



HRDC

BUILDING A BETTER COMMUNITY

EMPLOYEE HANDBOOK

**This handbook supersedes and replaces all previous versions.
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Welcome New Employees!

On behalf of the Human Resource Development Council, District IX (HRDC), I welcome you to our organization. I wish you every personal and professional success here.

We believe that each employee contributes directly to HRDC's growth and achievements, and we hope you will take pride in being a member of our organization. As a community action agency serving Gallatin, Park, and Meagher counties, HRDC provides a vital safety net with services and programs in the areas of Housing, Food & Nutrition, Child & Youth Development, Senior Empowerment, Economic Development, Transportation, Energy Assistance, and Community Development. Bundling these services provides the best possible path to self-sufficiency.

This Handbook describes some of the expectations of our employees and outlines the policies, programs, and benefits available. Employees should familiarize themselves with the contents of this Handbook as it serves as a reference for questions concerning organization policies and procedures, particularly as they affect you. Should you have any questions that are not answered in this Handbook, your Department Director or the Human Resources Director will be glad to assist you.

We hope your experience here will be challenging, enjoyable, and rewarding.

Welcome to HRDC! Looking forward to Building a Better Community.

Sincerely,

Heather Grenier, CEO

IMPORTANT NOTICE TO ALL EMPLOYEES

We consider the employees of HRDC to be its most valuable resource. This Employee Handbook is the guide for the employer/employee relationship.

PLEASE KEEP THE FOLLOWING THINGS IN MIND ABOUT THIS HANDBOOK:

First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your Department Director or Human Resources Director. Neither this Handbook nor any other HRDC document confers any contractual right to remain in HRDC's employ, either express or implied nor does it guarantee any fixed terms and conditions of your employment. During your probationary period, you may be terminated at any time, with or without cause and without prior notice by HRDC, or you may resign for any reason. We may from time to time enter a written employment contract for a specified term with individual employees. If you have a contract and it contains a provision that differs from these policies, the contract will be considered controlling. No supervisor or other representative of HRDC, except the Chief Executive Officer (CEO) or their designee, has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above. Any such agreement with the CEO must be an individual agreement in writing and signed by you and the CEO or their designee.

Second, the procedures, practices, policies, and benefits described here supersede all prior policies and procedures and may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this Handbook and the information in it should be treated as confidential. No portion of this Handbook should be disclosed to others, except HRDC employees and others affiliated with HRDC, whose knowledge of the information is required in the normal course of business. This Handbook must be returned upon your departure from HRDC.

Finally, some of the subjects described here are covered in detail in separate benefit plan documents and other HRDC policy documents. You should refer to these documents for specific information since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies or pension plan documents are controlling.

As an employee of HRDC, you should familiarize yourself with the information in this Handbook and seek verification or clarification of its terms as necessary.

YOUR EMPLOYMENT and PROBATIONARY PERIOD

As with all new employees, you must satisfactorily complete a probationary period. The length of probation is twelve months, but it may be extended, up to a maximum of 6 additional months, due to the complexity of the position, relevant experience, or other reasons. You are considered to have successfully completed probation when you have worked the required probationary period of period a satisfactory performance appraisal and been informed of the change of status in the current Human Resources Information System.

During the probationary period, either party may terminate the employment relationship for any reason or no reason at all.

If you apply for other positions within the HRDC and are promoted or transferred to that position, you will start a new probationary period. This probationary period will follow all the same guidelines as a new-hire employee, including employment at will.

During your probationary period, you are not eligible to use the complaint resolution procedure described in these policies unless your complaint is related to an alleged violation of the law.

The length of your probationary period may be extended by HRDC for an additional period of up to six months. Notice of an extension in your probationary period will be given to you in writing and will contain the reason(s) for the extension.

Once you have satisfactorily completed your probationary period you will become a regular employee of HRDC. Being a regular employee may mean that you work a regular schedule, or it may mean you are considered to be an "on-call" employee whose hours are scheduled as needed on a week-to-week basis.

A regular employee may resign their employment at any time. Likewise, a regular employee may be terminated at any time for any reason not prohibited by law or these policies.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at HRDC, where employment is based upon personal capabilities and qualifications without discrimination because of race, national origin, religion, creed, sex, age, physical or mental disability, gender identity, marital status, familial or parental status, sexual orientation, genetic information, political ideas, and beliefs, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, training, layoff, discharge, and all other terms, conditions, and privileges of employment.

If you require specialized accommodations (due to a disability, religious belief/practice, etc.), either for your current job or for jobs for which you wish to apply, contact your Department Director or the Human Resources Director. It is important that you notify us of your need for accommodation. Once that is done, we will work with you through an interactive process to evaluate and, if possible, arrange for a reasonable accommodation. Generally, a reasonable accommodation will be made unless it creates an undue hardship for the organization. A reasonable accommodation does not mean the elimination of an essential function of the job. Employees with access to information about reasonable accommodations shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

The Human Resources Director has overall responsibility for this policy and maintaining all equal opportunity employment programs, affirmative action plan reporting, and monitoring procedures. Your questions or concerns should be referred to the Human Resources Director.

Appropriate disciplinary action may be taken against any employee willfully violating this policy, up to and including discharge.

Neither HRDC, nor any of its employees, will retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint, or participating in any other manner in a discrimination proceeding. If it is found after investigation that retaliation has occurred, disciplinary action may result, up to and including discharge.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

HRDC will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with HRDC's legal duty to furnish information.

BUSINESS ETHICS POLICY

This policy applies to all employees of HRDC, including contract labor, consultants, volunteers, and others acting for the company.

The purpose of the Business Ethics Policy is to:

- Communicate the HRDC values and standards of ethical business conduct to employees.
- Inform employees of company policies and procedures regarding ethical business conduct
- Establish company-wide processes to assist employees in obtaining guidance and resolving questions regarding compliance with the company's standards of conduct and the HRDC values.
- Establish company-wide criteria for ethics education and awareness programs.

Ethical Business Conduct

HRDC will conduct its business fairly, impartially, ethically, and properly, in accordance with the company's values and Code of Conduct, and in full compliance with all laws and regulations. While conducting company business, integrity must underline all company relationships, including those with customers and suppliers. The highest standards of ethical business conduct, and compliance is required of HRDC employees in the performance of their company responsibilities. Employees must not engage in conduct or activity that may raise questions as to the company's honesty, impartiality, or reputation or otherwise cause embarrassment to the company. Conduct that is prohibited under HRDC policy or does not comply with laws and regulations may not be conducted on an employee's behalf by anyone outside the company.

All employees must abide by the HRDC Code of Conduct, which requires that they understand the code, ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy and the related procedures.

To support the requirement for complete and accurate financial records and reporting, all employees of the Fiscal Department have an additional Code of Conduct for Finance.

In addition, the Board of Directors of HRDC has adopted a Code of Ethical Business Conduct that complies with the standards set forth in HRDC's Bylaws.

HRDC will administer ethics and compliance programs to promote its commitment to integrity and values as set forth in the HRDC values and Code of Conduct and to ensure compliance with laws, rules, and regulations. These programs will inform employees of company policies and procedures regarding ethical business conduct and help them to resolve questions and to report suspected violations. Managers are responsible for supporting the implementation of ethics and business conduct programs and monitoring compliance with the company's values and ethical business conduct guidelines through such programs. Managers are responsible for creating an open and honest environment in which employees feel comfortable bringing issues forward. Retaliation against employees who raise genuine concerns will not be tolerated.

ANTI-HARASSMENT POLICIES

DISCRIMINATION

HRDC is committed to providing a work environment that is free of discrimination and illegal harassment. In keeping with this commitment, we will not tolerate harassment of HRDC employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer, or other regular HRDC visitor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, race, ancestry, national origin, age, disability, actual or perceived sexual orientation, and gender identity or expression (including with respect to "sexual orientation and/or gender identity" association with a person or group of people so identified, or on the belief that person has a particular orientation and/or identity, even if that belief is incorrect) or another legally protected status. HRDC will not tolerate harassing conduct that affects tangible job benefits, which interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about a person's protected status, kidding, teasing, or practical jokes directed at a person based on his or her protected status.

The prohibited conduct also includes epithets, slurs, negative stereotyping, microaggressions or intimidating acts that are based on a person's protected status and written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

This policy applies to conduct occurring in the workplace and/or in other settings where HRDC employees may be in connection with their work, such as business trips and business-related social events.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is implicitly or explicitly made a term or condition of employment.

- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may be intentional or unintentional. However, it must be noted that where an allegation of sexual harassment is made, the intention of the alleged harasser is irrelevant, and will not be given consideration in discipline. It is the effect of the behavior upon the individual which is important.

All forms of sexual harassment are prohibited. Examples include, but are not limited to:

- Harassment directed toward a person because of gender
- Sexual innuendos or comments
- Inappropriate comments concerning the appearance
- Sexually oriented kidding, teasing, or practical jokes
- Intentional body contact such as patting, pinching, or brushing against another person's body
- Sexually explicit content whether via email, printed, or visual materials including on social media
- Display of magazines, books, or pictures with a sexual connotation
- A pattern of favoritism toward sexual partners
- Propositions or pressure to engage in sexual activity
- Sexual assault

BULLYING

HRDC defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the HRDC's Code of Conduct which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives that HRDC will not in any instance tolerate bullying behavior.

Bullying may be intentional or unintentional. However, it must be noted, that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration in discipline. It is the effect of the behavior upon the individual which is important.

HRDC Examples include, but are not limited to:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or their family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing, shoving, kicking, poking, tripping, physical assault or threat of physical assault, damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person

- Shouting or raising a voice at an individual
- Using verbal or obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting).
- Personal insults or use of offensive nicknames
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of undocumented errors
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Manipulating the ability of someone to do their work (i.e., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Assigning menial tasks not in keeping with the normal responsibilities of the job
- Refusing reasonable requests for leave in the absence of a valid work-related reason.
- Deliberately excluding or isolating an individual from work-related activities (meetings, etc.)
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (including defacing property)

Respectful and fair actions taken to set high standards, demand superior performance, or discipline an employee for poor performance or illegal and/or unethical conduct is not considered bullying.

NON-PROSELYTIZING

HRDC organization and staff members are committed to mutual respect and non-proselytization. Accordingly, HRDC does not allow any of its staff members or volunteers to proselytize to any other staff member or volunteers, or any users of HRDC's services on HRDC premises, or during HRDC programs or events. This is religious harassment and manipulation. Religious harassment is constituted by coercive behavior that affects one's personal freedom to choose one's own religious practices. Any staff members or volunteers that are found to be proselytizing while on HRDC premises, or during HRDC programs or events will be subject to disciplinary action up to and including termination.

Proselytize

verb (used with or without object), pros·e·lyt·ized, pros·e·lyt·iz·ing.

To recruit, convert or attempt to convert as a person to change their religious faith or beliefs to a religion or other belief system.

REPORTING & INVESTIGATION

All employees' participation is necessary to ensure that HRDC avoids all forms of harassment in the workplace. Whenever possible, any person who is experiencing unwelcome conduct of the type generally described above should inform the person engaging in the conduct that it is unwelcome and request that it stop. If you feel you have experienced or witnessed harassment, you are also to immediately notify your direct supervisor, Department Director, the Human Resources Director, CFO or the CEO. If the CEO has not been previously informed, the person receiving the complaint is responsible for immediately notifying the CEO regardless of the merit of the complaint. HRDC forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If you feel you have been retaliated against, you are to notify

your direct supervisor or the Human Resources Director. Retaliation in any form is grounds for disciplinary action up to and including discharge.

HRDC will investigate all complaints of harassment, to the fullest extent practicable. HRDC will endeavor to keep the complaint and the terms of their resolution as confidential as the circumstances allow. If an investigation confirms that a violation of this policy has occurred, HRDC will take appropriate, corrective action up to and including discharge from employment.

CONFLICT OF INTEREST

HRDC expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the organization. Business dealings that appear to create a conflict between the interests of HRDC and an employee are unacceptable. HRDC recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that HRDC may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is able to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of HRDC's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy addresses actions that frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including discharge.

NEPOTISM

The organization strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in a supervisory position or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence others.

During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained. Employees who allow personal relationships with co-workers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy.

Employee off-duty conduct is generally regarded as private if such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between direct or indirect supervisors and subordinates. Due to the confidential nature of the position and the potential for conflict of interest, this policy specifically applies without exception to the CEO, COO, CFO, Human Resources Director or other Human Resources personnel and members of the Board

of Directors. These positions are forbidden to date or engage in romantic or otherwise non-professional relationships with employees whom they supervise or report to them indirectly.

Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.

Executives, managers or supervisors or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to their immediate supervisor or the HR Director. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Where problems, potential risks, or perceived conflicts of interest are identified, the organization will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence the other or act for the other. Matters such as hiring, promotions, performance management, compensation decisions, financial transactions, firing, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary such as transfer to another position or department. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

Continued failure to work with the organization to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for immediate termination.

The provisions of this policy apply regardless of the sexual orientation of the parties involved.

HRDC reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In these situations, HRDC reserves the right to reassign the affected employees.

EMPLOYMENT OF RELATIVES

HRDC is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to the potential for perceived or actual conflicts, restrictions apply to the hiring of relatives.

Relatives of persons currently employed may be hired only if:

- They will not be working directly for or supervising a relative
- They will not occupy a position in the same line of authority where employees can initiate or participate in decisions or administration involving a direct benefit to the relative. This includes but is not limited to decisions involving hiring, retention, transfer, promotion, leave requests, wages, or administration of wages.

This policy applies to hiring and employment decisions affecting all job classifications including regular, temporary, part-time, and seasonal positions. These restrictions also are applicable when assigning, transferring, or promoting an employee. Individuals may be excluded from consideration in hiring or promotion if it would create or appear to create a conflict of interest.

Due to the confidential nature of these positions and the potential for conflict of interest, this policy specifically applies without exception to the CEO, CFO, Human Resources Director or other Human Resources personnel, and members of the Board of Directors. This list is not exhaustive. These positions are forbidden to be related to employees whom they supervise or report to them indirectly.

Since the management of HRDC is overseen and governed by a Board of Directors, no relatives of persons currently serving on the HRDC Board of Directors may be employed by HRDC. This does not prevent relatives of Board members from applying or excluding them from consideration. Before the relative of a Board member can accept an offer for employment with HRDC, the Board member who is related to the applicant must resign their current seat of the Board. This policy shall not prohibit a member of the family of a person in a position of authority or responsibility from being employed as a Head Start substitute or short-term contracted maintenance/landscaping laborer. Otherwise, this policy applies to all current and potential employees.

Family member is defined as one of the following: relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin) and relationships by marriage (husband or wife as defined by state law, step-parent, step-child, step-sibling, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above, cohabitating couples/significant others, domestic partners, and guardians).

If there is a situation where an action of HRDC, such as reduction in force, results in an involuntary circumstance where two relatives, partners, or members of the same household may be reporting to each other, one of the employees will be reassigned.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs if they meet the performance standards of their jobs with HRDC. All employees will be judged by the same performance standards and will be subject to HRDC's scheduling demands, regardless of any existing outside work requirements. Outside employment that constitutes a conflict of interest is prohibited.

HRDC asks employees to remember that, despite any outside employment, their position with HRDC is their prime responsibility. HRDC reminds employees that working extended hours might adversely affect their health, endurance, and productivity. All employees holding outside employment must inform their supervisor of the nature of the work to determine if the outside employment creates an actual or apparent conflict of interest.

HRDC does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or an actual or apparent conflict of interest. If outside employment leads to these problems, the HRDC will discipline the employee, up to and including discharge.

FINANCIAL INTEREST IN OTHER BUSINESS

An employee and their immediate family may not own or hold any significant interest in a supplier, customer, or competitor of the organization, except where such ownership or interest consists of securities in a publicly owned organization and which securities regularly traded on the open market.

ACCEPTANCE OF ENTERTAINMENT, GIFTS, FAVORS, AND GRATUITIES

No employee shall accept any gift, gratuity, favor, entertainment, reward, or any other item of monetary value. Any gifts must be given to the HR Department to be used as agency-wide internal rewards.

GIVING ENTERTAINMENT, GIFTS, FAVORS, AND GRATUITIES

No employee shall give any gift, gratuity, favor, entertainment, reward or any other item of monetary value that might influence or appear to influence the judgment or conduct of the recipient in the performance of their job. Employees can give gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the recipient's judgment or conduct at their employer's business.

CLIENT GUARDIANSHIP POLICY

As an HRDC employee, you may not assume legal guardianship or serve as a legal representative (power of attorney, etc.) of an individual who is a client of the HRDC.

CONFIDENTIALITY

All HRDC records and information relating to HRDC, or its clients, vendors, and customers are kept confidential, and employees must, therefore, treat all matters accordingly. No HRDC information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of HRDC) may be removed from HRDC premises without permission from HRDC management.

Additionally, the contents of HRDC records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Organization. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including discharge, for knowingly or unknowingly revealing information of a confidential nature.

All HRDC employees must be aware that HRDC retains legal ownership of the product of their work. No work product created while employed by HRDC can be claimed, construed, or presented as property of the individual, even after employment by HRDC has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for HRDC, regardless of whether the intellectual property is actually used by HRDC.

Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (i.e., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of HRDC. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or do, for a competitor of HRDC.

EMPLOYMENT POLICIES

CLASSIFICATIONS

Each employee of HRDC is designated as either exempt or non-exempt from overtime pay requirements, depending on their job duties. The following is to help employees understand employment classifications and employees' employment status. These classifications do not guarantee employment.

“Non- Exempt employees are employees who receive overtime pay in accordance with FLSA and the Montana Minimum wage and Overtime Compensation Laws (MWOCA).”

Based on the conditions of employment, both exempt and nonexempt employees of the HRDC fall into the following categories:

Regular

A regular status employee is one who has successfully completed their probationary period and is no longer considered to have at-will employment.

Temporary/Contract

A temporary/contract employee is one who is employed full-time or part-time for a specific job assignment, grant or program of limited duration, or during certain periods of time depending upon the demand of work as determined by HRDC. A temporary/contract employee is not eligible for any organization benefits unless otherwise specified in writing by the Department Director, program requirements, or law. A temporary or contract employee is considered terminated at the end of their term of employment, and to the extent the employee re-applies for another position at HRDC, they will be subject to a new 12- month probationary period.

Seasonal

If an employee is laid off due to the end of the school year or for reasons related to the seasonal nature of their work and is recalled working within 6 (six) months of the effective date of layoff, they shall be reinstated without having to serve a new probationary period or re-qualify for benefits. Seasonal employees are not eligible for benefits, including use of paid time off, when not scheduled to work, unless otherwise approved in writing by the COO, CFO, or CEO. To the extent a seasonal employee is not recalled working within 6 months after their layoff date, any future employment with HRDC will be subject to a new 12 -month probationary period.

Based on the number of hours an employee is scheduled to work, employees are classified as full-time, three-quarter time, or part-time.

Full-Time

A full-time employee is one who is scheduled to work an annual average of 40 hours per week.

Three-Quarter Time

A three-quarter time employee is one who is scheduled to work an annual average of 30 or more but less than 40 hours per week.

Part-Time

A part-time employee is one who is scheduled to work an annual average of less than 30 hours per week.

Eligibility for benefits provided by HRDC is outlined in a separate listing of Employee Benefits and updated through the annual Benefit Guide. These documents are provided to each employee at the time

of hire. Employees should consult each benefit's Plan Document for the information regarding the specific details of each benefit program.

Employees with any questions about their employment classification, benefits eligibility, or exemption status, or who believe their position has been misclassified, should contact the Human Resources Director.

TIME-KEEPING AND PAY POLICIES

Federal and state law requires HRDC to keep accurate records of time worked for all non-exempt employees. To comply with these requirements and to ensure that you are paid for all the time you spend working, you are required to follow these procedures:

- All employees must track hours of work and record all time worked for pay purposes, using HRDC's current time keeping system.
- Non-exempt employees will not be asked or permitted to perform work of any kind or for any reason when not "clocked in".
- Because working before or after your scheduled work shift, including during unpaid meal periods, is considered time for which HRDC must pay its employees, it is important that you **not** begin work prior to your scheduled starting time or continue working after completing your assigned shift unless requested by your Department Director or supervisor. Checking email and other business conduct is considered compensable time.
- Any periods of time where your supervisor has approved of you leaving on personal business are not to be recorded as paid time.

HOURS OF WORK

The standard business hours of the HRDC are weekdays from 8 a.m. to 5 p.m. Your basic work schedule may vary from week to week based upon program needs, special events, emergencies, or budgetary considerations. Depending on the program needs of your position, your supervisor will set your work schedule including days and times worked, keeping in mind that the set schedule may need to be adjusted or changed.

OVERTIME

If you do work more than forty (40) hours in a work week and are not considered to be exempt from overtime requirements per FLSA, you will be paid at one and one-half times your regular rate of pay for all hours worked in excess of forty (40) hours. Overtime must be approved in writing in advance by your supervisor and/or the supervisor of the program you are charging overtime to. Instances where employees continually receive overtime for extended periods must also receive approval from the CFO or CEO.

When overtime pay is computed, all hours worked during the workweek will be counted. Times for which you were paid but did not actually work, such as vacations or holidays, are not considered time worked for purposes of calculating overtime.

PAY RATES

Unless subject to Davis Bacon Wages or a collective bargaining agreement, your pay is based upon the duties assigned, your job performance, and qualifications required by HRDC. If your position is covered under the Davis Bacon Act, pay rates will be set based upon the area's current prevailing wage. Details of our job classification and pay system are available from the Human Resources Director.

PAY PERIODS AND PAY DAYS

Our workweek begins at 12:01 a.m. Sunday and continues through midnight the following Saturday. We pay twice a month on the 7th and the 22nd or the last working day before if those dates fall on a weekend or holiday. If the position is covered under the Davis Bacon Act, wages will be paid in accordance to the frequency schedule as defined by the Davis Bacon Act.

A statement of earnings showing the amount of gross pay, the amount and type of deductions, and amount of net pay will be provided. Deductions will be made including required deductions such as federal and state income tax withholding, social security tax (FICA), garnishments, and any voluntary deductions authorized by the employee in writing such as insurance premiums.

TRAINING

Upon employment, you will be scheduled to report for a new employee orientation that will cover HRDC and department policies, work methods, and safety precautions related to doing your job properly and safely or that may be required by federal, state law, rule, regulation, or HRDC policy.

If there is a training schedule for your position, it may include on-going on-the-job and/or in-service training to introduce you to new work techniques, safety procedures, and other important information.

PERFORMANCE EVALUATIONS

Employee evaluations are a cooperative effort between an employee and their supervisor with the express purpose of improving morale and job performance. The evaluation may be conducted at the end of your probationary period and periodically thereafter. Other evaluations may be conducted as needed or recommended by the CFO or CEO. Nothing in this policy is intended to guarantee an employee a performance evaluation and HRDC retains the sole right to determine if one will be provided.

The performance evaluation process includes an opportunity for you to meet with your supervisor to discuss both your past performance and establish future goals. The evaluation will be placed in your personnel file. You may provide a written response to comments made in the performance evaluation and it will be attached to the evaluation and placed in your personnel file.

ADVANCEMENT

HRDC normally looks to its current employees when opportunities for advancement are available. If an opening occurs in any department HRDC sends an email to notify all employees. Depending on the nature of the job and the Department Director's assessment of the likelihood of obtaining sufficient qualified candidates through internal recruitment, the position may be posted externally as well. If you believe you are qualified for the position and interested in applying, please follow the instructions found on the job posting.

Positions will be filled based on an evaluation of job-related qualifications and employment history including past job performance and conduct.

The Board of Directors will appoint the CEO. The CEO or their designee will hire all other staff.

The following rules and procedures will be utilized unless the CEO has approved a change to the procedure.

- Job vacancies shall be announced in writing and distributed so as to maximize the opportunity for interested persons to be aware of the vacancy. Job openings may be placed with the Montana Job Service and may be advertised by other methods such as placing ads in newspapers, job boards, or web sites. HRDC may seek out additional qualified applicants for the advertised position(s) and solicit their applications. Position announcements will remain open for at least five (5) working days. Contract vacancies are not required to be posted but may be posted at the direction of the Hiring Manager.
- At the close of the announcement the applications will be prioritized by the Hiring Manager.
- With the help of the hiring team, typically consisting of three people, not including any applicant for the position being filled, the Hiring Manager will designate those applicants that will be invited for an oral interview.
- Upon the completion of oral interviews, the hiring team shall then prioritize the applications based upon pre-selected criteria. With the input from the hiring team, the Hiring Manager will make their recommendation for hire to the HR Director, CFO, CEO or their designee.
- The HR Director, CFO, CEO or their designee, may either accept at least one of the recommended applications or approve or disapprove all of the applicants. For positions in the Head Start program, the individual(s) approved by the HR Director, CFO, CEO or their designee will be submitted to the Head Start Policy Council for their consideration and required action.

GENERAL WORK RULES

This section outlines some of the rules and policies adopted to help HRDC run more smoothly and efficiently and to help improve service to our customers. You are expected to follow these policies in your day-to-day activities, but the following is not intended to be an exhaustive list of work rules.

CUSTOMER SERVICE EXPECTATIONS

At HRDC, we believe in building a strong community, for our entire community, by providing and participating in high value, impactful work. Upholding a standard of service is the responsibility of every employee, even those not directly involved with customers. This includes protection of private information, respectful interactions, timely communication and safety of all parties involved. While staff are expected to provide excellent customer service, they are not permitted to do so by crossing boundaries or personal or professional safety. Staff are never expected to:

- Share personal phone numbers, email addresses or physical address with customers
- Use personal methods of communication in order to complete job duties
- Use personal methods of transportation in order to assist customers
- Use personal funds in order to assist customers
- Perform any job duties outside of your regularly scheduled work hours in order to assist customers

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Employees are expected to be at work on all scheduled workdays, during all scheduled work hours, and to report to work on time. “On time” is defined as being properly dressed and prepared to begin work at the start of your scheduled work period. If an employee is unable to report to work or is going to be late, the employee must notify their supervisor prior to the start of the scheduled shift. If you are unable to speak to your manager, a voicemail and/or email must be sent to properly verify your absence or tardiness. In addition to communication with your manager, messages may be left with reception and/or

other co-workers. However, messages left with reception or co-workers are not acceptable if it is the only form of communication used to notify HRDC of your absence and/or tardiness.

An unexcused absence is one in which the employee calls the day they will be out and gives a reason HRDC considers unacceptable (examples include oversleeping or forgetting to inform the supervisor of a pre-scheduled appointment). Reporting your absence after the start of your scheduled time or otherwise failing to properly report an absence may be considered an unexcused absence.

An unreported absence is one in which the employee does not contact the organization the day they are out. An unreported absence for a period of two (2) consecutive workdays, is considered job abandonment and may be deemed an employee's voluntary resignation from employment.

An employee's unexcused absences will be required to use available PTO for the absence.

As a joint protection to the employee and the company, employees who have been absent from work because of illness or injury may be required to obtain and provide HRDC with a medical release specifically stating that the employee can return to work and can perform their essential duties or assignments with or without accommodation.

Irregular attendance, unexcused absences, tardiness, and unreported absences are disruptive to the business, will not be tolerated, and may be cause for disciplinary action, up to and including discharge. Non-exempt employees who have unexcused or unreported absences or tardiness will not be paid for the time not worked.

BREAKS/MEAL PERIODS

There is no federal or state law requiring employers to furnish employees with rest breaks. HRDC does not observe formal breaks. Breaks of less than 15 minutes taken during your shift, are compensated, cannot be excessive, and must be based upon program needs and at the convenience of HRDC. Supervisors may require approval prior to taking breaks.

An unpaid meal break of typically 30-60 minutes is provided to each employee who works more than a six-hour shift. Employees are requested to take their fully allotted time and should not return early unless requested to do so by management. If the employee is requested to return from a scheduled meal break or is not completely relieved of all duties during the meal break, the employee will be compensated according to wage and hour law. Unpaid meal breaks are generally taken halfway through your shift, and not taken at the end of the day (as a way of leaving work early for the day). We understand there may be times when you need to attend to personal matters over your lunch hour. If your lunch time exceeds one hour or needs to be taken later, you must get prior approval from your manager. Unpaid meal breaks are not to be skipped throughout the work week creating the need for an employee to leave early or work a shorter shift later in the week. This is considered "bankrolling" of hours and is not acceptable. If an employee needs to leave early or work a shorter shift, they must get prior manager approval and use the appropriate paid leave. If no paid leave is available, the employee may take the time as unpaid leave, but only upon manager's prior approval.

SMOKING/VAPING POLICY

To comply with the Montana Clean Indoor Air Act, HRDC has prohibited smoking and vaping throughout its workplace, including inside organization-owned vehicles. Smoking and vaping shall be done on the employee's own time, during breaks or meal periods, and away from the building, building

entrances and building windows. Cigarette butts, paper, or any other related items need to be disposed of in the proper containers. Allowing smoking during breaks is not a basis for extra breaks or more breaks than a non-smoker. This applies to all tobacco and marijuana smoking/vaping products.

COMPUTER, E-MAIL, AND INTERNET USAGE POLICY

HRDC recognizes that the use of computers and the internet has many benefits and can make workplace tasks and communication more efficient and effective. Therefore, employees are encouraged to use computer and internet systems appropriately. Each user of HRDC's computing and information technology (IT) resources is responsible for the safe keeping of these resources and must protect the system from abuses that disrupt or threaten the viability and integrity of all systems.

Guidelines

The following guidelines have been established for using the internet, company devices, and e-mail in an appropriate, ethical, and professional manner. Examples include, but are not limited to:

- HRDC computers are to be used for job-related purposes. Brief and occasional personal use of the internet is acceptable if it is not excessive or inappropriate, does not occur during work time, does not violate any part of this policy, and does not result in expenses to HRDC.
- Avoid browsing the internet for personal content and social media sites on work computers unless it is part of your job duties. If you do have to browse the web, be mindful of links.
- Be diligent in reviewing mail to filter for malicious content, spam, or malicious intent that may have been missed by HRDC's safety software
- HRDC computers, internet, and/or e-mail access may not be used for creating, accessing, downloading, transmitting, retrieving, or storing of communications of a defamatory, discriminatory, threatening, or harassing nature or materials that are disparaging, abusive, profane, pornographic, or obscene or use offensive language. Harassment of any kind is prohibited.
- Do not download software without prior approval from the IT Department. Software that is approved for downloading must be registered to HRDC.
- Do not attempt to modify, install, or remove computer equipment, software, or peripherals without proper authorization. This includes installing any non-work-related software on HRDC-owned equipment.
- Each employee is responsible for the content of all text, audio, or images that they place or send over the Organization's internet and e-mail system. Electronic content should always remain professional. Employees may not transmit materials that would adversely affect or negatively reflect upon HRDC or be contrary to HRDC's best interests.
- Staff are responsible for safeguarding and utilizing unique and strong passwords
- Passwords are not to be written down and employees should not reveal their password to other individuals
- Ensure that your computer is locked when you are not at your desk to maintain security and confidentiality.
- Any lost or stolen laptop must be reported to HRDC HR and IT departments immediately.
- All e-mail messages should be treated as confidential
- An attempt to defeat any security mechanisms or otherwise gain unauthorized access to computer files or other information on HRDC's telephone system, electronic communication systems, or information systems is prohibited.
- No e-mail or other electronic communication which hides the identity of the sender, represents the sender as someone else, or is otherwise fraudulent may be sent.

- Do not disclose any information that is confidential or proprietary to HRDC or to any third party that has disclosed information to the organization. Consult the organization's confidentiality policy or speak with your supervisor for guidance about what constitutes confidential information.
- Employees may not engage in any illegal activities including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or e-mail.
- Internal and external e-mail messages are considered business records. Employees have no right to privacy of any emails created, reviewed or sent and may be subject to discovery in the event of litigation. Be aware of this when sending email within and outside HRDC.

Social Media Responsibility

Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's blog, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or with HRDC, as well as any other form of electronic communication.

The following guidelines are in place to ensure appropriate use of these tools, and applications thereof (including but not limited to cell phones, digital cameras, web pages, blogs, social media such as Facebook, etc.) to protect the integrity and best practices of HRDC.

- Abide by the rules of the social media sites used.
- Refrain from utilizing social media while on work time or on the equipment provided by HRDC unless it is work-related. Do not use HRDC email addresses to register on social networks, blogs, or other online tools utilized for personal use.
- Always assume that work-related social media activity is visible to HRDC, customers, current and potential employees, volunteers, vendors, partners, donors, and other community members.
- Post only appropriate and respectful content. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- Be honest and accurate, correcting any mistakes quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about HRDC, customers, co-workers, volunteers, vendors, partners, or donors.
- Contact with customers, including parents and families, will be on HRDC social media accounts, not on personal social media accounts. The Director of each department will have all passwords for HRDC social media accounts.
- Group photos will not be posted on Facebook without written permission from all participants.
- Employees should not "friend", "follow", or otherwise connect with current customers, parents, or children on personal social media accounts.
- Maintain the confidentiality of HRDC private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Express only your private opinions. Never represent yourself as a spokesperson for HRDC. If HRDC is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of HRDC, customers, fellow employees, volunteers, vendors, partners, donors, or people working on behalf of HRDC. If you do publish a blog or post online related to the work you do or subjects associated with HRDC, make it clear that you are not speaking on behalf of HRDC. It is best to include a

disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of HRDC.”

Right to Monitor

All organization-supplied technology, including computer systems and organization-related work records, belong to HRDC and not the employee. HRDC reserves the right to monitor and log all network activity including e-mail and internet use, with or without notice. Therefore, employees should not have any expectations of privacy when using the internet, e-mail, or other computer resources. Although employees may have their own passwords for accessing e-mail, the internet, and computers issued to them, organization computers and the information that is received or transmitted through them is the property of HRDC. Nothing intended in this section is intended to interfere with an employee right to engage in protected concerted activity pursuant to the National Labor Relations Act.

Reporting

Employees are to report unacceptable use and other violations of this policy to their immediate supervisor or the Human Resources Director.

Consequences

Since HRDC owns the computer systems and software, as well as the e-mail and internet connection, all organization policies are always in effect. Any employee who violates these policies or abuses the privilege of HRDC-facilitated access to e-mail or the internet may be denied access to the internet and subject to disciplinary action up to and including discharge. Management reserves the exclusive right to determine whether any use is inappropriate, excessive, and/or violates this policy.

TELEPHONE/VOICE MAIL

Because a large percentage of our business is conducted over the phone, it is essential to always project a professional telephone manner. Employees should respond to their messages promptly and delete old messages. HRDC utilizes a web-based telephone system that can be accessed on either a personal device or computer, at the discretion of the employee. Additional safety measures (i.e. passcode locks) are required on personal devices using the web-based telephone system.

Voicemail, like the other components of the HRDC's telephone system, is intended for business use. All messages are organization records. While voice-mail passwords are intended to limit access to authorized people only, employees should not have an expectation of privacy in connection with voice-mail messages and should use the system accordingly.

The use of HRDC telecommunications systems to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees are to report any threatening, intimidating, or harassing telephone calls to their supervisor or the Human Resources Director.

Any employee identified as the initiator or sender of fraudulent, unlawful, or abusive calls or messages are subject to disciplinary action and possible criminal prosecution. In instances where harassing calls are identified as originating from outside the organization's premises, the telephone organization or appropriate telecommunications provider will be notified.

MOBILE PHONE POLICY

While at work, employees are to exercise discretion in using personal cell phones as they do for organization phone lines. During work time, employees should set personal cell phones on the silent

ring mode to avoid disturbing those working around them. Excessive personal phone calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Please be courteous of those around you when taking personal calls and find a quiet space away from others.

Agency-Provided Cell Phones and Ringcentral

Where a job or business needs immediate access to an employee, the organization may issue a business cell phone or Ring Central phone number to an employee for work-related communications.

Employees in possession of organization equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or discharge from employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection.

Safety

Employees whose job responsibilities include driving are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Employees are required to pull off the side of the road and safely park the vehicle before placing or accepting a call. During any work time spent driving, employees are forbidden from sending text/media messages. Under no circumstances should employees place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities resulting from such actions.

Security

HRDC supports the use of personal mobile devices for employees who use these devices to enhance productivity or for personal convenience. The use of personal mobile devices is cost-effective and, by following this safety policy, effectively secure HRDC data and resources at the same time. Users are responsible for securing their personal mobile device so that others cannot use it inappropriately to access HRDC data. This policy is required on all mobile devices that access HRDC email.

Staff are not required to work from home or use their personal phones for work. Ringcentral lines can be accessed by company computers for making business calls.

Non- Exempt employees who use their personal or company provided cellular devices must be clocked in at times they are performing work for the agency.

Training is available for the following:

- Employees are required to use lock functionality on all mobile devices (passcode, pattern, PIN, face scan, finger presses) including timed screen lockouts. This will not only protect your HRDC information but all personal data on the device.
- Employees must notify HR if mobile device cannot be found or if stolen so that the wipe feature can be initiated on the device and the event is documented.
- In the event of a lost or stolen phone, employees will be required to implement wipe functionality.
- You will best contain the contents of your HRDC G-Suite account by using the Gmail app to check mail rather than the devices built in mail app. Be mindful if you use the device's native email app, you may risk mixing personal calendar and contacts with your HRDC G-Suite Account. It is very easy to make this mistake as devices don't always save

contacts and calendar entries to the account you may want them to. Using the Gmail app isolates the connection to the HRDC G- Suite to that app

- Your personal Apple ID or personal google account needs to be protected with 2 factor authentication if you are checking HRDC mail on our device. Both will back up contents of the device to their respective cloud environments. If these accounts are unprotected, it risks leakage of HRDC data to your personal iCloud or Google Cloud storage.
- Employees will be required to implement a Personal Identification Information encryption policy for protection of customer information.

Video and Audio

The use of personal phones, video cameras, or other audio or video recording capable devices on the organization's premises may constitute not only an invasion of employees' personal privacy but may breach confidentiality of information protected by HRDC. Therefore, the use of camera or other video-capable recording devices within HRDC is prohibited without the express prior written permission of program management and of the person(s) present at the time. This prohibition is specifically applicable to offices, restrooms, and other work areas.

Violations of this policy will be subject to discipline, up to and including discharge.

HRDC does have cameras on property for monitoring staff safety and property as a security measure. This camera footage can be used when necessary for investigative purposes.

EMPLOYER INFORMATION AND PROPERTY

The protection of the HRDC's business information, property and all other HRDC assets are vital to the interests and success of HRDC. No HRDC information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of HRDC) may, therefore, be removed from HRDC premises without supervisor's approval. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge. Lost or stolen HRDC property is to be reported immediately to your supervisor.

DRESS, APPEARANCE, AND PERSONAL HYGIENE

Your personal appearance and hygiene affect customer and co-worker relations. It can create a favorable or an unfavorable impression of you and HRDC. Employees are expected to dress in a manner suitable to the job duties assigned to them. Employees should consider each day's activities when determining what to wear. Office and administrative personnel are expected to adhere to a "Business Casual" standard which may include slacks, khakis, sports shirts, skirts, and dresses. Those who are working in potentially hazardous jobs must wear protective clothing per OSHA requirements. Clothing must be neat and clean.

Dress, hairstyle, grooming of beards and mustaches, cosmetics, and jewelry are left to the discretion of employees. However, employees' personal grooming should contribute to a clean and neat appearance.

Unacceptable clothing includes but is not limited to clothing that is dirty or in ill repair; sweatpants, sweatshirts, or workout attire; cutoffs; beach attire, halter tops; dresses or tops with spaghetti straps; dresses, skirts, or shorts that are excessively short; or clothing that is revealing, distracting, or provocative. Body art that could be considered offensive is to be covered.

SAFETY POLICY

HRDC is committed to safety in all areas of the organization and our goal is to comply with the Montana Safety Culture Act and the Occupational Safety & Health Act of 1970. These Acts require that employers provide a safe and healthful working environment, and that employees comply with occupational safety and health standards and all rules, regulations, and orders contained within the Acts, which are applicable to their own actions and conduct.

We believe that safety must function as an integral part of, and in no manner separate from, the operation of HRDC. In recognition of this and in the interest of prudent management practices, our goal is to:

- Maintain a safe and healthful working environment and to comply with the organization's legal obligations.
- Consistently adhere to proper operating practices and procedures, which were designed to prevent injury, illness, and loss of assets.
- Comply with the requirements of federal, state, and local safety and health codes to insure the well-being and safety of all employees.
- Provide training and education to make safety awareness part of each worker's satisfactory job performance.

In order to achieve these goals, employees receive training on the use of equipment, proper and safe operating procedures, and site/task specific job functions. Specific equipment such as forklifts have separate policies and training that your supervisor will provide you with as needed. Periodic safety training sessions may be conducted to maintain employee awareness.

All employees are responsible for exercising maximum care, good judgment, and shall comply with established procedures in operating safely and preventing accidents. Unsafe conditions, equipment, or practices shall be reported to the supervisor immediately. Each employee is expected to abide by all safety rules and procedures, shall wear any and all personal protective equipment required and provided by the employer, and attend training sessions when scheduled. Failure to attend will result in disciplinary action up to and including discharge.

Our safety rules have been written with you in mind. Please follow the rules and help HRDC to ensure a safe working environment.

Reporting Accident or Injury

Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency. If an injury is sustained while at work, it must be reported immediately to the employee's supervisor, who will in turn notify Human Resources of the incident. HRDC strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided first-aid and emergency care, as required, for injuries or illnesses while on HRDC premises. If an employee is injured on the job, HRDC provides coverage and protection in accordance with the Workers' Compensation law. Failure to report accidents in a timely manner is a serious matter as it may preclude an employee's coverage under Workers' Compensation Insurance.

OTHER CONDITIONS GOVERNING EMPLOYMENT

In accepting employment with HRDC, you become subject to certain conditions that apply to your employment and the way in which you carry out the duties and responsibilities of your position. The following are some of the responsibilities that may constitute conditions of your employment or continued employment with HRDC.

ADHERENCE TO GOVERNMENTAL AND ACCREDITATION REQUIREMENTS

In addition to following these personnel policies, all employees must comply with all applicable local, state, federal and/or national laws, rules, regulations, or professional standards that relate to accreditation, program operation, and receipt of funds or otherwise relate to the performance of their assigned job duties.

DRUG AND ALCOHOL USE

In compliance with the Drug-Free Workplace Act, as amended, HRDC is committed to providing a drug and alcohol-free workplace. Employees are prohibited from the illegal use, sale, dispensation, distribution, possession, manufacturing, or being under the influence of drugs, controlled substances, narcotics, marijuana, or alcoholic beverages on any HRDC premises, work sites, or while performing work on behalf of HRDC. Individuals that are found to be in violation of this policy may be subject to appropriate disciplinary action up to and including termination of their employment or in the alternative, may be required to satisfactorily participate in a drug-abuse assistance or rehabilitation program. To the extent that HRDC is lawfully permitted to test an employee suspected to be under the influence of intoxicating substances at work, and an employee refuses to take the test, such refusal is grounds for disciplinary action up to and including termination.

The off-premises abuse of alcohol, marijuana, and controlled substances, as well as the possession, use, or sale of illegal drugs that adversely affect job performance and/or job safety is grounds for disciplinary action up to and including termination.

If an employee's use of a legal prescription could impair their ability to perform their job, they are required to inform their supervisor and/or the Human Resources Director immediately. The information, which will be kept confidential, is necessary to properly and safely assess an employee's ability to perform their job duties. If not prescribed to you, the use of prescription medication is viewed as illegal drug use.

If you are a transit system employee in a safety-sensitive position, as classified by 49 CFR Part 655, you are subject to pre-employment and random drug testing, per DOT regulations. You are also subject to the Galavan Drug and Alcohol Policy.

HEALTH REQUIREMENTS

The state of Montana mandates that certain types of work can only be performed by individuals who have been certified free of tuberculosis. If you work in a covered position, you will be informed and be required to either have a tuberculosis screening test within 30 days from the date of your employment or provide evidence from a physician that you are tuberculosis free.

You may also be required to obtain a First Aid and Cardiopulmonary Resuscitation (CPR) certification and keep the certification current throughout your employment.

Head Start employees may also be required to have certain current vaccinations.

CRIMINAL RECORDS

Having a criminal record does not by itself disqualify you for employment. As outlined by grant requirements, many positions require HRDC to conduct at least a criminal record check for convictions to determine your suitability for employment in the position you are being considered for or for retention in the position you currently hold. Some positions require additional checks such as a Children's Protective Services reference check or CNCS 3-part criminal history background check. All background checks and other investigative inquiries will be completed in accordance with grant requirements. Depending on the position and/or grant funding source, employees may be required to consent to criminal records check on an annual basis.

If you knowingly falsify or make material omissions on your application or make false or misleading statements during the employment interview, you may be disqualified from consideration for employment without recourse to appeal procedures. Should a material falsification, omission, or misrepresentation be discovered following the beginning of your employment, you are subject to appropriate disciplinary action up to and including termination of your employment.

Given grant requirements and the nature of HRDC's work, employees must notify the Human Resources Director of any charge or conviction of a crime within 5 business days of the employee's charge or conviction. A report of the charge or conviction may not result in immediate employment action but will be considered on a case-by-case basis with HRDC.

POLITICAL ACTIVITIES

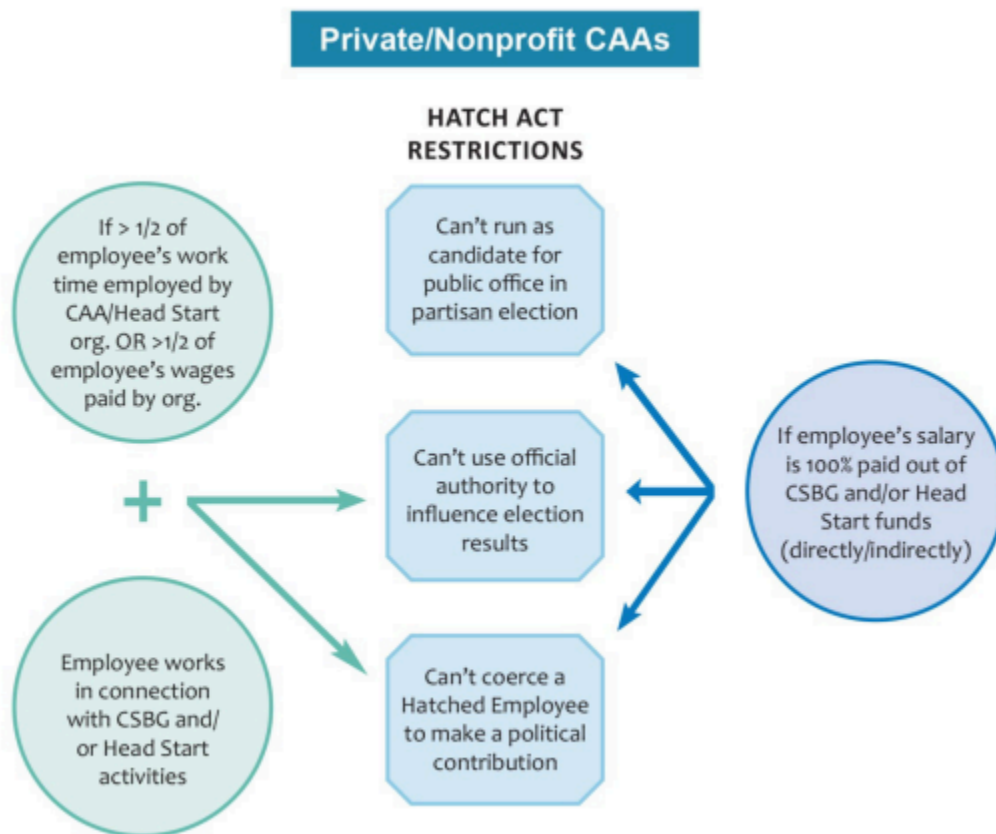
The Hatch Act applies to an employee who (1) spends most of their work time working for the agency or earns the majority of their income from the agency and (2) works (for any portion of their time) in connection with federally funded activities.

The Hatch Act contains prohibitions against covered employees engaging in certain types of political and lobbying activity. Federal requirements also prohibit the use of federal funds to support certain lobbying activities by covered employees. The following is to help you understand the rules as they may apply to your employment with HRDC.

As an HRDC employee, (if your position is federally funded) you may not:

- Use your official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
- Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a political party, committee, organization, agency, or person for political purposes; or
- Be a candidate for public elective office in a partisan primary, general, or special election.
- You are prohibited from using your position to plan, initiate, and participate in or otherwise aid or assist in the conduct of any riot or civil disturbance. Federal regulations require the immediate dismissal of any employee who has been using an HRDC position to promote violence or disorder, based on documented or material evidence of such activities.
- Our advocacy on behalf of the poor sometimes means assisting the poor in direct action activities such as peaceful and lawful assembly to obtain redress of grievances from those believed capable of alleviating them. However, as an employee of HRDC, you are prohibited in participating, planning, or otherwise assisting in any picketing protest or other form of direct action, which is unlawful. (Unlawful shall mean the violation of federal, state or local law or in violation of a

lawful injunction issued by any federal, state, or local court.)



You **are** allowed to participate in other types of partisan political campaigning and campaign management and in the following lobbying activities. You may participate in lobbying activities on your unpaid personal time, and in addition, you may, when authorized by HRDC Management, use paid work time or HRDC resources to:

- Provide a technical and factual presentation of information on a topic directly related to the performance of a grant, contract, or other agreement through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof; provided such information is readily obtainable and can be readily put in deliverable form; and further provided that costs under this section for travel, lodging, or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing.
- Perform any lobbying made unallowable above to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement.
- Perform any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

WORKPLACE THREATS AND VIOLENCE

Nothing is more important to HRDC than the safety and security of its employees. HRDC has zero tolerance for violence in the workplace, which includes zero tolerance for acts of intimidation, harassment, threats of violence (whether express or implied), or acts of violence on HRDC premises, while on HRDC business, or against another HRDC employee, either during or after working hours. Any acts of violence by anyone against employees, visitors, guests, or other individuals will not be tolerated and must be reported to a supervisor immediately. Violations of this policy will lead to disciplinary action up to and including discharge and potentially arrest and prosecution.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on HRDC property shall be removed from the premises as quickly as safety permits, and shall remain off HRDC premises pending the outcome of an investigation. HRDC will initiate an appropriate response. This response may include, but is not limited to, suspension and/or discharge from any business relationship, reassignment of job duties, suspension, or discharge from employment, and/or criminal prosecution of the person or persons involved.

No existing HRDC policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All HRDC personnel are responsible for notifying their supervisor or another member of the management team of any threats they have witnessed, received, or been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which may be regarded as threatening or violent. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior.

All individuals who apply for or obtain a protective or restraining order, which lists HRDC locations as protected areas, must provide the Human Resources Director a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. HRDC understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

FIREARMS/WEAPONS

Possession of firearms, handguns, or any related items, weapons, or materials while on HRDC business or while on HRDC premises, or in an HRDC owned vehicle is prohibited. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including discharge.

INSPECTIONS AND SEARCHES

HRDC is concerned with preventing theft of HRDC property, controlling workplace substance abuse, and promoting the safety of its employees and others on the premises. In light of these concerns, HRDC states that any person, vehicle, or personal effects on its premises are subject to search, including employee's desk, file cabinet, closet, locker, computer files, or other places. HRDC may also search any employee belongings, such as briefcases, purses, backpacks, toolboxes, computer cases, lunch boxes, and other items brought onto HRDC premises. Because even a routine inspection or search could result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property into the workplace that they do not want revealed to the organization.

PERSONNEL INFORMATION AND PRIVACY

Personnel files are maintained for each employee by the Human Resources Department. These files are considered confidential. Personnel files are the property of HRDC and may not leave the organization premises. Please make an appointment with Human Resources, in advance, if you wish to view your personnel file.

For accurate administration of your wages and benefits, and for compliance with federal and state regulations, it is necessary that current and accurate personnel records be maintained for each employee. This information is also necessary in the event you must be reached in an emergency or for available work. If there are changes, or if you observe or are aware of any errors in your personnel records, please notify your Department Director immediately. Falsification of any personal information is cause for disciplinary action, up to and including discharge.

HRDC treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employee.

HRDC will use reasonable and appropriate safeguards to protect your health information. Health information will be kept in a secure location, and it will only be accessible on a need-to-know basis for proper management and administration of the HRDC. The Human Resources Director has been assigned as the Privacy Officer.

POLICY COUNCIL/BOARD MEMBER EMPLOYMENT

If you are a voting member of the Head Start Policy Council or the Policy Council representative to the Board, you may not be employed by HRDC.

If you are a member of the HRDC Board of Directors, you may not be employed by HRDC unless you have been off the Board for six months.

If you are a voting member of the Head Start Policy Council or the Policy Council representative to the HRDC Board of Directors, you may apply for a position with HRDC provided that:

- You do not participate in the nominating, screening, or selection processes; and,
- If selected for the position, you resign from the Policy Council immediately upon acceptance of the position.

VEHICLE USE

Any employee who operates a motor vehicle (either personally owned or organization provided) while on HRDC business is held strictly responsible for compliance with HRDC policy and all traffic regulations of the city, county, and state. Seat belts shall be used by all vehicle occupants at all times.

Driver's License

If your job requires operation of a motor vehicle (either personally owned or organization provided), you must maintain proper insurance as required by Montana law, a valid driver's license, and a driving record

acceptable to our insurer. Any changes in your driving record or status, including insurance coverage, must be reported immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Driving Record

As a condition of employment, any employee who operates a vehicle on behalf of HRDC must consent to pre-employment and periodic driving record checks. Employees whose job requires a Commercial Driver's License (CDL) are subject to additional federal and/or state established license requirements and must meet the standards established as a condition of holding the CDL.

REFERENCE CHECKS

It is critical that all inquiries regarding former and current employees be managed in a confidential manner. Providing false information, even unintentionally, could result in a “blacklisting” charge. Therefore, all written or verbal inquiries must be directed to the Human Resources Director. No HRDC employee may issue a reference letter to any current or former employee without the permission of the Human Resources Director. Under no circumstances should any HRDC employee release any information about any current or former HRDC employee over the telephone.

In response to an outside request for information regarding a current or former HRDC employee, the Human Resources Director will furnish or verify only an employee's name, dates of employment, job title, and department. No other data or information regarding any current or former HRDC employee, or their employment with HRDC, will be furnished unless the employee provides written authorization for HRDC to furnish this information and releases the HRDC from liability in connection with the furnishing of this information, or the HRDC is required by law to furnish the information.

CODE OF CONDUCT

You are expected to follow HRDC policies and rules and to respect the rights, property, and privacy of customers, co-workers, families, and members of the public. The following statements should help you understand some of the requirements associated with your employment with HRDC, but these statements are not meant to be exhaustive.

- Carefully read this Employee Handbook to thoroughly understand your rights, obligations, responsibilities, and benefits of your employment with HRDC.
- Conscientiously work toward achieving the objectives of HRDC in accordance with its philosophy and policies and in compliance with the procedures established by these and other HRDC policies and procedures.
- Perform assigned duties at a high level of quality, accuracy, neatness, effectiveness, and integrity.
- Work cooperatively with other staff members in a sincere, tactful, positive, and honest manner.
- Respect the views and actions of fellow staff members and when in disagreement, use appropriate channels to express opinion or judgment on these matters.
- Plan and carry out assigned duties in a manner which will achieve effective and productive use of time. Attend and be punctual at all required staff meetings, training sessions, and other scheduled HRDC activities.
- Respect privacy and keep confidential all information in accordance with HRDC policy. This includes not only information regarding customers served but also fellow employees and certain administrative matters as well.

- Be responsive to the guidance, directions, and instructions of your supervisor.
- Engage in the approved process for resolving grievances filed by employees, customers, volunteers, or community persons.
- Distinguish clearly between public statements and actions made as an individual and those made as a representative of HRDC.
- Be constantly mindful of the obligations HRDC and its staff have for the welfare and well-being of the individuals and groups served by HRDC. You should always be courteous and helpful to customers and fellow employees.
- Voicing criticism or complaints about HRDC, customers, or co-workers in front of customers or in public areas is inappropriate and will not be tolerated.
- Fighting with others, being physically abusive, or behaving in a manner that is or might be offensive to others is not acceptable and strictly prohibited.
- Do not destroy, deface, misuse, damage, misappropriate, or wrongfully acquire property, funds or assets belonging to HRDC, its customers or other employees.
- Do not be under the influence of or possess any intoxicant, controlled substance, or drug during working hours and/or on HRDC property.
- Do not falsify employment, accounting, customers or other HRDC documents/records.
- Avoid scandalous and disgraceful conduct while on-duty or off-duty that may bring the service or reputation of HRDC into public disrepute.
- Engaging in illegal activity as defined by the laws or the political jurisdiction served by HRDC is strictly prohibited.
- Cooperate and be truthful in investigations conducted by HRDC.
- Adhere to all HRDC and program policies and practices not mentioned or addressed in this section.

CORRECTIVE ACTION AND EMPLOYEE DISCIPLINE

If you have been found to have violated generally accepted standards of workplace behavior, policies outlined in this Handbook, or other applicable policies or procedures, or if you refuse to carry out the instructions of a person in a position of authority, or if you are unable to meet our standards of job performance or conduct, you may be subject to disciplinary actions up to and including termination of your employment. When deciding the appropriate actions taken by HRDC in any situation, we will consider the seriousness of the offense and your prior employment record. Management may, in its sole discretion, decide the type of disciplinary or corrective action to undertake. If you are part of a formal disciplinary action, you will be given an opportunity to review, sign, and respond to any action. If you refuse to sign, a witness to that fact will be asked to sign and date the notice. If you are not available to receive the document, it will be mailed to you at the address we have on record for you.

EMPLOYEE COMPLAINT RESOLUTION/GRIEVANCE PROCEDURE

We encourage you to seek information or advice on any matter that is troubling you, or to call attention to any management action which you believe is inconsistent with these policies or procedures. It is our policy to attempt to resolve job-related problems whenever possible through informal discussions between you and your immediate supervisor.

If you have tried to correct the problem through informal discussions and you believe the problem has not been resolved, you must file a written complaint using the formal procedure described below. If you are a probationary employee, you are not eligible to use this procedure unless you are alleging unlawful acts on the part of management.

The time frames established in this procedure may be extended upon written mutual agreement of the parties. The term "day" as used in this policy refers to workdays, Monday through Friday, that are not observed as holidays by HRDC. The grievant carries the burden of moving the grievance forward within the time specified for that step. Failure of the grievant to advance the grievance to the next step of the procedure within the allotted time frame may result in dismissal of the grievance.

Formal Procedure

Step One

You must submit your complaint in writing to the Human Resources Director within ten (10) days of knowledge of the alleged incident or termination. In your complaint, you must describe your issue including a description of how you believe an established policy(s), procedure(s), law(s), or rule(s) was violated and indicate what action(s) you believe HRDC should take to resolve your complaint.

The Human Resources Director endeavors to make all reasonable efforts to investigate as may be necessary and respond to the employee's written complaint in ten (10) working days. However, job demands, and the scope of the investigation may require more time.

Step Two

Within seven (7) days of the date the response is received or was due to the grievant, the grievant must notify management in writing of the desire to go to step two of the procedure. A complaint should be submitted, along with any supporting materials and a copy of the response, if any, received in Step One, to the CEO. The CEO or their designee may interview those involved in the dispute and may conduct any investigation they believe is necessary to render a proper decision.

The CEO has thirty (30) working days from the receipt of the appeal to issue a decision which is final and binding upon HRDC. However, job demands, and the scope of the investigation may require more time.

OPEN DOOR POLICY

HRDC promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the employee feels the supervisor has not addressed concerns appropriately, the Human Resources Director is available for consultation and guidance. HRDC is interested in all of our employees' success and happiness with their employment. We, therefore, welcome the opportunity to help employees whenever feasible.

WHISTLEBLOWER AND NON- RETALIATION POLICY

HRDC's Code of Ethics requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of HRDC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the HRDC prior to seeking resolution outside the HRDC.

It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of the Code of Conduct, HRDC policies, or laws in accordance with this policy. Violations should be reported to the Human Resources Director or an officer of the Board.

No director, officer, employee, volunteer, or contractor who in good faith reports a violation of the Code of Conduct, HRDC policies, or law shall suffer harassment, retaliation, or adverse employment consequence even if the report, question, or concern is, after investigation, not substantiated. 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. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

Upon the request of the complainant, the HRDC will use its best efforts to protect the confidentiality of the complainant for any good faith report, consistent with the need to conduct an adequate investigation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring. The CEO shall be informed of all reports.

EMPLOYEE BENEFITS

HRDC has established a variety of employee benefit programs. This lists some of the benefits to which you may be entitled as an employee of HRDC, but is not intended to, and does not provide you with the details of these benefits. Your rights to these benefits can be determined only by referring to the full text of the official Plan Documents, which are available in the HR Information System or from the Human Resources Director. To the extent that any of the information contained in this Handbook is inconsistent with the official Plan Documents, the provisions of the official Plan Documents will govern in all cases. This Handbook does not change or otherwise interpret the terms of the official Plan Documents.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between HRDC and its employees, retirees, or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

HRDC reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, HRDC reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

If you are regularly scheduled to work less than 40 hours per week you may receive the benefits described by these policies on a pro-rated basis, according to the number of hours you work. Each benefit policy provides more information on eligibility and amounts earned by part-time employees.

The HRDC currently offers the following benefits, which are fully described in the Plan Documents.

WORKERS' COMPENSATION

These benefits are fully paid by HRDC and cover all employees. If you are injured on the job, you MUST report your injury to your supervisor immediately via the Incident Report Form and First Report of Injury even if no medical care is received. Failure to do so may result in reduction or loss of benefits.

UNEMPLOYMENT INSURANCE

This is fully paid by HRDC and covers all employees.

SOCIAL SECURITY/MEDICARE

This benefit is matched by HRDC for each employee.

HEALTH INSURANCE

Eligible employees can participate in our health insurance plans. Because the benefits may change from time to time, the details of the plans have not been included in these policies but will be provided at orientation or when changes occur. If for some reason you do not wish to be covered by HRDC's insurance plan, you must waive in writing. HRDC will contribute toward the total premium in an amount that is decided at contract renewal time. To obtain coverage, you are responsible for paying the premium less any contribution from HRDC for any coverage you may elect to receive.

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the HRDC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, discharge from employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or qualified beneficiary pays the full cost of coverage at the HRDC group rates for the health plan as well as a possible administration fee.

HRDC provides each eligible employee with a written notice describing rights granted under COBRA at initial hire. The notice contains important information about the employees' rights and obligations.

RETIREMENT PROGRAM

HRDC provides a 401(k)-retirement program for eligible employees as outlined in the Plan Document.

PAID TIME OFF POLICY (PTO)

Effective July 1, 2013, regular full-time employees are eligible to earn paid time off (PTO) at the rate of 6.67 hours per pay period worked. This is the equivalent of four weeks after a full year worked. If you are a regularly scheduled employee working less than full-time hours, you will accrue PTO on a prorated basis based on your Full Time Equivalent (FTE) status. If your hours are inconsistent, your PTO will be based on your hours worked per pay period. Your accrual is posted to your account at the end of each pay period. If you are an hourly employee and you work under your FTE weekly schedule, you should use PTO to complete your work schedule when PTO is available.

Note that if you were hired after July 1, 2013, the "Vacation and Sick Leave Policy" outlined below does not apply to you and your paid time off is only governed by the policy in this "Paid Time Off Policy" section.

The maximum number of hours you may accrue is 520 (oftentimes called the PTO cap), prorated based on your full-time equivalent (FTE) classification. Employees who reach the maximum accrued PTO will not continue to accrue additional hours of PTO until their existing PTO balance falls below the maximum. It is the employee's responsibility to monitor their own PTO balances and use good judgment when deciding/requesting time off from work. Requesting the use of multiple days of PTO immediately prior to reaching the PTO accrual cap is not considered an acceptable practice. In extraordinary cases where implementation of an employee's time off plan would hinder HRDC operations, the CFO or CEO may approve cashing out PTO at a rate of 50%.

The use of paid time off must be requested in advance as soon as possible, preferably giving at least one week's notice. In accordance with the HRDC's attendance policy, it is your responsibility to notify your Department Director and/or supervisor prior to your normal reporting time, or as soon as possible. In cases of illness or other circumstance that prevents you from reporting for duty, notify as soon as possible and request the use of that PTO for the illness.

Paid time off will be scheduled when practical with consideration of the program and HRDC's needs. If your request cannot be granted, your Department Director or supervisor will work to arrange an appropriate alternate time off schedule.

The total number of PTO hours combined with regular hours or any other paid time off (sick, vacation, holiday pay) cannot exceed the normal scheduled hours for the employee's standard work week.

No more than two weeks of PTO can be taken consecutively unless otherwise approved in advance by the Department Director.

Upon termination of employment, 50% of your current PTO balance will be paid out at your current rate of pay.

In an effort to reward longevity, effective January 1, 2021 Additional PTO is accrual rate will increase on each year of service

First Anniversary: Full time regular employee PTO accrual will move up to 4 weeks and 1 day over the course of the year. 7 hours per pay period.

Second Anniversary: Full time regular employee PTO accrual will move up to 4 weeks and 2 days over the course of the year. 7.34 hours per pay period

Third Anniversary: Full time regular employee PTO accrual will move up to 4 weeks and 3 days over the course of the year. 7.67 hours per pay period

Fourth Anniversary: Full time regular employee PTO accrual will move up to 4 weeks and 4 days over the course of the year. 8 hours per pay period.

Fifth Anniversary: Full time regular employee PTO accrual will move up to 5 weeks. 8.34 hours per pay period.

Five weeks is the cap for annual accrual moving forward. 8.34 hours per pay period.

VACATION LEAVE

(Only for Employees who have unused banked hours prior to July 1, 2013)

Regular employees hired before July 1, 2013, may have an existing vacation balance.

You must request vacation use in advance as soon as possible. Vacations will be scheduled with consideration of the program and HRDC's needs. If your request cannot be granted, your supervisor will work to arrange an appropriate alternate time off schedule.

Only three weeks of vacation will be permitted at a time unless otherwise approved in writing by the CFO or CEO. The total number of vacation hours combined with regular hours cannot exceed the normal scheduled hours for a standard work week.

If you terminate your employment, you will receive full payment of the vacation balance at your current rate of pay.

SICK LEAVE

(Only for Employees who have unused banked hours prior to July 1, 2013)

Regular employees hired before July 1, 2013, may have an existing sick balance.

Sick leave may be used for illness, injury, medical disability, maternity-related disability, quarantine resulting from exposure to a contagious disease, medical, dental, or eye examination or treatment, and the necessary care of an immediate family member, or, at the CFO or CEO's discretion, another relative, for the above reasons until other care can be arranged. Sick leave may also be used for travel time necessary to obtain medical treatment that is not available locally. You may also take sick leave in the case of the medical disability of a member of your household, if your presence is required to care for the household member. As provided by law, you may not use accrued sick leave during an absence if the accident is compensable under Workers' Compensation Insurance. (Note: Workers' Compensation does not cover the first five days of absence due to a covered accident.). Abuse of sick leave is cause for dismissal.

It is your responsibility to notify your supervisor of your illness or inability to report for duty prior to your normal reporting time, or as soon after as possible, in accordance with HRDC's attendance policy.

Should you become ill, involved in an accident, or quarantined during your vacation you may take sick leave for that period in lieu of vacation leave. Written verification may be required. You may be required to furnish a medical certificate upon request.

The total number of sick hours combined with regular hours cannot exceed the normal scheduled hours for a standard work week.

If you terminate your employment, you will receive one-fourth of the sick leave balance at your current rate of pay.

LEAVE CONTRIBUTION POLICY

The purpose of this policy is to allow HRDC employees to provide financial assistance via PTO or sick leave contributions to employees who experience a significant medical event and have exhausted their leave. Employees are eligible for this benefit if they have at least 12 months of service with HRDC and have worked at least 1,250 hours within the preceding 12-month period.

HRDC financial considerations and length of employment of the employee receiving the contribution will drive the policy. Eligibility must be determined by the Human Resources Director and approved by

the CFO or CEO. For the employee receiving the contribution to be eligible, all vacation and sick leave must be exhausted, and the employee must have less than 20 hours of PTO remaining before a contribution may be accepted. Each donor must retain a minimum of 40 hours accrued leave following the contribution.

The CFO or CEO has the authority to exceed these guidelines in exceptional situations pertaining to employees.

HOLIDAYS

HRDC observes the following holidays: New Year's Day (January 1st), Martin Luther King Jr. Day (the third Monday in January), President's Day (the third Monday in February), Memorial Day (the last Monday in May), Juneteenth (June 19th), Independence Day (July 4th), Labor Day (the first Monday in September), Veteran's Day (November 11th), Thanksgiving (the 4th Thursday in November), Heritage Day (the Friday following Thanksgiving), and Christmas (December 25th). If the observed holiday falls on Saturday, the office is closed on Friday. If the holiday falls on Sunday, the office is closed the following Monday. Holiday benefits are received for the holiday or the observed holiday but not both.

To receive the holiday benefit, you must 1.) Be classified as a regular employee, as defined in this Handbook and 2.) Work your regularly scheduled shift or be on paid leave on both the last scheduled workday before the holiday and the first scheduled workday after the holiday is observed.

You will receive the number of hours based on your FTE status. 8 hours for full time, 4 hours for half time. The total number of holiday hours combined with regular, vacation and/or sick hours cannot exceed the normal scheduled hours for a standard work week.

An employee scheduled for a day off on a day observed as a holiday shall receive an alternate day off with pay either on the day preceding the holiday or on another day following the holiday in the same pay period as approved by the employee's supervisor.

If you are an hourly employee scheduled to work on a holiday, you will receive payment for the hours you actually work on the holiday and an alternate day off with pay in recognition of the holiday. If it is determined that providing an alternate day off would not be in the interests of the HRDC, you will receive straight time pay for all hours actually worked on the holiday plus your regular holiday pay.

DAY OF SERVICE

Mary Martin Day October 17th is a day in which we honor a longtime employee who dedicated her life to the service of others. During the workday employees will be given the opportunity to volunteer across programs for a portion of that day. Supervisor approval is needed to ensure program objectives are met for the day. The service opportunities change each year and opportunities will be shared the week prior.

WELLNESS HOURS POLICY

HRDC offers employees what are called paid Wellness Hours pursuant to the terms of this policy. Paid Wellness Hours may be used by employees in any way they determine to manage and care for their own mental and physical wellness. The Wellness Benefit is not an accrued time off benefit or actual earned wages. They do not accrue from week to week, they do not bank in any fashion and are not available for payout upon termination. The Wellness Hours are an attempt by HRDC to offer work-life balance to our

staff in a meaningful way by providing them time within their work week to attend to their own care. Wellness Hours are not guaranteed to be available every week due to workload

Eligibility

Wellness Hours are offered to HRDC employees whose position is scheduled to work 32 hours or more per week.

Amount of Wellness Hours

Employees are eligible for the following wellness hours:

- Full time (scheduled to work 40 hours per week): 4 Wellness Hours per week
- 3/4 time (scheduled to work 35 hours per week): 3 Wellness Hours per week
- Employees scheduled to work 32 hours per week: 2 Wellness Hours per week

Example: An employee who is scheduled to work 40 hours per week may work 36 hours and take 4 Wellness Hours to be paid for a 40-hour week provided such Wellness Hours are available based on workload.

Process: Wellness Hours will be taken upon a signed agreement between staff and their managers to bridge the difference between worked hours and FTE standard hours. It is the discretion of each program manager to allow for flexibility when hours are taken each week or determine if a set schedule is necessary to equitably meet the needs of program staff and customers. Inability or unwillingness to use Wellness Hours will not result in disciplinary action, however, staff are highly encouraged to use their Wellness Hours as regularly as possible and communicate challenges in doing so with their supervisor to find a solution.

Overtime: Wellness Hours cannot be banked week to week and are not calculated in total hours worked towards overtime for non-exempt staff. Overtime is federally regulated and begins after 40 worked hours. Sick, holiday time, PTO and Wellness Hours are not accounted for in this 40 hour total. Eligible non-exempt staff will begin receiving overtime pay after 40 worked hours.

Holidays: Wellness Hours may not be taken on weeks with scheduled holidays. If pre-approval has been given by a managing supervisor to float holiday hours to the week before or the week after in observance of alternative holidays, Wellness Hours cannot be used during the week the holiday time is taken.

PTO: Staff may take Wellness Hours concurrently with scheduled, approved PTO. When scheduled PTO meets or exceeds one full week of hours worked, staff are unable to use Wellness Hours to offset PTO.

Recording: Staff are required to update their Google calendars reflecting their Wellness Hour usage and are required to report Wellness Hours in timesheets every pay period. Staff and managers will work together to ensure accurately coded hours, task prioritization and completion, time management and program coverage coinciding with Wellness Hour utilization.

- Wellness Hours cannot be used to exceed the standard workweek (i.e. 40 hours for 1.0 FTE)
- When the maximum number of worked hours per the Wellness Hour Policy is exceeded (i.e. 36 hours for full time) Wellness Hours actually used must be reduced accordingly on timesheets.

Abuse of the policy such as multiple attempts at banking hours or taking Wellness Hours at the expense of required tasks or performance expectations without supervisor communication will be addressed as any other performance issue per the HRDC Employee Handbook and may result in corrective action or loss of benefit. Exceptions may be requested and approved or denied by the CEO or CFO.

UNPAID LEAVE OF ABSENCE

You may request a leave of absence without pay, for legitimate reasons for periods of up to ninety (90) days at a time. You must give your Department Director at least thirty (30) days' notice of the need for leave whenever the need is foreseeable. All leave and any extensions must be approved by your Department Director in consultation with the CFO, CEO and Human Resources Director.

The CFO or CEO, in consultation with the Board of Directors, may grant a paid leave of absence.

To request a leave of absence, you must submit the request and justification along with any supporting documentation in writing to your Department Director along with the date(s) you are requesting. You will receive a response to your request as soon as possible following the receipt of all information which may be requested by your Department Director. If a leave is approved, you will be notified about the expiration date of the leave and will receive information regarding the status of your job at the time you return to work. If, at the end of the authorized leave of absence, you do not return to work or request an extension of the leave of absence, you will be considered to have voluntarily terminated your employment with HRDC.

Jobs vacated by leaves of absence may be temporarily refilled. However, unless otherwise provided by law, HRDC retains the right to permanently fill these vacancies when it is deemed necessary and in the best interest of HRDC.

You will not accrue vacation, sick, or PTO or other benefits during unpaid leaves of absence (including layoffs) unless otherwise required by law or provided by these policies.

JURY DUTY

HRDC recognizes the responsibility of everyone to perform civic duties as called upon. If you are called upon to serve on a jury or to appear as a witness in a criminal prosecution or civil action, HRDC will pay your regular compensation while you are on jury duty. A copy of the summons or subpoena must be shown to your supervisor on the next working day after receipt.

INTERNAL VOLUNTEER HOURS

HRDC recognizes the benefit of cross training across HRDC programs. Each employee has the opportunity to "volunteer" for a program other than their own for 2 hours each quarter. HRDC will pay your regular compensation for these hours. Internal volunteer hours must be approved by your supervisor and scheduled so that overtime is not incurred.

BEREAVEMENT OR FUNERAL LEAVE

In the event of a death in the immediate family, a leave of absence of up to 3 days with pay will be granted. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral and may not be split or postponed. Delayed memorials may be considered as an exception to this policy. Payment for bereavement leave is at the employee's straight time rate of pay and does not count towards overtime calculations.

For purposes of this policy, immediate family is defined as the following: relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin) and relationships by marriage (husband or wife as defined by state law, step-parent, step-child, step-sibling, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above, cohabitating couples/significant others, domestic partners, and guardians).

If employees need time more than 3 days, they may request an unpaid leave of absence or use accrued vacation, sick, or PTO with the approval of their supervisor and Human Resources.

Time off without pay, vacation, or PTO may be granted to attend the funerals of other relatives or friends upon approval by the employee's supervisor.

The HRDC reserves the right to request all pertinent information including the deceased relative's name, the name and address of the funeral home, and the date of the funeral.

MATERNITY LEAVE

In accordance with the Montana Maternity Leave Act, HRDC does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment based upon pregnancy, childbirth, or related medical conditions.

HRDC will not terminate any employee solely due to pregnancy or childbirth.

HRDC will grant a request by a female employee for a reasonable leave of absence associated with pregnancy or maternity as directed by your physician. A reasonable leave of absence for maternity is leave for the period of time during which a female employee is incapable of performing normal job duties due to pregnancy or the recovery. HRDC may require medical verification of disability.

HRDC will treat maternity leave the same as leave for any other disability that qualifies for benefits under HRDC's disability leave plan and FMLA.

HRDC will reinstate an employee who has taken a reasonable leave of absence for maternity to her original job or to an equivalent job with equivalent pay, with accumulated seniority and any other benefits that may be applicable.

An employee requiring maternity leave shall provide HRDC with reasonable notice of the expected date of leave and intent to return to work. When HRDC receives notice of intent to return to work, it will reinstate the employee as soon as reasonably possible.

Breastfeeding Policy:

In recognition of the well documented health advantages of breastfeeding for infants and mothers, HRDC is committed to providing a supportive environment to enable breastfeeding employees to express their milk during work hours. This policy is in accordance with §§ 39-2-215 to 217, Montana FCode Annotated & Section 7(r) of the Fair Labor Standards Act. HRDC encourages the practice of breastfeeding, accommodates breastfeeding needs of employees, and provides adequate facilities for breastfeeding or the expression of milk for the employee's child as provided below:

- Primary HRDC facilities will maintain a designated breastfeeding space that is private, reservable, and contains a fridge for those needing to express milk while at work.
- Breastfeeding or expression time is considered a break under the HRDC break period policy.
- Antimicrobial wipes and other disinfect supplies will be provided in each designated breastfeeding space for employees to utilize while occupying the room.

Staff accessing this policy are encouraged to work with their supervisor to ensure adequate support is provided for the entire duration of time needed for breastfeeding/lactation.

PAID PARENTAL LEAVE

HRDC recognizes the importance of bonding with and caring for newborn and/or adopted children. The purpose of this policy is to provide eligible employees with Paid Parental Leave (PPL), encouraging employees to bond and care for a new child, while supporting the financial well-being of families during that time.

This policy applies to all regular status full-and part-time employees who have been employed for at least 365 consecutive calendar days. The paid time off is equivalent to 4 weeks off, based on the employee's FTE status. Part-time and seasonal employees shall be eligible for pro-rated benefits. This policy was effective January 1, 2023.

Eligible employees may request PPL for birth or adoption occurring on or after January 1, 2023. Employees who are on Family Medical Leave Act (FMLA) or parental leave caring for a new child on January 1, 2023, shall be eligible to apply for PPL. FMLA must run concurrently with the PPL.

MILITARY LEAVE

HRDC will abide by all provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and will grant military leave to all eligible employees. Employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documents unless giving such notice is impossible, unreasonable, or precluded by military necessity.

An employee's salary will not continue during the military leave of absence. However, employees may request to use any accrued vacation or PTO during military leave.

In accordance with applicable law, employees on military leave will be reinstated upon satisfactory completion of military service and timely notice of intent to return to work, provided the employee is qualified and the organization's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment.

FAMILY AND MEDICAL LEAVE ACT

Employees of HRDC are eligible for leave under the Family and Medical Leave Act (FMLA) if they have at least 12 months of service with HRDC, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth.
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement).
- To care for an immediate family member who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the functions of their position; or
- The employee experiences a qualifying exigency arising out of the fact that a spouse, parent, or child is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Covered active duty means duty during deployment with the Armed Force to a foreign country (for a member of a regular component of the Armed Forces); or duty during deployment with the Armed Forces to a foreign country under a call or order to active duty (for a member of a reserve component of the Armed Forces).

Military Caregiver Leave

In addition, an employee who is the spouse, parent, child, or next of kin caring for a covered military service member or veteran recovering from an injury or illness may be eligible for up to 26 weeks of FMLA leave in a 12-month period. The total of 26 weeks of FMLA leave includes any non-military caregiver FMLA leave taken during the 12-month period, such as those listed above.

A covered service member is (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

A “serious injury or illness” means: (1) For a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or (2) For a veteran who was a covered service member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Calculation of 12-Month Period

HRDC will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the organization

will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

For the military caregiver leave, the organization will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave taken for other FMLA circumstances during this 12-month period will be deducted from the total of 26 weeks available.

Notice of Leave

When requesting leave, the employee must:

- Supply sufficient information for HRDC to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave.
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable; and
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

Intermittent Leave

When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with HRDC to arrange reduced work schedules or intermittent leave to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications

Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, their leave request may be denied.

HRDC, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, HRDC may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications

HRDC wishes to ensure the well-being of all employees; any employee returning from FMLA leave for their own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by their healthcare provider. An employee who fails to provide an FFD certification will be prohibited from

returning to work until it is provided. An employee who fails to provide an FFD certification may be discharged from employment. HRDC, at its expense, may require FFD examination by a health care provider of its own choosing if it has a reasonable question regarding the FFD provided by the employee.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume their duties safely.

Maintenance of Benefits

HRDC will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the employee's contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse HRDC for the cost of premiums paid for maintaining coverage during the leave period, except as set forth in the FMLA regulations. All other benefits cease to accrue during the unpaid portion of the leave.

Concurrent Leave

Employees must use any accumulated sick, vacation, or PTO to the extent available during FMLA leave unless such leave is covered under workers' compensation or other paid disability leave, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences more than these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for HRDC

If an employee and their spouse both work for HRDC, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child.
- To care for and bond with a child who does not suffer from a serious health condition.
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Return from Leave

Upon return from leave, the employee will be restored to their original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned their position with HRDC.

MERIT RECOGNITION PROGRAM

HRDC, in recognition of the added value employees bring to operations, has a Merit Recommendation Program. The terms of this policy are below.

HRDC Merit Committee consists of five staff members from a variety of programs. One of the members is from an off-site program, one is from the fiscal department, and one is from the Human Resources department. The committee meets as needed to review merit recommendations submitted by HRDC staff. The committee shall work with Department Directors and theCFO or CEO as needed.

Merits will be given for employee actions that have long term effects and a significant impact to the agency, program, or customers. Individuals can be nominated by any staff member. Please note that

merits will not be awarded to employees who are recommended for actions that complete job-related duties and/or requirements of the position. A merit reward is for going above and beyond job duties.

Merit rewards are monetary, starting at \$100.00 and not exceeding \$500.00. The amount of the merit will be dependent on the complexity, difficulty, and size of the effect of the action. All requests will be approved by the Department Director to ensure funding availability.

Payment will be processed through payroll. Merit awards are taxable income and must be added to the employee's compensation. Therefore, HRDC will provide a "gross up" of 20% to offset the amount of taxes.

Eligibility

All regular status employees are eligible to receive a merit award. There is no limit to the number of times that an individual can be recommended for a merit award, but employees may only receive a merit award up to two times per year.

Reasons for Nomination

- Generously assisting the agency with a special event
- Developing an organizational process or change that benefits staff and customers.
- Saving the agency money on products or services
- Creating a new program or opportunity to benefit HRDC customers.
- Leading internal efforts to improve HRDC systems or functions.

How to Nominate Someone for a Merit

Recommendations should be submitted to the Merit Committee by email to merit@thehrdc.org. The recommendation must include the name of the person, what activity they are being recommended for, and how their efforts have impacted the agency or customers.

Award

Nominations chosen by the committee to receive a merit will receive a certificate and the monetary award through payroll.

Declination

Merit recommendations can be declined due to a variety of reasons including ineligibility, insufficient recommendation evidence, or action unworthy of nomination. If a merit recommendation is declined, no information will be given as to the reason for declination. The Merit Committee's decision is based on the range of information available and is final.

TERMINATION OF EMPLOYMENT

Termination of employment includes an employee's resignation, discharge, or layoff.

When an employee leaves HRDC, the employee must return all HRDC related information and property that the employee has in their possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

A copy of the Employee Complaint Resolution Procedure will be furnished to employees upon termination.

RESIGNATION

If you are a regular employee and decide you wish to voluntarily terminate your employment, we request you provide enough notice to allow for a smooth transition between you and your replacement. Time off immediately prior to an effective termination date will not be approved. Your notice of termination will be placed in your personnel file. Failure to give the notice required by this policy may result in ineligibility for re-employment.

DISCHARGE

After completion of the probationary period, HRDC may terminate an employee for just cause at any time. HRDC reserves the right, in its sole and absolute discretion, to determine what, if any, disciplinary action to impose in any situation.

LAYOFF

Layoffs may occur at any time due to the scheduled end of a program, lack of funds, reorganization, or other business reasons. In the event of termination due to a reduction in the workforce or elimination of the job, employees will, except in cases of emergencies, receive advance notice of the termination.

Layoffs fall into one of the following categories:

- **Seasonal Interruption of Work:** If an employee is laid off due to the end of the school year or for reasons related to the seasonal nature of their work and is recalled working within 6 (six) months of the effective date of layoff, they shall be reinstated without having to serve a new probationary period or re-qualify for benefits. If an employee is not recalled working within 6 (six) months, the employee's record will be modified to reflect a permanent layoff. Employees are not eligible to use paid leave benefits during times of layoff.
- **Permanent Layoff:** If the likelihood of recall is low, the HRDC may immediately permanently lay off one or more employees. Employees may be chosen for layoff based on consideration of performance, conduct, qualifications and/or other job-related factors. Only where other factors do not differentiate, length of service will be a deciding factor.

REHIRE

Except as may be otherwise provided by law, employees who have been terminated or laid off for more than 6 (six) months and are subsequently re-employed by the HRDC will lose their original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after re-employment. Rehired employees must complete a new probationary period and qualifying periods for benefits.

Applications received from former employees will be processed using the same procedures and standards that govern all external applications. The hiring manager/Department Director may consider the former employee's performance records and the circumstances surrounding termination of previous employment with the HRDC in the same manner as they would consider other reference check information. This information may be provided to the staff responsible for screening and interviewing applicants.

FINAL PAY

In compliance with Montana law (Mont. Code Ann. §39-3-205), when you voluntarily terminate or are involuntarily terminated prior to payday, your final pay with payouts will be issued on the next regularly scheduled payday, or 15 days from the date of the actual separation, whichever occurs first.

EMPLOYEE ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received a copy of the HRDC's Employee Handbook dated August 26, 2024, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization. I understand that the procedures, practices, policies, and benefits described here supersede all prior policies and procedures and may be modified or discontinued from time to time and that HRDC will try to inform me of any changes as they occur.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an express or implied contract of employment. I understand that I should consult with my supervisor or Human Resources Director if I have any questions that are not answered in this handbook.

I accept responsibility for familiarizing myself with the information, seeking clarification of its terms or guidance, where necessary, and complying with the content.

EMPLOYEE NAME (PRINTED) _____

EMPLOYEE SIGNATURE _____

DATE _____

This form will be retained in the Employee's Electronic Personnel File.