

# **EMPLOYEE POLICIES & PROCEDURES HANDBOOK**



**Gillette, Wyoming**

**June, 2016**

## Preface:

This handbook is intended as a guide for the efficient and professional job performance for all employees of Energy Capital Economic Development. This guide will help all staff members understand their duties, responsibilities, obligations, and benefits, by working at Energy Capital ED. This handbook is a guide and not a contract for services and is superseded by any employment contracts between employees and Energy Capital ED.

All employees at Energy Capital ED are at will and have the right to leave employment with Energy Capital ED at any time. In turn, Energy Capital ED has the right to dismiss any employee at any time with or without cause.

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# Energy Capital Economic Development Employee Handbook

## INTRODUCTION

This employee handbook outlines policies and procedures that affect the working relationship between employees and Energy Capital Economic Development (referred to herein as the organization). The Employees of the organization will be referred to herein as the Employees. Because one handbook cannot cover all possible situations, those not specifically mentioned will be handled on a case-by-case basis.

The Employee Handbook, the provisions made herein and employee benefits described herein are subject to change at the discretion of the organizations CEO and / or the Board of Directors. Should employees have any questions regarding the topics in this handbook or conditions of employment, they should ask the CEO.

All employees are expected to work for the good of the organization and towards the furtherance of the organizations mission. Economic Development, by the nature of the work, requires flexibility, dedication, persistence, integrity, and at times irregular schedules, varied work hours and long days. Each employee is expected to perform any and all work required regardless of title or position.

## WORK SCHEDULE

The organizations normal office hours are from 8:00 am to 5:00 pm, Monday through Friday, with one hour for lunch. An employee may be asked to work hours other than normal office hours depending on projects or activities. Employees are expected, to work such hours, attend meetings, and make presentations as necessary. Alternate work schedules may be authorized at the discretion of the CEO. In all cases the good of the organization will be the priority in assigning work schedules.

Hourly/non-exempt employees will be paid overtime for all hours worked in excess of 40 hours per week. Overtime hours must be approved in advance by the CEO.

## EMPLOYMENT AT WILL

All employees are at will. Employees serve at the discretion of the Organization, and the Organization may terminate employment with or without cause. Employees may terminate employment at any time.

The policies, practices, and benefits established by the Organization are in no way to be interpreted or intended to be a contract of employment and shall not be relied upon by an employee as such.

## EMPLOYMENT

Each new employee will receive a letter of employment prior to their start date which will state their employment status, salary/wage and work schedule. A copy of that letter will be kept in each employee's personnel file. A letter will be issued to each employee upon any change in employment status, work schedule, salary/wage or benefit. A copy will be kept in the employee's personnel file.

### **Employment status:**

#### **Regular Full-time (Salaried and Hourly/non-exempt):**

A regular full-time employee is an employee who works 40 or more hours per week. A regular employee is eligible to participate in company provided benefit plans and programs as listed below and subject to the qualifying requirements of each plan or program.

Benefits for Full-time Regular Employees: Health, dental, vacation, sick pay, holiday leave, other leave as described in benefits section and retirement fund.

#### **Part-time regular employees (Hourly/non-exempt):**

Part-time regular employees are hired to work less than 40 hours per week. Work schedule will be coordinated and approved by the CEO.

Benefits for Part-time Regular Employees: Vacation, sick pay, holiday leave, other leave as described in benefits section. Accrued benefits will be allocated per the vacation schedule on page 9

#### **Temporary Employment:**

Temporary employees are scheduled to work on a short term, non-continuing basis, not to exceed one year; may be full-time or part-time.

Benefits for Temporary Employees: Not eligible to participate in health/dental insurance, life insurance, vacation, paid leave, retirement fund or other Organization provided benefits.

## CONFLICT OF INTEREST/CONFIDENTIALITY

Employees shall not engage in any activity or enterprise which conflicts with the duties, functions, or responsibilities of their position. Each employee shall maintain strictest

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confidence in dealing with information, materials, and/or individuals of a proprietary nature. Employees may have a second job upon approval and consultation with the CEO. It is expected that full time employees will make the organization their top employment priority.

### EQUAL EMPLOYMENT OPPORTUNITY

The Organization does not discriminate on the basis of race, color, national origin, sex, age, handicap, political affiliation, religion or belief in relation to terms and conditions of employment. Any person who feels that discriminatory conditions exist concerning Title VI, Title IX, or Section 504 should contact the CEO or a member of the executive board and may also contact the Office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

### PERFORMANCE EVALUATIONS

Each regular full-time and part-time employee, including the CEO shall receive a performance evaluation on an annual basis and more frequently as deemed necessary or desirable, judging performance in relationship to Organization objectives and requirements of the position. New employees will receive an evaluation approximately 90 days after beginning employment and are probationary employees until successfully completing a positive review.

The CEO evaluation will be done according to the provisions for evaluation in the CEO Contract. The CEO shall perform evaluations for all other employees.

Employee wages and salaries shall be reviewed by the CEO on an annual basis or whenever deemed appropriate.

### PAY PROCEDURES

The CEO shall establish the salary/hourly wages for each employee. Initial salary/hourly wages, benefits, and terms of employment shall be outlined in a Letter of Employment for each employee. Salaried employees' pay is calculated on a monthly basis and hourly employees' is calculated on an hourly basis. Paychecks will normally be distributed on a bi-weekly basis. If a payday falls on a holiday, or weekend, employees will receive their check on the preceding workday.

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## **Social Security:**

The Organization matches the employees' contributions to the Federal Social Security retirement program. Details of this coverage are found in the appropriate government publications filed in the Corporate Offices.

## **Unemployment Compensation:**

Unemployment Compensation is another type of protection the Organization provides. Should an employee become unemployed through no fault of his/her own, this protection will provide financial compensation. Eligibility for, and the amount of compensation, is determined by the Unemployment Compensation Division of the State of Wyoming.

## **Worker's Compensation**

As required by law, the Organization will make payments to the Wyoming Worker's Safety and Compensation Division on behalf of all employees. Employee experiencing an on-the-job accident or injury or job-related property damages shall immediately (or as soon as reasonably practicable thereafter) report the incident to the CEO. Employees will be required to present information explaining what happened, how it happened, who witnessed the incident, and whether injury occurred as a result of the accident. Employee witnessing a work related accident where a fellow employee is injured severely enough that the involved employee cannot notify the CEO should attempt to notify the CEO on behalf of the injured employee's behalf.

Not all accidents or injuries are covered. Compensation likely will not be allowed for an injury or death due to any of the following reasons:

- Willful misconduct;
- Intentional self-inflicted injury;
- Intoxication, and or
- Willful failure or refusal to use safety devices or perform a duty required by law.

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## HOLIDAY LEAVE

Holiday leave with pay will be given to all regular full-time employees per the following schedule. Part-time regular employees will be paid for holidays which occur on their regularly scheduled workdays on the basis of their normal work schedule.

	Energy Capital ED	Campbell County	City of Gillette	State of Wyoming	US Government
1	New Year's Day				
2	Equality Day				
3	President's Day				
4	Memorial Day				
5	Independence Day				
6	Labor Day				
7	Columbus Day				
8	Veterans Day				
9	Thanksgiving Day				
10	Friday after Thanksgiving				
11	Christmas Eve (1/2 day)				
12	Christmas Day				
13	Convenience Day (2)				

Holidays that fall on a Sunday will be observed on the following Monday. Holidays that fall on a Saturday will be observed on the preceding Friday.

\* Two days of paid convenience leave shall be given to each regular full-time employee per calendar year. This leave will be awarded after one month of employment and on July 1<sup>st</sup> (Organization's Fiscal Year) each year thereafter. Convenience leave must be taken in the year earned, with prior approval of the CEO.

Due to the nature of Economic Development work there are occasions when work must be performed on a scheduled holiday. Such instances must be approved by the CEO. When a holiday is not taken due to a work related issue (project deadline, business visit, travel for conference, etc.) the employee may take a "make-up" holiday. The make-up day must be taken within 6 months of the holiday and must be approved by the CEO. Email will be utilized to document authorized changes in holiday schedule and any make up days used.



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## VACATION LEAVE

The Organization provides a paid vacation plan to encourage regular employees to enjoy a period of rest and relaxation away from the job. Vacation time is earned on a calendar year and is granted according to a schedule of time worked as follows:

Full Time Employees:

<u>Years of Service</u>	<u>Days Earned/Month</u>
0-3	1 (12 days/yr)
3-6	1.25 (15 days/yr)
6-10	1.50 (18 days/yr)
Over 10	1.75 (21 days/yr)

Part Time Employees (minimum 20 hours per week):

<u>Years of Service</u>	<u>Days Earned/Month</u>
0-3	0.5 (6 days/yr)
3-6	1.00 (12 days/yr)
6-10	1.50 (18 days/yr)
Over 10	1.75 (21 days/yr)

Employees shall earn and accrue vacation on a monthly basis, from the date of initial employment. However, employees may not generally be granted vacation leave until they have completed six (6) months of service.

Vacation may be granted and used in minimum units of four (4) hours. Employees are asked to request vacation at least 30 days in advance to ensure that there is not a schedule conflict with other employee's plans. Employees with more than 10 days accumulated vacation may be asked to limit each vacation leave to 10 days to mitigate any adverse effect to the program caused by an extended absence.

Employees can carry a maximum of twenty (20) days into the next year which begins on July 1<sup>st</sup>. All accumulated vacation days exceeding twenty days (160 hours) will be lost on July 1<sup>st</sup> of each year.

The person responsible for payroll will document vacation earned and used.

The CEO will notify the President or Vice President of the Board of Directors of vacation leave planned. The CEO must approve all requests for vacation leave for employees. An employee may not be compensated for vacation leave earned in lieu of time off except upon separation of service.

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Upon separation of service, employees shall be compensated for unused vacation leave provided that the employee was a regular full-time or part-time employee and had more than six (6) months of continued service to the organization.

Employees are encouraged to use good judgment in their efforts to report to work during severe or inclement weather conditions. If an employee cannot safely report to work they must notify their supervisor. In the event the City or County have chosen to close roads and unnecessary road travel all full time employees are encouraged to work from home, or take a vacation day.

### DRUG-FREE WORKPLACE

The Organization strives to maintain a work place that is free from the effects of drug and alcohol abuse, and to comply with provisions of the Drug-Free Workplace Act of 1988.

Employees will be subject to corrective action, up to and including termination, for violations of this policy. Such violations include, but are not limited to, selling, possessing, using, transferring, distributing, manufacturing or purchasing illegal drugs, drug paraphernalia or alcohol in the workplace. Abusing inhalants or prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician. Working or reporting to work while under the influence of illegal drugs or alcohol. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence”. For purposes of this policy controlled substances include all federally controlled substances as defined in W.S. 35-7-1011 through 35-7-1022 and amendments.

Any employee using a prescription drug should consult their physician regarding the effects of the medication in relation to the performance of the employee’s job responsibilities. Employees taking prescription medications that may cause drowsiness, mood alteration or otherwise may impair their physical, mental, emotional or other faculties must notify their supervisor, who may restrict work activities. In these cases the employee may take sick leave or vacation.

Employees must notify his/her supervisor of any criminal drug and or alcohol conviction no later than 5 days after such conviction. Employees so convicted may be subject to discipline up to and including termination. Alternately, the organization may require a convicted employee to participate in a substance abuse assistance or rehabilitation program approved by a federal, state, health law enforcement or other appropriate agency as a condition of the employee’s continued employment with the organization. Prior to or during the employment process a background check will be conducted. Failure to disclose prior drug use or felony convictions will be grounds for immediate termination. The conviction is not grounds for termination, lying about the conviction are terms for dismissal.

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The Organization will endeavor to notify any federal agency involved in any grant to the Organization, if the terms of the grant require notification, which involves the employee within ten (10) days after receiving notice from an employee or otherwise receiving actual notification of a conviction upon such charges.

For purposes of this policy, “work place” is defined as the Organization office at 2001 West Lakeway Road, Suite C, Gillette, WY. Or any other place where the organization is conducting business (conventions, on travel, meetings, etc)

## SEXUAL HARASSMENT/ANTI-HARASSMENT POLICY

**A harassment free work environment is everyone’s right.**

The Organization will not tolerate any form of harassment or abuse, whether verbal, physical, visual, or sexual in nature. This zero tolerance policy will include but is not limited to managers, supervisors, employees, volunteers, directors or representatives of Organization.

If you believe you are the subject of any form of harassment which creates a hostile, intimidating or offensive work environment it is your responsibility to notify your supervisor, the CEO and/or a member of the Executive Board of Organization immediately. Every effort will be made to resolve the issue confidentially and in a timely manner.

If it is determined that harassment or discrimination in violation of this policy has occurred and you are at fault, you will be subject to disciplinary action up to and including termination of employment. Falsely reporting harassment or discrimination are grounds for dismissal and potential legal action.

## DRESS, APPEARANCE AND PROFESSIONAL CONDUCT

All employees of the organization are expected to present a professional image while at work, while attending work related functions, working with or meeting with clients, visitors, customers and the public. Employees must use their best judgment when maintaining appropriate professional attire, appearance and demeanor. In dealing with other people, employees are expected to be civil and to treat others respectfully – even, and especially, in situations of conflict or disagreement. Use of foul language for any reason is not acceptable and is a violation of this policy. The CEO and the Board of Directors reserve the right to determine appropriateness of dress and behavior conduct. Violation of the dress code, business casual dress standards, language, social media policy and civil treatment of others may be cause for disciplinary or corrective action, up to and including termination of employment.

## DRESS CODE/ PERSONAL APPEARANCE POLICY

Employees are expected to wear standard business attire that is consistent with a professional environment at all times unless they elect to wear business casual attire on Fridays. Examples of standard business attire are “dress” shirts/blouses, slacks or suits, skirts, dresses. Acceptable business footwear includes dress shoes, loafers’ heels or pumps

## JURY DUTY, SUBPOENAS, MILITARY RESERVE & NATIONAL GUARD DUTY

Any Organization employee who is chosen for jury duty, or who receives a subpoena to appear as a witness in a trial other than his or her own, will be permitted to serve in this capacity. Upon completion of jury duty, the employee must submit a certificate of attendance signed by an appropriate court official. An employee appointed to jury duty will not lose annual leave or wages as a result of this service.

Any Organization employee who has mandatory military reserve or National Guard duty during the regularly scheduled work year may meet that commitment.

Since the choice is not that of the employee in the above case, the following options will be open. The employee may choose to:

- A. Receive all pay during the time he or she serves but surrender all base compensation for said services to the Organization;
- B. Forfeit all pay from the Organization for time served and retain any and all compensation for said service; or
- C. Use accumulated vacation leave and annual convenience days when appropriate, and retain all compensation received from both entities.

## BEREAVEMENT LEAVE

Following a death in their family, a regular employee may receive up to seven (7) days off with pay. Each day will be paid at their regular pay rate. Employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member.

Family members include the employee’s spouse, significant other, children, stepchildren, grandchildren, parents, stepparents, siblings, and grandparents of the employee and their spouse. Sick Leave or non-paid leave may be used for any time off beyond 7 days.

### SICK LEAVE

To prevent a financial hardship due to illness or non-occupation injury, the Organization provides regular employees with paid sick leave benefits. Employees are eligible when temporarily disabled due to illness (including pregnancy) or non-occupational injury. An employee is considered disabled whenever he/she cannot perform their regular job duties. Sick leave may also be taken in the event of an injury, illness, medical examination or treatment for an employee or member of the immediate family who resides with the employee. The Organization office should be notified of the illness/injury prior to or within 15 minutes after the normal reporting time.

Sick leave may be used for illness of the staff member, for illness of a member of his/her household and for appointments with a health care provider when it is not possible to schedule them during non-working hours. Sick time used for health care provider appointments, which are not medically urgent, must be scheduled in advance and approved by the supervisor. Sick leave is provided for the reasons stated in this policy and may not be used for other purposes. Sick leave may not be advanced.

Regular full-time employees shall accrue sick leave with pay at the rate of one working day (8 hours) for each full month of service. Regular part-time employees shall accrue sick leave on a pro-rated basis based on actual hours worked during the pay period. Employees may accrue up to 480 hours (60 days). A medical certificate for the employee or family member may be requested for absences in excess of 16 hours chargeable to sick leave. Upon approval by the CEO, extended unpaid sick leave may be granted in excess of the stipulated amount.

Sick leave earned and used will be documented by the person responsible for payroll. Upon separation of service, if an employee gives at least a two week notice of separation, the employee will be compensated for the hours over 200 hours at the rate of pay at the time of separation of service.

### SICK LEAVE WITHOUT PAY

An unpaid sick leave (medical) may be granted by the CEO if absence due to serious health conditions (including childbirth) has exhausted the paid sick leave, vacation and convenience holidays. Employees with less than twelve (12) months of continuous service and less than 1,250 worked may not be eligible for unpaid sick leave. The CEO may elect to hold an employee's position open during their absence without continuation or accrual of benefits.

Employees in good standing or with 12 months or more of service and at least 1,250 compensated hours will be eligible for unpaid sick leave for a maximum of 12 weeks in a rolling 12 month period for serious health conditions. Medical certificates will be required to begin unpaid sick leave and each 30 days during the leave. The

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Organization will continue to provide health care benefits according to the policy and premium contribution in force at the beginning of the leave during the unpaid sick leave.

If an employee does not return to his/her regular position following the leave all premiums paid for the leave period by the Organization will be repaid to the Organization by the employee.

## TRAVEL REIMBURSEMENT

The Organization will reimburse its employees for the expenses of travel, including all reasonable costs associated with transportation, meals, lodging, and other expenses incurred when such travel is performed in the course of conducting Organization business. Alcohol purchased for personal use will not be reimbursed. Prior approval of such travel must be obtained from the CEO.

All employees must present valid receipts for all reimbursable expenses and an itemized expense report. In addition, employees will provide a written report of the trip and a summary of lessons learned so that others in the organization will benefit as well. When a private vehicle is used for transportation while conducting Organization business, reimbursement is set at the current rate allowed by the IRS.

The Organization will prepay expense directly to the vendor for expenses such as lodging and airline tickets with adequate notification. Employees may request an advance for expenses with a written request which estimates expenses. Actual reimbursement will be reduced by the amount of the advance.

Employees whose jobs are designated as requiring extensive travel will be issued corporate credit cards for payment of travel expenses. Cash advances and Organization credit cards are the property of the Organization Corporation and their use is not to be abused. Employees are responsible for documenting all expenses on the credit card bill on an expense report which identifies the correct account for each charge.

## EMPLOYEE BENEFITS

### Health and Dental Insurance

The Organization will participate in a group health and dental insurance program. Participation will be offered to all regular employees. The Organization will pay the premium for each full-time employee. Full-time employees may choose to add additional dependents and pay the premium with a payroll deduction. New employees may have a waiting period prior to being able to participate. Any waiting period will be specified in the employee's letter of employment.

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The Organization will periodically review the group health and dental insurance plan and may choose to change coverage or carriers. All employees will be notified of any anticipated and actual changes.

### **Life Insurance**

When financially able, the Organization will participate in a group term life insurance program. Participation will be offered to all regular employees. The Organization will pay the premium for each full-time regular employee for coverage of an amount equal to twice the employee's annual pay rounded up to the lowest increment allowed by the insurance carrier. The life insurance coverage will include any life insurance which is part of the health insurance program. The full-time regular employees and part-time regular employees may elect to have additional coverage at their own cost and have Organization withhold the premium from the employee's paycheck.

The Organization will periodically review the group term life insurance plan and may choose to change carriers. All employees will be notified of any anticipated and actual changes.

### **Simplified Employee Pension Plan (SEP-IRA)**

The Organization will contribute to each full time regular employee's SEP-IRA account with each pay check earned in an amount equal to 5.7% of each participants pay. The percentage will be the same for each participant. Each participant is expected to set up an SEP-IRA at a financial management company of their choice to receive the contributions. Each participant owns the funds in their individual account and can withdraw funds immediately after deposit within the guidelines of the IRS and the institution managing the IRA.

The Organization will, at the participant's request, withhold funds from their paycheck each pay period for deposit into an IRA on a regular schedule.

### **Professional and Service Organization Dues**

The Organization recognizes that the CEO and other exempt employees should belong to professional organizations which relate to economic development and also community service organizations. The Organization will consider paying for these memberships on a case-by-case basis. The CEO will be responsible for approving all requests.

### **Personnel Training**

The Organization recognizes a need for the employees to gain knowledge in the field of economic development and other supporting skills. The CEO with input from each

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employee will develop a training plan to improve job performance and enhance the ability of the entire staff to meet the Organization's goals.

The Board of Directors will approve a training budget as part of the annual budget process. The CEO is required to approve all training expense prior to the training. All reasonable expenses incurred for the training including travel, lodging, meals, books/manuals, examinations or certifications, tuition and fees will be paid by the Organization directly or reimbursed to the employee. When available the employee should utilize scholarships and grants to pay for training. Scholarships are available from The Wyoming Economic Development Association (WEDA) and other organizations. The Wyoming Department of Workforce Services offers grants for training.

Employees are expected to participate in training to improve their job performance. A record of each employee's education and training will be kept in their individual personnel file.

### EDUCATIONAL ASSISTANCE PROGRAM

The Organization encourages continued education to improve job performance and promotion opportunities. Employees may want to advance their education by seeking advanced, college level degrees. Upon approval by the CEO, the Organization will reimburse up to 50% of tuition and fees upon successful completion (letter grade of C or above) of educational courses for regular full time employees. The maximum assistance will be determined by the CEO and Executive Board on an individual employee basis. Release time to attend classes from regular work hours may be allowed with approval by the CEO. Classes and course work must not interfere or obstruct the day to day operations and projects of the organization.

The following conditions must be met:

1. The course of study and institution must be pre-approved.
2. A transcript with the grade along with the receipts must be submitted to the CEO no later than 90 days after course completion to receive reimbursement.
3. The course must be completed while employed as a full time employee.
4. The courses and expenses must be incurred as a direct business relationship to the employees work or overall mission of the organization.
5. No reimbursement will be made for a grade lower than a "C".
6. An employee who terminates employment shall be required to repay the organization for 50% of all tuition, fees and books received during the past 12 months.



## ELECTRONIC COMMUNICATIONS

The Organization maintains electronic communications equipment (i.e.: computers, electronic mail, internet, voice mail, audio and video conferencing, digital images, facsimile messages and more) which employees use to complete their required jobs.

This equipment is the sole property of Organization and may be monitored at anytime for any reason without notice.

The use of Organization's resources for electronic communications should be related to the Organization's business purposes. Employees must abide by all applicable laws. Confidential information should never be disseminated to unauthorized sources. Personal use is acceptable when it occurs during personal time and does not generate a direct cost to Organization or interfere with employee productivity. Please see your supervisor for further details.

## SOCIAL MEDIA

Energy Capital ED is to be, above all else, a principled organization. In work, deed and in appearance. Board members, employees and volunteers must keep themselves above reproach. In the online world one's professional life and personal life are intertwined, just as they are offline. Attempts, for instance, to distinguish high school friends from professional associates are fine, but in all places and spaces one should adhere to the principle that you are responsible for maintaining Energy Capital Economic Development's credibility.

Social media networks – Facebook, Twitter and others can be useful tools to promote and advance our mission of Economic Development. They can also be the means of causing great damage and adverse attention. Be aware that what you post will be viewed by many people and some may assume that you are speaking for the organization – even if the post is on a personal account not associated with Energy Capital ED. The community knows who works here and certain people may choose to take offense at a post and use that to oppose Energy Capital ED and our mission. Be aware of this and use caution in all social media posts – you are responsible for what you post and once posted it is out there forever – nothing is private on the internet and it never forgets

### Basic Principles

- Avoid writing or posting anything that would embarrass Energy Capital ED or compromise our ability to do our work. This includes strongly stated opinions, foul or obscene language, personal attacks, and much more. When responding

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to a negative or offensive post it is important to be civil and respectful – even (and especially) if they are not.

- Assume that your professional life and your personal life will merge online regardless of your care in separating them.
- Even if you use privacy tools (determining who can view your page or profile, for instance), assume that everything you write, exchange or receive on a social media site is public.
- Be aware of perceptions. Understand that people may view your participation in a group as your acceptance of its views.

## CORRECTIVE ACTION

Corrective action is to improve employee performance and conduct. Corrective action will remain part of the employee's official record and will be considered active for 1 year from the date issued.

Informal discussion is an opportunity for the employee and supervisor to discuss all levels of performance. This is commonly referred to as coaching and counseling. Informal discussion may take place as necessary.

Formal corrective action may be taken by the Board or CEO if an employee fails to respond to performance counseling or when misconduct warrants immediate action. Any action taken by the CEO will be discussed with the executive committee.

While formal corrective action is intended to be progressive, an employee may be given a letter, suspension, or discharge without following the progressive steps depending upon circumstances.

### Corrective Action Steps

- **Step 1 Verbal Warning**
  - The supervisor will conduct a formal discussion with the employee. This discussion will be documented and put into the employee personnel file.
- **Step 2 Written Reprimand**
  - If there is no improvement after the verbal warning, the supervisor or board will provide a written document to the employee. A copy will be given to the executive board and placed in the employee's personnel file.
- **Step 3-Suspension**

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- In those instances, where performance continues to remain below acceptable levels or a serious infraction occurs, the employee may be suspended. Unpaid suspensions of exempt employee will be in full day increments.
- **Step 4-termination**
  - All terminations will be reviewed by the executive board.

## TERMINATION OF EMPLOYMENT

Prior to the completion of an employee's last day of work, the CEO and/or designated staff will conduct an exit interview at which time the following will be completed:

- Completion of exit interview form
- Return of keys
- Return of business cards
- Return of business cell phone
- Return of Employee Policies & Procedures Handbook
- Discussion of benefits issues

Final paychecks for all terminating employees will be issued in accordance with the normal process.

## GENERAL

### Employee Responsibilities:

Much of this handbook has emphasized the Organization's obligation and commitments to the employee. It is just as important that employees understand their obligations as important members of the Organization. The following list highlights major areas where an employee is mutually responsible with the Corporation.

1. All employees are responsible for the success of the organization and the furtherance of the mission. Every employee is expected to work at all tasks, jobs, and duties in order to make the organization function. Having a specific job title does not mean that the employee does only those functions, but is a guide in the general duties and responsibilities for that position. Everyone must work together on all projects as required in order for the organization to succeed.
2. As an employee, you have an obligation to provide a fair day's work for a fair day's pay. Total job performance includes such areas as attendance, punctuality, cooperation, integrity and efficient work habits.

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3. Every employee has the responsibility to treat fellow employees with dignity and respect. An enjoyable and cooperative work atmosphere benefits everyone.
3. Communication is the combined responsibility of employee, supervisor, and the Organization. Everyone must make a determined effort to communicate concerns regarding policies, working conditions, and personal job status.

REVISED, approved and adopted by the Board this 28th day of June, 2016.



Phil Christopherson  
CEO

### Employee Acknowledgement

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Revisions:

- Revised August 17, 2016 for social media policy