

**EMPLOYEE**

**POLICY HANDBOOK**

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# INTRODUCTION

Special Olympics Iowa(SOIA) is pleased to have you as one of our employees. We believe that you will find your employment with us to be both rewarding and challenging.

This Employee Policy Handbook sets forth the policies applicable to all full-time and part-time employees. It contains the major policies and procedures. The terms of individual written employment contracts supersede the policies contained herein to the extent the written contract is inconsistent with this handbook.

We ask you to read and familiarize yourself with the policies in this Employee Policy Handbook.

This handbook supersedes all previously issued handbooks and any inconsistent policy statements or memoranda made in the past. With or without prior notice, SOIA reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other related document. However, any such changes must be in writing and must be signed by SOIA CEO.

Any written changes to this handbook will be distributed to all employees, so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

This handbook set forth the entire agreement between you and SOIA as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

If you have any questions concerning the contents of this handbook, please consult your supervisor or Aureon HR.

## Our Mission and Vision

The mission of SOIA is to provide physical fitness, sports training, and athletic competition for people with intellectual disabilities.

# EMPLOYMENT POLICIES AND PROCEDURES

## Special Olympics Iowa and Aureon HR

Whether you are a new or long-term employee, you are an important part of our present and future. Our success depends to a large extent on our ability to attract and retain dedicated and highly motivated employees. We want your employment with our organization to be rewarding and challenging.

We also want to provide you with attractive benefit programs. To do this, we have elected to utilize the services of Aureon HR. Aureon HR specializes in providing complete employee administrative services for companies such as ours. Aureon HR is a business referred to as a Professional Employer Organization or PEO, which serves as our off-site personnel/human resources department and they are responsible for many areas of your employment. In order for Aureon HR to be able to administer benefit plans, process payroll, and file payroll taxes it is necessary for Aureon HR to become your administrative employer. Aureon HR and Special Olympics Iowa are considered co-employers for certain purposes and share some employment responsibilities.

Primarily, Aureon HR will be responsible for the payroll check processing, withholding and employment taxes, payroll deductions, leaves of absences and unemployment hearings. We will be responsible for your day-to-day work activities, supervision, scheduling of work, the management of your work facility, and safety programs. Some employment activities, policies, and practices are shared by both Aureon HR and us.

Throughout this handbook, reference will be made to Aureon HR whenever the responsibility falls in an area for which Aureon HR is accountable, such as employment taxes. Remember, it is your supervisor who selected you for your job and directs your work activities.

## Equal Employment Opportunity

SOIA is an equal opportunity employer and makes decisions related to compensation and all terms, conditions or privileges of employment on the basis of merit. SOIA policy prohibits unlawful discrimination based on race, color, creed, sex (including pregnancy), religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, military status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by SOIA.

As used in this policy, genetic information means an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## Individuals with Disabilities

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws which, in conjunction with state law, prohibit employers from discriminating against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of SOIA to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our SOIA policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

SOIA will engage in an interactive process to determine if we can reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat workplace safety. Contact the CEO and/or Aureon HR with any questions or requests for accommodation.

Current use of illegal drugs and current unlawful use of prescription drugs are not disabilities under the ADA.

*Terms used in the policy*

As used in this ADA policy, the following terms have the indicated meaning:

**Disability** means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

**Major life activities** include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

**Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

**Qualified individual** means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

**Reasonable accommodation** includes any changes to the work environment. For example, a reasonable accommodation may include, making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, a leave of absence, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

**Essential functions** of the job refer to those job activities that are determined by SOIA to be essential or core to performing the job; these functions cannot be modified.

The definitions and examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

The CEO and Aureon HR is responsible for implementing this policy, including resolution of reasonable accommodation requests, and may be contacted with any questions.

## Anti-Harassment

SOIA is committed to providing a work environment that encourages mutual respect and is free of unlawful harassment, discrimination and bias. SOIA’s anti-harassment policy applies to all persons involved in the operation of SOIA and prohibits unlawful harassment by any employee of SOIA, including supervisors and co-workers. The law also prohibits unlawful harassment by any employee towards customers, vendors, contractors and persons working or visiting on SOIA’s premises and third parties are prohibited from unlawfully harassing an employee.

Prohibited unlawful harassment includes, but is not limited to, the following: any harassment or use by anyone in its employ of any derogatory epithet (whether verbal, written or gestural) based on race, color, creed, sex (including pregnancy), religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, military status, or any other consideration made unlawful by federal, state or local laws; or sexual harassment, defined as:

* unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature; or
* any form of sexually offensive behavior including gender-based harassment of a person of the same sex as the harasser when;

1. submission to the conduct is made explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of the conduct by an individual is used for employment decisions affecting an individual, or
3. such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee violating this policy will be subject to disciplinary action up to and including termination of employment.

If you believe that this anti-harassment policy is being violated, either with respect to yourself or with respect to another employee, you are strongly encouraged to report that belief immediately, either:

* to your supervisor (either in writing or personally), or
* to your supervisor’s superior, if you believe your supervisor is violating this policy, or
* to the CEO
* to the Employee Concerns Hotline, a toll free telephone number answered by HR Professionals at Aureon HR; the number is (877) 782-9179

DO NOT TOLERATE THE SITUATION, AND DO NOT ASSUME THAT SOIA IS AWARE OF AN INCIDENT.  REPORT ALL INCIDENTS OF DISCRIMINATION AND HARASSMENT.  Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other SOIA designated representatives identified above.

Upon notice of an employee's concern about being harassed, SOIA will act to stop any further harassment and to correct any effect of the harassment and will:

1. Inform the complainant of his or her rights and of any obligation to secure those rights;
2. Promptly investigate the complaint. The investigation will be immediate, thorough, objective and complete. We will make diligent efforts to interview all persons with information on the matter.
3. Take prompt and effective action to remedy/correct harassment.
4. Respond in a timely manner to any complaint of harassment describing the disposition of the complaint and any action taken in resolution of the complaint.

**Retaliation Is Strictly Prohibited**

In addition to prohibiting discrimination and harassment in the workplace, state and federal law also prohibits retaliation. One type of retaliation occurs when SOIA takes adverse action against an employee who complains about harassment or discrimination if such action may likely discourage a reasonable employee from making or supporting a claim of harassment or discrimination. Harassment and discrimination may be based on a protected status as outlined in SOIA Equal Employment Opportunity policy as well as protected activities such as testifying at or providing information related to a labor investigation, filing or having filed a workers’ compensation claim, or whistleblower status. Examples of adverse action may include, depending on the circumstances, demotion, failure to promote, termination, change of work hours or change of job duties. Another type of retaliation occurs when co-workers ostracize, employ derogatory epithets (verbal, written or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment.

It is illegal to retaliate against an employee because he or she complained about harassment or discrimination, even if no harassment or discrimination ever happened. SOIA policy STRICTLY PROHIBITS any form of retaliation against an employee because he or she complained about harassment or discrimination. If you feel you have been retaliated against based on a complaint, please notify CEO and/or Aureon HR immediately.

## Employment At-Will

Employment with SOIA is on an “at will” basis. Employment at-will may be terminated at the will of either SOIA or the employee. Employment may be terminated with or without cause, and with or without notice, at any time by you or SOIA. Terms and conditions of employment with SOIA may be modified at the sole discretion of SOIA with or without cause and with or without notice.

No implied contract concerning any employment-based decision or terms and conditions of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of SOIA include, but are not limited to, the following:

Promotion; demotion; transfers; hiring and discharge decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that SOIA may determine to be necessary for the safe, efficient and economic operation of its business.

## Conflicts of Interest

Our employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of SOIA.

A conflict of interest exists when an employee’s loyalties or actions are divided between SOIA’s interests and those of another, such as a competitor, supplier, or customer. Both a conflict of interest and the appearance of a conflict of interest should be avoided. It is not a conflict of interest to engage in protected concerted activity which includes joining with other employees for your mutual aid and protection. An employee who is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest or the appearance of a conflict of interest should discuss the situation with his or her immediate supervisor for clarification.

This policy does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain, include the following:

1. Accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers.
2. Accepting any personal compensation in any form for public speaking, conducting workshops, honoraria, published works, or similar activities for topics related to SOIA activities, expertise gained in the course of employment with SOIA, or for activities SOIA would normally be engaged to perform without advance disclosure and authorization from SOIA officials. Any honorarium for speaking must be turned over to Special Olympics Iowa.
3. Using SOIA assets, including computers, or labor for personal use. When an employee’s interest is adverse to SOIA’s, the employee will not be authorized to use SOIA computers or other SOIA assets that can be used for the employee’s personal gain.
4. Committing SOIA to give its financial or other support to any outside activity or organization except within the ordinary course and scope of employment.
5. Developing a personal relationship with a subordinate employee of SOIA that might interfere with the exercise of impartial judgment in decisions affecting SOIA or any employees of SOIA.

If an employee or someone with whom the employee has a close personal relationship (a family member or companion) has a personal, financial or employment relationship with a competitor, supplier or customer, the employee must disclose this fact in writing. If an actual conflict of interest is determined to exist, SOIA may respond to this perceived conflict as SOIA deems is appropriate based upon the circumstances.

Employees may pursue and participate in employment or other business activities outside of normal working hours provided such arrangement neither creates a conflict of interest nor detracts from performance and/or effectiveness while working for SOIA, and provided the employee does not offer or provide such services to SOIA. Any employee who has other employment must disclose such employment to his or her supervisor so that an evaluation can be made as to whether a conflict of interest exists. The failure to adhere to this guideline, including the failure to disclose any potential conflicts or to seek an exception, will result in disciplinary action up to and including termination.

## Work Product

Any work product such as inventions, discoveries, improvements, documents, materials, programs or processes created by the employee while in the employment of SOIA, which fall within or are in any way related to the existing or contemplated scope of the business of SOIA, shall be considered the property of SOIA.

## Public Statements and Appearances

All inquiries from the press shall be referred to the Marketing & Communications Manager, CEO or other designated individual specifically assigned to respond to these inquiries.

## Business Conduct Policy

A key element to our continued success is each employee's commitment to be guided by certain standards and principles in performing his or her job. It is important that employees be guided by the following:

1. Adherence to all applicable federal, state and local laws and regulations.
2. Protection of our corporate reputation and assets.
3. Responsible action that avoids conflicts of interest and other situations potentially harmful to SOIA.
4. Being ethical and honest, including providing truthful information in response to any management inquiry or investigation.

SOIA considers work rules, guidelines, and work performance important responsibilities. They are essential to the proper management of our business and ensure that employees work together effectively. When these rules and guidelines are not followed, or an employee's work performance is below SOIA standards, written disciplinary warnings may be issued.

VIOLATIONS OF SOIA RULES AND GUIDELINES, OR THE EMPLOYEE'S FAILURE TO IMPROVE WORK PERFORMANCE MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION. SOIA RESERVES THE RIGHT TO TERMINATE EMPLOYMENT WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

### Prohibited Conduct

1. Possession or use of alcohol or an illegal or controlled substance, or being under the influence of alcohol or an illegal or controlled substance while on the job.
2. Making false statements or omitting pertinent information on SOIA applications, records of employment, forms or reports, or in the course of participation in SOIA investigations or in responding to management inquiries.
3. Insubordination: Refusal to obey work orders of supervisors, refusal to perform job assignments or the use of abusive or threatening language toward a supervisor or member of management.
4. Committing any act of violence, threats or intimidation, fighting or using abusive or profane language on SOIA premises.
5. Theft, unauthorized removal, or willful damage of property belonging to SOIA, SOIA employees or customers. Theft of SOIA resources.
6. Disregard of safety rules and practices and security regulations including horseplay, wrestling, dangerous practical jokes, or throwing objects.
7. Unauthorized operation of machinery and equipment, or operation of any machinery or equipment that you are not trained and authorized to operate.
8. Unauthorized entry or exit from SOIA property at any location at any time. Leaving the workplace without properly notifying your supervisor.
9. Substandard or unsatisfactory work performance.
10. Repeated absences or tardiness, including unreported absences.
11. Gambling, in any form, on SOIA premises.
12. Sleeping or deliberately loafing during working hours.
13. Disclosure of proprietary or confidential SOIA or customer information.
14. Smoking in non-designated areas.
15. Failure to fully cooperate with any SOIA investigation as required by management.
16. Any other conduct that is prohibited by law. There is no substitute for good judgment and common sense.

This is not meant to be a total list of all work rules, but rather is illustrative of the type of conduct that will not be tolerated by SOIA. This statement of prohibited conduct does not alter SOIA’s policy of at-will employment.

## Corrective Action Process

Our corrective action policy applies to any and all employee conduct which SOIA, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, SOIA takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.   
  
Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of SOIA’s policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, SOIA need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

When a member of management determines that an employee should be counseled for their behavior or performance, the normal process may include some or all of the following steps:

* Verbal warning
* Written warning
* Performance Improvement Plan
* Suspension
* Termination

**The steps taken and the time allowed for resolution are dependent upon the nature and severity of the problem. Any of these steps may be skipped or repeated in accordance with the severity of the performance or behavior being addressed.** Acts such as fraud, theft, dishonesty, insubordination, disorderly conduct, violence or threats, unlawful acts, violations of our Business Conduct Policy, and disclosing trade secret or proprietary information are examples of conduct that may result in immediate termination.

## Whistleblower Policy

A whistleblower as defined by this policy is an employee of SOIA who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, a member of Senior Management, their Human Resource Partner at Aureon HR, or the Employee Concerns Hotline. The Employee Concerns Hotline is a toll free telephone number answered by HR Professionals at Aureon HR; the number is (877) 782-9179. The employee must exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two important areas -- confidentiality and protection against retaliation. When possible, the confidentiality of the whistleblower will be maintained. However, the identity of a whistleblower may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. SOIA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact one of the above-identified individuals or the Employee Concerns Hotline immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

SOIA will fully investigate all complaints/reports of suspected unethical or fraudulent activities. All reports of illegal and dishonest activities will be promptly submitted to the CEO, Board of Directors, or other appropriate party, depending on the nature of the complaint, who will be responsible for investigating and coordinating corrective action.

## Open Communication Policy

A basic part of SOIA’s philosophy is the belief that employees are our most important asset. Employees are the key to SOIA’s future success. Because each team member is unique and important as an individual, SOIA’s employee relations philosophy is based on individual performance and open, direct and personal communication is encouraged. To facilitate this open communication, SOIA practices an open door policy. Employee’s ideas and suggestions can improve our services, lend to the satisfaction of our operations, and improve the use of our resources. Employees are encouraged to share ideas with their supervisor or other parties as appropriate. Additionally, employees are encouraged to address any area of discussion with his/her supervisor. However, if the issues cannot be resolved, the supervisor’s manager or other designated person should be consulted. There should be no fear of reprisal against any employee for the use of this open door policy.

### Internal Complaints Procedure

SOIA is committed to encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response.

It is every supervisor’s responsibility to see that employees have every opportunity to perform his/her job to the best of his/her ability and to the standards of his/her position. If an employee has a problem or concern, they should express their concerns by bringing them to the attention of their supervisor or manager. In most cases, it can be handled on the spot. If the employee feels uncomfortable dealing directly with his or her supervisor or feels the matter is unresolved, he/she should discuss the situation with his/her supervisor’s supervisor or another department manager until the employee has exhausted all avenues within his/her department or division. As a final avenue, employees may seek an audience with Aureon HR (800-336-1931) under their right to a guarantee of fair treatment.

All employees are encouraged to follow this procedure in a sincere effort to find answers that are fair and honest. All managers and supervisors have an open door policy and employees are free to speak with them at any time.

## Use of Alcohol, Illegal Drugs or Controlled Substances

The use or possession of alcohol, illegal drugs or controlled substances on the job constitutes a potential danger to the welfare and safety of employees and exposes SOIA to the risks of property loss or damage, or injury to other persons. SOIA has a vital interest in maintaining safe and efficient working conditions for its employees and ensuring that all SOIA vehicles are properly maintained and operated in a safe manner.

The use of prescription drugs and/or over-the-counter drugs may affect an employee's job performance and seriously impair the employee's value to SOIA. Any employee who is using prescription and/or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, should not report for work during the time he or she is using the medication. You may be required to provide a doctor’s note validating your need for time off due to the use of medication which interferes with your ability to safely perform your duties. You should use any accrued PTO during this time period. If you do not have accrued leave, you should discuss your need for time off with their supervisor or the CEO to determine if an accommodation may be made.

SOIA rules and standards of conduct apply to all employees either on SOIA property (owned or leased) or during the workday (including meals and rest periods). The following are strictly prohibited by SOIA:

1. Possession or use of alcohol, or being under the influence of alcohol while on the job, except in cases when approved alcohol consumption occurs at a SOIA or business social event.
2. Driving a SOIA vehicle while under the influence of alcohol or a controlled substance.
3. Distribution, sale or purchase of an illegal or controlled substance while on the job.
4. Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.
5. Being under the influence of a controlled or prescription drug while at work if it in any way negatively affects the employee's ability to perform his or her job in a safe and efficient manner.

Employees are encouraged to take advantage of all assistance and resources made available by SOIA through our Employee Assistance Program, which provides free, confidential resources and counseling for substance abuse as well as other personal matters.

As a condition of employment, an employee must notify the organization of any drug and or alcohol related conviction no later than two days after the conviction.

Violation of the above rules and standards of conduct will not be tolerated and will result in disciplinary action, up to and including termination of employment.

**Consumption of Alcohol at SOIA Sponsored or Business Events**

An employee attending a SOIA-sponsored or business event in social capacity is permitted to drink alcoholic beverages which are served at the event. However, alcohol should be consumed in moderation, and becoming intoxicated or drinking to the point where professional behavior becomes compromised is not permitted. Employees who are working at an event to serve guests or performing other event-related duties may only drink alcoholic beverages if advance permission has been given by the CEO. Operating a vehicle while legally intoxicated is illegal and always prohibited by SOIA. You are encouraged to make arrangements for safe transportation if you feel that you are not able to operate a vehicle within the requirements of the law. Violations of this policy will result in disciplinary action up to and including termination.

## Smoking and Tobacco Use

SOIA will comply with the Iowa Smokefree Air Act and expects that employees also comply with these regulations. A copy of the law is available to employees upon request or at [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

## Personal Information

Aureon HR is responsible for maintaining your personnel record. SOIA policy requires all employees’ personnel files to be maintained confidentially and stored in a secure location. This is SOIA practice and only those with a business “need to know” will be permitted to view an employee’s file, except where required by law.

### Updating Your Personal Information

Should your personal information change, please update your information using the online Aureon HR HRis, which can be accessed through the Aureon HR website at [AureonHR.com](https://aureon.com/hr-solutions) – click the login option at the top of the page and choose HR Employee Login under the HR menu. Should the change be one you are not able to make online, please contact your supervisor or the Aureon HR Welcome Center at [hr.welcome@aureon.com](mailto:hr.welcome@aureon.com) for assistance. SOIA and Aureon HR should always have the following current information on file for all employees:

* Legal Name
* Address and Phone Number
* Emergency Contact

Changes to benefits must be made at annual enrollment or within 30 days of a qualifying event such as marriage, birth, divorce, or loss of other coverage. Login to the [Aureon HRis Employee Self Service portal](https://aureon.com/login) to make qualifying event changes to your benefit plans.

Retirement plan contribution changes can be made at any time at [www.principal.com](http://www.principal.com).

## References and Employment Verifications

SOIA has adopted this policy regarding the providing of references or verifications of employment for past or present employees to protect both employees and SOIA from allegations of defamation and possible litigation.

Employees may not provide professional references for employment, for past or present employees, unless specific written permission has been given to do so by the CEO. This includes writing letters of reference, making recommendations on social networking sites (such as LinkedIn), and responding to inquiries from outside parties by phone or in writing. If an employee is asked to provide a reference for a past or present employee, they should refer the party seeking the reference to the CEO, who has the authority to provide references. SOIA will normally respond to only written inquiries when specific information is requested. However, SOIA reserves the right to release any accurate and truthful information it deems appropriate at its discretion without authorization.

Any requests made to an employee of SOIA for a verification of employment or personal information of a past or current employee, such as address or telephone number should be referred to the CEO and/or Aureon HR.

Letters of Reference

Employees are not permitted to write professional letters of reference for present or former employees without written permission from the CEO.  Any employee writing a **personal** letter of reference or recommendation on behalf of a present or former SOIA employee may not reference SOIA or the employee’s work record without specific permission from the CEO.

## Professional Appearance

All personnel are required to dress professionally and appropriately during regular business hours or while working at the office.  Good judgment and taste are always required.  Each employee is a representative of SOIA in the eyes of Special Olympics Iowa and the public, so it is important that each employee report to work properly groomed and wearing appropriate dress. In addition, items of clothing that display sexual or other potentially offensive statements, logos or designs are prohibited.  Employees who report to work inappropriately dressed may be asked to leave and return in acceptable attire. 

## Equipment and Tools

You are responsible for the safekeeping and maintenance of equipment and tools that are furnished to you for your use on the job. If you leave the employment of SOIA or are transferred to another department, you must return all equipment and tools that were loaned to you. Unauthorized retention of SOIA property or failure to return SOIA property is considered theft.

## Personal Telephone Calls

SOIA recognizes that employees will need to make personal telephone calls from time to time. Please keep in mind that SOIA phone lines are generally intended for business use. Personal calls should be limited in frequency and duration. Abuse of personal telephone privileges will lead to disciplinary action up to and including termination.

## Cell Phones

Employees may use their personal cell phone during work hours for personal and business related phone calls. Full time employees will be reimbursed $26.50 per pay period.

Employees are prohibited from using cell phones (even with a hands-free device) while operating a SOIA, personal or rented vehicle for SOIA business, regardless of whether the employee is on SOIA time or personal time. Employees are also prohibited from using a cell phone or hands free device at all times when driving a SOIA vehicle, owed or rented. Exception: In an emergency situation, an employee may use a cellular phone while driving for the purpose of dialing 911 or another number to reach an emergency services provider (police, fire, ambulance). However, such telephone calls must be made while the vehicle is not moving. The above prohibitions against the use of cell phones also apply to sending, composing or reading text messages on devices of any type.

## Personal Relationships in the Workplace

A supervisor may not oversee a related employee. An employee in a “romantic relationship” may not be supervised by the romantic partner.

Related or romantically involved employees in any position, who SOIA determines have raised a conflict of interest or potential conflict of interest, shall have ten working days to decide which employee will transfer to an available position or resign.

Employees in a romantic relationship shall refrain from displays of affection or excessive conversation during work hours, at SOIA functions or on SOIA property.

This policy is designed to provide safeguards so that the workplace is not compromised by interpersonal relationships. This policy does not prohibit and will not be enforced in any manner which could interfere with, restrain, or coerce employees from engaging in concerted activities including the right to discuss terms and conditions of employment.

# PAYROLL AND WORK HOURS

## Employment Status

**Full-time employees** are those employees who generally work thirty (30) or more hours per week. All full-time employees shall be eligible to receive all of the benefits set forth by SOIA which may change from time to time.

**Part-time employees** are those employees who work less than thirty (30) hours per week. Part-time employees shall not be eligible to participate in group insurance plans adopted by SOIA, nor any other fringe benefit programs unless they cover employees regularly working less than 30 hours per week, or where mandated by law.

**Temporary employees** are those employees hired for a particular task. Irrespective of the amount of time necessary to complete that task, such employees shall not by the passage of time be converted to full-time employees. Temporary employees shall not be eligible to participate in any insurance plans adopted by SOIA, nor any other fringe benefit programs, except where mandated by applicable law.

## Rest and Meal Periods

Non-exempt employees are required to clock in and out for unpaid meal periods.

Unpaid meal and break times should be uninterrupted. Full time employees may take a designated lunch break.

## Evening, Weekend, and Holiday Operations

Due to the nature of our operations, evening, weekend and holiday work hours are required for many positions. Employees in any position may be required to work evenings, weekends, or holidays for an event or regularly scheduled program. Certain positions will require regular evening, weekend, and holiday shifts which will be scheduled on as needed. Staffing for events and programs will be scheduled as needed as far in advance as possible.

## Attendance, Absence and Punctuality Standards

All employees are expected to work on a regular and consistent basis to complete their regularly scheduled hours per week. Excessive absenteeism or tardiness, whether scheduled or unscheduled, may result in disciplinary action, up to and including termination. Disciplinary action taken due to absenteeism will be considered following a review of the employee's absences, reasons for such absences, and overall work record.

An employee who does not call or report to work for three consecutive work days will be considered to have voluntarily resigned employment with SOIA, unless there are extenuating circumstances.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on SOIA authorized business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Personal appointments should be scheduled during non-work hours unless approved in advance by your supervisor.

If it is not possible to be at work at the scheduled time, an employee shall call his or her supervisor or other appropriate person in the department before the start of his or her scheduled work time on each and every day of absence except when there are extenuating circumstances. In all cases of absence or tardiness, employees must provide their supervisors with an honest reason or explanation. Excessive absenteeism or tardiness (excused or unexcused) will not be tolerated.

Prior to taking a leave of absence for purposes of vacation, military leave, bereavement leave, jury duty, personal leave, or other planned absence, an Employee Leave Request or Request for Paid Time Off should be submitted to your immediate supervisor for approval at least four weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency. The nature of the emergency, without any specific medical information if applicable, should then be shared with the supervisor.

## Flex Time

Flex-time is a work schedule which allows employees to work hours that are not within the standard 8:00 AM to 5:00 PM range, while maintaining a high level of service during the organization's peak operating hours. With a flex-time schedule, non-exempt employees are still subject to all requirements of the Fair Labor Standards Act*.* ***Employees who are exempt from FLSA are expected to work whatever number of hours are required in order to accomplish their duties and may be permitted to set their own schedules.***

The Organization is committed to equality of opportunity for all its staff regardless of the number of hours worked. In order to facilitate this, the Organization may create working arrangements, in accordance with managerial interests, whereby it can widen its recruitment pool, retain the valuable skills of existing employees who no longer want to work full-time or who may want to work full time but with an alternative schedule, and enable staff to retain career development opportunities.

Because services within each division vary, not every employee in each department will be able to work similar flex-time schedules. Therefore, supervisors will have to carefully examine the flex-time schedules which their employees request, so that they can coordinate work schedules which ensure ample employee coverage during peak hours.

**Examples of Flex Time Schedules**Special Olympics Iowa’s Flex Time policy is designed to flex from week to week in order to allow maximum flexibility for employee’s work life balance while maintaining our operating excellence. There are many methods for accomplishing Flex Time. Here are some common examples:

***Peak-Hour Flex-Time:*** This flex-time schedule shifts daily work hours while still working an 8 hour day. For instance, instead of the normal 8-5 day, an employee could work from 7-4, 7:30-4:30, 9:00-6:00, etc. Working any arrangement of hours within an 8 hour day constitutes a valid work day.

***Adjusted Lunch Period:*** This flex-time schedule allows employees to adjust the length of their lunch period, while still working an 8-hour day.

***Compressed Work Week:*** To maintain this flex-time arrangement, an employee works a full 40 hour work week in less than five days. For instance, an employee may work 4 10 hour days, or on a two week rotating basis; one week employees work a regular 8-5, five day week and the next they work a compressed schedule, which is four, 9-hour days and one 4-hour day.

## Breaks for Nursing Mothers

SOIA supports the rights of nursing mothers who are returning to work following the birth of a child. SOIA will provide reasonable break time or permit an employee to use existing break time or meal time each day to express milk for her nursing child for up to one year following childbirth. SOIA will make reasonable efforts to provide a room or other location where an employee can express milk in privacy in accordance with applicable laws and regulations. Employees shall provide their manager with notice of a need for such breaks. Breaks will be scheduled to minimize disruption to normal business operations.

## Inclement Weather

During severe weather, all reasonable considerations will be made when deciding whether to open the office. The CEO will determine all office closures.

## Overtime Policy

Overtime pay will be paid to hourly, non-exempt employees as required by applicable state law or federal law. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or work week will be counted unless otherwise required by law. On occasion, you may be required to work overtime. Refusal to work required overtime will result in disciplinary action. Overtime must be approved by management in advance. Failure to obtain prior approval for overtime will result in disciplinary action.

## Payroll and Time Records

It is SOIA policy and practice to accurately compensate employees in compliance with all applicable state and federal laws. To ensure you are paid properly for all time worked and that no improper deductions are made, it is your responsibility to accurately record all time worked and review your paychecks promptly to identify and report any errors. SOIA policy prohibits engaging in off-the-clock or unrecorded work.

Employees that are required to submit time records must do so by the date set by their immediate supervisors. The time record should show all hours worked and vacation or leave hours.

By submitting your time record, you are affirming that all work and meal periods indicated on your time record are correct and that you have been given the opportunity and were expected to take your paid rest breaks.

### Deductions from Pay

An employee’s pay will be subject to required deductions for state, federal or local taxes and social security. Voluntary deductions agreed to in writing may be made for health, dental or life insurance premiums, or voluntary contributions to a retirement plan, if applicable.

Exempt employees will receive their full salary for any workweek in which work is performed. However, under federal law, an exempt employee’s pay may be subject to deductions, absent state law to the contrary. Examples of permissible deductions include:

* Full day absences for personal reasons, including vacation;
* Full day absences for sickness or disability if an employee’s sick leave balance under SOIA plan balance has been exhausted;
* The first or last week of employment, in the event you work less than a full week.

*This list is not all inclusive.*

In a workweek in which work is performed, an exempt employee’s pay will not be reduced for any of the following reasons:

* Partial day absences for personal reasons, sickness or disability;
* An absence because the facility is closed on a scheduled work day;
* Absences for jury duty, or attendance as a witness;
* Any other deductions prohibited by state or federal law.

Please note: Employees will be required to use accrued vacation and sick time for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee’s pay will not be reduced for partial day absences if they have exhausted their paid time off.

### Time Records

Punching or filling out another employee’s time record, allowing another employee to punch or fill out your time record, or altering a time record, is considered a falsification of SOIA documents and is grounds for disciplinary action. If any manager or employee instructs you to: 1) incorrectly or falsely under- or over-report your hours worked; 2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked; or, 3) conceal any falsification of time records, do not do so but instead report it immediately to CEO.

### Paydays

There are 24 paydays every calendar year. Employees are paid on the 15th and final day of every month. SOIA’s seven-day workweek is from 12:00 a.m. Thursday through 11:59 p.m. the following Wednesday.

If a payday falls on a holiday, paychecks will be available the prior business day unless SOIA specifies otherwise.

SOIA makes every effort to ensure employees are paid correctly. Occasionally, however, unintentional errors happen. Mistakes brought to our attention will be promptly corrected. Please review your pay stub upon receipt to ensure it is accurate and if you believe a mistake has happened you should report it as follows. If you believe your wages have been subject to any improper deductions, your pay does not accurately reflect all hours worked, or you have inadvertently been overpaid, you should report your concerns to your supervisor and/or the CFO. SOIA will promptly investigate and make corrections, as appropriate.

SOIA will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in any investigation of such reports.

## Aureon HR Employee HRis Online Access

You may view your past and current paycheck stubs and W2 forms online through the Aureon HR HRis Employee Self Service employee portal, which can be accessed through the Aureon HR website at [AureonHR.com](https://aureon.com/hr-solutions) – click the login option at the top of the page and choose HR Employee Login under the HR menu. You can also access the HRis to make changes to your tax withholding information, update your direct deposit, edit your address and emergency contact information, and access benefit enrollment options. New employees can click the ‘Register’ option on the login page and set a username and password. For assistance or questions regarding online HRis access, please contact the Aureon HR Welcome Center at [hr.welcome@aureon.com](mailto:hr.welcome@aureon.com).

## Expense Reimbursement

Expenses incurred in connection with SOIA’s business will be reimbursed as set forth below. Claims for reimbursement must be submitted on the Expense Reimbursement form, which is available from your supervisor. Expense reports must (1) be prepared monthly, (2) contain the reimbursable expenses incurred during the prior 30-day period along with supporting documentation (e.g. receipts for meals, mileage reports, etc.), (3) be signed by the employee, (4) be submitted to your supervisor on the first day of the month, and (5) be approved by your supervisor.

## Employee Separation Procedures

While the decision to begin the employment relationship is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, SOIA may end the employment relationship at any time, with or without cause or notice.

SOIA requests that employees who choose to separate their employment provide written notice to their supervisors stating their last date of employment and the reason for leaving. A two-week notice of resignation is requested. It is management discretion to determine whether allowing the departing employee to work during the notice period will be beneficial or detrimental to business operations upon receipt of resignation notice.

In the event that you are no longer employed, you must return all property owned by SOIA upon the earlier of SOIA’s request or upon your departure.

An employee must return all SOIA equipment before the last day of employment, including but not limited to, all keys and/or access cards, SOIA telephones and/or radios, and charge card (if issued). The value of the unreturned item may be deducted from the employee’s final paycheck.

Please refer to our Paid Time Off policy regarding payment of time off benefits upon separation from employment.

# BENEFITS, TIME OFF, AND LEAVE OF ABSENCE POLICIES

## Employee Group Insurance Benefits

Any benefits provided by SOIA will be explained in a separate document or through the Aureon HR HRis system, and may change from time to time at the discretion of management. If you have questions regarding benefits which may apply to you, please contact the CFO.

## Employee Assistance Program (EAP)

From time to time an employee may encounter difficulties that require outside assistance for personal, emotional, marital, legal, financial, or other related reasons. Assistance will be provided by direct and confidential access to professionals at our Employee Assistance Program. Our EAP provider, Employee and Family Resources (EFR), provides confidential services in the following areas to employees and members of your household:

* Counseling
* Legal Consultation
* Financial Consultation
* Elder Care Resources and Information
* Life Coaching
* Substance Abuse and Treatment
* Webinars and Videos on various personal health topics
* Newsletters
* Better Living Web Resource – Health, Wellness, Safety, Life Skills, Stress Management, and more

Contacting the EAP is easy! Just call 1-800-327-4692. EAP information can also be accessed online at <http://www.efr.org/my-eap/>. You will be able to access the Better Living Web Resource, newsletters, and webinars and videos as well as other online resources and information or email an EAP counselor from this page.

## Paid Time Off

Full-time employees who have successfully completed SOIA Waiting Period accrue personal time off (PTO). Full-time employees will accrue paid time off (PTO) each pay period based on years of service.

|  |  |  |
| --- | --- | --- |
| **Completed**  **Years of Service** | **Days Earned Per Year** | **Hours Accrued Per**  **Pay Period Worked** |
| First Year  (After 90 Days) | 10 days (80 hours) | 3.33 hours per pay period |
| 0 – 5 years | 10 days (80 hours) | 3.33 hours per pay period |
| 5 – 10 years | 15 days (120 hours) | 5 hours per pay period |
| 10 to 15 years | 20 days (160 hours) | 6.67 hours per pay period |
| 15 and over | 25 days (200 hours) | 8.33 hours per pay period |

PTO will roll over from one calendar year to the next. Employees may accumulate up to 5 days (40 hours) of PTO.

Time Off pay is based upon normal hours (40 hours per week, in most cases) and earnings excluding overtime, commissions and discretionary bonuses, if any.

In order to receive PTO, you must take your time off. Payment in lieu of using PTO will not be made.

Payment of PTO upon Separation from Employment

Employees will be paid for hours of accrued Paid Time Off (PTO) upon separation from employment, whether voluntary or involuntary. If an employee has used more hours than they have accrued and leave or are terminated from SOIA the employee must pay back un-accrued hours to SOIA. Employees terminated for serious misconduct will not be paid for accrued and available PTO upon separation from employment. Serious misconduct includes, but is not limited to: theft or embezzlement, unlawful acts, harassment, workplace violence or threats, and breaching SOIA or customer confidentiality.

## Sick Leave

Full-time employees accrue 10 days of sick leave on the first of each and every year. Part-time and temporary employees are not eligible for sick pay benefits.

Payment for unused sick leave is not provided under any circumstance, including at termination or at a change of employment status from a position that accrues sick leave to one that does not accrue sick leave. Unused sick leave does not carry over into subsequent years under any circumstance.

SOIA retains the right to request any employee to verify an illness or injury with a written statement from a physician. A release from a physician that an employee is able to return to work may be required (at SOIA's discretion) for absences of 3 days or longer.

If an employee becomes sick during the day, his or her supervisor must be notified before the employee leaves the work site. Failure to follow this procedure may result in treatment of the day as an unexcused, unpaid absence and could result in disciplinary action.

An employee who is unable to report to work due to illness or injury must inform SOIA of that absence at the start of the workday on each and every day of absence. Calling in an absence more than 60 minutes after the start of the workday or failure to call in may result in treatment of the day as an unexcused, unpaid absence and disciplinary action.

## Time Off to Vote

Employees are encouraged to participate in the political process by voting in public elections. In general, an employee who wishes to vote is expected to do so before or after his or her scheduled shift. However, SOIA understands that there may be times when your work schedule might not leave you enough time outside of your shift to vote. If, on the day of any election, you do not have three consecutive hours outside your scheduled shift during which the polls are open for voting, you will be granted such paid time off as will, when combined with your nonworking hours, provide you with three consecutive hours to vote. Each employee who wishes to obtain time off to vote must provide advance written notice (prior to Election Day) to his or her supervisor. SOIA will designate the particular hours you may take off work to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

## Holidays

SOIA observes 11 paid holidays per year. They include:   
  
*New Year’s Day  
Martin Luther King Jr. Day*

*Good Friday*

*Memorial Day*

*Independence Day*

*Labor Day*

*Thanksgiving Day*

*Friday after Thanksgiving*

*Christmas Eve*

*Christmas Day*

*New Year’s Eve*

If an employee would like to observe holidays other than what is observed by SOIA, please request the time off with your supervisor. The day may be granted with pay or without pay. An employee who is a veteran will be permitted to take the Veterans Day Holiday off if they would normally be scheduled to work. The day will be granted with pay.

Regular full-time employees receive holiday pay based on their normally scheduled straight time hours. Regular part-time employees and persons in temporary assignments do not receive holiday pay.

To the extent allowed by state and federal law, unexcused absences on the work day immediately preceding and following a holiday will result in ineligibility for holiday pay. For the purpose of holiday pay, illness immediately preceding or following the holiday must be confirmed by a doctor’s note.

When a holiday falls on Saturday, it is usually observed on the preceding Friday. When a holiday falls on a Sunday, it is usually observed on the following Monday. However, SOIA may close on another day or grant a floating day off instead of closing. Holiday observances will be announced in advance.

Eligible employees will receive holiday pay for designated paid holidays. Employees who are needed to work on a holiday will be paid straight time for the holiday plus the overtime rate as required by law.

## Pregnancy Disability Leave

Pregnancy Disability Leave will be granted to an employee irrespective of her length of service. Leave for the birth of a child should be requested a minimum of 30 days in advance of the beginning of the leave. An employee will be required to provide a doctor's certificate estimating the starting date and length of leave required by the employee. A release from the employee’s physician will also be required upon returning to work. An employee will be reinstated to her original job or to a position of comparable status and pay, without loss of accumulated seniority at the conclusion of the job-protected portion of approved leave.

A female employee will be granted an unpaid leave of absence for the period of time she is disabled due to pregnancy, childbirth, or related medical conditions, or for up to twelve weeks, whichever is less. The duration of pregnancy disability leave will be determined by the employee’s doctor. Additional leave beyond the period of disability may be requested and granted at SOIA’s discretion, but will not be considered job-protected leave, and reinstatement is not guaranteed. An employee will be required to use available Paid Time Off (PTO) and/or Short-Term Disability benefits for her otherwise unpaid pregnancy leave. Use of PTO or short-term disability benefits will not extend an employee’s leave period. Once available PTO time is exhausted, the leave will continue unpaid.

## Personal or Medical Leaves of Absence

Unpaid personal leave for illness and injury is governed by SOIA policy and federal and state laws. To request a leave of absence, an employee must submit a request or notice in writing at least 30 days prior to the beginning of the leave, or as soon as the need for leave is known. Additional request forms or other paperwork may be required, and employees must cooperate and comply with the employer’s process and requests for leaves of absence in order for leaves to be approved. All leaves of absence are subject to approval, and job protection is not guaranteed for employees on leaves of absence, unless required by state or federal regulations. Leaves of absence have certain considerations, stipulations, and guidelines which include such items as compensation, length of the leave, extensions, availability of the position upon return, insurance continuation and premium payment, and paid time off accrual. It is important that employees requesting a leave of absence fully understand the terms of the leave before it begins.

Employees are required to use any available paid time off during a personal or medical leave of absence. If an employee does not have sufficient accumulated paid time off available to cover the duration of the leave, a leave without pay may be granted at SOIA’s discretion. However, unscheduled short term leave without pay is disruptive to SOIA’s staffing goals and requests for unpaid personal leave should be limited to emergency situations and will be evaluated accordingly. Excessive absenteeism, regardless of the reason for absence, may result in disciplinary action up to and including termination.

When an employee is ready to return to work following a leave of absence for illness or injury, a written release from the treating physician must be provided to the employee's supervisor or your HR Partner at Aureon HR.

Employees who do not follow the proper procedures for requesting leaves of absence or who do not submit requested documentation in a timely manner may have their leave of absence request denied.

## Bereavement Leave

In the event of the death of a family member you may take up to five consecutive scheduled workdays off with pay at the discretion and approval of your supervisor. Your supervisor may approve additional unpaid time off.

## Jury Duty or Witness Leave

SOIA encourages employees to serve on jury selection or jury duty when called. Employees will receive paid leave while serving on jury duty. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served.

Employees who receive a subpoena to be a witness at a hearing or trial will be granted Witness Leave according to the same requirements for Jury Duty above. Witness Leave is not granted if you volunteer to be a witness.

You may retain any mileage allowance, fees, etc., paid by the court for jury or witness service.

## Military Leave

### Eligibility

Generally, an employee returning from military leave (including temporary leave to perform service as a member of the National Guard or the U.S. Armed Forces reserves) is guaranteed reemployment and other rights as long as he or she complies with certain notification and other requirements. An employee is protected if he or she meets the following criteria:

* The employee gave notice that (s)he was leaving the job for military service (unless military necessity or other extenuating circumstances precluded the notice):
* The period of service was five years or less;
* The employee was not discharged from service under dishonorable or other punitive conditions; and
* The employee must have reported to his/her civilian job in a timely manner or submitted a timely application for reemployment.
* In some cases, military leaves of absence beyond five years will be protected.

### Return to Work

The period of time within which an employee must return to work after the completion of service depends on the duration of the military service. Employees who serve less than 31 days are required to return to employment by the beginning of the first regularly scheduled work period after the completion of military service. Such employees, however, are excused for the amount of time required to return home safely and for an eight-hour rest period.

If an employee served between 31 and 180 days, (s)he must file an application for reemployment within 14 days after the completion of military service.

If an employee served more than 180 days, (s)he must file an application for reemployment no later than 90 days after the completion of military service.

In all cases, if compliance with the time limits becomes impossible or unreasonable through no fault of the employee, he or she will be given additional time. Furthermore, reporting and application deadlines are extended for up to two years for persons who are hospitalized or convalescing from a service-related illness or injury.

Employees returning from the armed services will be reemployed in the job that they would have attained if they had not been absent for military service, including any promotion, increase in pay and additional job responsibilities.  Further, a returning service member is entitled to all general across-the-board pay raises which he or she would have received but for the absence for uniformed service. With respect to pay, the term includes all elements of compensation for which they were eligible including an hourly rate, piece rate, salaries, commissions, bonuses and shift premiums. SOIA will provide training or other assistance to returning service members to help them refresh or upgrade their skills to qualify for reemployment.

### Benefits

Service members and their families will continue to receive health benefits if the employee’s absence is for 30 days or less. If the service member’s absence will be longer than 30 days, eligible dependents may continue health care coverage under COBRA at their expense for up to 24 months. Employees returning from military leave will resume health plan coverage without a waiting period or other exclusion.

The period of military duty will be counted as covered service for the purposes of retirement plan eligibility, vesting and benefit accrual. SOIA may not make plan contributions during a military leave. However, upon reemployment, SOIA will restart contributions, and make up contributions that would have been made during your absence. If you are required to contribute to the retirement plan, you will have up to three times the period of military duty or five years, whichever is first, to make the contributions.

Contact the CEO and/or Aureon HR for further information about military leave.

## Coverage Under the Family and Medical Leave Act (“FMLA”)

At this time, SOIA is not considered a covered employer under the Family Medical Leave Act because we do not have 50 employees. Employees are not currently afforded job protection for leaves of absence under this Act. Please direct any questions to your supervisor or your HR Partner at Aureon HR.

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# COMPUTER, EMAIL, AND INTERNET POLICIES

## Use of SOIA Assets and Technology

SOIA assets should be used only for purposes of conducting business. Employees are prohibited from unauthorized possession or use of property, proprietary information or supplies belonging to SOIA. SOIA email, instant messaging, text messaging, internet messaging and electronic bulletin board systems are to be used for business related purposes and to transmit and receive business information, with limited exceptions for incidental personal use.

Should employees make incidental use of the email, instant messaging, text messaging, Internet messaging or electronic bulletin board systems, or of SOIA-issued cell phones or mobile devices to transmit or receive personal messages, such messages will be treated no differently than other messages, i.e., SOIA reserves the right to access, review, copy, delete or disclose them for any purpose.

Downloads and streaming are not permitted on our network. This keeps our internet resources available for business use and helps maintain network security. Please be aware that your Internet access may be monitored and tracked within our internet security protocols. When using SOIA -provided electronic devices for online and other activity, you must enable and comply with SOIA security procedures, including use of approved anti-virus software.

SOIA-issued cell phones and mobile devices likely contain GPS tracking devices that permit tracking of the location of our property and employees. Employees are prohibited from disabling or interfering with any function (including the GPS tracking device) of a SOIA issued cell phone or mobile device. During an employee’s scheduled working hours, SOIA reserves the right to monitor the geographic location of any organization issued electronic device.

SOIA treats all voice mail, electronic messages/mail, files, and any other information received by or stored in SOIA-issued computers, phones, cell phones, or mobile devices as business messages in which employees have no expectation of privacy. SOIA reserves the right to inspect, monitor and have access to SOIA computers, mobile devices, electronic mail, voice mail messages and Internet communications.

SOIA does not have an expectation that non-exempt employees will check their mobile devices or cell phones during non-work hours, unless as specifically directed by an employee’s supervisor. In the event a non-exempt employee uses their mobile device or cell phone for work purposes during non-work hours, all working time must be reported.

### Effective Use of Electronic Communications

To use electronic communication tools effectively, employees should follow these guidelines:

* Emails and other electronic messages are not a substitute for oral communication. If you have a matter of importance to discuss, do so in person.
* Emails and IMs are to be limited to work related matters, and business etiquette is to be utilized in drafting messages.
* Reports of late arrivals or early departures should be conveyed in person or over the phone, and electronic messages for this purpose should be used only when other options are not possible. Please follow SOIA attendance policies.
* Network security procedures are to be followed at all times.
* Never open attachments from an unknown source and always make sure anti-virus software is running and virus definitions are up to date.
* Avoid sending confidential, proprietary, or trade secret information via text message, email or any other electronic means.
* Do not send emails or electronic messages under another employee’s login ID.
* Off-color humor, foul, inappropriate, offensive or discriminatory language and harassment of any kind are prohibited.

Improper use of email or electronic messaging may result in discipline up to and including discharge.

### Copyrighted Information

Use of the email system, copy machines, fax machines or other SOIA assets or technology to copy and/or transmit any documents, software, or other information protected by copyright laws is prohibited and will result in disciplinary action.

### Other Prohibited Uses

SOIA prohibits use of the email system, SOIA computer system, or other means of electronic communication to engage in any communications that are in violation of SOIA policies, including but not limited to transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal information about other individuals without authorization.

## Online Activity Policy

### Introduction

New technologies and online tools are emerging and evolving at an increasingly rapid pace. These fundamental shifts in technology and its uses have led to more and more connections between formerly separate parts of our lives, and connections to persons with whom we used to have limited or no contact. Boundaries between personal and work lives sometimes become blurred or even forgotten with the widespread and instantaneous sharing of information, opinions, interests, and activities, and the widespread availability of electronic devices. This can result in unintended consequences and risks for you and for SOIA.

### Risks

Your online activities may pose certain risks to you, to others, and to SOIA, including but not limited to the potential for:

* Decreased productivity, efficiency, and performance;
* Reduction of, and threats to, the performance and capacity of SOIA networks and equipment;
* Disclosure of confidential customer or business proprietary and/or trade secret information;
* Breaches of other SOIA privacy or security rules; and
* Other activities that might expose you, others, or SOIA to legal liability.

Many of these risks are present whether the use of electronic devices and online activities occur at work or when you are off-duty.

### Purpose

Because of these risks, SOIA has developed the following policy to help you navigate issues related to your online activities and use of electronic devices, and to clarify your responsibilities and SOIA’s expectations regarding the same. SOIA respects the privacy and confidentiality of its customers and employees, which is critical to maintaining a professional, respectful, efficient, and ethical environment.

### Definitions

For purposes of this policy, “online activity” includes but is not limited to wired or wireless communications, access to, use of, or communications stored, sent, or received over the Internet, email, or any interactive online media, tool, or function (such as social or professional networking sites like Facebook or LinkedIn; microblogging services like Twitter; weblogs; chat rooms; listservs; and other online profiles or online forums), as well as text, photo, or data messaging. Online activity includes all such communications, access, use, storage, and messaging, whether over a fixed or mobile electronic device.

For purposes of this policy, “electronic device” includes but is not limited to desktop computers, laptops, landline phones, cell phones, smart phones, web-enabled handheld devices, networks, servers, technology systems, and other communications and computer equipment.

### Policy

SOIA takes no position on your decision to participate in personal online activities. However, what you do or say online has the potential to impact your employer. To the extent you choose to engage in personal online activity, such activity must comply with these guidelines and all other SOIA policies.

In your online activity, you may not represent that you are speaking on SOIA’s behalf unless you have been given written authority from the CEO to engage in the activity or the activity is clearly required by your job duties and expressly authorized by SOIA.

In your online activity, you may not use or disclose SOIA, or confidential and/or proprietary information, SOIA marketing strategies, or other confidential information unrelated to the terms and conditions of your employment. Your online activity must comply with SOIA’s Confidentiality and Trade Secret Information policy.

In your online activity, you must not engage in communications that are vulgar, obscene, threatening, intimidating, harassing, or a violation of SOIA workplace policies against illegal discrimination, harassment, or hostility because of a person’s sex, race, color, religion, creed, national origin, age, pregnancy, disability, military service, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable federal or state law.

In your online activity, your communications must not include maliciously false defamatory statements.

You may not use SOIA’s name or logo when you are engaged or depicted in online activity that violates SOIA policies, is illegal, or is otherwise unrelated to communications regarding the terms and conditions of your employment.

All online responses to reference inquiries (via LinkedIn or other platform) must comply with SOIA policy on reference checks.

Employees may not pressure co-workers to connect or communicate with them through online activity, such as harassing conduct intended to induce a social network “friend” request.

When using SOIA-provided electronic devices for online and other activity, you must enable and comply with SOIA’s security procedures, including use of approved anti-virus software.

SOIA-provided electronic devices, including those specially-designated for personal online activities, cannot be used to access online video services, streaming video or audio, Internet telephone services, peer-to-peer file sharing or other large files that may adversely impact SOIA’s information technology system performance. Generally, accessing and downloading large files may be blocked to protect SOIA’s network performance.

All communications and information transmitted by, transmitted to, received by, received from, shared by, shared with, or stored in SOIA-provided electronic devices (all such communications and information hereafter, “communications”) are not considered private as to any individual employee, are the property of SOIA, and are to be used only for legitimate business purposes. All such electronic devices and communications are subject to interception and monitoring by SOIA, including those SOIA-provided electronic devices specially-designated for personal online activities.

If employees have any work-related concerns, they are encouraged to attempt resolving those issues by raising them directly with SOIA management.

### SOIA Social Media Sites and Blogs

LinkedIn SOIA pages and profiles and SOIA-sponsored blogs are the property of SOIA. Twitter and Facebook accounts, or other social media or online accounts opened or designated for the purpose of marketing SOIA events or services or communicating with the general public or otherwise conducting SOIA business are considered the property of SOIA. The content, profiles, followers/ connections, data, and access information for these sites belongs to SOIA.

Account managers for these sites must ensure that a member of senior management has all passwords and usernames to these sites and must obtain permission from the CEO prior to changing passwords or making other changes which affect user accessibility.

### Scope

Although this policy may touch upon specific technologies used today, the policy must be interpreted broadly, as changes to and uses of such technologies have been and will continue to grow so rapidly that no policy can keep pace with individual developments.

This policy is not intended to interfere with or restrain employees’ rights to engage in protected concerted activity under the National Labor Relations Act, or any other activity protected under the law, and will not be applied to limit such protected activity.

### Disciplinary Action

Violations of this policy may result in disciplinary action up to and including termination of employment.

### Questions

If you have a question about this policy or how your online activity may impact or be impacted by SOIA’s other business policies, you should notify management.

# SAFETY AND SECURITY

## Privacy

SOIA assets belong to SOIA and SOIA reserves the right (at any time and without notice) to access, inspect, inventory, or search any asset. Items or information of a personal nature may be discovered in the course of any such activity if you use SOIA assets for personal purposes. SOIA reserves the right to access, review, copy, or delete all files and messages or to search any assets for any purpose and to disclose them to any party (inside or outside SOIA) it deems appropriate. There is no right to privacy and you consent to such access by accepting and using SOIA assets.

SOIA treats all voice mail and electronic messages/mail received or stored in SOIA-issued computers, phones, cell phones, or mobile devices as business messages in which employees have no expectation of privacy. SOIA reserves the right to inspect, monitor and have access to SOIA computers, electronic mail, voice mail messages and Internet communications.

It is the policy of SOIA, when deemed necessary by management, for authorized persons to search and inspect both SOIA property and personal items, including vehicles, brought onto SOIA property. All inspection will occur with the knowledge of the CEO. An employee’s refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination.

SOIA assumes no liability whatsoever for the damage, loss or theft caused by third parties to the personal property of staff members.

## Security

In simplest terms, security is for the purpose of protecting people, SOIA property and information.

The security of our facility as well as the welfare of our employees requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner, in or around the facility, or when keys, security passes or identification badges are lost or misplaced.

Employees entrusted with keys to the office or other SOIA facilities are responsible for the safekeeping of the keys and/or access cards, the security and protection of SOIA property, as well as any activity taking place while the employee is present and the office is closed.

## Injury Reporting Procedure

Employees are required to report any work-related injury or illness, no matter how small, to their immediate supervisor. The supervisor will supply, and the employee shall help the supervisor complete the required injury and illness incident report. In addition, all employees who have experienced a work-related injury or illness shall refer to and observe SOIA policy or procedure in regard to submitting a claim for workers’ compensation. An employee who needs assistance with filing a claim for workers' compensation should contact Aureon HR or a supervisor as soon as possible.  Failure to submit a timely claim can adversely affect workers' compensation benefits.

## Prevention of Violence in the Workplace

SOIA has a no tolerance policy for workplace violence, verbal and nonverbal threats and related actions.

Firearms and weapons **cannot** be brought into the workplace at any time. Employees who violate this policy are subject to immediate discipline up to and including termination.

Employees should immediately report to their supervisor such incidents or threats. We encourage employees to promptly report such incidents and to suggest ways to reduce or eliminate risks. SOIA will not retaliate against any employee for reporting such an incident, and will not knowingly permit any retaliation by management or non-management employees.

## Vehicle Safety and Usage Policy

SOIA has made a commitment of safety, service, and quality to our employees, customers, and the general public. SOIA mandates that our employees operate all vehicles owned by or in the care of SOIA, or personal vehicles used for business purposes, in a safe, lawful and economical manner.

Vehicles may not be operated unless both the driver and vehicle are in a safe operating condition. Drivers must be physically and mentally able to drive safely. Drivers must conform to all traffic laws as well as respect the rights of other drivers and pedestrians. Drivers may not use or be under the influence of drugs or alcohol while operating a vehicle owned by or under the care of SOIA. Smoking is not permitted in or around SOIA vehicles. Any damage to a SOIA vehicle, accident, or traffic violation received while operating a SOIA vehicle must be reported to your supervisor immediately.

Employees who are asked to operate a vehicle belonging to SOIA or who may be asked to use their personal vehicle to conduct SOIA business are required to have a valid drivers’ license. Employees without a valid drivers’ license have a responsibility to notify their supervisor that they are not able to drive if asked to drive for business purposes. Failure to do so may result in a violation of the law and will be grounds for disciplinary action, including termination.

If a SOIA vehicle is not available when needed for a business purpose, employees will be reimbursed for approved mileage in accordance with the normal expense reimbursement procedure. Employees using personal cars on SOIA business are required to carry, at their own expense, insurance for the minimum limits of liability required by his or her state of residence.

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# ADVERSE POLICY IMPACT

SOIA has implemented numerous policies that are designed to achieve important business objectives. We recognize, however, that an otherwise legitimate workplace policy can have unintended consequences to individuals in a particular group or class. If you feel that one of our policies adversely impacts you due to your unique circumstances (e.g. your membership in one of the “protected classes”), you may seek accommodation regarding such policy. The procedure to seek this accommodation is as follows: Deliver to your supervisor (or your supervisor’s supervisor) a memorandum, in writing, which identifies (1) the policy at issue; (2) the reason why the policy, as it applies to you, creates an adverse impact on you; and (3) the accommodation that you request to avoid this adverse impact.

Examples of “protected classes” include, but may not be limited to, race, color, creed, sex (including pregnancy), religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, or military status.

# EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the Special Olympics Iowa Employee Policies and Procedures Handbook. I have read, understand, had the opportunity to ask questions, and agree to follow the policies and procedures contained therein. I understand that, except for the employment at-will policy, SOIA can change any and all policies or practices at any time.

In consideration of my employment, I agree to conform to the rules and regulations of SOIA and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either SOIA or me. I understand that no manager or representative of SOIA other than the CEO has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and that such changes must be in writing.

My signature below certifies that I understand that the foregoing agreement on employment at-will status is the sole and entire agreement between SOIA and me concerning the duration of my employment and the circumstances under which my employment may be terminated. This Agreement supersedes all prior agreements, understandings and representations concerning my employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_