

CENTRAL STATES AIR RESOURCE AGENCIES ASSOCIATION (CenSARA)



PERSONNEL MANUAL

OVERVIEW: CenSARA's long-term success depends upon the skills and experience of staff. Depending on educational level, staff may advance along the established career paths. Competent staff retention is a goal of the organization. This manual sets forth policies and procedures and is not intended to be contractually binding. The Executive Director is authorized to make exceptions or changes to these policies subject to approval by the CenSARA membership. In case of any differences, an employee's contract supersedes this manual. If his/her contract does not cover a provision, the employee may rely on this manual as it pertains to items not covered in the contract.

CenSARA was established in 1995 to provide services to its members to help them prevent and reduce air pollution. CenSARA's staff is committed to providing the highest quality service to CenSARA's Board and all CenSARA members. The CenSARA office will be operated with integrity, efficiency, creativity, hard work, and congeniality.

**APPROVAL REQUIRED TO ACCEPT AND CHANGE THIS POLICY:
CenSARA BOARD OF DIRECTORS**

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SECTION 1: STAFFING PLAN

CenSARA establishes the following job titles of employees to carry out the goals and objectives of the Organization:

- Finance Manager
- Training Director

In addition, there is a contract employee that has the job title of Executive Director.

Employees must comply with the Immigration Reform and Control Act of 1986 and provide proof of identity and eligibility for employment in the United States. Documents needed to satisfy both requirements will be maintained in the employee's personnel files in Accounting.

SECTION 2: SALARIES BY JOB TITLE AND PAY POLICIES

The salary chart listed below will serve as merely a guideline to executive management. Step increments and specific salary amounts will be determined by the Executive Director and the Board of Directors, who retain full discretion to approve salary amounts and step increments that could vary from this chart. However, salaries may not exceed the maximum limits within the table.

	Position Title	Salary Range
Administrative Series	Finance Manager	\$42,000 – \$60,000
Technical Series	Training Director	\$45,000 – \$69,000

At first-hire, employees will be placed within the range for their job series (administrative or technical) by designating a starting salary within the appropriate range.

In September of each year, the Executive Director will conduct a performance review for each employee. Employees with overall "Satisfactory" performance reviews and no "Needs Improvement" in any area are eligible for a salary increase. Salary increases within the noted range for a specific job title may be recommended by the Executive Director to the Board of Directors based upon available budget and considering the most current CPI information. The Board reserves the right to award one-time performance bonuses in addition to and apart from any yearly salary increase based upon exceptional employee accomplishments and upon recommendation of the Executive Director. The Board reserves the right to award cost of Living Adjustments (COLAs) should they warrant them necessary.

NOTE: Course Training Instructors are contracted through an RFP process and their pay will be determined on a contract by contract basis at the discretion of the Executive Director and the Training Director. Student Workers and Interns can be contracted at an hourly rate ranging from minimum wage up to double the minimum wage, based on education and experience, as determined by the Executive Director.

SECTION 3: RECRUITMENT, HIRING, PROBATIONARY PERIOD POLICY FOR REGULAR EMPLOYEES

Recruitment

The decision to hire personnel or replace personnel will be made by the Executive Director after consultation with the CenSARA Board of Directors.

CenSARA's basic criteria for employee selection or promotion shall be appropriate qualifications in terms of education, experience, training and performance, consistent with CenSARA's needs. Regular employee positions are posted on all websites maintained by CenSARA [censara.org]

Advertisement will be placed in local Internet job posting sites and local newspapers along with free advertisement sought through member states and organizations. Qualifications shown in the job announcement will match those found in the job description for the position. Resumes will be screened and candidates meeting the minimum requirements will be scheduled for an interview. If the number of applicants is anticipated to be numerous, the Executive Director may establish a second level of screening criteria at the same time the minimum requirements are developed.

Hiring

Offers of employment will be made in writing to prospective employees. The written offer of employment will clearly state all conditions of employment, including salaries, working hours, reporting arrangements, etc. Each new employee who is a college graduate must provide an official transcript within the first six months of employment.

Employees must comply with all applicable Immigration laws at the federal and state level. Documents required to satisfy this requirement will be maintained in employee personnel files.

Probationary Period

Regular employees will serve a six-month probationary period. Employees whose service is satisfactory in the probationary period may become regular full-time or part-time employees, subject to availability of funds, the continued existence of the position, and continued satisfactory work performance in the position. This satisfactory work must be documented in an employee appraisal due within fifteen (15) days of the completion of the probationary review.

An employee may be terminated at any time during the probationary period if his/her performance continually fails to meet minimum performance standards.

The Executive Director has the authority to place any employee on probation for disciplinary or performance related matters.

Employment Records

Confidential Personnel records containing pertinent written material concerning the employee's salary and benefits are maintained by the Finance Manager. Confidential Personnel records containing pertinent written material concerning the employee's hiring, job description, performance plan and performance evaluation including any disciplinary actions are maintained by the Executive Director. It is the employee's responsibility to notify the Finance Manager when changes are made to any of the following:

- Home Address
- Home Telephone Number
- Person to be Notified in Case of Accident or Another Emergency
- Legal Name
- Number of Dependents
- Beneficiary for Benefits
- Direct Deposit Banking Information
- Insurance Coverage
- Documentation of Identification

SECTION 4: RECRUITMENT AND HIRING POLICY FOR CONTRACT EMPLOYEES

CenSARA's basic criteria for contract employee selection shall be appropriate qualifications in terms of education, experience, training and performance, consistent with CenSARA's needs. Contract employee positions are posted on all websites maintained by CenSARA [www.censara.org]

To attract a broad range of qualified applicants, paid advertisement will be placed on the local Internet jobs site along with local newspaper and free advertisement sought through member states and organizations including but not limited to the NACAA, AWMA, specialty publications, contacts with colleges, universities, professional schools, contacts with minority, women's, disabled persons' and veterans' organizations.

Executive Director

The Executive Director is employed by contract and serves at the pleasure of CenSARA's Board of Directors who shall annually fix his/her duties and compensation.

Qualifications for this position will be determined by the CenSARA membership at the time the position is advertised. Resumes will be screened and candidates meeting the minimum requirements will be scheduled for an interview. An interview team will consist of a designated number of CenSARA members (at least 3) and held in a state of choice designated by the interview team. Travel will be paid for the interview team as well as for individuals selected to participate in the interview process.

Offers of employment will be made in writing to the prospective employee. The written offer of employment will clearly state all conditions of employment, including salaries,

working hours, reporting arrangements, etc. and will be established in a formal employment contract.

Employment Records

Confidential Personnel records containing pertinent written material concerning the employee's salary and benefits are maintained by the Office Manager. Confidential Personnel records containing pertinent written material concerning the employee's hiring, contract, job description, performance plan and performance evaluation including any disciplinary actions are maintained by the Executive Director.

It is the employee's responsibility to notify the Finance Manager when changes are made to any of the following:

- Home Address
- Home Telephone Number
- Person to be Notified in Case of Accident or Another Emergency
- Legal Name
- Number of Dependents
- Beneficiary for Benefits
- Direct Deposit Banking Information
- Insurance Coverage
- Documentation of Identification

SECTION 5: BENEFITS POLICY

Salaries

Salaries are paid once per month, on the last business day of the month by electronic transfer to the employee's designated checking or savings account. Employees will receive a statement of gross earnings, authorized deductions, and net earnings and status of leave for each period. In circumstances where direct deposit is temporarily unavailable to an employee, a payroll check will be issued for the salary period affected, with approval from the Executive Director.

Insurance

CenSARA will provide medical, pharmaceutical, dental and life insurance benefits to its full-time employees or at its option, may provide employees with a stipend to cover those costs.

Authorized Salary Deductions

Authorized salary deductions are those required by law, such as Social Security payments and federal, state, local taxes, court-ordered child support, health insurance premiums (if applicable), and 403(b) plan if the employee elects to participate.

Holidays

To be eligible to receive holiday pay, an employee shall be in pay status either the workday before or the workday after the holiday. An employee shall not be eligible to be paid for holidays that occur either before the employee's entry on duty date or after the last day the employee works.

CenSARA will follow the State of Oklahoma Office of Personal Management's Holiday Schedule, which are identified in an annual Executive Order of the Governor of the State of Oklahoma, and which normally includes the following days

- New Year's Day
- Martin Luther King, Jr., Birthday of
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (on date designated in the Executive Order)
- Christmas Day

Holiday pay for part-time employees will be based on pay equal to regular pay for hours normally worked if a holiday should occur on a normally scheduled workday.

An employee may request the Executive Director's permission to work on a holiday and take another day off instead. Such requests will be granted only in cases where it is in the best interest of both CenSARA and the employee and should be avoided. Deferred holiday time off should be taken as soon as possible and must be taken within 3 months following the holiday, after which no deferred holiday time off will be granted.

In case employment is terminated for whatever cause before deferred holiday time off has been taken, no payment will be made for time worked.

SECTION 6: EQUAL OPPORTUNITY EMPLOYMENT POLICY

The policy of CenSARA to recruit and employ the best-qualified personnel and provide equal opportunity without regard to age, race, religion, sexual orientation, color, sex, national origin, or non-job function related disability. CenSARA will comply with the requirements of all applicable non-discrimination statutes.

Each employee of CenSARA will be treated on an equal basis with all other employees in accordance with applicable local, state, and federal laws. This policy applies to every

phase of the employment relationship, including recruitment, hiring, promotion, demotion, transfer, discipline, lay-off, termination, rates of pay and benefits.

This Equal Opportunity Employment Policy is carried out under the direction of the Executive Director who is responsible for its promulgation and execution. The Executive Director will take such steps as are necessary to ensure the continued effectuation of the policy of employment and advancement on the basis of individual merit.

SECTION 7: SEXUAL HARASSMENT POLICY

CenSARA prohibits any form of sexual harassment of any of its employees in the work place by any person. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature especially when, but not limited to:

- a) Submission to the conduct is made either explicitly or implicitly a term or condition of any individual's employment; or
- b) Submission to or rejection of the conduct is used as the basis for employment decisions; or
- c) The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees should report any sexual harassment immediately to the Executive Director or to the Chair of the Board of Directors, who will make every effort to resolve the complaint promptly and effectively. Allegations of sexual harassment must be valid in nature.

All actions taken to resolve complaints of sexual harassment will be confidential. Retaliatory action against an employee who charges sexual harassment will be subject to appropriate sanctions up to and including termination.

SECTION 8: SUBSTANCE ABUSE POLICY

Employees are CenSARA's most valuable resource and, therefore, their health and safety are of serious concern. The use of illegal drugs and abuse of controlled substances, on or off duty, is inconsistent with law abiding behavior expected of all citizens. Employees who use illegal drugs or abuse controlled substances or alcohol, on or off duty, tend to be less productive, less reliable and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in providing services.

CenSARA is committed to maintain a safe and healthy workforce, free from the influence of substance abuse. CenSARA will vigorously comply with the requirements of the

Federal Drug-Free Workplace Act of 1988 and implement policies promulgated by the United States Office of Management and Budget.

Employees are prohibited from reporting to work under the influence of alcohol or illegal drugs or possessing or utilizing such substances at work. Each employee will be given a copy of CenSARA's Substance Abuse Policy at the time they are hired. Discipline for substance abuse may include termination.

Employees may not:

- A. Report to work for CenSARA while impaired by or under the influence of controlled substances as defined by federal law or alcohol.
- B. Manufacture, distribute, dispense, possess or use a prohibited controlled substance in the workplace, whether or not the employee is on duty.

SECTION 9: SMOKING POLICY

The offices of CenSARA have been designated as a non-smoking area. That designation covers the entire office, including public areas such as conference rooms and hallways. In addition to the policy in this section, CenSARA staff will adhere to all applicable ODEQ building policies pertaining to smoking, including the use of e-cigarettes and vaping.

SECTION 10: HEALTH AND SAFETY POLICY

Injury prevention depends upon job-knowledge, using equipment properly, recognizing hazards, and a safe-work attitude. Specific training, based on equipment manuals and written standard operating procedures, is required to obtain task and equipment knowledge.

Hazard recognition is a learned skill of identifying where and how safety problems can occur. Job experience and good observation are important characteristics of hazard recognition. A person with a safe-work attitude has an ability which is developed individually and is continually reinforced by management. Persons working with a safe work attitude perform their work in a safe manner while eliminating known high-risk activities.

Methods to prevent occupational injury include the following:

- Don't take chances or shortcuts,
- Know how to use hazardous materials and equipment,
- Take responsibility for personal safety,
- Be observant,
- When in doubt, **ask!**

Office Safety

Office areas are typically safer than most other workplaces. However, hazards exist that can potentially cause illness and injury. Situations, materials and equipment that can lead to illness or injury can include the following:

Tripping hazards - electrical/phone cords, misplaced supplies, open file cabinet drawers

Back injury - improper lifting technique or too heavy of a load for one person

Falling - using equipment other than ladders to reach objects from higher places

File cabinets - tipping over with most of the weight in open top drawer or tripping over drawers that are left open

Shock - using electrical equipment that is ungrounded, with frayed cords or unguarded (GFCI) in wet areas.

Fire - due to improper use of extension cords, surge protectors or multi-plug units

Chemical exposure - from glues, solvents, toners, cleaners, etc.

Computers - eye strain, neck/shoulder/back pain.

Lifting

According to the Bureau of Labor Statistics for 2010, back injuries are among the majority of reported incidences in industry. Listed below are some recommended procedures to help you avoid back injury:

- Loads **over 25 pounds** may require assistance - **ask for help!**
- Position yourself so that the **load you are lifting is kept close** to your body.
- Lifting a load to **shoulder height or higher** is risky - **request assistance!**
- Position yourself so that your ears will be above your knees when you are ready to lift.
- **Lift with your legs.**
- Maintain your balance by placing one foot slightly ahead of the other. Complete the lift before turning or twisting your torso with the load.

Hearing Protection

In designated areas with noise pollution, employees are required to wear approved protective equipment; this does not include personal stereos with headphones. Either disposal ear plugs, or ear muffs must be worn by employees remaining in those areas for more than 5 minutes.

On-the-Job Injuries

On-the-job injuries can occur. To protect employees in such cases, CenSARA carries Worker's Compensation insurance. If an employee is injured on the job, he/she must contact the Executive Director within 24 hours, no matter how minor the injury may be. The proper Worker's Compensation forms must be completed in order to qualify for benefits. Failure to report an injury promptly may result in loss of benefits.

ODEQ Building Policies

CenSARA offices are housed within the Oklahoma Department of Environmental Quality building. It is the responsibility of all CenSARA staff to know and adhere to ODEQ policies regarding building safety, security and operational procedures, (e.g. fire safety, emergency evacuation, building hours, security procedures, smoking etc.). CenSARA management will make the ODEQ building policies available for employee review upon initial hire, as well as upon request.

SECTION 11: EMPLOYMENT CATEGORIES AND TIME REPORTS POLICY

Full-time Employees – An employee who is hired to work **130 or more hours per pay period**¹ is considered to be a full-time employee for benefit purposes only.

Part-time Employees – An employee who is hired to work less than 130 but more than 80 hours per pay period is considered to be a part-time employee and is only provided partial benefits².

Student Worker – An employee who typically works less than 80 hours per pay period and is not provided any benefits outside of Social Security.

All employees will maintain their own monthly Payroll/Monthly Activity Report and record hours worked under the appropriate grant (ex: CenSARA). Where appropriate, notations would be made to denote the beneficiary (state or program) and sub-activity. **Employees shall fully account for the appropriate number of workhours available in each month.** Any leave taken must be recorded to the correct category.

At the end of each pay period, each employee will forward the time sheet to the Executive Director via electronic mail (e-mail). After review and approval, the Executive Director will forward the approved time sheet to the Finance Manager for preparation of the monthly payroll and for retention. In the same manner, the Executive Director will forward a time sheet to the Board Chairperson for approval. The Chairperson will forward their approval to the Finance Manager.

¹ <https://www.irs.gov/affordable-care-act/employers/identifying-full-time-employees>

² Benefits for Part-Time employees will be prorated based on hours worked per pay period.

SECTION 12: TIME, FLEXIBLE HOURS, COMPENSATORY TIME, ATTENDANCE AND OFFICE CLOSINGS POLICY

Time

The normal office hours are Monday through Friday from 7:30 a.m. to 4:30 p.m. including a one-hour lunch period. Work scheduled for part-time employees and student workers will be determined upon hiring.

Employees should be at their workstations prepared to commence work at their starting time and work up until their ending time. All personal matters should be taken care of during the lunch break or outside of normal working hours. Personal phone calls should be strictly limited during working hours.

Should an employee arrive late for work, all late time will be charged to vacation or personal leave to the nearest quarter hour, unless the Executive Director allows the time to be made up at the end of the work day. Lunch breaks may not be substituted for late time.

Full-time CenSARA employees are salaried employees, not hourly workers, however they must still account for a minimum of 40 hours per week (combined work and leave hours) on their timesheet.

Flexible Hours

Flexible work hours may be arranged with the approval of the Executive Director so long as the efficient operation of the office is not jeopardized.

Compensatory Time

It is responsibility of the Executive Director to exercise appropriate controls on hours worked by personnel and to assure correct reporting of the time worked.

It is the policy of CenSARA to limit work beyond normal work hours to those instances where it is necessary to meet deadlines or to clear up a backlog of work. If an employee feels they need to work overtime, they must request and be approved to work by the Executive Director. In other situations, the Executive Director will attempt to provide employees as much advance notice as possible of instances in which employees may be required to work beyond normal work hours. In consideration for the personal inconvenience of working extra hours, employees who are required to work more than 40 hours a week may earn compensatory time off. Compensatory time should not be considered automatic and will only be granted for extraordinary effort, not for taking extra time to complete routine work. Compensatory time off will not be provided for working up to 40 hours in a week.

Full-time CenSARA employees are salaried employees, not hourly workers. Therefore, these employees are not eligible for overtime pay. Part-time employees are scheduled for less than 40 hours a week and therefore not eligible for comp or overtime.

Calculating compensatory time eligibility for travel should start with arrival time at the airport (or departure time by vehicle) on the first day of travel and include arrival time at home on the last day of travel. The expectation is that the employee is traveling directly to and from their destinations for purposes of calculating compensatory time.

Prior approval of the Executive Director is required to earn compensatory time by fulltime and part-time employees. Compensatory time off will not be provided if approval was not obtained before working extra hours.

- Compensatory time off must be taken only with prior approval of the Executive Director.
- Compensatory time must be earned or taken in units of one half hour or more.
- Compensatory time must be used prior to the use of either annual or sick leave.
- Compensatory time off must be taken within three months after it is earned, and after that time shall be forfeited and may not be taken.
- No compensation will be provided for compensatory time not taken upon termination of employment.

Attendance

Attendance is necessary to achieve the overall goals and objectives of CenSARA. Therefore, absence and lateness, for whatever reason, has a disrupting affect within the office and should be avoided whenever possible. Chronic or repeated absenteeism and lateness retards the work of CenSARA and works a severe handicap for fellow employees. Therefore, a good attendance record and promptness in reporting for work is expected from each employee of CenSARA. When absence or lateness is unavoidable, employees must notify the Executive Director or his/her designee as explained below. In cases of extended absence, employees must make interim reports to the Executive Director as to their progress. Failure to maintain a good attendance record will subject an employee to appropriate disciplinary action, up to and including dismissal.

There are times, of course, when illness or some other reason makes it necessary to be absent or late. An employee's promptness in reporting an absence allows the office to continue to function accordingly, thereby avoiding possible problems and inconvenience. Therefore, if an employee needs to be absent, he/she must notify the Executive Director no later than one half-hour after the employee's normal starting time.

Office Closings

During times of inclement weather, CenSARA staff will adhere to ODEQ policies regarding office closings.³ If the ODEQ office building is closed, full time employees will be paid as if they had worked the hours that they were expected to work that day. An employee on scheduled leave must use their planned leave if others are given the day off or are approved to leave early due to severe weather. Part time employees will be paid their regular pay for hours they were scheduled to work. If the office is open but inclement weather makes it impossible for an employee to report, the employee is expected to follow normal notification procedures.

If CenSARA's landlord (ODEQ) prevents access to CenSARA's office, e.g. due to a power outage, the Executive Director may decide to grant paid administrative leave to those full-time employees expected to work in the building during the time the building is closed. Employees who can accomplish work at other locations will be expected to do so (e.g., attending meetings away from the office). Employees expected to work in the office must contact the Executive Director or his/her designee within one half hour after their normal starting time in order to receive administrative leave and/or instructions on where to report for work.

Snow or Icy Road Conditions

Safety and protection of life is of utmost importance. On days that there is either ice or snow on highways and streets leading to the office, employees should listen to the local weather reports and assess their ability to travel safely to the office. If the assessment is that the roadways to the office are hazardous, employees should notify the Executive Director they will be late. If they report to the office by 10:00 a.m., there will be no impact to leave. Leave will be charged for arrivals starting at 10:00 a.m. and will be charged first to accumulated compensatory or holiday time, then administrative leave, then annual leave.

SECTION 13: REMOTE WORK POLICY

Objective

CenSARA's employee remote work policy outlines our guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our organization will benefit from these arrangements. This policy allows employees to work at home, on the road or in a satellite location for all or part of their workweek. CenSARA considers remote working to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote working may be appropriate for some employees and jobs but not for others. Remote working is not an entitlement, it is not a guaranteed benefit, and it in no way changes the terms and conditions of employment with CenSARA. This policy applies to employees whose primary work location is not at our office.

³ If the Governor or other designated authority issues an official announcement that authorizes agencies or parts of agencies to curtail operations due to hazardous weather conditions, non-essential personnel will be granted authorized absences. *ODEQ Administrative Procedures Manual; Section K*

Procedures

Remote working is a permanent or temporary agreement between employees and managers to work from a non-office location for more than three days. Employees may work remotely on a permanent or temporary basis. Permanent remote work employees should indicate their primary working address in the remote working agreement. The remote working agreement will also outline their responsibilities as remote employees.

Eligibility

The Board of Directors or Executive Director must approve individual requests for remote working.

Before entering into any remote working agreement, the employee and Executive Director will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and Executive Director will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- Job responsibilities. The employee and Executive Director will discuss the job responsibilities and determine if the job is appropriate for a remote working arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and Executive Director will review the physical workspace needs and the appropriate location for the remote working.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and Executive Director agree, a remote working agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of remote worker performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, to discuss work progress and problems. At the end of the trial period, the employee and Executive Director will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of remote worker performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and remote worker will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, CenSARA will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote working arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the

employee. CenSARA accepts no responsibility for damage or repairs to employee-owned equipment. CenSARA reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote worker must sign an inventory of all CenSARA property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

CenSARA will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. CenSARA will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. CenSARA will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The Executive Director shall ensure that only necessary equipment is purchased with CenSARA funds.

Security

Consistent with the organization's expectations of information security for employees working at the office, remote working employees will be expected to ensure the protection of proprietary organizational and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote working employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote working is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Prospective remote workers are encouraged to discuss expectations of remote workers with family members prior to entering a trial period.

Time Worked

Remote worker employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using CenSARA's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote working agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

Informal telecommuting arrangements

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

SECTION 14: LEAVE POLICY

Prior to use of Annual or Sick Leave, employees are required to use all compensatory time first.

Leave Request Procedure

Employees shall obtain written permission from the Executive Director or designee to use annual leave. Generally, this can be accomplished via email. Copies of the approved time should be attached to the monthly payroll sheet.

Annual Leave

CenSARA recognizes that annual vacations contribute to more effective employee performance and, therefore, has established the practice of granting vacations with pay to its employees as outlined below.

Accrued years of service:

Initial -10 hours per month

After five years - 12 hours per month

After ten years - 14 hours per month

Annual leave may only be taken with the prior approval of the Executive Director. The Executive Director will make every effort to allow employees to take vacations when they wish, but the Executive Director must also ensure that CenSARA's obligations are met. Requests for approval of annual leave should be made at least seven days in advance. Should circumstances compel a change of plans, reasonable notice should be provided to the Executive Director.

Annual leave is earned monthly, and hours are accumulated per calendar year for future use. Employees begin accumulating vacation on the first day they are employed.

Annual leave is generally to be used during the year the leave is earned, but the employee may carry over to a subsequent calendar year up to six weeks (240 hours). Beyond that limit, any additional vacation hours due and not taken during the year or at year's end

shall be forfeited. It is CenSARA policy not to grant pay in lieu of vacation except at termination of employment for vacation earned and accumulated up to six weeks.

All vacation time used must be reported accurately. For reporting purposes, one day of vacation equals the normal daily work hours of the employee and one week equals 40 hours. Vacation leave must be used in quarter-hour increments.

Part-time employees and those working less than an average 40 hours per week shall accrue annual leave in an amount proportionate to hours accrued under full-time employment.

Sick Leave

Employees of CenSARA are eligible for sick leave under the condition and procedures outlined below. Eight hours of sick leave are earned monthly and are accumulated, not to exceed eight weeks for carry over to the next calendar year. Employees begin accumulating sick leave on the first day they are employed. Sick leave must be used in increments of quarter hours. Part-time employees shall accrue sick leave in an amount proportionate to hours accrued under full-time employment.

Sick leave is available to be used only for a personal illness, doctor, dentist, and other health appointments or an illness of an immediate family member. Immediate family is defined as a spouse or partner, children, parent, siblings, grandparents, grandchildren, in-laws and shall be inclusive of step family members.

Each employee is responsible for directly notifying the Executive Director or his/her designee at the beginning of each working day when illness prevents the employee's attendance at work.

In the event of a long-term illness, upon expiration of eligible sick leave, employees will utilize available personal leave (if applicable), comp, admin, or annual leave. Employees may not borrow against unearned sick leave.

Upon expiration of eligible sick leave and vacation time, additional time off will be taken without pay.

Absences due to illness for more than three consecutive days must be substantiated by a physician's certificate, or other verifiable information acceptable to the Executive Director.

Bereavement Leave

Employees may take paid leave of up to three workdays for a death in the employee's immediate or step family. This is not an accumulated leave option.

Jury Duty

CenSARA agrees to pay wages to employees obliged to serve on a jury. Employees are expected to notify the Executive Director or his/her designee as soon as they receive their notice of jury duty service. They are also required to report to work any day they are not needed in court, and any day they are dismissed before 1:00 p.m. If their service on a jury requires their absence from work for more than one day, they must notify the Executive Director on each day that they will be performing jury duty. Documentation of service is required. Part-time employees will receive pay equal to regular pay for hours normally worked on a normally scheduled workday. Any funds received from serving on jury duty will be returned to CenSARA.

Leave of Absence

It is the policy of CenSARA to grant employees extended leaves of absence under certain circumstances. A leave of absence may be granted to an employee who has completed at least one year of service.

Except in cases of extreme emergencies, requests for a leave of absence or any extension of leave must be submitted in writing to the Executive Director at least 30 days prior to commencement of the leave, or the extension. The Executive Director must approve the leave prior to the start date of the leave. Extreme emergencies are defined as circumstances that are recognized by law as serious, could not have been foreseen by the employee, and require the employee to be absent from his or her duty station.

A leave of absence is essentially an agreement that an employee may return to work after an extended absence. The duration of each leave of absence and the terms of the leave of absence (e.g., use of paid vacation and sick leave, use of personal days, and availability of any benefits) shall be within the discretion of the Board of Directors and Executive Director. Employees may generally use accumulated leave that is appropriate to the reason for the leave of absence prior to going on unpaid leave. Vacation and sick leave benefits will not continue to accrue during any unpaid leave of absence, except for military leaves of absence lasting two weeks or less. The Board of Directors will have full discretion to discontinue or prorate health benefits for any employee on unpaid leave.

Upon returning from a leave of absence, all benefits earned prior to the leave of absence shall remain in effect. A leave of absence will also not be a point of consideration for any salary increase or performance evaluation.

- (1) A sick leave of absence may be granted an employee whose illness or disability continues beyond the employee's eligible sick leave, personal leave, and annual leave. Before granting a sick leave absence, CenSARA reserves the right to have the employee examined by a physician selected by CenSARA.

Upon requesting a sick leave of absence, the employee must submit a written statement from his/her personal physician specifying the estimated date that the employee should be available to return to work. Should that date change, a

subsequent written statement from the physician will be required. A sick leave of absence will be granted without pay, benefits or accrual of annual/sick time.

- (2) A leave of absence may be granted an employee in cases where an extended period of time away from the job will be in the best interest of the employee and CenSARA. The Executive Director may require the employee to use accrued leave in such a situation.
- (3) An employee who is unable to report for work because of arrest or incarceration will be placed on leave of absence. If the employee is unable to secure bail, the leave of absence shall continue until final disposition of the charges. If the employee is freed on bail, resumption of active employment pending disposition of the charges will be decided by the Executive Director and should be consistent with a safe and efficient operation of CenSARA business.
- (4) An employee who is inducted into or enlists in the armed forces of the United States or performs active or inactive duty with the armed forces while a member of a reserve component, will be granted a military leave of absence upon submittal of the proper forms to the Executive Director. An employee whose period of active service extends more than two weeks will not receive his/her salary or associated benefits during military leave. A reservist employee who is granted a leave of absence not exceeding two weeks to perform active duty for training will receive his/her regular salary for the period of active duty less the amount of military pay, provided they have completed one year of service with CenSARA. Such military leave not exceeding two weeks will be granted in addition to the employee's benefits.
- (5) Maternity leave of absence will commence upon the birth or adoption of a child or for health reasons as recommended by a physician. An employee on maternity leave may use sick leave, annual leave, approved compensatory time off, or deferred holiday leave. Maternity leave shall not exceed 6 months.

To allow CenSARA to plan for hiring a temporary replacement employee if necessary, or to adjust work schedules, an employee should discuss plans for maternity leave with the Executive Director as soon as possible. Upon request of the Executive Director, the employee should submit a written statement from the personal physician specifying timeframes for the expected pregnancy if there are changes, the employee should keep the Executive Director apprised in writing.

Should a problem occur, requiring an employee to commence a leave of absence prior to the birth of the child, a doctor's certificate will be required. Pregnancy will be treated as any other disability (See 30 (a) by CenSARA. However, CenSARA reserves the right to initiate a leave of absence if the employee's attendance and quality and quantity of work are adversely affected by the pregnancy, as it would in the case of any person who is temporarily not able to perform his/her job adequately. Within 30 days after the birth of a child or not later than 60 days after commencing maternity leave, whichever is sooner, an

employee on maternity leave of absence is required to contact the Executive Director to discuss plans for returning to work.

- (6) Paternity leave of up to 6 months may be requested subject to the same conditions as maternity leave.

An employee who returns to work at the conclusion of a leave of absence shall be reinstated with full status and benefits earned prior to leave, unless circumstances have changed so as to make it impossible or unreasonable to reinstate the employee. If an employee fails to return to work at the conclusion of his/her leave of absence, the leave will be ended, and the employment terminated. The effective date of employment termination will be the last day worked.

Leave without Pay

Employees who do not have any accumulated leave (annual, sick, compensatory time) will not be paid for time off work. It is the responsibility of each employee to manage and utilize his or her leave. This includes the responsibility to avoid leave without pay and it is in the best interest of the employees and the organization for each employee to try to maintain 40 hours of leave.

Abuse of Leave

Unauthorized leave, abuse of leave, or continued LWOP will be considered a failure of the employee to perform his or her work and will result in disciplinary action.

Merit Leave

In recognition of workplace excellence or special achievement, the Executive Director may, at his/her discretion, award up to 8 hours of Merit Leave per calendar year to any employee to be used at their discretion. The Director will notify the Board of the leave and the reasons for the award.

Leave Sharing

Leave sharing may be used in two instances - when the employee has a life-threatening illness and has exhausted all sick and annual leave or when the employee has an immediate family member that has a life-threatening illness and is the primary care taker (as noted by a physician's statement) and has exhausted all of his/her sick and annual leave providing care for that family member. Other CenSARA employees wishing to donate sick or annual leave may do so by submitting a written statement to the Executive Director requesting that a specific number of hours of sick or annual leave or both be subtracted from their totals and given to the employee named in their written statement. If the Director approves, the leave will be subtracted by the Finance Manager from the donating employee and provided to the employee in question on a 1 for 1 basis (1 hour of donated time equals 1 hour of leave time). An employee sharing sick leave may only donate up to 80 hours per calendar year.

Existing Employee Personal Days Option

Employees eligible for leave under the previous Leave Policy (November 3, 2010), were given three personal days in addition to a monthly annual leave accrual. All eligible employees have elected to continue receiving personal days but will be limited to the accrual rate in the previous policy (6.67 hours per month for 0-5 years' service, 10 hours per month 5 – 10 years' service, and 13.33 hours per month for 10+ years' service). Personal days cannot be carried over to a subsequent calendar year.

SECTION 15: CODE OF CONDUCT POLICY

Each employee has a responsibility to place laws and ethical principles above private gain. Each employee shall respect and adhere to the principles of ethical conduct set forth in this section.

The following general principles apply to every employee. Where a situation is not covered by the language in this policy, employees shall apply the principles that follow in determining whether their conduct is proper.

- CenSARA operates on the trust placed upon it by its member states, requiring employees to adhere to laws and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- An employee shall not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind CenSARA.
- Employees shall not use the CenSARA office time, equipment, or supplies for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve federal and/or state property and shall not use it for other than authorized activities.
- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those--such as Federal, State, or local taxes--that are imposed by law.

- Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, sexual orientation, religion, sex, national origin, age, or handicap.
- Employees shall endeavor to avoid any actions creating the appearance that they are violating the law, or the ethical standards set forth. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Lobbying – Employees may not lobby for funding, changes in national, regional, state or local policies, or any other activity that is associated with CenSARA.

Debarment – Employees with procurement responsibilities may not conduct business with any entity or individual that has been debarred from any state or federal bar association.

Outside Activities – Employees are prohibited from engaging in any other work that expressly interferes with their ability to perform satisfactory work for CenSARA.

Fundraising – Activities on behalf of CenSARA to secure additional non-governmental funding must have prior approval of the Executive Director. Time records must clearly show the number of hours spent in this activity.

Administration of Contracts – No employee shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate or step family, his or her partner, or an organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

Uses of Office Common Areas (hallways, kitchen, meeting rooms) Adjacent to Work Areas – Employees are to lower their voice projection and loudness when their office door is open. Employees are to maintain cell phone volume at either “low” or on “vibrate” while in the office. Employees are to maintain the volume of radio, CDs or other audio recordings so that it is not heard beyond their office. Employees are to clean the kitchen or meeting rooms after use.

Disciplinary Action - Employees are subject to disciplinary action for violation of the Code of Conduct Policy.

SECTION 16: DISCIPLINARY POLICY

Some violations of CenSARA rules and standards may not warrant immediate termination of employment. Any such violation may be grounds for discipline and repeated and cumulative violations may result in suspension and/or discharge. Disciplinary actions may include verbal correction, written notice, suspension without pay, or discharge.

The Executive Director is responsible for taking appropriate disciplinary action to ensure the highest standards of performance and a high-quality work environment. The Executive Director will consult with the CenSARA Chair as appropriate.

Offenses

The following list of offenses is among, but not all inclusive of behavior that may result in immediate probation, suspension, or discharge.

- a. Supplying false and/or misleading information as a means of obtaining employment.
- b. Use of intoxicating liquor or drugs during work hours.
- c. Use of intoxicating liquor or drugs off the job in such a way as to interfere with attendance at work or ability to work.
- d. Theft or willful damage to CenSARA property or the property of other employees.
- e. Carrying of weapons.
- f. Failure or refusal to perform work as directed, or willful neglect of duties.
- g. Immoral conduct or conduct that violates the common decency of fellow employees, CenSARA, or the community.
- h. Excessive tardiness.
- i. Absence without approval.
- j. Submitting inaccurate time sheets.
- k. Use of CenSARA position for personal advancement contrary to the goals of CenSARA.
- l. Violating the privacy of CenSARA or unauthorized use of any information gained in the performance of job duties.
- m. Unsatisfactory work performance.
- n. Inappropriate use of the office computers, internet or office equipment.
- o. Incompatibility with the Executive Director or Board of Directors.
- p. Abuse of Leave; Exhaustion of Leave
- q. Failure to comply with verification and attestation procedures pursuant to the Immigration Reform and Control Act of 1986.

Separation from Employment - General

Each employee may terminate his/her employment relationship at any time, with or without notice or reason. CenSARA retains the right to terminate the employment relationship without notice for cause and with two weeks' notice for non-cause.

Separation Upon Exhaustion of Leave

CenSARA may separate an employee who is absent from work after the employee has exhausted all leave accumulations. This Disciplinary Policy does not prevent the Executive Director from granting leave without pay under the Leave Policy.

Resignations

Employees considering resigning are encouraged to discuss this with the Executive Director before formalizing the decision. Resignation is an important decision; other alternatives may be possible.

CenSARA would like to have at least four weeks' notice so that proper arrangements can be made in the work schedules. Consideration of this kind will insure the proper consideration of any application for reemployment and recommendation for future employment.

Full-time employees who resign from CenSARA will be paid for unused annual leave not to exceed six weeks.

Dismissal

The major portion of funding for the CenSARA staff salaries is provided through federal grants, and the amount of money varies from one year to the next. CenSARA employees are hired pending the availability of funding.

It is CenSARA's intent that full time employees will be given written notice 10 business days before termination of employment, except as noted below. In lieu of notice, pay for the period of notice may be provided.

Part time employees may or may not be given advance notice, depending on the circumstances.

In the case of dismissal for reasons of misconduct, an employee forfeits any notice. In the event of involuntary termination of employment, an employee eligible for unused annual leave will receive pay in lieu of time off. Employees found to have obtained employment through fraud are not entitled to accrued pay or benefits.

SECTION 17: MOVING AND RELOCATION EXPENSE REIMBURSEMENT POLICY

CenSARA may reimburse moving and relocation expenses in accordance with Internal Revenue Service (IRS) policies and regulations and Office of Management and Budget Circular No. A-122 to an eligible employee. Limitations and required approvals are described in this policy.

To be eligible for reimbursement, the employee's relocation must meet all of the following conditions:

1. **Availability of Qualified Applicants.** CenSARA must ascertain that the new employee is the best-qualified applicant available to fill the position.
2. **At Employer's Request.** The relocation must be at the request of, and for the good of CenSARA. Expenses will not be reimbursed when the move is at the request of, or for the convenience of, the employee.
3. **Permanent.** A new employee must be reasonably expected to work on a regular full-time basis for CenSARA for at least 1 year, commencing on the date that the employee starts work. The relocation of an existing employee must be for an indefinite period or for a stated period of not less than 12 months.

To be reimbursed for moving and relocation expenses, a new employee must execute a Relocation Expense Reimbursement Agreement with CenSARA before any such expenses are incurred. The agreement will specify that if the employee discontinues employment for reasons within the employee's control before the completion of one year of service, the employee will refund to CenSARA the gross amount of moving and relocation reimbursements, i.e., actual payments received by employee and any payments to third parties on the employee's behalf, plus all taxes deducted that relate to those payments.

Payments for reimbursable moving and relocation expenses and related expenses and taxes, if any, must receive prior approval of the CenSARA membership and will be funded from the appropriate budget. Reimbursement for moving and relocation expenses shall not exceed the employee's actual or reasonably estimated expenses. Reimbursable moving and relocation expenses are limited to the costs of travel and transportation of the employee, members of the employee's immediate family and the employee's household and personal effects to the new location.

The CenSARA membership may set limits for moving and relocation expenses below the actual or reasonably estimated expenses for a particular move. In that case, moving and relocation expenses shall not be reimbursed for amounts that exceed limits approved by CenSARA for that move.

Unless otherwise specified, all expenses submitted for reimbursement must be actual, reasonable, necessary, and within the guidelines as stated below.

Each employee eligible for moving and relocation expenses reimbursement is responsible for:

- (1) Completing a travel and meal reimbursement voucher itemizing each expense;
- (2) Obtaining original receipts and other documents that are necessary to support all claims for reimbursement; and,
- (3) Submitting claims within 30 days after the employee moves into the new permanent residence.

CenSARA's responsibilities are as follows:

- (1) Retain a copy of the Relocation Expense Reimbursement Agreement for new employees;
- (2) Initiate repayment proceedings if the terms of the Relocation Expense Reimbursement Agreement are not met;
- (3) Include the authorized amount of taxable moving and relocation expenses in the gross income of the employee and deduct applicable taxes; and,
- (4) Report the non-taxable amount of the reimbursement on the W-2 as required by the IRS but not include it in gross income on the form.

Expenses Incurred and Supported

Expenditures to be reimbursed must be reasonable and necessary and shall not exceed the amount approved by the authorizing agency. Reimbursement is limited to the costs of travel and transportation of the employee, members of the employee's immediate family and the employee's household and personal effects to the new location.

Travel

When the employee and family are traveling to the new home, expenses for in-transit meals and lodging are reimbursable. Transportation expenses include parking and tolls, plus actual expenses, such as gas and oil (but not depreciation) for the use of personal car. Accurate records must be kept of each expense and original receipts attached to the travel voucher. In lieu of actual costs, payment can be made at the federal privately owned vehicle reimbursement rate in effect at the time the costs were incurred.

The employee's family includes any dependent that normally resides in the household and moves to the new location. If the employee must vacate the old residence due to furniture being moved, one day's meals and lodging at the former location is reimbursable. Expenses are also reimbursable for the day of arrival at the new home. Except as specified in the previous two sentences or while traveling, expenses for temporary lodging are not reimbursable. Travel reimbursement does not include automobile rental.

Transportation and Storage of Household Goods and Personal Effect

The actual costs paid for common carrier transportation of the employee's household goods and personal effects from the former residence to the new residence are reimbursable, subject to any limitation specified by the approving agency. A maximum of 30 days temporary (in-transit) storage of household goods is also reimbursable if the employee cannot move directly into the new residence. Employees who receive common carrier services cannot also be reimbursed for "Do-It-Yourself" moves as described below.

Common Carrier Moves

Estimates must be received from at least three common carriers. Reimbursement of expenses for services of a common carrier will be limited to the actual costs of those services or the lowest of the three estimates, whichever is less. Copies of the estimates must be submitted with the reimbursement request.

Do-It-Yourself Moves

Employees who request reimbursement for rental vehicle transportation cannot also request payment for Common Carrier expenses. Actual costs are reimbursable with appropriate documentation.

The following are allowed:

- Moving vehicle rental
- Moving van, truck, trailer, hand truck, or other appropriate moving equipment, vehicles and supplies are reimbursable with rental company receipt. Purchase of such a vehicle or equipment is not reimbursable. Only one truck trip is reimbursable.
- Rental of bicycle racks, trailer hitches, etc., is reimbursable; however, purchase of such equipment is not reimbursable.
- The purchase of moving supplies, such as packing paper, boxes or cartons, may be reimbursed with appropriate receipts. The amount of such purchases must generally not exceed \$500.
 - Exceptions for purchases above this amount will be considered upon submittal of adequate written justification (including at least 3 bids when appropriate) and prior approval by the approving association.
- Gas used by a rental truck during the move is reimbursable with proper receipts.
- Tolls paid during the move are reimbursable provided the name of the facility (road, bridge, tunnel) is provided.

Actual miscellaneous and incidental expenses associated with relocating an employee's household are NOT reimbursable (for example: baby-sitting, disconnecting and connecting appliances and utilities, care of pets, removing and installing antennas, carpet and draperies, and general cleaning).

Reimbursements

Employees must be added to the payroll system prior to any payment of moving or relocation expenses. All expenses must be itemized on a travel and meal reimbursement voucher. New employees must submit a copy of the Relocation Expense Reimbursement Agreement. Receipts supporting moving and relocation expenses must be submitted.

Payment

The CenSARA Finance Manager reviews all requests for completeness of documentation, submits to the Executive Director for approval, and then makes payment as follows:

- Payments for non-taxable expenses are paid directly to the employee through the accounts payable process.

Payments for taxable expenses are paid through the payroll process with applicable taxes withheld.

SECTION 18: AMENDMENTS AND EXCEPTIONS POLICY

Amendments

Amendments to CenSARA's personnel policies and procedures may be made at any time by the Executive Director with the approval of CenSARA's Executive Board. All changes will be in writing and given to the employees 30 days prior to implementation of new policy or procedures.

Exceptions

The Executive Director may make temporary exceptions pending consideration of amendments by the Board. The Executive Director will immediately inform CenSARA's Chair of any such exemptions and arrange for expeditious consideration of amendments. All changes will be in writing and given to the employees 10 days prior to implementation of new policy or procedures.

SECTION 19: EMPLOYEE TRAINING

Training can provide extra skills to CenSARA through its employees. Training can increase safety and productivity but also may lead to higher job satisfaction, which shows up in better agency performance.

At least annually, the Executive Director will review job responsibilities and training areas to enhance job responsibilities. Employees are expected to identify cost-effective training classes/courses to discuss with the Executive Director. The Executive Director will approve the cost of tuition or other registration fees for appropriate training. The Executive Director may also identify and recommend training classes/courses for employees. Such training should include situational training that provides personnel the skill sets that allow them to make timely, knowledgeable decisions that benefit both the customer and CenSARA.

CenSARA also provides tuition reimbursement for work-related courses an employee may take as part of a college degree program. If the employee leaves employment with CenSARA within one year following the reimbursement, they may need to reimburse the agency for the entire or a portion of the payment.

SECTION 20: COMMUNICATIONS AND EMPLOYEE ASSISTANCE POLICY

Communication among CenSARA staff shall be courteous and respectful. When problems arise, staff is encouraged to work out a resolution between the parties having the problem. If the staff members involved cannot produce a satisfactory result, the parties should advise the Executive Director of the issues and attempt to resolve the issues with the Executive Director. If the Executive Director either cannot resolve the issues or is not properly trained to resolve the issues, the Executive Director may secure the services of a certified counselor to affect a solution. The Executive Director may not exceed \$1000 without prior Board approval for these services.

Communication with the press should routinely be handled by the Executive Director. Certain programs' staff, for instance the Blue Skyways Collaborative, have a job responsibility to work directly with the media that does not require the intervention of the Executive Director other than a review of proposed press releases.

Communication with Air Directors, federal agencies, contractors may be handled by employees directly responsible for a project or a program. The Executive Director shall be copied on emails.

SECTION 21: DOWNSIZING/LAYOFF AVOIDANCE POLICY

Should there be any reason to consider downsizing or laying off CenSARA staff, the Executive Director is required to prepare and present a plan to the CenSARA Membership that focuses on layoff avoidance measures.

The Executive Director shall, as soon as it is reasonably determined that a layoff avoidance measure is necessary, make a reasonable attempt to notify all employees who could be affected.

Once a layoff avoidance plan is approved by the CenSARA Membership, it shall be made generally available to the employees who would be affected.

For rational business reasons, the Executive Director may request exceptions to these rules. Exceptions that may be requested with justification include the following:

- Exclusion of employees who possess particular qualifications needed to complete an essential program or to maintain essential services.
- Other exceptions that are based on rational business reasons.

Steps to avoid a layoff or downsizing may include one or more of the following:

- Withholding of salary increases (across the board);
- Reduction in Work Hours (not to exceed 12 consecutive months and shall not be more than 36 hours per month);

- Furlough without Pay;
- Other measures approved by the Board of Directors.

SECTION 22: ELECTRONIC USAGE POLICY

It shall be the policy of CenSARA that all users of the CenSARA Network and Telecommunication Systems adhere to the following minimum standards for acceptable use.

All use of the CenSARA Network (such as, internet access and email) is considered business use for CenSARA and users should not have any expectations of privacy regarding personal business conducted on the CenSARA Network unless such use is protected by State or Federal statute.

The CenSARA Network

Acceptable uses of the CenSARA Network shall be consistent with the goals of:

- Simplifying and disseminating information;
- Encouraging collaborative projects and sharing of resources;
- Aiding technology transfer within and outside CenSARA;
- Fostering innovation and competitiveness at the regional and national level on behalf of CenSARA;
- Building broader infrastructure in support of the performance of professional, work-related activities.

Acceptable uses of the CenSARA Network include:

- To provide and simplify communications with member agencies, units of government, and other organizations.
- To communicate and exchange professional development information, including on-line discussion or debate of issues in a field of knowledge.
- To exchange communications in conjunction with professional associations, advisory committees, standards activities, or other purposes related to the user's professional capacity.
- To apply for or administer grants or contracts for work-related applications.
- To carry out regular administrative communications in direct support of work-related functions.

- To announce new products or services within the scope of work-related applications.
- To access and update databases or files for purposes of work-related reference or research material.
- To post work-related questions or to share work-related information.
- To communicate to children at home, teachers, doctors, day care centers, and baby sitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. The use of the CenSARA's telecommunications systems for essential personal business shall be kept to a minimum and shall not interfere with the conduct of business.

Unacceptable uses of the CenSARA Network, subject to disciplinary action, include, but are not limited to:

- Violation of the privacy of other users and their data. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user.
- Violation of the legal protection provided by copyright and licensing laws applied to programs and data. It is assumed that information and resources available via the CenSARA Network are private to those individuals and organizations owning or holding rights to such information and resources, unless specifically stated otherwise by the owners or holders, or unless such information and resources clearly fall within the statutory definition of a public record. It is unacceptable for an individual to use the CenSARA Network to gain access to information or resources not considered a public record without the granting of permission to do so by the owners or holders of rights to such information or resources.
- Downloading of software in violation of license agreements.
- Violation of the integrity of computing systems. For example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
- Use of the CenSARA Network for fund-raising or public relations activities unrelated to an individual's employment by CenSARA.
- Use that is inconsistent with laws, regulations or accepted community standards. Transmission of material in violation of any local, state or federal law or regulation is prohibited. It is not acceptable to transmit or knowingly receive threatening, obscene or harassing material.

- Malicious or disruptive use, including use of the CenSARA Network or any attached network in a manner that precludes or significantly hampers its use by others. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and use of the CenSARA Network to make unauthorized entry to any other machine accessible via the network.
- Unsolicited advertising, except for announcement of new products or services as described under "Acceptable Uses."
- Use of the CenSARA Network for recreational games.
- Use in conjunction with for-profit or activities, unless such activities are stated as a specifically acceptable use.
- Use for private or personal business ventures such as second sources of income, other family member business interests, etc.
- Misrepresentation of one's self, a member agency, or CenSARA when using the CenSARA Network.

The Executive Director may enforce disciplinary action against the individual or individuals responsible for the violation of this policy, including termination of employment. If, in the judgment of the Executive Director, it is believed that criminal activity has taken place within the CenSARA Network infrastructure, the Executive Director will notify the proper authorities and will assist in any investigation and prosecution of any offense.

By using the CenSARA Network, employees consent to these restrictions and conditions of use and the CenSARA's right to monitor and audit an individual's electronic usage.

Telecommunications Systems and Usage

All CenSARA employees, interns and temporary employees are expected to adhere to the following practices:

CenSARA's telecommunication systems are provided for official business. In addition, CenSARA's telecommunications systems may be used by employees for essential local and long-distance calls to children at home, teachers, doctors, day care centers, baby sitters, and to family members to inform them of unexpected schedule changes. The use of the CenSARA's telecommunications systems for any personal business shall be kept to a minimum and shall not interfere with the conduct of business.

SECTION 23: OUTSIDE EMPLOYMENT POLICY

It is the policy of the CenSARA to allow employees to engage in additional employment or acquire private interest in business provided such employment or interest does not interfere with the business and interest of CenSARA and its' members. An employee

shall notify the Executive Director in writing using the Outside Employment Notification Form (Attachment A of the Personnel Manual) prior to beginning other employment. The Executive Director may seek additional information if needed to confirm there is no conflict before initialing off on the form then forward the document to the Finance Manager to be filed in the employee's official personnel file.

Staff members so employed shall not engage in outside employment or business activities in any manner during their work time. Activities of this nature, including solicitation, may only be conducted during break or lunch periods at locations outside of the workplace. Annual, compensatory, or personal leave may also be taken by the employee.

SECTION 24: POLICY CHANGE HISTORY

February 15, 2007 – Category 2, Salaries by Job Title: Revised to add Student Worker Pay Scales.

March 15, 2007 – Category 8, Substance Abuse Policy: Administrative Revision to remove an incomplete sentence “to maintain a substance abuse-free workplace” from the 3rd paragraph.

November 3, 2010 – Category 1, Staffing Policy: Revised to Include Office/Grant Manager and Environmental Engineer, Remove CENRAP Technical Director, and Change Certain Job Titles to Reflect Current Member Titles.

November 3, 2010 - Category 2, Salaries by Job Title: Revised Pay Scale for all Job Titles (Including Student Interns) and Increased Student Clerical Intern Minimums to Comply with Federal Minimum Wage Requirements.

November 3, 2010 – Category 3, Recruitment, Hiring, Probationary Period Policy, Regular Employees: Changed language regarding Web sites maintained by CenSARA and Changed Paid Advertisements to Include Generic Language “local Internet job posting sites and local newspapers” for Recruitment.

November 3, 2010 – Category 4, Recruitment, Hiring, Probationary Period Policy, Contract Employees: Changed language regarding Web sites maintained by CenSARA and Generic Recruitment Language; Removed CENRAP Technical Director Contract Employee.

November 3, 2010 - Category 5, Benefits Policy: Inserted Language in the Authorized Salary Reductions Section to include “health insurance premiums (if applicable)”.

November 3, 2010 - Category 9, Smoking Policy: Revised to Increase Distance from Door Smoking is Allowed and to Include Language for CenSARA Office in an Office Building.

November 3, 2010 – Category 10, Health and Safety Policy: Removed Language

Referring to “Computer Room” and Replace with Language Regarding “designated areas with noise pollution”.

November 3, 2010 – Category 11, Employment Categories and Time Reports Policy: Changed Language to Include Time Sheet Submittal/Approval Via Electronic Mail and Removed Reference to Blue Skyways Grant.

November 3, 2010 – Category 12, Time, Flexible Hours, Compensatory Time, Attendance, and Office Closing Policy: Changed Normal CenSARA Operating Hours to 7:30 a.m. to 4:30 p.m.

November 3, 2010 – Category 14, Leave Policy, Adjusted Annual Leave Accrual Schedule, Changed Maximum Sick Leave Accrual to Eight Weeks, and Eliminated Personal Days Off from the Policy. Inserted Language to Allow Existing Employees an Option to Retain Personal Days but Maintain Current Leave Accrual Rate.

December 13, 2011 - Title Page, revised to remove all references to CENRAP; Added Category 22: Electronic Usage Policy, Category 23: Outside Employment Policy, Attachment A: Outside Employment Notification Form and Attachment B: Personnel Manual Acknowledgment Form.

December 13, 2011 – Category 1, Staffing Policy: Revised Certain Job Titles to Reflect Current Member Titles

December 13, 2011 – Category 2, Salaries by Job Title: Revised Job Titles To Reflect Revisions to Category 1, Removed Student Workers/Interns Wage Table, Revised Wage Standards for Student Workers/Interns and Contracted Training Instructors.

December 13, 2011 – Category 3, Recruitment, Hiring, Probationary Period Policy for Regular Employees: Removed References to CENRAP, Included a Second Screening Level Clause for Applicants included a Clause Allowing Executive Director to Place Any Employee on Probation for Disciplinary/Performance Reasons. Changed Accountant Supervisor Title to Office/Grant Manager. Revised Employment Records Section to Include Banking Information, Insurance Coverage and Documentation of Identification.

December 13, 2011 – Category 4, Recruitment, Hiring Policy for Contract Employees: Removed References to CENRAP, Changed Accountant Supervisor Title to Office/Grant Manager. Revised Employment Records Section to Include Banking Information, Insurance Coverage and Documentation of Identification.

December 13, 2011- Category 5, Benefits Policy: Included Direct Deposit Clause Allowing Employees to Receive a Paper Check in Extreme Circumstances; Defined Full Time And Part Time Employment by Hours Worked Clarification; Changed Language Regarding Proration of Benefits for Part Time Workers; Changed Holiday Schedule from the Federal Holiday Schedule to the State of Oklahoma Holiday Schedule; Included Court Ordered Child Support as an Authorized Paycheck Deduction.

December 13, 2011 – Category 6, Affirmative Action Policy: Revised to Include Sexual Orientation.

December 13, 2011 – Category 7, Sexual Harassment Policy: Revised Language to Include Clarification of Policy.

December 13, 2011 – Category 8, Substance Abuse Policy: Revised to Include Termination as a Possible Disciplinary Action of Substance Abuse.

December 13, 2011 – Category 9, Smoking Policy: Revised to Include ODEQ's Building Policies for Smoking.

December 13, 2011 – Category 10, Health and Safety Policy: Revised to include ODEQ Building Policy Clause.

December 13, 2011 – Category 11, Employment Categories and Time Reports Policy: Revised to Include Hours of Specification for Employment Categories.

December 13, 2011 – Category 12, Time, Flexible Hours, Compensatory Time, Attendance and Office Closings Policy: Revised to Include Clarification to Compensatory Time in Regard to Overtime Pre-approval and Calculations; Revised Office Closing Section to include ODEQ Policies for Office Closings; Clarifications of Language Made to Snow and Icy Road Conditions Section.

December 13, 2011 – Category 14, Leave Policy: Revisions made to Leave of Absence Section Defining Extreme Emergencies and Course of Action Needed to Exercise LOA; Sections Added: Leave Without Pay, Abuse of Leave, and Merit Leave; Leaving Sharing Maximum of 80 Established

December 13, 2011 – Category 15, Code of Conduct Policy: Revisions Made to Include Sexual Orientation to Equal Opportunity Clause; CENRAP References Removed; Outside Employment References Moved to Category 23: Outside Employment Policy.

December 13, 2011 – Category 16, Disciplinary Policy: Revised to Include Abuse/Exhaustion of Leave as an Offense; Added a Separation Upon Exhaustion of Leave Clause.

December 13, 2011 – Category 17, Moving and Relocation Expense Reimbursement Policy: Removed references to CENRAP and Changed Account Supervisor to Office/Grant Manager.

December 13, 2011 – Category 19, Employee Training: Revised to Include Clause Stating That an Employee Must Retain One Year Employee or Repay a Portion of Tuition Reimbursement

December 13, 2011 – Category 22, Electronic Usage Policy: Addition of New Policy Specifying Acceptable and Unacceptable Uses of the CenSARA Network and Telecommunication Systems.

December 13, 2011 – Category 23, Outside Employment Policy: Addition of New Policy Regarding Outside Employment, and the CenSARA Employee's Responsibility to Notify the Executive Director of Such.

December 13, 2011 – Attachment A; Outside Employment Notification Form: Addition of New Form Used by Employee to Notify Executive Director of Outside Employment.

December 13, 2011 – Attachment B; Personnel Manual Acknowledgement Form: Addition of New Form Used by Employees to Acknowledge Reading and Acceptance of the CenSARA Personnel Manual.

October 2, 2019 – Numerous typographical corrections, replacement of Flexiplace Policy with Remote Work Policy, Staffing Policy updated to reflect changes in salary range and handling of pay increases. Changed Accountant Supervisor Title to Office/Grant Manager. Added Remote Work Location Request form, grammatical corrections throughout. Also provided clarity on IRS definition of full time and made provisions for providing stipends in lieu of insurance.

ATTACHMENT A: OUTSIDE EMPLOYMENT NOTIFICATION FORM



CenSARA Outside Employment Notification Form

EMPLOYEE INFORMATION

Full Name:		Phone #:	
Home Address:			
City/State/Zip:			
Job Title:			

OUTSIDE EMPLOYMENT REQUEST INFORMATION

Name of Business:			
Address:		Phone #:	
City/State/Zip:			

Describe the nature of the work you will be doing:

Will the use of the CenSARA's time, facilities, equipment, or supplies, or the use of a badge or influence of your CenSARA position in any way be involved? No Yes If yes, please explain:

Do you anticipate the hours to exceed 20 hours per week? No Yes

List the dates or time period to be involved:

Explain why you believe this outside work WILL NOT create a conflict of interest:

Completed By:

Employee Signature

Date

Acknowledged By:

Executive Director Signature

Date

CenSARA Personnel Manual; Attachment A; Outside Employment Notification Form

If the nature of the outside work changes, a new form is required

ATTACHMENT B: PERSONNEL MANUAL ACKNOWLEDGEMENT FORM



For file:

I have read and understand the CenSARA Policies contained in the Personnel Manual in place as of this date.

Name

Date

CenSARA Personnel Manual; Attachment B; Personnel Manual Acknowledgement Form

ATTACHMENT C: REMOTE WORK AGREEMENT FORM



CenSARA Remote Work Agreement

Employee Name:
Position Title:
Exempt/Non-Exempt:
Supervisor:

Remote work is a voluntary agreement between the manager/supervisor and the employee. This agreement begins on _____ and continues until _____ and must be renewed at least annually. It is recommended that annual review coincide with the annual performance evaluation. The remote work agreement may be discontinued at any time by either party with reasonable advance written notice.

1. The remote worker will work from the following alternative worksite(s) (Home and/or alternate remote work site(s)). List all sites and addresses:

2. The remote worker agrees to be available during the assigned business hours identified in their approved workhour schedule for communication through such methods as cell phone, home phone, voice mail, email, etc., and agrees to respond in a prompt manner as they would at an onsite location. Employee-initiated schedule changes must be discussed and approved in advance by the supervisor.

- For non-exempt employees: The remote worker will clock-in and clock-out daily, as well as for meal periods
- For non-exempt employees: In addition to meal period, employees should take regular rest periods.
- Specific schedule requirements (if applicable) are provided in Item 17 below.

3. The duties, obligations, responsibilities and conditions of the remote worker's employment with CenSARA remain unchanged. The employee's salary, retirement, vacation and sick leave benefits and insurance coverage shall remain the same.

4. The remote worker agrees to seek advance approval by the supervisor to change the terms of the work schedule or for use of sick leave, vacation, compensatory time off, or any other leave of absence in accordance with CenSARA policies and procedures. Any overtime work must be approved in advance by the supervisor.

5. The remote worker agrees to remain up to date on all safety related training including online ergonomic training available to employees. The remote worker agrees to maintain a safe and ergonomically sound work environment. The employee agrees to allow an authorized CenSARA representative to inspect the home office as needed. The employee further agrees to independently make workstation safety changes as recommended. Introduction to Ergonomics may be found at: <https://www.oshatrain.org/courses/mods/711e.html>

6. If a remote worker incurs an injury arising out of the course and scope of the assigned job duties while working while working at home/alternate site, the workers' compensation provisions in place for the state or country in which the remote worker is working will apply as applicable. The remote worker must notify the

supervisor immediately and complete all necessary and/or management-requested documents regarding the reported injury.

7. The remote worker agrees not to use his/her personal vehicle for CenSARA business unless specifically authorized by the supervisor.

8. The remote worker is responsible for maintaining and repairing employee-owned remote work equipment at personal expense and on personal time.

9. The remote worker agrees to use electronic equipment that meets all the CenSARA's security requirements. If CenSARA provides equipment for home use, the remote worker agrees to provide a secure location for CenSARA-owned equipment and will not use, or allow others to use, such equipment for purposes other than CenSARA business. CenSARA is responsible for maintaining, repairing, and replacing CenSARA-owned equipment issued to remote workers. In the event of equipment malfunction, the remote worker must notify his/her supervisor immediately. If repairs will take some time, CenSARA will find alternative means to continue the remote worker's work including, but not limited to, asking the remote worker to report to the main office until the equipment is usable

10. All equipment, records, and materials provided by CenSARA shall remain CenSARA property. The remote worker agrees to return the CenSARA equipment, records, and materials upon request. All CenSARA equipment will be returned by the employee for inspection, repair, replacement, as needed or requested or upon termination of this agreement. All equipment shall be returned within five (5) business days of written notice to the employee.

11. The remote worker will implement good information security practices in the home-office or alternative work site setting and will check with his/her supervisor when security matters arise. CenSARA's privacy and security requirements and procedures can be found in its policies and procedures.

12. CenSARA may pay or reimburse the employee for business-related expenses, including agreed-upon travel expenses, subject to the provisions and exclusions of applicable CenSARA policy.

13. Generally, CenSARA will not pay for the following expenses nor will it reimburse for expenses prohibited by CenSARA policy, including, but not limited to:

- Maintenance or repairs of privately-owned equipment;
- Utility costs associated with the use of the computer or occupation of the home;
- Equipment supplies (these should be requisitioned through the office); and,
- Travel expenses associated with commuting to and from the central office.

14. CenSARA retains the right to modify, suspend, or end the agreement for any reason including, but not limited to, an employee request supported by the supervisor, as a result of business necessity, a change in operational need, or if the employee fails to fulfill job expectations to a satisfactory level.

15. The remote worker agrees to indemnify and hold the CenSARA Board of Directors and its officers and employees harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought by third parties including personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, their presence at the remote work location.

16. The remote worker understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

17. The remote worker agrees to the following additional specific expectations, if any. In this section, please note agreement related to scheduling, equipment, etc., such as particular hours of availability; particular days

at central office; attendance at particular meetings; number of days of advance notice prior to being required to attend meetings at central office; use of particular equipment/tools; etc.

- _____
- _____
- _____

- Please add lines as needed.

I have read this CenSARA Remote Work Agreement and agree to its terms.

Remote Worker's Signature

Date

Supervisor's Signature

Date