the rights and privileges of any citizen in matters of a political nature. The only restrictions imposed upon Foundation personnel are as follows:

- No Foundation employee shall, during hours for which payment is received, use any time for the solicitations, promotions, election, or defeat of any candidate for public office or to influence the outcome of any election.

- No Foundation employee shall use in any way the facilities, equipment, or materials of LPS or Foundation for solicitation, promotion, election, or defeat of any candidate for public office or influence the outcome of any election.
- Foundation employees may not wear clothing with political slogans/symbols or political buttons during hours for which pay is received. Political signs may not be displayed in any Foundation office.

## **REMOTE WORK POLICY**

The Foundation began offering remote work in 2020 due to the pandemic. This was a successful policy and due to the space constraints of the Foundation office and the wishes of their staff, the Foundation continues to allow some employees to continue working remotely.

This policy serves as a guide to help all our employees understand the work expectations and feel supported throughout their experience. At the Foundation, we certainly believe that great work can be done remotely, but also value the time that our teams have in the office and together.

## **ELIGIBILITY TO WORK REMOTELY**

The Foundation leadership team will determine if a position is remote, hybrid, or in-office, and the status will be reflected in the specific job description. This decision may change according to the Foundation's needs and/or as the result of the employee's ongoing performance. As situations change, employees are encouraged to discuss their specific needs with their manager.

The Foundation allows each department director to determine whether the individual and/or the role can function well and perform essential duties on a remote or hybrid basis, with input from the leadership team. Each department director will be responsible for making sure the Foundation office is well-staffed and phones are covered, within their department.

Any employee may request a change in their current working arrangement i.e., from office, hybrid, remote, or just a change in scheduled remote days, by requesting a meeting with their manager to discuss those options. Note that business needs, team needs, and the employee's current performance all factor into whether the request will be approved.

If the employee's situation requires them to work remotely temporarily, they must also follow this same process to make such a request. For example, if an employee is ill or injured in such a way that they can work but are unable to make it to the office (broken limb or upset tummy), this policy may be flexed to accommodate those needs so that an employee won't be required to use their PTO during that time. The employee should work with their manager and the Director of Operations to determine the details. If an employee is too sick or injured to work, PTO or other disability policies will apply, as determined by the employee, the Director of Operations, and the employee's healthcare provider(s).

## **WORKING HOURS, ATTENDANCE, & AVAILABILITY**

\*For Full-Time, Salary-Exempt Remote Employees



Regardless of whether the role is remote, hybrid, or in-office, all full-time employees are required to work 40 hours per week, (unless otherwise scheduled) and attend all required meetings on-site as scheduled. Meeting invitations will clearly designate who is expected to attend and if a remote option is available.

**\*For Hourly Remote Employees**

If allowed, hourly, non-exempt employees will still need to accurately record all hours worked and submit those records using the designated system to ensure they are properly compensated. As always, overtime hours require the advance approval of the direct manager and/or the Foundation President.

**\*For All Remote/Hybrid Employees**

The Foundation trusts all our employees to get their work done. Whether or not the employees are working in the office or remote isn't a matter of oversight or a lack of trust; it's about being accountable to the Foundation and being available if needed. The Foundation should know how to always reach the employee, especially in the case of an emergency.

**COMMUNICATION**

To provide the best possible service to our community and donors, every employee will be required to forward their office phone to their personal cell, home landline, or any other agency- approved method when working remotely.

Because employees are not next to one another in an office, any remote employee should err on the side of overcommunication. Teams, email, Zoom, phone calls, and numerous other communication channels are available to all employees. In addition, the employee's team and manager will likely have their own expectations for communication and response times; the employee should be sure to know what those are. If those expectations seem unreasonable, please discuss them with the Director of Operations or the President, if the Director of Operations is the direct manager.

Good communication is one of the keys to success for the Foundation and this remote policy.

**ENVIRONMENT**

It is the employee's responsibility to designate a remote workspace, which is typically, a space in their home (an office, spare bedroom, etc.). Whenever possible, no work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from distractions and hazards to both the employee and the equipment.

If the employee sustains any injuries in their designated workspace in conjunction with their regular work duties, they should notify their manager of such injuries as soon as possible. The Foundation is not responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time.

If, while working from a designated workspace, the employee experiences technical issues with their computer or internet access that prevents the employee from working remotely,

the employee should notify their manager right away to ensure coverage of the work and to get support for the issue. If interruptions to work are caused by internet outages, the Foundation may require the employee to work from the main office or an alternate location for the remainder of the day, or until the outage is fixed. Employees working from a designated workspace may, from time to time, be required to come to their usual work site as required by the needs of the Foundation.

Employees are expected to make appropriate childcare arrangements during their work hours.

The Foundation understands that exceptions happen, and family issues come up, so employees are encouraged to speak to their manager about temporary circumstances that they may need assistance with.

### PERFORMANCE EXPECTATIONS

The performance expectations for remote employees are no different than for an in-office employee.

### EQUIPMENT

All remote employees must only utilize company laptops to perform their work. The Foundation will provide all employees with a laptop, which will also contain the necessary software and programs. Any other necessary equipment may be available for loan upon request (additional monitors, keyboards, etc.). The Foundation is only responsible for ensuring items on loan; personal owned equipment should be covered by the employee's individual homeowner's insurance policy.

### SECURITY AND CONFIDENTIALITY

The employee must be responsible for keeping documents, sensitive business data, and other work-related materials confidential and secure in the employee's home office location. As always, the employee should comply with the guidelines for the proper use of information technology (which can be found in our Employee Handbook).

For security purposes, no work should be done on a public Internet connection, when avoidable. Nor should any work be performed on non-company equipment. This is to make sure that the data of our donors and our business is kept as private as possible. If connection to a public wi-fi connection is necessary, the employee should take special care while accessing any non-LPS VPN-protected site, such as the Foundation's donor database. This includes, but is not limited to, logging out of these sites, when not in use.

### OTHER

All Foundation rules and policies, including those set in the Employee Handbook, apply while working remotely. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment. Employees are reminded that this remote policy is not to be used in place of sick leave, FMLA leave, etc. All our guidelines for employee benefits and compensation remain the same.

### TERMINATION OF AGREEMENT

Both the company and the employee have the right to terminate the remote work agreement at any time - by written or verbal notice. Failure to comply with the above terms and conditions may be cause for disciplinary action and/or termination of the agreement.

## **EMPLOYEE ACKNOWLEDGMENT**

Please sign below and return this page to the Foundation's President so that this document may be placed in your personnel file.

I understand that my signature on this document indicates my receipt of a copy of the Foundation for Lincoln Public Schools employee handbook. I understand that it is my responsibility as an employee to read the handbook. I understand that this is not a legal contract.

---

Employee Signature

Date