

## United Way of Seneca County

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Dear Staff Member,

Welcome to United Way of Seneca County! This guide book is intended to describe the current policies and benefits you will receive as an employee of United Way. It is effective immediately. You should read it carefully. If you have any questions, talk to me, I am happy to help you.

When you join United Way of Seneca County, you become a member of our team. We believe your excellent work will help us grow and will insure your success. In return, we provide competitive wages and benefits, a pleasant and creative work environment, people who really care about your welfare and an opportunity to develop your commitment to supporting the needs of other non-profit organizations, individuals who are supported by those agencies, and our after school programs.

From all of us – Welcome to the Team!

Sincerely,

Karen H. Beals  
Executive Director

## **INTRODUCTION TO UNITED WAY OF SENECA COUNTY**

### **Organization of United Way of Seneca County**

United Way of Seneca County (UWSC) was established in 1958 as a non-profit 501 ( c) 3 charitable organization. United Way of Seneca County's mission is to mobilize the caring power of our community to create lasting changes in community conditions which will improve the lives of our children and families.

United Way of Seneca County is governed by a volunteer board of directors and the staff is led by the Executive Director. The Executive Director is hired by the Board of Directors. United Way currently serves two roles – the traditional one to raise funds and allocate to partner agencies and programs to improve the quality of life of our community members, and the non-traditional of managing the after school programs throughout the county.

#### **Traditional**

The annual campaign is conducted with planning and manpower assistance from community volunteers that comprise the Campaign Cabinet. In consultation with staff, these volunteer leaders determine strategies and head up the efforts of hundreds of others who ask individuals and companies to support community services through our campaign.

Another committee of community volunteers review annual requests and recommends disbursement of funds raised to partner agencies and programs annually. United Way of Seneca County serves a valuable role in the community helping provide assistance to local agencies and residents.

#### **Non-Traditional**

A separate staff provides after school programming in all four school districts in Seneca County.

To assure accountability and responsiveness, communications to the Board of Directors should be channeled through the Executive Director. In reporting violations of the EEO, anti-harassment, or anti-retaliation policies committed by the Executive Director, employees should follow the procedures outline in this guide book.

## **INTRODUCTION**

### **ABOUT THIS GUIDE BOOK**

This book has been prepared to answer questions about your job. It contains general guidelines only, and none of its provisions are to be considered contractual in nature. Because of government regulations and the changing needs of our operations, we may change these policies from time to time. We will do our best to let you know of developments that may affect you.

THE POLICIES IN THIS GUIDE BOOK REPLACE AND SUPERCEDE ALL PRIOR POLICIES.

### **PERSONNEL PHILOSOPHY**

The personnel philosophy of United Way of Seneca County is based on the belief that success of the Organization and its services is primarily dependent upon you, our employees.

It is our objective to hire individuals who are qualified for positions of employment by virtue of job-related standards of education, training, and experience, and to avoid all unlawful employment and promotional practices.

It is our policy to implement fair and effective personnel policies and to require all employees to serve the organization's best interests.

Our goals for employees include the following:

1. To establish reasonable hours of work based on our service needs.
2. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety.
3. To be receptive to constructive suggestions which relate to the job, working conditions or personnel policies.
4. To establish appropriate means for employees to discuss matters of interest or concern.

It is our policy to:

1. Recognize each person as an individual and to treat each employee fairly and with respect.
2. Establish appropriate objectives or standards for each position within the organization.
3. Periodically review the performance of all members of the staff to inform them of their status and to provide them with continuous guidance to help them to progress in knowledge and in their jobs.

4. Maintain salaries in a manner that recognizes the relative importance of each position and rewards competent and meritorious performance.
5. Provide an efficient environment by maintaining good physical working conditions and fostering harmonious relations among employees.
6. Communicate freely to all members of the staff and to encourage communication from them.

We expect all employees:

1. To act in a professional manner.
2. To perform assigned tasks in an efficient manner.
3. To be punctual.
4. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
5. To adhere to the policies adopted by the Organization.
6. To offer the Organization cooperation and loyalty.
7. To use the established procedure for resolving serious complaints or problems.

We retain the sole right to exercise all managerial functions including, but not limited to, the right:

1. To dismiss, assign, supervise, and discipline employees.
2. To determine and change starting times and quitting times.
3. To determine and change the size and qualifications of the work force.
4. To determine and change methods by which our operations are to be carried out.
5. To assign duties to employees in accordance with our needs and requirements and to carry out all ordinary administrative and management functions.
6. To add, change, modify, or delete any provision of this manual, with or without notice, although we will do our best to inform you of changes.

## **YOUR EMPLOYMENT WITH UNITED WAY**

### **YOUR SUPERVISOR**

Your supervisor is a part of our management team and will have more to do with your welfare and progress than any other person. He or she has the responsibility for overseeing your work schedule, insuring the quality and quantity of your work, and providing you with whatever assistance you may need.

Your supervisor will arrange for your job orientation and instruction. Periodically, your supervisor will evaluate your performance and discuss the results of the evaluation with you.

### **INTRODUCTORY PERIOD**

All new staff are employed for an “Introductory Period” of not less than six (6) weeks or more than six (6) months of service. The Introductory Period will enable your supervisor to decide if you are able to perform the job and will also give you a chance to decide if you would like to stay as a regular employee of United Way of Seneca County. Management, in its sole discretion, may extend the Introductory Period should circumstances warrant.

During your Introductory Period, the policies of this Guidebook are applicable to you at the discretion of your Supervisor.

Prior to the conclusion of your Introductory Period, your work performance will be reviewed by your supervisor and a written evaluation completed. If you and your supervisor agree to your continuation of employment, work expectations and goals for the remainder of your first year of employment will be agreed upon at that time. After successful completion of your Introductory Period, you will become a regular employee of United Way.

### **WORK PERFORMANCE**

Our intention is to hire the most qualified people available and to give them the maximum opportunity for advancement. Promotions are based on merit, ability, leadership, creativity, initiative, willingness to accept responsibility, and qualifications. All staff members are expected to demonstrate progressive expertise in job performance and knowledge. Our mark of a mature employee is an enthusiastic approach to work; you should consider no assignment unimportant or unworthy of your best efforts.

Our continuing progress depends on the ongoing development of each of us. You will be given assistance and guidance on a regular basis. To help meet the responsibility of your job to the best of your ability, your performance will be reviewed at least annually. The performance reviews provide an opportunity for you and management to discuss subjects such as training needs or the desire for increased job responsibility, your progress, accomplishments, strengths and weaknesses, and goals for the coming year. The reviews also provide guidance to determine the amount of wage increases, if any. A positive performance evaluation, however, does not guarantee an increase in salary, a promotion, or continued employment.

## **LET'S TALK ABOUT IT**

We encourage you to bring your questions, suggestions, and problems to our attention. We will give careful consideration to each of them in our continuing effort to improve United Way.

If there is anything about your job that is bothering you, let's get it out in the open and talk about it. Discuss it frankly with us and we will do everything we can to help you "iron it out." Your problem will be handled in a fair manner.

### *Here are the steps that you may take:*

First, if you feel you have a problem, you should present the situation to your supervisor so the problem can be resolved quickly. Past situations have shown that most problems can be settled by a simple examination and discussion of the facts.

If the problem is not resolved, present the problem in writing to the Executive Director, who will respond promptly. A meeting with staff members and other interested parties may be called in an attempt to reach a satisfactory solution.

In the event you are not satisfied, the Executive Director will present your complaint to the Personnel Committee of the Board of Directors, along with a written evaluation and recommendation. A detailed review will be conducted and a final decision will be made.

We are anxious to hear from you on any subject. We want to offer every opportunity to discuss your concerns, so you are assured you have been treated fairly.

## **CATEGORIES OF STAFF**

### **FULL-TIME:**

Full-time employees are regularly scheduled to work thirty-five (35) hours per week, excluding one hour lunch and break periods.

## PART-TIME:

Part-time employees are regularly scheduled to work fewer than thirty-five (35) hours per week.

## **TIME RECORDS**

In accordance with federal laws requiring that accurate records be kept of hours worked in each workday and each workweek, **all** employees will record their **actual** hours of work.

Altering the time sheet of another employee, or allowing someone else to alter or falsify your time records, or altering or falsifying time records in any way is a violation of our policy. Any employee who violates this rule will be subject to disciplinary action, ranging from a warning to dismissal.

You must explain any absence from work to your Supervisor.

## **LUNCH PERIODS**

Full-time and part-time employees receive a one (1) hour unpaid meal period, usually at mid-shift. Meal periods may vary depending on job category. Your supervisor will advise you of your schedule.

## **PAYROLL CLASSIFICATIONS**

All employees filling positions within United Way are classified in one of the compensation categories, as defined below:

### EXEMPT SALARIED:

Any professional, supervisory or administrative employee who customarily and normally exercises independent discretion and judgment in hiring, promoting, making policy decisions, etc., whose primary duty is responsible work of substantial importance to the management or operation of United Way. Employees in this category are not entitled to overtime pay.

### NON-EXEMPT SALARIED OR HOURLY:

Usually non-supervisory, hourly employees as described under the Fair Labor Standards Act ("FLSA"). Employees in this category must record all time worked and are covered by the provisions of the FLSA, including the provision for payment of all overtime hours worked.

## **PAY PERIODS AND PAY POLICIES**

Our standard workweek is from Monday to Friday, although work may occur on weekends due to the nature of our programs. Employees are paid bi-weekly on Friday for the two (2) week period ending on the Friday before payday. If payday is a holiday or a weekend day, United Way of Seneca County typically releases paychecks the prior work day.

Bi-weekly time sheets must be submitted to the Office Manager no later than Friday, 5 PM prior to payday. Your paycheck will be released only to you. Your paycheck will not be released to a third party without your express authorization, which United Way may require in writing. If you are absent on payday and want your check mailed to you, please let your supervisor know.

The law requires us to make deductions for social security (FICA); Federal and State Income taxes; and wage assignments/garnishments (if applicable). Your payroll stub itemizes all deductions made from your gross earnings.

Review your payroll stubs. Any errors should be brought to the attention of your immediate supervisor. Adjustments, if necessary, will be made in your next paycheck.

Direct deposit of your paycheck is available.

## **OVERTIME**

It is sometimes necessary for you to work overtime. When overtime is necessary, you are expected to cooperate. Overtime may occur when help is needed to cover for someone who is absent because of illness, vacation, or other reasons. From time to time, we may ask you to work overtime because of extra workloads or special projects. In all cases, efforts will be made to advise you in advance of overtime. However, there may be emergency conditions, which could prevent advance notice.

Overtime work by non-exempt personnel must be approved in advance by the Executive Director or a designated management person and is paid at time and one-half (1 ½) of your regular base hourly rate for all hours in excess of thirty-five (35) in a work week. Paid days off (such as holidays, bereavement, vacations, etc.) are not considered hours worked for purposes of computing overtime.

Exempt employees are not entitled to overtime compensation.

## REGULAR ATTENDANCE

Our ability to fulfill our mission depends upon all of us working together as a team. Other staff members are dependent upon you to be on the job every workday, on time, in order to insure that all tasks are properly accomplished. This requires each of us to show responsibility in our positions and in the way we conduct ourselves generally. Consequently, every position within United Way of Seneca County is necessary and requires dedication and commitment from those hired to perform them. Part of that commitment means being at work on time each day ready to perform the tasks necessary to do your job.

Because of United Way of Seneca County's stream-lined posture, excessive tardiness and absenteeism places an inordinately large strain on United Way's operations. When you are excessively tardy or absent, other employees must perform your tasks as well as their own, thereby placing further stress and strain on those around you. Consequently, United Way of Seneca County cannot and will not tolerate excessive tardiness or absenteeism. Your attendance and lateness record are considered important factors at the time of your performance and salary reviews. Continuous absence and tardiness will subject you to disciplinary action, up to and including discharge.

United Way of Seneca County also recognizes, however, that instances inevitably arise when employees must be late, leave early, or be absent altogether. In those rare instances, you must notify your supervisor as far in advance as possible. If you are running late to work, you should call your supervisor and leave a message stating the reason you are running late and your anticipated time of arrival.

If you are unable to report for work, you must notify your supervisor or designee each day, one (1) hour before the beginning of your scheduled workday to make certain that any projects or tasks you were working on are covered. Failure to appear at work without notifying your supervisor is considered personal absence without pay. Any employee who is absent for two (2) working days without notifying your supervisor or without good cause will be deemed to have voluntarily resigned.

We reserve the right to require employees to submit a doctor's note after one (1) day of absence, or undergo a physical examination to verify a claim of illness or injury. A doctor's note is mandatory after three (3) consecutive days' absence. A regular pattern of claiming sick days on Mondays and Fridays will be considered an attendance problem, and can lead to disciplinary action.

## **DEDUCTIONS FROM PAY**

### **NON-EXEMPT EMPLOYEES:**

Non-exempt employees will be paid only for actual hours worked unless they receive benefits under our paid time off, vacation, sickness, medical, or other leave policies.

### **EXEMPT EMPLOYEES:**

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:

1. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued benefits under our paid time off, vacation, sickness, or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.
2. Employees who are absent from work for jury duty, attendance as a witness at a trial, or temporary military leave will have their pay reduced by the amount of payment they receive if any in the form of jury fees, witness fees, or military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week.
3. Employees may be suspended without pay for other types of workplace misconduct. Their pay will be reduced in an amount that is proportionate to the number of days suspended.

### **Improper Deductions from Pay**

We will reimburse any exempt employee whose pay is reduced in violation of this policy. If you feel your pay has been improperly reduced please notify your supervisor or the Executive Director.

## **YOUR EMPLOYMENT RECORD**

We need accurate information for social security, tax, insurance, and business records. If information in your records is not correct, problems could arise concerning

your taxes, employee benefits or other important matters. Please keep the Executive Director or your Supervisor informed of all changes to your status, such as:

1. When you change your address and/or telephone number.
2. When you legally change your name or marital status.
3. When there is a change in your income tax exemptions or dependents.
4. When you change your insurance beneficiary.

## **YOUR PERSONNEL RECORD**

Your personnel employment record started with your application for employment and is kept in a permanent and confidential file. Performance evaluations and information on other employment related actions (ie., promotions, training course participation, disciplinary actions, etc.) and any other relevant job related information or documents deemed essential by management will also be included in the file.

## **REFERENCES**

We make every effort to protect the confidentiality of our staff members. Disclosure of information on current staff members for credit checks, etc., will be provided by the Executive Director only upon written authorization from the staff member or as required by law.

Our policy with respect to employment inquiries is to verify only a staff member's job title and dates of employment. Upon receipt of a written authorization from the former or current staff member, salary information will also be released.

## **RESIGNATION**

Should you wish to leave our employ, we require you to notify your supervisor and the Executive Director in writing, **at least two (2) weeks for non-exempt and four (4) weeks for exempt**, in advance of your departure date. Upon your resignation or termination of employment, you must return all United Way of Seneca County property in your possession, including but not limited to: office keys, United Way of Seneca County documents or files, applications, computers, cell phones, printers, office supplies, and contact lists. No paid time off will be permitted during the notice period.

Your consideration in this regard will enable us to arrange for a replacement. Employees are required to work during the notice period, unless otherwise requested by management. Your failure to provide the required notice will result in denial of payment for accrued but unused vacation pay.

Employees who fail to show up for work for two (2) consecutive days will be deemed to have voluntarily resigned unless the employee can provide a valid justification for his/her absence and the lack of a phone call alerting us to the absence.

## **TERMINATION**

Employees may resign from United Way of Seneca County at any time for any reason, and may be terminated by the organization at any time, for any reason, and with or without notice. Employees who are discharged for cause or resign without notice will not receive pay for accrued but unused vacation benefits. Employees will not receive pay for unused sick days.

## **POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITY**

We believe that all persons are entitled to Equal Employment Opportunity (EEO) and we do not discriminate against our employees or applicants for employment because of race, creed, color, religion, national origin, gender, age, disability, marital status, sexual orientation, veteran, or citizenship status, provided they are qualified and meet the mental and physical requirements for the job. This applies to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment.

United Way of Seneca County will take appropriate steps to provide reasonable accommodations, upon request, to qualified individuals with disabilities and for an employee's religious beliefs so long as doing so does not cause an undue hardship and in accordance with Federal and State laws.

### **HOURS OF OPERATION**

#### **Office Hours of Operation**

Regular office hours are from 9 a.m. to 5 p.m. Monday through Friday, or as scheduled. Employees are expected to be ready to begin work as scheduled, not arriving any time thereafter. Foreseeable tardiness or early departures must be cleared in advance with your immediate supervisor. Exempt employees may be required to work in excess of these hours in order to fulfill their duties.

#### **After School Hours of Operation**

All After School employees will follow the school calendar and program normally takes place the three hours following regular school hours.

#### **Conferences**

Non-exempt employees must record time spent attending meetings or conferences attended at the request of United Way of Seneca County. Employees will receive pay for time spent in conference meetings, work shops, etc. but not for time outside such meetings. In addition, non-exempt employees may be reimbursed for time spent traveling to and from conferences attended at the request of United Way of Seneca County, and therefore must record such time as well. Exempt employees will not be reimbursed for travel time to conferences when it occurs outside United Way of Seneca County's normal business hours, and therefore should not record such time.

## **EMERGENCY CLOSINGS**

Keeping United Way open and operating is one of our prime concerns. However, under extreme inclement conditions, consideration is given to closing our offices. Any official decision regarding closing the office will come from the Executive Director.

For the After School Program, sites will be operational on all days when school is in session, unless prior approval has been obtained from the Program Coordinator. In the case of emergency school closings, the Site Program Coordinators will notify the Program Coordinator.

## **HARASSMENT, DISCRIMINATION AND OFFENSIVE BEHAVIOR**

### Offensive Behavior Statement Policy

It is our policy to provide a work environment that is free from discrimination, harassment and offensive and degrading remarks and conduct for all individuals. Offensive behavior, including harassment, on our premises or at any related functions or facilities will not be tolerated. Any employee, students, volunteers, partner organization staff, or Board member who is found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include written warning, suspension, demotion, transfer, reprimand, mandatory education and termination.

### Definitions and Examples

Employee conduct that is inappropriate and offensive has the potential of being perceived as harassment and will not be tolerated. Supervisors are responsible for acting promptly where they observe or are advised of inappropriate and offensive behavior.

#### A. HARASSMENT

As one form of offensive behavior, harassment may include verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of the individual's race, creed, religion, age, gender, national origin, marital status, disability or veteran status. Harassment may include but is not limited to:

- Epithets
- Slurs
- Negative Stereotyping
- Threats
- Intimidation
- Hostile Acts
- Denigrating or hostile written or graphic material posted on or circulated in the workplace

## B. SEXUAL HARASSMENT

Another form of offensive behavior is sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication where:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining employment;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment;
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment; or creates an intimidating, hostile, or offensive employment environment.

A sexually motivated act includes unwelcome, objectionable and offensive conduct or communication which, even though it may not be sexual in nature, is directed at an employee on account of his or her gender.

A few examples of sexual harassment or actions that have the potential for creating a hostile or offensive work environment include, but are not limited to:

- Remarks, jokes or innuendoes about sex or sexual orientation where the speaker has been advised that they are or are by their nature offensive
- Leering
- Derogatory or degrading remarks used to describe or directed towards members of one sex or sexual orientation
- Sexually suggestive or obscene comments or gestures
- The display of or the distribution by mail, fax, email, or other electronic means of sexually explicit or otherwise offensive material
- Unwelcome advances, invitations, or propositions of a sexual nature
- Unwelcome inquiries or comments about a person's sex life
- Unwanted touching
- Verbal abuse or threats
- Sexual assault

For the purposes of this policy, sexual harassment may occur not only in the working environment but anywhere else as a result of employment responsibilities or employment relationships, such as outside assignments, work travel, work related social events, etc. Sexual harassment need not be intended to cause offense or be specifically directed at a particular person, but it may encompass a general pattern of behavior that a person may not realize is offensive. The determination inappropriate behavior constitutes unwelcome and offensive sexual harassment is complicated because perceptions differ, and behavior that may seem trivial or humorous to some will

hurt and offend others. The law does contain an objective “reasonable person” standard but this standard is difficult to apply. Therefore, everyone should be sensitive to others’ perceptions and should act in a manner consistent with this policy.

Harassment is prohibited regardless of the sex of the harasser or the recipient.

### C. RETALIATION

Retaliation against an individual who invokes this policy or takes part in an investigation under this policy is considered as a serious incident of harassment and will be dealt with accordingly. Recourse to the following complaint procedure is opened in a case of alleged retaliation.

### D. COMPLAINT PROCEDURE

The United Way of Seneca County has implemented procedures which are available to any employee or Board member who feels that he or she has been harassed by any other employee or Board member. These mechanisms may be used at your option:

1. You are encouraged to tell the person responsible for the conduct that his or her behavior makes you uncomfortable and request that it stop immediately. Although United Way recognizes that in some circumstances this will be very difficult, in many situations it is not only possible but will also be the most effective method of eliminating the problem.
2. If you do not wish to bring the matter directly to the attention of the person responsible, or where such an approach is attempted and does not produce a satisfactory result, you should discuss your concern with the Executive Director or Board President if the Executive Director is involved. After your discussion you may decide (regardless of the Director’s/President’s view) to take any of the following avenues:
  - a.) You may conclude, after this discussion, that the conduct does not constitute harassment as defined in this policy and decide not to take further action. In this case, the Executive Director/President will not take any further action under this policy.
  - b.) You may conclude that there is some evidence of harassment. In this case, you may decide that you would like to make a formal complaint to the Board of Directors (in which case you should follow the steps outlined under section (b) and the section “Resolution of Complaints,” or you may decide that you do not wish to make a formal complaint but to take an informal route.

If you decide to use this informal step, the Executive Director/President will:

- Advise you of what was said

- Summarize and place in a confidential file what was said; and
- Send a copy of this summary to the person of whose conduct was complained

The Executive Director/President will not institute this formal procedure or a formal complaint without your agreement. No records will be kept unless you decide to proceed with this informal procedure or a formal complaint.

- c) You may decide to make a formal complaint under the policy, and you may make the decision whether or not the advisor agrees with you that there is evidence of harassment. In this case, the Executive Director/President is available to help you draft and file a written complaint.

#### E. RESOLUTION OF COMPLAINTS

Whenever a formal complaint is received, the Executive Director/President will:

- Give a copy of the complaint to the person of whose conduct was complained
- Ensure that the matter is investigated discreetly and in the most appropriate manner by the Executive Director/President or his or her delegate

Where the complaint is found to be substantiated, the Executive Director/President will:

- Recommend to the Personnel Committee that appropriate disciplinary or other action be undertaken, depending on the circumstances;
- Place a sealed record of the proceedings of the Committee and the result in the personnel file of the person of whose conduct was complained; and
- Give a copy of this record to the person of whose conduct was complained.

In all cases, the Executive Director/President will advise the complainant of the result.

Regardless of whether you have used the above procedure or any of the outlined steps, and regardless of whether there is a determination that your complaint has been substantiated, if you think you have been harassed, you have the right to make a complaint before the Personnel Committee.

#### **Procedure Where a Person Believes that a Colleague has been Harassed**

Where a person believes that a colleague has experienced or is experiencing harassment (or retaliation as described above), and reports this belief to the Executive Director/Board President, who in turn shall meet with the person who is said to have

been subjected to harassment and shall discuss the matter and explain to the person what his or her rights are.

### **Harassment by Persons Not Employed or Board Members**

An employee or Board member of United Way who considers that he or she has been subjected to harassment by a person who is not an employee or Board member, such as a participant, supplier or partner agency, should seek the advice of the Executive Director.

### **False and Malicious Accusations**

False and malicious accusations of harassment will be severely dealt with by the Executive Director.

### **Confidentiality**

United Way of Seneca County understands that it is difficult to come forward with a complaint of harassment. It also recognizes a complainant's interest, as well as the interest of the person complained of, in keeping the matter confidential.

To protect the interests of the complainant, the person complained of, and others who may report incidents or harassment, the Executive Director and those involved will maintain confidentiality through the informal or formal complaint procedure, the investigative process, and afterwards to the extent practicable and appropriate under the circumstances.

It is equally important that all other persons, including the complainant, the person complained of, and anyone involved during the advisory or investigative process, maintain absolute confidentiality as well.

All records relating to any complaint, whether formal or not, will be kept confidential by the United Way of Seneca County, unless required to be disclosed in a disciplinary process or by law.

## **NONDISCRIMINATION AGAINST INDIVIDUALS WITH DISABILITIES**

We comply with the Americans with Disabilities Act (ADA), the New York State Human Rights Law, and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We also provide reasonable accommodations for such individuals in accordance with these laws. It is our policy to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.

- Request medical examinations of employees when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
- Keep all medical-related information confidential in accordance with the requirement of the ADA and retain such information in separate confidential files.
- Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship for the Organization.
- Notify individuals with disabilities that we provide reasonable accommodation to qualified individuals with disabilities, by including this policy in our employee handbook and by posting the New York State and the Equal Employment Opportunity Commission's poster on discrimination throughout our facility.

### Procedure for requesting accommodation

A qualified individual with a disability may request a reasonable accommodation from the Supervisor. On receipt of an accommodation request, the Supervisor will meet with the individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations.

The Supervisor, in conjunction with appropriate management representatives identified as having a need to know, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, outside funding, the Organization's overall financial resources, and the impact of the accommodation on the operation of the Organization, including its impact on the ability of other employees to perform their duties. The process is one of dialogue between the affected individual and management.

The Supervisor will inform the employee of the decision. If the accommodation request is denied, the employee will be advised of his/her right to appeal the decision to the Executive Director by submitting a written statement to the Executive Director along with the reasons for the request.

The Executive Director will review all employee appeals. After reviewing an employee's appeal, the individual making the appeal will be notified of the Executive Director's decision, which will be final.

For the purposes of this policy, the term "disability" means, with respect to an individual:

- 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.

## **HEALTH INFORMATION PRIVACY POLICY (HIPAA)**

We are committed to the laws and general principals of employee confidentiality as set forth in the Health Insurance Portability and Accountability Act (HIPAA) with regard to the dissemination of private health information (PHI) of our employees.

### **Our Responsibilities**

We are required by law to maintain the privacy of your health information and to provide you with notice of our legal duties and privacy practices with respect to your health information. We are required by law to abide by the terms of this policy. We reserve the right to change the terms of this policy and to make new policy provisions effective for all PHI we maintain. You will be notified in writing should any changes be necessary.

### **Your rights:**

Under HIPAA you have the right to:

1. request restrictions in certain uses and disclosures of your PHI;
2. inspect and copy your own health information which we maintain;
3. request that we amend health care information maintained in our records;

We understand that the privacy of your health information is important. We will take reasonable measures to safeguard your private health information. Generally, we must obtain written consent before we can disclose any PHI. For example, we must obtain your written consent before we can disclose information to your health carrier in order for your physician to be paid for services rendered. Under New York law, we generally need your permission to disclose PHI about you to others for the purpose of providing treatment or medical services to you.

There are some circumstances under which we can disclose your private health information without your written consent. These circumstances include, but are not limited to:

1. among our own staff, in accordance with the rules of confidentiality under HIPAA;
2. when reporting to government agencies in regards to mandatory payroll deductions;
3. in health situations involving emergency medical care or treatment;
4. to avert a serious threat to public health safety;
5. for certain law enforcement purposes;

6. through a written agreement to outside contractors (called “business associates”) that provide us services;
7. for national security purposes;
8. for Workers’ Compensation purposes.

### Security of Private Health Information (PHI)

We maintain appropriate physical, electronic and procedural safeguards to maintain the confidentiality and security of your private health information (PHI) contained in our records. We restrict access to this information about you to those who need to know that information in order to provide services to you. Those who may become privileged to private health information are your supervisor and the Executive Director. Both of these people have signed an affidavit called the Managers Acknowledgement of Privacy Obligations under HIPAA that certifies that they agree to keep your private health information private.

### Categories of Information That We Collect

We collect PHI about you from the following sources:

1. information that we receive from you on applications and other forms;
2. information about you when you need help with a billing issue; and
3. information that we receive from medical offices through your doctor’s notes for absences related to illness or short-term disability.

### Categories of Parties to Whom We May Disclose Information

We may disclose PHI to government agencies that demand information related to mandatory payroll deductions (delinquent student loans, child support, tax liens, etc.) However, most of the requested information does not contain any PHI and therefore would not be an issue. In addition, at your request, we may share information about you with our insurance representatives who in turn will speak to our insurance companies about a billing issue. In such case, we will ask you to sign a HIPAA release form giving us permission to share your protected health information between agencies. Any such written consent may be revoked by you in writing.

### Accuracy of Your Protected Health Information

We strive to maintain the accuracy of your information. In order to help us maintain accuracy, you have the right to reasonable access to your information. If you believe any of your PHI in our possession is inaccurate, you may request that we

amend, correct or delete the information that you believe to be erroneous. If we concur with your conclusion, we will amend, correct or delete the information in question.

### Complaints and Reporting Violations

You may complain to your supervisor, the Executive Director and/or the US Department of Health and Human Services Office of Civil Rights if you believe that your privacy rights have been violated under HIPAA. You will not be retaliated against for filing such a complaint.

## **WHISTLEBLOWER POLICY**

### General

We require our directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of United Way, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

The matters that should be reported under this policy include: suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of our assets or suspected regulatory, compliance, or ethics related issues, concerns or violations.

These policies are not a vehicle for reporting violations of United Way's applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the EEO policies of this manual.

### Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report violations or suspected violations of high business and personal ethical standards and/or applicable legal requirements (violations) in accordance with this Whistleblower Policy.

### No Retaliation

No director, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within our Organization prior to seeking resolution outside United Way.

### Reporting Violations

Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the President of the Board of Directors.

### President of the Board of Directors

The President of the Board of Directors is responsible for investigating and resolving all reported complaints and allegations concerning the ethical and legal standards noted above and shall advise the Executive Director and the Executive Committee of all such complaints and allegations. The President of the Board of Directors is required to report to the full Board of Directors at least annually on compliance activity.

### Accounting and Auditing Matters

The Executive Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing brought to its attention. The President of the Board of Directors shall immediately notify the Board of Directors of any such complaint and work with the Board until the matter is resolved.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the ethical and legal standards noted above must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### Handling of Reported Violations

The President of the Board of Directors will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **YOUR BENEFITS**

Your financial benefits with United Way extend beyond your paycheck. The following is a brief outline of benefits. If you have any questions about them ask the Executive Director for details.

### **PAID HOLIDAYS**

Full-time office employees are entitled to the following paid holidays (part-time will be prorated):

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving

And two other days of significant religious observance to be determined by the employee, with the Executive Director's approval, at the beginning of each year.

If a holiday falls on a Saturday, it will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

If a holiday falls during an employee's vacation, the holiday will not be considered a vacation day. Holiday pay will not be paid to employees who are on an unpaid leave of absence or sick leave.

All salaried After School employees will follow the school calendar of holidays.

### **PERSONAL DAYS**

#### **Office Staff**

In addition to the holidays listed, all full-time, non-after school employees may, upon request, receive up to five (5) paid personal days which may be used for any personal reason. Personal days cannot be carried over from year to year or paid out upon termination of employment. Part-time office employees will be given a pro-rated amount of the five (5) days based upon their individual work schedule.

During the first year of employment, employees will receive pro-rated days based on their date of hire. They will be eligible for personal days after ninety days of employment.

## After School Staff

Personal time for full time after school personnel (Site Program Coordinators) shall be scheduled at the discretion of the Program Coordinator and shall be limited to two days per program year.

## **PAID VACATIONS**

We appreciate the loyal support and dedication of our employees. We have therefore designed our vacation program to give employees the opportunity to get away from work and relax while receiving regular pay.

All vacations are accrued on a month-to-month basis as follows:

## OFFICE STAFF

All vacations are accrued on a month-to-month basis as follows:

First two years of continuous employment - two weeks per year accrued as 5/6 days per month. After the first six (6) continuous months of employment, a new employee may take one (1) week of vacation.

After three (3) years of continuous employment – fifteen (15) working days of vacation with pay may be taken annually.

After five (5) years of continuous employment – twenty (20) working days of vacation with pay may be taken annually.

Part-time office staff will have a prorated vacation – days according to hours worked.

An employee may carry up to 150% of the maximum amount of annual accrued vacation time at any one time.

Time of vacations shall be approved by the Executive Director and requests for vacation should be submitted to the Executive Director one (1) month in advance of the anticipated dates so vacations can be scheduled in a manner which will not conflict with the workload of your department. Vacation must be taken in the form of time off; salary will be paid in lieu of vacation only on termination (voluntary resignation with notice only) of employment.

An employee who has taken an approved leave of absence during the year will have vacation benefits pro-rated according to the amount of time worked during the vacation year.

## After School Staff

Although no “vacation” days as such are provided for, the schedule below demonstrates the times available for staff to utilize for vacation or other personal business.

- Site Program Coordinators – are employed full time during the school year (September through June) plus 20 days to be determined during the summer. They will not be expected to report to work on school holidays, snow and other emergency days. Non-program day work is expected to include but not be limited to completion of programmatic reporting and documentation; planning and scheduling for the upcoming months and year; and professional development activities.
- Assistant Site Program Coordinators – are scheduled and budgeted to a maximum of 25 hours per week, 36 weeks plus 10 days in the summer. Non-program day work is expected to include but not be limited to completion of programmatic reporting and documentation; planning and scheduling for the upcoming months and year, and professional development activities.

## **PAID SICK DAYS**

Sick leave benefits are for the mutual protection of all employees and may be utilized for personal illness or injury which incapacitates an employee (or for critical illness or injury to a member of the immediate family or household).

Any employee who is on sick leave for more than three (3) days, may be required to provide a doctor’s statement in order to return to work.

## Office Staff

Full-time employees are eligible to accrue one (1) day per month to a maximum of twelve (12) sick days per calendar year. Any unused time will accrue to the next year up to a maximum of 50 days. There will be no compensation for sick leave at the time of termination of employment.

## After School Staff

A maximum of ten sick days per year may be paid for full time After School staff. Site Program Coordinators must inform their building representatives and the Program Coordinator of their absence, and ensure their sites are fully staffed in their absence. Any unused time will accrue to the next year up to a maximum of 20 days. There will be no compensation for sick leave at the time of termination of employment.

## **FLEXIBLE SPENDING ACCOUNT**

The United Way of Seneca County will contribute, based on available funding, a fixed percentage of full-time and part-time (over 20 hours per week) employees' wages each calendar year for a "market basket" of items including:

- Reimbursement of medical expenses for the employee and their family members (see below for definition and examples)\*
- Health insurance through the Seneca County Chamber of Commerce (up to the percentage, employee will be responsible for the balance through payroll deduction)
- Long term disability
- Life insurance
- Education

\*Items to be covered towards medical/health include health insurance deductibles, doctor visit, dental visit, optical/eye care, chiropractic visit, physical therapy, psychotherapy, prescription drugs, acupuncture, aroma therapy, etc. Employees must submit receipts from insurance companies or care providers showing the date of expense was incurred, the amount of the expense, the reason for the expense, and whether it was covered by the employee's own health insurance. There will be no reimbursement for any expenditure actually covered by any third party insurer.

There will be no carryover from year to year; this is a "use it or lose it" plan.

## **EXTENDED HEALTH CARE COVERAGE UPON TERMINATION**

Under New York State Law (COBRA), health care coverage may be extended for eighteen (18) months to terminated employees, or employee whose hours have been reduced resulting in loss of coverage at their cost. If termination is for gross misconduct an employee is not entitled to coverage extension. The eighteen (18) month period may be extended to twenty-nine (29) months if the employee or dependent becomes disabled for social security purposes during the first ninety (90) days extended coverage. Health care coverage may also be extended for thirty-six (36) months to spouses and dependents of deceased employees; divorced or legally separated spouses and dependents of employees covered by Medicare; and dependent children who would no longer be covered under our Group Plan. Employees or dependents who elect continued coverage are required to pay the full cost of coverage. Detailed information about extended coverage will be given to you when you become covered by our Group Plan, when a qualified event occurs, or when you have a question concerning benefits.

## **TAX SHELTERED ANNUITIES**

As a not-for-profit organization, we are granted a special privilege by the Internal Revenue Service under Section 403(b) to assist you in achieving retirement planning objectives through the use of suitable annuity contracts. You may sign an agreement to have your salary reduced by an amount allowed by IRS regulations. Taxes on these withheld amounts and on the interest and/or dividends they earn are deferred until retirement or withdrawal. As current taxable income is reduced, federal and state taxes are reduced accordingly. Percentages and dollar amounts are set by the government, which also imposes penalties for early withdrawal. While federal and state taxes are based on your adjusted salary after the 403(b) contribution, Social Security (FICA) and Medicare taxes continue to be based on your full salary.

Complete information about the plan can be found in the Summary Plan Description, which will be given to you when you enter the plan.

## **BEREAVEMENT PAY**

We understand that the loss of a loved one can be a most difficult and stressful period, and we wish to help you get through such a tragedy. In the event that you should experience a death in your immediate family or a member of the immediate household, all full-time employees may take up to three (3) consecutive days off with pay to arrange for and attend the funeral. This would be pro-rated for part-time employees.

If you need bereavement leave, please notify your supervisor promptly so that appropriate arrangements can be made to cover your absence and assist you while you are away. Compensation for bereavement leave will apply only to the days an employee would have worked, and not for Saturday, Sunday, holidays, or time when you are on leave.

Should additional time be required, or you need to attend the funeral of any other person, the use of personal days or unused vacation days or a request for an unpaid leave must be approved in writing by your supervisor.

## **JURY DUTY**

United Way of Seneca County will cooperate as much as possible to enable employees to fulfill their civic obligation of serving on jury duty. An employee selected for jury duty will be permitted leave as needed to comply with a jury summons. The employee will receive their regular pay minus any compensation received for jury

service. A copy of the jury summons must be provided to your supervisor as soon as possible after learning that you must serve.

## **MEDICAL LEAVE OF ABSENCE**

### **1. Definition and Eligibility**

Employees who have satisfactorily completed the Introductory Period may be entitled to an unpaid medical leave of absence. Leave may be taken when the employee is unable to perform the functions of his or her position because of a serious health condition.

The term a “serious health condition” does not apply to brief illnesses, such as absences of less than three (3) calendar days and where the illness does not involve ongoing treatment by a physician or health care provider. The term is intended to cover pregnancy and other conditions or illnesses affecting the employee’s health to the extent that inpatient care (e.g. hospitalization) is required, or absences are necessary for more than a few days for treatment or recovery under the care of a physician.

### **2. Scope**

The provisions of this policy shall apply to all medical leaves of absence. Medical leaves of absence are unpaid except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the six (6) weeks of leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to paid leave under another benefit plan or policy (sick days, vacation, etc.) the employee must take the paid leave first, but the total leave may not last longer than six (6) weeks in any twelve-month period.

### **3. Basic Regulations and Conditions of Leave**

- a. We will require medical certification to support a claim for leave for an employee’s own serious health condition. If possible, a Request for Leave of Absence should be submitted thirty (30) days in advance of the effective date of the leave.

The following information from a physician must be attached to a completed Request for Leave of Absence:

- The date on which the serious health condition commenced;
- The probable duration of the condition; and
- The appropriate medical facts within the knowledge of the health care provider regarding the condition which established that the employee is unable to perform the functions of his or her position.

- b. Intermittent leave is not available.
- c. An employee will be granted re-employment if the approved leave lasts no longer than six (6) weeks in any twelve-month period and the employee's position still exists at the end of the employee's leave.
- d. When the employee is ready to return to work the employee shall provide the Executive Director with a doctor's certification that the employee is physically able to return to work.
- e. The employee must immediately notify the Executive Director when the employee is able to return to work. A failure to return to work when able or a failure to return to work when the leave expires will result in termination. In addition, any employee who secures alternative employment, or was gainfully employed elsewhere during the leave period will be deemed to have terminated employment as of the date when the leave began.

#### **4. Notification and reporting requirements**

When the need for leave is foreseeable, such as planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt our operations. The failure to provide reasonable notice may result in denial of the leave until proper and timely notice is given by the employee. Employees must report periodically on his or her leave status and intention to return to work.

#### **5. Confidentiality**

In dealing with any sensitive personal or health care matters where confidentiality is desired, employees are urged to consult directly with the Executive Director. Confidentiality will be maintained except for information concerning any work limitations/restrictions or required information for first-aid or safety personnel. In either case, an employee's medical certification will be treated as a confidential medical record, which will be maintained separately from an employee's file.

#### **6. Status of Employee Benefits During Leave of Absence**

Benefit entitlements based upon length of service will be calculated as of the employee's last paid workday prior to the start of the unpaid leave of absence. They will not be entitled to earn additional employee benefits (e.g. vacation, sick or personal leave) during the period of medical leave. An employee's insured benefits will continue during any period of medical leave provided the employee pays any portion of the premium he or she usually pays.

## **MILITARY LEAVE**

United Way of Seneca County will comply with all applicable laws regarding military leaves of absence. To request a leave of absence for military duty, an employee must furnish United Way of Seneca County with written proof of the service requirements two (2) weeks in advance of service dates or as soon as otherwise feasible. You may elect to use earned time off during military service.

## **STATE DISABILITY INSURANCE**

An employee who is absent due to illness, injury or maternity is eligible to receive weekly disability payments up to twenty-six (26) weeks in accordance with our Disability Insurance Plan. Additional information, forms and answers to questions may be obtained from the Executive Director. We pay the full cost of this benefit. This disability insurance should not be confused with Disability or Medical Leave.

## **UNEMPLOYMENT INSURANCE**

All employees are covered under the New York State Unemployment Compensation Law. We pay the entire cost of this insurance. More information is available from the Executive Director.

## **WORKER'S COMPENSATION INSURANCE**

If you injure yourself on the job you will be eligible to receive Workers' Compensation benefits. All accidents must be immediately reported, and a claim form obtained from and submitted to the Executive Director. This form must be submitted to both the Workers' Compensation Board and our insurance carrier within ten (10) days of an accident. We pay the full cost of this benefit.

## **SOCIAL SECURITY AND MEDICARE**

You are covered by Social Security and Medicare under the Federal Insurance Contribution Act (FICA). Your contribution is established by law and deducted from your paycheck. We contribute an equal amount on your behalf for your retirement benefit and Medicare.

## **OUR WORK RULES**

### **DRUG FREE WORKPLACE**

It is our policy to prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in our workplace. Any employee who violates this prohibition will be subject to appropriate personnel action up to and including discharge. As a condition of employment, all employees agree to comply with our policy and agree to notify management immediately upon any conviction for a violation of a criminal drug statute.

If we suspect unlawful drug use on our premises by any employee, we may request the assistance of police authorities and reserve the right to perform testing of any employee to identify those persons who use unlawful drugs.

An employee who reports to work under the influence of illegal drugs will not be permitted to remain on the premises. The Executive Director or his/her designee has the right to conduct an on-the-spot search and inspection of employees and their personal effects as described above if an employee is suspected of violating any part of this policy.

### **ALCOHOL ABUSE**

It is our policy to prohibit the consumption of alcohol in our workplace or at any of our functions unless approved by the Executive Director. Any employee who violates this policy or appears for work under the influence of alcohol will be subject to discipline, up to and including discharge.

We are sensitive to the problem of alcoholism, however it must not affect work performance. We will not accept alcohol use or dependence as an excuse for poor performance, chronic absenteeism, tardiness or other violations of our rules. If an employee's abuse of alcohol has an adverse effect on his/her work, the employee will be subject to discharge. An employee who reports to work under the influence of alcohol will not be permitted to remain on the premises.

### **CONFIDENTIAL INFORMATION**

All information that is not common knowledge is considered privileged, and is not to be disclosed under any circumstances. This includes our records, memoranda and any other written material. In particular, employees should not discuss the following information in public places:

1. All material pertaining to persons contributing to United Way.

2. Information concerning our budget, income or expenditures except as it may appear in the printed Annual Report or any material we make public.
3. Minutes or content of all meetings arranged by the Executive Director in which Board members, committee members and/or staff members participate in discussing the work and policies of United Way.
4. Any information given to staff in writing or orally which is designated as confidential.
5. Salaries or other personal data pertaining to individual staff members to which an employee has access by nature of the work. This includes all types of personnel material, such as salary, evaluations, attendance records, data reported on application forms, references written or received by us, or other material relevant to employment.
6. Information about a student or family gathered while on the job must be kept confidential. This includes the financial status of a family as well as information about a family obtained through the enrollment procedure, or family and/or school or agency conferences. Other information about the school district is considered internal matters and should also be kept confidential.

Unauthorized disclosure of confidential information will subject an employee to immediate discharge and possible criminal and civil penalties. Employees who have questions about this rule should immediately discuss the rule with the Executive Director. If you have any doubt, err on the side of nondisclosure until you have spoken to the Executive Director.

## **TELEPHONE CALLS, STATIONERY**

The telephone is a vital tool in conducting our day-to-day business. As our representative, you should answer the telephone in a courteous, thoughtful and professional manner. Remember to answer all calls promptly, use the proper greeting, and give the caller your undivided attention.

In order not to interrupt our flow of work, personal phone calls should be kept to a minimum during working hours. You are asked to advise your friends and relatives of this policy. Telephones are for the sole purpose of conducting our business. Personal calls, whether incoming or outgoing, are to be strictly limited to the giving or receiving of necessary information and should be kept as

brief as possible. Employees shall not make long distance phone calls for anything other than our business.

Employees shall not use our stationary and/or postage for anything other than our official business.

## **CELLULAR PHONE USE**

Cellular telephones purchased by the United Way of Seneca County for the After School Programs will be used in the most economic way to maximize the company's gain from a consistent usage plan and under the following guidelines.

### **1. Approval and Purchase**

- The United Way of Seneca County is responsible for reviewing and approving cell phone plans, monthly bills, and usage.
- Cell phone usage, storage, and safety will be the responsibility of the Site Program Coordinators.

### **2. Costs**

- Costs associated with the purchase of cell phones (e.g. monthly fees, roaming charges) are the responsibility of the program and will be charged to program on a monthly basis. Direct payment will be made by the United Way of Seneca County to the cellular service supplier for any monthly use charge associated with cellular telephone equipment purchased by program funds.
- In the event an employee uses his/her own cellular telephone for a company business call, United Way will reimburse the employee for costs resulting from these calls.
- Requests for reimbursement must be submitted on a Reimbursement Form with supporting documentation attached (copy of cellular telephone bill with specific call highlighted), and the details for the call indicated on the documentation. The Reimbursement Form must indicate supervisory approval.
- In the event an employee uses a United Way cellular telephone for personal business, the call must be identified on the monthly bill received by the program. Cellular telephone charges for personal calls are due and must be reimbursed to the United Way on a monthly

basis. Reimbursement will be according to the cell phone provider used and their cost per minute rate. In addition, employees are responsible for all roaming charges associated with personal calls.

- Site Program Coordinators will be issued one (1) cell phone. Costs for replacement of the cell phone due to negligence or error will be made by the employee.
- Ownership: Cellular telephones that are purchased with program funds are the property of the United Way of Seneca County. Upon separation from United Way of Seneca County employment, the Program Coordinator is responsible for ensuring the cellular telephone is returned to the United Way for future use, or to be turned back to the service provider.
- Usage: Cellular telephones acquired by the program are for official use. Personal use (both incoming and outgoing) of all program telephones, including cellular telephones, is limited to infrequent, incidental and emergency use. Use of the existing program phones (e.g. site offices) to include voice mail for incoming calls should be considered first before the use of cellular telephones.
- The United Way of Seneca County will periodically review all cellular telephone usage and recommend changes in cell phone plans and policies. The United Way is responsible for monitoring compliance with this policy, and shall monitor accounts with regard to ongoing costs against the program budget and personal calls as noted above. Specific attention will be given to accounts that show significant increases in use and cost to the program.

## **E-MAIL AND INTERNET USE**

### E-Mail Policy

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Executive Director.

The e-mail system is our property. It has been provided for use in conducting our business only. All communications and information transmitted by, received from, or stored in this system are our records and are our property. Use of the e-mail system for personal purposes, such as advertising apartments for rent, tickets for sale, pets for adoption, etc. is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over our e-mail system. Employees should never consider electronic communications to be private or secure.

As owner of the e-mail systems, we reserve and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent over the e-mail system, for any reason, without the permission of any employee, and without notice.

Even if employees use a password to access the e-mail system, the confidentiality of any message stored in, created, received, or sent from our e-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish our rights to access materials on our system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the employee's direct supervisor since e-mail files may need to be accessed by us in an employee's absence.

Employees should be aware that deletion of any e-mail messages or files will not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management. Assume that any e-mail message you send may remain in our records forever.

Even though we have the right to retrieve and read any e-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Executive Director.

Our equal employment opportunity policy and our policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is ground for discipline, up to and including discharge. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning gender, race, color, national origin, religion, sexual orientation, age, marital status, disability or any other classification protected by law.

The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their Supervisor or the Executive Director.

Management approval is required before anyone can post any information on commercial online systems or the Internet. Any approved material that is posted should contain all the proper copyright and trademark notices. Absent prior approval from the Executive Director, no employee may act as our official representatives. Employees

who post information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of United Way."

Users should routinely delete outdated or otherwise unnecessary e-mail and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mail is sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write e-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on our letterhead.

Because e-mail records and computer files may be subject to discovery in litigation, our employees are expected to avoid making statements, which, if disclosed in e-mail or computer files, would not reflect favorably on us, any employee, any of our clients or any of our programs or services.

Any employee who discovers misuse of the e-mail system should immediately contact his or her Supervisor or the Executive Director. Violations of our e-mail policy may result in disciplinary action up to and including dismissal.

### Internet Policy

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the e-mail policy.

### Disclaimer of liability for use of Internet

We are not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages 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. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

### Duty not to waste computer resources

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings, chain letters, or instant messaging of any kind, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

### No expectation of privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer systems belong to us and may only be used for our purposes.

### Monitoring computer usage

We have the right, but not the duty, to monitor any and all of the aspects of our computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

### Prohibited activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning gender, race, color, national origin, religion, sexual orientation, age, marital status, disability, or other characteristic protected by law) violate our equal employment opportunity policy and our policies against sexual or other harassment and may not be downloaded from the Internet or displayed or stored in our computers. Employees encountering or receiving this kind of material should immediately report the incident to their Supervisors or the Executive Director. Our equal employment opportunity policy and our policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

### Illegal copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with

copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download of any material for which a registration fee is charged without first obtaining the express written permission of the Executive Director.

### Virus detection

Files obtained from sources outside our network, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online service; files attached to e-mail; and files provided by clients or vendors may contain dangerous computer viruses that may damage our computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Agency sources, without first scanning the material with our approved virus checking software. If you suspect that a virus has been introduced into our network, notify your Supervisor immediately.

### Sending unsolicited e-mail (spamming)

Without the express permission of your Supervisor, you may not send unsolicited e-mail to persons with whom you do not have a prior relationship.

Violations of our e-mail or Internet policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

## **NEPOTISM**

Employment of relatives or persons with intimate, non-professional ties within the same organization can cause serious problems with favoritism and morale. Besides claims of partiality, personal conflicts from outside work can be brought into the day-to-day working environment. Accordingly, United Way of Seneca County usually will resist bringing such relationships into the work place. In the rare case when United Way of Seneca County does hire a person with whom an employee has a familial or intimate personal relationship, it will do so only under the following guidelines:

- No employee may hire a relative or person with whom the employee has a familial or intimate personal relationship.
- No employee may supervise a relative or person with whom the employee has a familial or intimate personal relationship.
- No employee may be involved in evaluating the performance of a relative or person with whom the employee has a familial or intimate personal relationship.
- No employee may be involved in making recommendations or determinations concerning compensation adjustments, promotions, discipline or termination of a relative or person with whom the employee has a familial or intimate personal relationship.

If an employee has a familial or intimate personal relationship with an applicant, that employee must notify the Executive Director immediately. Further, if the employee has, or develops, a familial or intimate personal relationship with another employee who has immediate or successively higher supervisory authority over them, or over whom the employee has immediate or successively higher supervisory authority, the employee must immediately bring the relationship to the attention of the Executive Director. The Executive Director, and anyone having a familial or intimate relationship with a member of the Personnel Committee, must immediately bring that relationship to the attention of the Executive Director. Failure to follow this policy may result in discipline, up to and including discharge.

### **STAFF-STUDENT RELATIONS (FRATERNIZATION)**

The United Way of Seneca County requires that all employees maintain a professional, ethical relationship with students that is conducive to an effective, safe learning environment; and that staff members act as role models for students at all times, whether on or off property and both during and outside program hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees shall not entertain students or socialize with students in such a manner as to create the perception that a dating relationship exists. Similarly, any action or comments by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of United Way policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by the United Way up to and including termination of employment including the appropriate school officials.

Inappropriate employee behavior includes, but is not limited to:

- Flirting
- Making suggestive comments
- Dating
- Requests for sexual activities
- Physical displays of affection
- Giving inappropriate personal gifts
- Frequent personal communication with a student (via phone, e-mail, letters, notes, etc.) unrelated to academic work or official program matters
- Providing alcohol or drugs to students
- Inappropriate touching
- Engaging in sexual contact and /or sexual relations

Even if the student participated “willingly” in the activity (regardless of the student’s age), inappropriate fraternization of staff with students is against United Way policy and may be in violation of New York State Law. However, inappropriate employee conduct does not need to rise to the level of criminal activity for such conduct to be in violation of United Way’s rules and subject to appropriate disciplinary sanctions.

Any student who believes that he/she has been subjected to inappropriate staff behavior as enumerated in this policy, as well as students, employees, or third parties who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, shall report the incident to any staff member or either the employee’s supervisor, or the Executive Director. In all events such reports shall be forward to the Executive Director for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students shall also be investigated by the Executive Director. Investigations of allegations of inappropriate staff-student relations shall follow the procedures utilized for complaints of harassment. Allegations of inappropriate staff-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse must also follow the United Way’s reporting procedures for such allegations; and such information will be reported by the Executive Director as required by state law to law enforcement officials, and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee shall document the incident and report it to his/her supervisor and building principal.

United Way shall promptly investigate all complaints of inappropriate staff-student relations, and take prompt corrective action to stop such conduct if it occurs.

The United Way of Seneca County prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations. Follow-up inquiries and/or appropriate monitoring shall be made to ensure that the alleged conduct has not resumed and that all those involved in the investigation have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the United Way of Seneca County.

## **EXPENSE REIMBURSEMENT**

Necessary and reasonable expenses incurred as part of your job responsibilities will be reimbursed under the following guidelines:

### **Prior Written Authorization**

Except for routine mileage, before you incur any job-related expenses for which you expect reimbursement you must first submit your request in writing to your immediate supervisor. This request should include the item or service being purchased, the reason for the expense, and the amount, along with any other information relevant to determining the necessity and reasonability of the item or service. You may not incur the expense until you receive written approval from your immediate supervisor. All out of town travel must be pre-approved by your supervisor as well. Expenses not within United Way of Seneca County's budget will not be approved.

### **Reimbursable Expenses**

***Transportation:*** Employees must attempt to select the most economical mode of travel. Carpooling to trainings or meetings will be used whenever possible. Use of personal automobiles on behalf of United Way of Seneca County will be reimbursed at a per mile rate. The rate utilized by United Way of Seneca County is the current government Privately Owned Vehicle mileage reimbursement rate. Reimbursement on a per mile rate is intended to cover all costs of operating the travelers' personal automobile including gasoline, oil, insurance, repairs, etc. The cost of mileage and parking for driving to and from work will not be reimbursed. Mileage is to be recorded on the UWSC Request for Reimbursement form and submitted within 30 days of travel.

***Meals:*** Actual costs for meals during overnight travel will be reimbursed up to \$35 per day, including tips. Exceptions to this limit must receive pre-approval from the Executive Director or the Executive Committee of the Board of Directors and will only be given in special circumstances. When meals are included as part of a conference registration fee, a per diem meal rate will not be in effect. Meal costs are reimbursed for the actual, reasonable cost, including tax and gratuity, and will be documented on the UWSC Request for Reimbursement form. Alcoholic beverages will not be reimbursed.

- Lodging:*** When traveling on United Way of Seneca County's business, employees must attempt to select the most economical lodging available. Lodging will not be reimbursed for an over night stay within a 2 hour radius of United Way of Seneca County's facility except for multiple day conferences.
- Conferences:*** Attendance at conferences, seminars, workshops, etc. must be pre-approved by the Executive Director. The cost of attendance at such conferences may be prepaid by UWSC or reimbursed afterward when supported by the paid receipt and documented on the UWSC Request for Reimbursement form.
- Phone Calls:*** UWSC will reimburse employees for business-related phone calls that are supported by an itemized phone bill and documented on the UWSC Request for Reimbursement form.
- Miscellaneous:*** Other expenses, such as photocopy, postage, faxes, express mail, or other expenses directly related to United Way of Seneca County are reimbursable as appropriate.

### **Nonreimbursable Expenses**

United Way of Seneca County will not reimburse any of the following expenses:

- Theft, loss or damage to personal luggage and effects.
- Personal automobile maintenance, fuel, lubricants, washing, waxing, towing, repair, license, registration, depreciation, insurance or other related expenses.
- Parking fines, traffic tickets and other fines.
- Personal services (e.g., shoe shines, barbers/stylists, manicurists, etc.).
- Personal entertainment.
- Personal expenses resulting from work responsibilities (e.g., child care, household help).
- Expenses resulting from travel by accompanying persons not employed by United Way of Seneca County
- Expenses incurred without appropriate pre-approval except in cases of emergency.
- Fees associated with membership in social clubs or recreational organizations.

## **Expense Report & Receipts**

Employees must complete and submit an expense report within thirty days of incurring the expense or returning from travel related to the expense, whichever is later. Blank expense reports are available from the Office staff. Receipts for all individual expenses must be attached to the expense report when submitted.

## **YOUR GUIDE TO CONDUCT**

Please see Code of Ethics and Conduct attached.

### **MANNER OF DRESS AND HYGIENE**

Your personal appearance is a part of our image and you should at all times be neat and clean. Your dress reflects your professional attitude and should be appropriate for the type of work you do. Administrative and clerical personnel are expected to wear proper business attire.

The style of dress for the After School Program must be in compliance with the standards of the specific school building and the United Way of Seneca County in general. We prohibit wearing strapless tops, cut off tops, low cut tops, short shorts, or sweat pants. We reserve the right to determine the inappropriateness of any employee's dress and/or hygiene and to require that employee meet our standards.

### **DISCIPLINARY SUSPENSION**

Employees whose conduct is unsatisfactory will be subject to progressive discipline except where the severity of the offense merits immediate dismissal. The purpose of progressive discipline is to let employees know that their conduct is unacceptable and to give employees, whose contribution to the organization is otherwise valuable, the opportunity to improve their performance. The reason for disciplinary dismissal is to protect the interests of the organization and those associated with it. Another purpose of these guidelines is to encourage the development of consistent and fair practices throughout the organization. Please see the attached guideline chart.

### **COMMUNITY AFFAIRS – PUBLIC RELATIONS – REPRESENTING YOUR EMPLOYER**

Because organizations such as United Way of Seneca County are, by nature, public organizations, employees are expected to have many contacts with a broad range of citizens involved in, and knowledgeable about, community issues. For United Way of Seneca County to be perceived as an upstanding, forthright community leader, employees must, during each contact, consider how their actions and statements represent, and affect, United Way of Seneca County. Therefore, they should consider every contact between themselves and the public as a representation of the Employer and act accordingly, regardless of whether the contact occurs during the course of business.

Although employees are expected to treat each contact with the public as a representation of the Employer, no employee, other than the Executive Director, has the authority to speak on behalf of United Way of Seneca County (including but not limited to speaking to any member of the media), or to bind United Way of Seneca County contractually (whether orally or in writing). If an employee is approached by any member of the media, or any organization or person seeking to enter into a business relationship with United Way of Seneca County, they must be directed to the Executive Director or President of the Board of Directors. Anyone who, without express permission from the Executive Director, speaks to the media on behalf of United Way of Seneca County or about United Way of Seneca County business, or attempts to bind United Way of Seneca County to a contractual or business arrangement with another person or entity, may be disciplined up to and including termination.

Finally, from time to time United Way of Seneca County or a third party representing United Way of Seneca County may take pictures of employees engaged in work-related activities for use in advertising, brochures, etc. If an employee objects to this, the supervisor should be notified prior to the photographer taking the pictures. If an employee does not voice an objection, the Employer will presume the employee has none. Employees will not be compensated for use of their likeness in an Employer photograph. Members of the news media may also take pictures of employees at Employer-related events or other news worthy events. Any objections to the news media's use of the employee's picture must be directed to the organization taking the pictures rather than to the supervisor.

## **SAFETY/WORKPLACE ACCIDENTS/SECURITY**

United Way of Seneca County strives to provide a safe work environment for its employees. United Way of Seneca County provides information to employees about workplace safety and health issues through regular internal communication channels, such as supervisor-employee meetings, bulletin boards, memos, e-mail or other written communications.

Each employee must obey safety rules and exercise caution in all work activities. **Employees must immediately report any unsafe or hazardous condition to their immediate supervisors or the Executive Director.** Creating, failing to report, or (where appropriate) failing to remedy a hazardous or dangerous situation may result in discipline up to and including discharge. Failing to adhere to safety standards can also result in discipline up to and including discharge.

All accidents (which include any event that is not expected, foreseen, or intended), must be reported immediately to your supervisor. The accident must be reported whether or not there is personal or physical damage involved. A near miss, where the potential for injury or damage exists, is to be reported as well. Accidents and near misses are investigated to eliminate unsafe conditions and unsafe acts. If your supervisor is not available, report the accident or near miss to the Executive Director.

Such reports are necessary so United Way of Seneca County can comply with applicable laws and initiate insurance or workers' compensation benefit procedures. Consequently, failing to report accidents and/or near misses may result in discipline, up to and including discharge.

Any injury that happens on the job, in United Way of Seneca County's office, in the schools, or while conducting United Way of Seneca County's business, no matter how slight, must be reported immediately to the supervisor so the employee may receive prompt and proper medical attention. The supervisor must promptly report the accident to the Executive Director. The employee may be required to go to a physician chosen by United Way of Seneca County for initial treatment and any follow-up examination required by United Way of Seneca County. If the supervisor determines medical attention is needed, the employee must comply with that decision.

If an injury requires an employee to be absent from work or to incur medical costs, the employee must contact their supervisor for the appropriate forms to be completed and processed for workers' compensation.

Employees should exercise caution regarding personal articles left on premises during or after work hours. United Way of Seneca County does not accept responsibility for losses which may result.

## **A FINAL WORD ABOUT APPROPRIATE EMPLOYEE CONDUCT**

We expect our employees to exercise good judgment, loyalty, honesty and integrity in all dealings with us, our visitors, co-workers, students, or school staff whether on-duty or off-duty. Any conduct which could be detrimental or harmful to us, our employees, visitors, co-workers, students, or school staff is unacceptable. We provide the following examples of such improper behavior, which we expect our employees to avoid at all times.

### Gossip/Rumors

Spreading gossip and rumors about United Way, its management, staff or students can adversely affect our reputation. Since rumors and gossip are usually unsubstantiated, spreading rumors is not only unbecoming but employees may be civilly liable for defamation if they spread false information about us, our officials, supervisors or co-workers. Spreading gossip creates an unhealthy work environment. Employees who violate this policy are subject to discipline, up to and including discharge.

### Loose Words by Managers

Whether you are at work or off-duty, a supervisor never can be "just one of the guys." Your conduct reflects on United Way of Seneca County. Supervisors are given information that is not common knowledge to the general public or even other

employees and are expected to treat information as confidential, regardless of its content. Management who violate this policy is subject to criticism and may be disciplined.

## **CONCLUSION**

This Personnel and Benefits Guide Book is intended to give you a broad summary of things you should know about United Way of Seneca County. The information in this guide is general in nature, and should questions arise, established procedures will be consulted for complete detail. While we intend to continue the policies, benefits and rules contained in this guide, changes or improvements may be made from time to time.

No provision in this guide is intended to be considered a contract of employment. Employment at United Way is at will – employment is not guaranteed for any length of time.

We hope these policies are clear and understandable; if not, or if you have questions about areas not included in this guide, feel free to talk to the Executive Director.

**PERSONNEL AND BENEFITS GUIDE RECEIPT**

I have received a copy of the Personnel and Benefits Guide which outlines the benefits, policies, rules and regulations related to my position. I have read and am familiar with these policies and will abide by them during my employment.

I understand that any failure on my part to comply with any provision of this guide, now or as amended, or any other rule or regulation may subject me to disciplinary action. I further recognize that United Way reserves the right to modify, supplement, amend or delete any of the policies or benefits contained in this guide and to add additional policies without prior notice at any time. I understand I am to direct any questions regarding the policies or the interpretation of these policies to my Supervisor or the Executive Director.

I understand the Personnel and Benefits Guide constitutes management guidelines only and is neither to be interpreted as a contract between United Way and me, nor does it constitute a guarantee that my employment will continue for any specified period of time or end only under certain conditions. I understand that neither this guide nor any other communication by a management representative is in any way intended to create an expressed or implied contract of employment.

I also understand that my employment is voluntarily entered into with no definite period of time and I am free to resign at any time. Similarly, United Way may terminate my employment at any time, for any reason, with or without cause, where and when it believes it is appropriate.

Name of Employee (Please print): \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Name of Management Witness (Please print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

(2 copies – one for employee, one for personnel file)

**E-MAIL ACKNOWLEDGEMENT FORM**

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of United Way of Seneca County. I also understand that these systems are to be used solely for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code or password, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to United Way monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing up and reading all e-mail entering, leaving, or stored in these systems in the ordinary course of business.

Name of Employee (Please print): \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Name of Management Witness (Please print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

(2 copies – one for employee, one for personnel file)

## GLOSSARY

**2-1-1** National information and referral hotline.

**501( c )3** An IRS determined non-profit organization that is religious, charitable, educational, scientific or literary in purpose.

**Community Investments:** Also called "allocations" or "fund distributions". An annual process performed by an all volunteer panel who recommends what dollar amount should be "allocated" or distributed to partner agencies and programs that provide human and health services. Allocations are paid out to partner agencies quarterly (starting in July).

**Board Member:** Any member of the UWSC Board of Directors. Board Members are uncompensated and live or work in Seneca County.

**Board Restricted Reserve:** Designated annually by the Board, these are monies set aside for purposes of community investments, operating expenses and community emergencies not otherwise covered by the normal budgeting and allocation process.

**Campaign:** A region-wide fund-raising effort to solicit contributions from individuals, businesses and others. The Campaign generally runs from September to December.

**Campaign Cabinet:** A group made up of Division Chairs representing different areas within the County.

**Campaign Co-Chair:** Individuals who agree to be one of two responsible representatives for overseeing our Campaign and work closely with the Executive Director.

**CBO:** Community Based Organization

**CFC:** Combined Federal Campaign is an organized solicitation of federal employees that may be part of some United Way campaigns, but has its own structure and set of guidelines. UWSC is affiliated with a number of CFC's in surrounding areas.

**Community Building:** A long-term process of identifying, addressing, and meeting critical needs in communities through needs assessments and the formation of community partnerships.

**Community Impact:** The formation of community partnerships and leveraging of funds for new initiatives and/or to fund specific needs. The desired outcome is a long-term impact on the root cause of the problem and not short-term symptomatic treatment.

**Corporate Gift:** Any contributions made by a business.

**Designated Donation:** A contribution that the donor has specified for a particular agency or program only.

**Donations:** Monetary or in-kind contributions made to UWSC.

**Donor:** An individual, business or entity that makes charitable contributions to UWSC.

**Fiscal Year:** A fiscal year is the "accounting year" in which all business is transacted and recorded. The UWSC fiscal year is January 1 through December 31.

**Gifts In Kind International:** Partners with businesses to distribute non-saleable items to those in need. We pay an administrative fee for membership, etc.

**Immediate Family Members:** An individual's spouse, children, parents, grandparents, siblings and spouses of children or siblings.

**In-Kind Donations:** Businesses or individuals who donate services or products instead of cash contributions.

**Leadership Giving:** A program used as a marketing tool to provide incentives and recognition for donations of \$500 or more. The Alexis deTocqueville Society, a national recognition program for donors who give over \$10,000, is administered by the United Way of America and promoted on the local level.

**Outcome Measurement:** The process and set of procedures for assessing, on a regular basis, the results of an agency's programs for its participants (the benefits or changes for individuals or populations during or after participating in program activities).

**Partner Agency:** An agency that meets all UWSC membership requirements and provides health and human services programs in the UWSC service area.

**Metro Size:** United Ways are classified according to the amount of money raised. This results in their being assigned a classification by "metro size": (Metro VI = \$500,000-\$750,000; Metro V = \$750,000-\$1 million; and Metro IV = \$1-2 million campaign).

**Non-public Information:** Any business, financial or personal information which is not and should not be publicly disclosed.

**Non-campaign Income:** Revenue other than campaign contributions such as grants, sponsorships, investment interest, etc.

**Overhead/administrative costs:** Monies spent on salaries, benefits, office rent, fundraising, etc. The amount spent on these items is typically low for United Ways and is marketed to the public as one reason giving through the United Way "umbrella" is cost-effective.

**Pledge:** A written agreement made by an individual or employee to donate a specific sum of money that is usually over a 12-month period. Payroll pledges are usually deducted monthly on a calendar year basis (Jan-Dec). Individual pledge donors will be billed periodically to ensure collection of the pledge.

**Political Committee:** Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination or election of any individual to any federal, state or local office.

**Political Contribution:** Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

**Privileged Information:** Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, etc.

**Seneca County Partners for Children, Youth & Families:** County collaborative effort initiated by United Way of Seneca County in 1997 to increase the quality of life for the children and families in Seneca County. (Also State level Partners for Children).

**Staff:** Any UWSC employee or volunteer working for or on behalf of the UWSC and reporting to the Executive Director.

**Success by 6:** National and local positive youth development collaborative concerned specifically with young people ages 0 – 6.

**Uncollected Pledge Promises:** Unpaid pledges or collection losses from individual donors and payroll deduction donors which are usually a result of employees leaving a company or the company going out of business.

**UWA:** United Way of America – national member organization. Website: <http://online.unitedway.org> (members only) or [www.unitedway.org](http://www.unitedway.org) (public)

**UWNYS:** United Way of New York State – state member organization. Website: [www.uwnys.org](http://www.uwnys.org)

**UWSC:** An abbreviation for United Way of Seneca County.

**Vendors:** Those who provide goods and services to UWSC for a fee.

**Volunteers:** Individuals, other than Board members, who perform their UWSC duties without compensation.

**Workplace/Employee Campaigns:** Organized solicitations of all employees at a particular company or business. The CEO of the company usually designates an Employee Campaign Coordinator to oversee the solicitation effort.