

# **CAMP NEJEDA FOUNDATION EMPLOYEE HANDBOOK**

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### **IMPORTANT DISCLAIMER – PLEASE READ**

This Employee Handbook (“Handbook”) does not constitute an employment contract between you and Camp Nejeda Foundation (“CNF”). The Organization reserves the right to modify, suspend, or revoke any and all policies, procedures, and programs in whole or in part, at any time, with or without notice. CNF also reserves the right to interpret these policies in its sole discretion as it deems appropriate.

Neither the Organization’s policies nor any statements made by any employee of CNF, whether oral or written, create an entitlement to continued employment at CNF, establish conditions of employment, or create an employment contract between employees and CNF.

**Employment with CNF is on an "at will" basis, which means that either CNF or you may terminate the employment relationship at any time, with or without cause or prior notice. In addition, CNF is not making any promise that you will be employed for a particular length of time. Nothing in this Handbook should be construed as changing the at-will employment relationship between CNF and its employees. Only the Executive Director & President of the Board of Trustees have the authority to make any such agreement, which is binding only if it is in writing.**

I) EMPLOYMENT AT-WILL:

All CNF employees are employees “at will.” As a result, both the employee and/or CNF is free to terminate the employment relationship at any time, for any lawful reason or no reason at all, with or without prior notice, with or without cause.

No representative of CNF, other than the Executive Director, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Any such agreements purporting to alter the at-will nature of employment with CNF in any manner must be in writing and signed by the Executive Director.

CNF’s policies and procedures, including the Employment Policies set forth herein, are not to be interpreted as promises or contracts of any kind, real or implied, between CNF and its employees. CNF maintains the right to change or terminate these policies or procedures at any time, with or without notice.

II) COMPENSATION POLICIES

A) EMPLOYEE AND OTHER WORKER DEFINITIONS:

Exempt employees - work a minimum of 40 hours a week and are paid a salary for all hours worked. Exempt employees are not entitled to overtime.

Non-Exempt employees – are paid by the hour and receive overtime as set forth in the Pay Days and Overtime section below.

Full time employees - work a minimum of 35 hours a week for a minimum of 10 months per year and may be exempt or non-exempt.

Part time employees - work fewer than 35 hours per week and are paid hourly.

Term employees - work for 1-10 weeks. (Example: summer camp employees, counselors and nurses).

Temporary workers - are retained as independent contractors to do specific jobs for the Organization (Example: per diem nurses, babysitters).

Volunteers - perform services for CNF, but are not paid.

B) PAY DAYS AND OVERTIME

Salaries and wages, including reimbursements, honorariums, etc., are paid every two weeks.

It is CNF’s policy to comply with the overtime pay requirements of the FLSA and applicable state law. Consistent with federal and state law CNF pays overtime to

nonexempt employees who work in excess of 40 hours in any one workweek during the months of October through May. Overtime is not paid during the months of June through September pursuant to applicable law. It is the employee's responsibility to report all time worked, including overtime. Exempt employees are not entitled to overtime pay.

C) WORK SCHEDULE

CNF will attempt to establish a work schedule which considers each individual's personal commitments and the needs of the organization. CNF may alter work schedules and office hours as needed for business reasons. Employees, from time to time, may be asked to work additional hours beyond their regular hours of work.

CNF's workweek is from Saturday to Friday. Typical office hours are Monday through Friday from 8:30 a.m. to 5:00pm with a thirty minute meal break. Non-exempt employees are not paid for the meal break.

III) BENEFITS

A) HOLIDAYS

CNF provides 10 paid holidays to full-time employees:

- New Year's Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- 5 floating holidays selected by the employee with their supervisor's approval

Full-time employees receive their regular rate of pay for each holiday. Part-time employees temporary or term employees are not eligible for paid holidays.

When a holiday falls on Sunday, the following Monday will typically be observed as the holiday. Any holiday falling on Saturday will typically be observed on the preceding Friday. If a paid holiday occurs during an employee's vacation, the employee will receive the holiday (if eligible) and will not be charged that day as vacation.

Paid holidays will not be counted as hours worked for the purpose of computing overtime pay.

Unused floating holidays cannot be carried over to subsequent years and will not be paid out at termination.

B) VACATION

To be eligible for vacation, a person must be employed by the Organization for six months. If the employment terminates prior to completion of six months, no vacation benefits will be given. A vacation day is defined as any day when the camp office is open for normal business.

- 1) Full-time personnel are entitled to five vacation days in the first full calendar year of employment (prorated during the partial year when starting), 10 vacation days in the second full calendar year of employment, and 15 vacation days in the fifth full year of employment.
- 2) Part-time personnel are entitled to three vacation days in the first full calendar year of employment, (prorated during the partial year when starting), and one additional day per year of continuous employment up to a maximum of ten vacation days per year.
- 3) Interns, term employees and temporary workers are not eligible for vacation time.

Requests for vacation must be submitted to the Executive Director for approval, preferably 30 days in advance of the requested time off. Every employee is expected to take his or her vacation each year in the best interest and welfare of both the employee and the Organization. All employees are encouraged to avoid using vacation during the camp season. CNF reserves the right to deny any employee's request to use vacation that does not comport with these policies

Unused vacation cannot be carried over to subsequent years and will not be paid out at termination unless otherwise required by law.

C) SICK LEAVE

CNF will provide up to 40 hours each employment year to full-time employees to be utilized for purposes of addressing health needs. Sick leave may be utilized at the discretion of the employee for sickness of the individual employee or other immediate family members (i.e., spouse, domestic partner, child, guardian, parent & parent-in-law). Sick leave can also be used for preventative and routine medical appointments.

Part-time employees, who in the prior year of employment worked an average of 20 hours or more per week, will receive 15 hours of sick time each year. Employees who are regularly scheduled to work less than 20 hours per week are not eligible for sick leave.

Each staff person of CNF should notify the office each day they will be absent from work for sick leave.

A doctor's note will be required in cases of repetitive or extended absences.

D) COMPENSATORY TIME (Exempt employees only)

Exempt employees are not eligible for financial compensation for hours worked in addition to normal work hours. They will be credited with Comp Days for days that they are required to work on a holiday, scheduled day off, or otherwise outside their established workweek.

Employees must obtain pre-approval from their supervisor for the accumulation and use of comp days.

Employees must use their Comp Days within 30 days of earning unless a written extension is provided by the Executive Director.

In the event Comp Days are not used by March 31 of the year following their accrual, such credits shall be lost.

An employee will not receive monetary compensation in place of accrued Comp Days while employed or at termination of employment.

E) OTHER LEAVE

- 1) **COMPASSIONATE LEAVE**. Full-time employees shall be granted up to three consecutive working days off with pay due to a death in their immediate family (mother, father, guardian, sister, brother, spouse/partner, children, in-laws, grandparent, grandchildren). Part-time employees shall be granted one day off with pay due to a death in their immediate family.
- 2) **JURY DUTY**. Full-time employees are granted leave with pay when jury duty requires an employee's absence from assigned duties up to a maximum of five days unless otherwise required by law. The employee's immediate supervisor must be notified and a copy of the subpoena requiring jury duty must be provided to CNF in addition to certification of dates served. (This certification should be requested of the Court Clerk by the juror when the duty is completed.) Compensation paid to an employee by the government for jury duty must be paid back to CNF.
- 3) **VOTING LEAVE**. CNF will grant to all employees one-hour during the working day to vote in governmental elections if and when it is not possible to vote outside the regularly scheduled work time.

- 4) **MILITARY LEAVE**. An employee called up to active duty is allowed a leave of absence to meet her/his military responsibilities. Employees requesting any military leave must notify supervisors and submit a copy of their military orders to CNF immediately upon receipt of such orders. Employee benefits will not accumulate during the leave. Unless set forth otherwise below or stated otherwise in writing by CNF, such leave will be unpaid.
  - (a) Any employee who is a member of the Reserve component of the armed forces and is required to participate in annual active duty shall be granted a leave of absence with pay.
  - (b) Employees absent on their annual two week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:
    - (i) The employee may take their vocation time and retain their military pay.
    - (ii) The employee may surrender their military pay to CNF, receive their regular salary and take their PTO at a later date, in accordance with PTO policies enumerated above.
    - (iii) The employee may take unpaid leave and retain their military pay.
- 5) **SPECIAL LEAVE**: Special leaves of absence without pay may be granted to an employee at the discretion of the Executive Director or, in the case of leave requested by the Executive Director, the Board.

#### F) INSURANCE PACKAGE

CNF makes payments toward standard Social Security and Unemployment Compensation programs, which require employee contributions also, and for Worker's Compensation Insurance.

After 90 days of employment, full-time employees are eligible to participate in CNF's Health Coverage and Prescription Drug Plan. For more information, including the associated costs, contact the Executive Director.

#### G) RETIREMENT PLAN

All permanent full-time employees are entitled to participate in CNF's "Simple IRA."

In its discretion, CNF may match the employee's contribution up to 3% of gross salary or wages (not including overtime).

## H) TRAVEL EXPENSES

- 1) MILEAGE: Use of an employee-owned vehicle for business, as approved by the Executive Director, will be reimbursed at 66% of the current federal IRS standard rate.
- 2) FOOD: For a day trip: food expenses are assumed by the employee. Exceptions to this must be pre-approved by the Executive Director and may be reimbursed at the actual cost up to \$40 per day.
- 3) OVERNIGHT TRAVEL/CONFERENCES: Food, lodging and transportation expenses are covered by CNF up to the rates found at the federal website for travel costs.
  - (a) All overnight travel/conferences, and any reimbursements associated therewith, must be approved by the Executive Director.
  - (b) The federal system is based on extensive background research reflecting local variances in lodging and meal costs.
    - (i) You will need to find the nearest city in which the travel occurred on the website for your per diem rates.

A printed copy of the federal website page should be included as an addendum to all reimbursement requests. All requests for reimbursement (e.g. transportation costs such as cabs) must be accompanied by receipts.

## IV) EMPLOYMENT POLICIES

### A) HIRING PROCEDURES

When a vacancy is available for a full-time position within the Foundation, all employees shall be notified. Considerations for such vacancies shall begin with present CNF employees. The President, Vice President and Director of the relevant area and/or Executive Director lead final interviews.

### B) EQUAL OPPORTUNITY

CNF, Inc. is an equal-opportunity employer. It is the policy of CNF to prohibit discrimination and harassment of any time and to afford equal employment opportunities to employees and applicants, without regard to race, color, gender, affectional or sexual orientation, gender identity, religion, marital status, national origin, physical or mental disability, age, pregnancy, atypical hereditary cellular or blood trait, genetic information, veteran status or service in the armed forces, or any other factor prohibited by applicable federal, state and local laws.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between CNF and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies.

Equal employment opportunity notices are posted on the bulletin board in the main office and in the health center. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Employees' questions or concerns regarding this policy should be referred to the Executive Director and/or the Executive Committee of the Board.

### C) NON-HARASSMENT AND NON-DISCRIMINATION

The purpose of this policy is to foster a work environment that is free from all forms of unlawful discrimination and/or harassment by any employee, worker or volunteer, on any basis including, but not limited to: race, color, gender, affectional or sexual orientation, gender identity, religion, marital status, national origin, physical or mental disability, age, pregnancy, atypical hereditary cellular or blood trait, genetic information, veteran status or service in the armed forces, or any other factor prohibited by applicable federal, state and local laws.

Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing, circulation in the workplace or displaying on walls, bulletin boards or elsewhere on CNF premises of written or graphic material that denigrates or shows hostility or aversion toward a person or group because of any characteristic protected by law, or otherwise creating a hostile work environment.

Any employee who feels that (s)he is a victim of such harassment or discrimination, or has observed such harassment or discrimination, should immediately notify the Executive Director or the Executive Committee off the Board. CNF will investigate all such reports as confidentially as possible and consistent with CNF's need to undertake a full investigation. Violations of this policy will not be permitted and may result in disciplinary action, up to and including termination.

CNF prohibits any form of retaliation against an employee for filing a good faith complaint under this policy and/or for assisting in an investigation under this policy. Any person found to have retaliated against an individual for reporting discrimination or harassment, or participating in an investigation of allegations of such conduct, will be subject to appropriate disciplinary action. However, if after investigating a complaint of harassment or discrimination, CNF determines that

an employee has filed a bad faith complaint or knowingly provided false information regarding the complaint, disciplinary action may be taken against such employee.

D) AMERICANS WITH DISABILITIES ACT POLICY

CNF is committed to complying with the Americans with Disabilities Act (“ADA”), as amended, and applicable state and local laws providing for nondiscrimination in the employment of qualified individuals with covered disabilities. CNF also provides reasonable accommodation for such individuals in accordance with these laws.

It is CNF’s policy to:

- 1) Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with covered disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- 2) Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files. If any employee feels that his or her confidentiality has been breached, we ask that the employee report this to the Executive Director immediately. We take such concerns very seriously.
- 3) Reasonably accommodate applicants and employees with covered disabilities, except where such an accommodation is unreasonable or would otherwise create an undue hardship on CNF. Reasonable accommodations may include, but are not limited to, making existing facilities readily accessible to and usable by individuals with disabilities, acquisition or modification of equipment or devices, provision of qualified readers or interpreters, appropriate adjustment or modification of examinations, training materials or policies, part-time or modified work schedules, job restructuring (reassignment of non-essential job functions) and reassignment to a vacant position. If you have a disability and believe you need a reasonable accommodation to perform the essential functions of your job, you should contact the Executive Director to request an accommodation.
- 4) Notify individuals with covered disabilities that CNF provides reasonable accommodation to qualified individuals with disabilities, by including this policy in CNF’s Employment Policies and by posting the Equal Employment Opportunity

Commission's poster on not discriminating against individuals with disabilities and other protected groups conspicuously within the main office and health center.

E) GENETIC INFORMATION NONDISCRIMINATION ACT COMPLIANCE

In accordance with the Genetic Information Nondiscrimination Act of 2008 (GINA), CNF does not request or require from its employees genetic information of any individual or family member of the individual, except as may be specifically allowed by law. To comply with this law, CNF asks that employees refrain from providing any genetic information when responding to any request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

F) UNLAWFUL OR UNETHICAL CONDUCT:

Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting responsibility: Each director, volunteer and employee (hereinafter collectively referred to as Associate) of CNF has an obligation to report in accordance with this policy

- 1) questionable or improper accounting or auditing matters, and
- 2) violations and suspected violations of the law.

Authority of the Personnel Committee: All reported concerns will be forwarded to the Personnel Committee in accordance with the procedures set forth herein. The Personnel Committee shall be responsible for investigating and making appropriate recommendations to the Board, with respect to all reported concerns.

No Retaliation: This policy is intended to encourage and enable employees to raise concerns within the Organization for investigation and appropriate action. No employee who, in good faith, reports a concern shall be subject to retaliation or adverse employment consequences. Also any employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal.

- 1) Reporting Concerns: Employees should first discuss concerns with the Executive Director. If the individual continues to have

concerns they should report them to the Executive Committee of the Board. If the employee is uncomfortable speaking with the Executive Director or if the Executive Director is a subject of the concern, the employee can report their concern directly to the Executive Committee.

- 2) Concerns can be submitted anonymously.

Investigation: All reports will be promptly investigated and appropriate corrective action will be recommended to the Board, if warranted by the investigation.

Good Faith: Employees reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice or a violation of the Codes. Reporting a concern that proves to be unsubstantiated and made maliciously, recklessly, or with foreknowledge that the allegations are false will be viewed as a serious disciplinary offense and may result in disciplinary action up to and including dismissal.

Confidentiality: Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

V) EMPLOYEE CONDUCT

A) DRUGS/ALCOHOL

It is the policy of CNF that substance abuse in the workplace, or problems related to substance abuse that affect the workplace, will not be tolerated. CNF is committed to maintaining a work environment that is safe and healthful for employees and clients. Employees are expected to report to work in a condition that permits them to perform their assigned tasks in a safe, professional and competent manner.

The following conduct is strictly prohibited by CNF:

- 1) Possession or use of alcohol or illegal drugs, and the abuse of prescribed drugs, or being under the influence of alcohol or drugs while on the job or anywhere on CNF's property;
- 2) Driving on CNF business while under the influence of alcohol or illegal or controlled substances, or any prescription or over-the-counter drug that causes drowsiness or affects the employee's alertness; and

- 3) Distribution, sale, transfer or purchase of alcohol or an illegal or controlled substance while on the job or anywhere on CNF's property.

Violation of CNF's Drug and Alcohol Abuse policy will not be tolerated and will be grounds for discipline, up to and including immediate termination.

CNF reserves the right to conduct a drug or alcohol screening test as part of the pre-employment process and where there is a good faith belief that substance or alcohol abuse is affecting the safety, productivity, or work-related performance of any employee. Refusal to take a drug or alcohol screening test will be grounds for discipline, up to and including immediate termination. CNF also reserves the right to search an employee's work area, where applicable, when it believes in good faith that an employee may be under the influence of alcohol or illegal drugs, or may be in the possession of alcoholic beverages or illegal drugs.

**B) SMOKE-FREE ENVIRONMENT**

CNF is a smoke and tobacco free environment. Tobacco products (for smoking or chewing) are allowed only in designated areas (e.g. the smoke shack).

**C) OUTSIDE EMPLOYMENT AND COMMUNITY APPOINTMENTS**

Staff members engaged in outside activities similar to those they perform for CNF are often perceived as representatives of CNF, even though the outside work may be wholly independent of the Foundation. For that reason, staff members must disclose to the appropriate supervisor any planned outside employment or associations that in any way resembles conflicts with or relates to any duties performed by the Foundation. Any appointment to boards, commissions, task forces, elected positions, and the like must be approved by the Executive Director. An employee need not disclose a small business or activity entirely unrelated to the work he or she performs for CNF.

**D) USE OF CNF MATERIALS, EQUIPMENT AND PROGRAMS**

Materials, equipment, or any programs or presentations developed on CNF time cannot be utilized for non-camp activities unless prior approval is granted by the Executive Director.

**E) PROTECTING PERSONAL HEALTH INFORMATION**

- 1) Protecting personal health information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed.

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  - 2) Due to the nature of our business and in accordance with Health Insurance Portability and Accountability Act (HIPPA) standards, confidentiality of personal health information is strictly enforced. Employees are not permitted to discuss personal health information of campers or staff with anyone who does not have a legitimate need to know, including other employees of CNF.
- F) USE OF CNF INTELLECTUAL PROPERTY AND CONFIDENTIAL AND PROPRIETARY INFORMATION

CNF is the exclusive owner of the names, logos, symbols, emblems, designs, uniforms and identifications of CNF. In the event an CNF employee uses the CNF trademarks without prior written approval, CNF may, in its sole discretion, and in addition to immediately terminating the employee's employment, initiate legal action against the employee.

During the course of your employment, you will have access to confidential information. "Confidential Information" means any of CNF's lawful proprietary and non-public information concerning its plans, strategies, operations, affairs, research, services, and those requesting or receiving services, grant, contribution, and donation information, funding requests, grantor, contributor, and donor lists and information, employee, contractor, and personnel information, databases, technical data, trade secrets or know-how, including, but not limited to, documents or information whether in hard copy or electronic form (including, without limitation, information contained on voice mail, e-mail, home and laptop computers, smartphones, flash keys, text messaging devices, or other computer-based information). Confidential information may not be revealed to the public or any third parties at any time.

In the event of any incident occurring during a Camp activity or involving anyone affiliated with CNF, inquiries from media, police, or any individual outside of the On-Site Camp Staff should be directed to the Executive Director or the most senior staff person on Duty. In the spirit of protecting the reputation of CNF and preventing the disclosure of unauthenticated or misinformation all such releases must be disclosed in a thoughtful manner.

G) RESIGNATION

In case of resignations, employees are asked to give two weeks' notice. Resignation is by written notification to the employee's supervisor.

H) DISCIPLINE AND TERMINATION

If an employee's behavior or conduct violates any CNF policy or rule, or otherwise interferes with the orderly and efficient operation of CNF, corrective disciplinary measures will be taken. The severity of the disciplinary action

depends upon, among other things, the nature and gravity of the offense and its impact on the organization, and the employee's work record.

CNF does not guarantee that one form of disciplinary action will necessarily precede another. Further, CNF reserves the right, at all times, to take whatever disciplinary action it deems appropriate, up to and including termination. Prior notification, utilizing the procedures outlined above, is *not* a prerequisite for termination or other disciplinary action.

All employees are "employees at will" and may be terminated from employment for any reason including, but not limited to, unsatisfactory job performance or behavior which violates CNF policies and rules or which is incompatible with CNF operations.

## I) GRIEVANCE POLICY

CNF encourages constructive discussion to resolve problems between employees. If a problem arises that cannot be resolved in this manner, the situation should be discussed with the employee's immediate supervisor. If satisfaction is not gained through this process, or if the employee feels it would be unreasonable to use this procedure because of unusual or unique circumstances, the employee has the option to refer the problem to the next higher person in their department. After that step has been taken, the matter is then submitted *in writing* (with a copy to the supervisor) to the Executive Director. The Executive Director may discuss the issue with the Executive Committee of the Board (especially when the employee so requests), but has final responsibility for a decision.

## VI) MISCELLANEOUS

### A) CAMP VEHICLES

1. Operators of camp vehicles are responsible for the safe operation and cleanliness of the vehicle.
2. Accidents involving a camp vehicle must be reported to your supervisor immediately.
3. Employees are responsible for any moving violations and fines which may result when operating a camp vehicle.
4. Camp vehicles may only be used for job-related travel.
5. The use of seat belts is mandatory for operators and passengers of camp vehicles.

6. Using a cellular telephone while operating a motor vehicle is strongly discouraged. Employees should plan to allow adequate time for the placement of telephone calls either prior to or after driving or while on rest breaks. If an employee absolutely must (because of an emergency) use a cellular telephone while driving, the employee must use a hands-free device. Additionally, when using a cellular telephone while driving, an employee must attempt to pull off the road and safely stop the vehicle before placing or accepting the call. Under no circumstances may an employee place himself or herself (or anyone else) at risk in order to fulfill an actual or perceived business need.

B) POLICIES FOR STAFF RESIDING ON CNF PROPERTY:

- 1) PETS - The Employee shall not keep on the Premises any pet(s) without prior written authorization of the Executive Director. Any pets so permitted shall be restrained or confined by the Employee so as not to conflict with the operation and purposes of Camp. Damage caused by pets shall not be considered part of the usual wear and tear to the Premises and the Employee shall reimburse CNF for all costs arising from such damage.
- 2) HAZARDOUS MATERIALS; FIREARMS - No employee shall store, use, or dispose of any hazardous materials on the Premises nor permit any other person to do so without prior approval of the Executive Director. Possession of firearms at CNF is not permitted without prior approval of the Executive Director and documentation of a valid New Jersey Firearms Permit. All firearms must be properly locked at all times.

## **EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

I have received my copy of CNF's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. If I have any questions about any section of the Handbook, I understand that I am expected and encouraged to seek clarification from my supervisor or the Executive Director of CNF.

I understand that, except for my "at will" employment status, and except for CNF's right to change my responsibilities, position, title or compensation, any and all other policies or practices may be changed by CNF at any time, with or without notice.

I understand that the statements contained in this Handbook are not intended to create any contractual or legal obligation on the part of CNF.

I further understand that I am free to leave CNF at any time for any reason and that CNF reserves a similar right. Thus, both CNF and I will have the right to terminate this relationship at any time, with or without advance notice, and with or without cause. I understand that this is called employment "at will" and that no one other than the Executive Director and President of the Board of Trustees has the authority to alter this arrangement, to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to this "at will" policy. Further, any agreement that in any way alters my "at will" status of employment with CNF must be in writing and must be signed by both me and the Executive Director and President of the Board of Trustees of CNF.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT. I AGREE TO READ THE EMPLOYEE HANDBOOK AND TO FOLLOW CNF'S POLICIES AND PROCEDURES.**

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Print Name:

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Date:

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Signature

**PLEASE RETURN THIS FORM TO THE EXECUTIVE DIRECTOR**