

ALASKA ARTS SOUTHEAST, INC.
dba Sitka Fine Arts Camp

SUMMER EMPLOYEE HANDBOOK

Last Updated 10/19/18

Table of Contents

| | |
|---|-----------|
| WELCOME & INTRODUCTION | 5 |
| A. AASE Responsibilities to Our Employees: | 5 |
| B. Employee Responsibilities: | 6 |
| GENERAL POLICIES | 6 |
| A. Authorization | 6 |
| B. Governance | 6 |
| C. At Will Employment | 6 |
| D. Equal Opportunity Employment | 6 |
| E. Non-Discrimination/Anti-Harassment Policy & Procedure | 7 |
| a. Definition of Unlawful Harassment | 7 |
| b. Definition of Sexual Harassment | 8 |
| c. Complaint Procedure | 8 |
| d. Retaliation is Prohibited | 9 |
| F. Americans with Disabilities Act (ADA) and Reasonable Accommodation | 9 |
| G. Employment Eligibility | 9 |
| H. Personal Expense Reimbursement | 9 |
| EMPLOYMENT POLICIES | 10 |
| A. Application for Employment | 10 |
| B. Background and Reference Checks | 10 |
| C. New Hire Orientation | 10 |
| D. Employment Categories | 11 |
| E. Job Classification under the Fair Labor Standards Act | 11 |
| F. Employment of Minors | 11 |
| G. Job Descriptions | 12 |
| H. Annual Performance Reviews | 12 |
| a. Annual Evaluations | 12 |
| I. Problem Resolution | 12 |
| J. Resignation and Termination | 13 |
| b. Involuntary Terminations | 13 |
| c. Reduction of Staff | 14 |
| K. Personal Data Changes | 14 |
| L. Access to Personnel Files | 14 |
| M. Confidential Information | 14 |
| COMPENSATION AND PAYROLL | 15 |
| A. Work Week and Hours of Work | 15 |
| B. Daily Time Records | 16 |
| C. Overtime | 16 |
| D. Holiday Pay | 16 |
| E. Volunteer hours | 16 |
| F. Pay Day | 16 |

| | |
|--|-----------|
| G. Deductions from Pay | 16 |
| a. Mandatory Deductions | 17 |
| i. Federal Income Tax | 17 |
| ii. FICA Tax | 17 |
| iii. Unemployment Tax | 17 |
| iv. Court-Ordered Deductions | 17 |
| b. Voluntary Deductions | 17 |
| H. Payroll Corrections and Changes | 17 |
| I. Compensation, Wages and other Administrative Details | 18 |
| BENEFITS, INCLUDING PAID LEAVES OF ABSENCE | 19 |
| A. Benefitted Employees | 19 |
| B. Hames Center Membership | 19 |
| C. Training and Development | 19 |
| D. Paid and Unpaid Leave Programs | 19 |
| a. Annual Vacation Leave | 19 |
| b. Vacation Accruals | 20 |
| c. Use and Scheduling of Vacation | 20 |
| d. Cash-out of Accrued Vacation | 21 |
| E. Sick/Personal Leave | 21 |
| e. Sick/Personal Leave Accruals | 21 |
| f. Use and Scheduling of Sick/Personal Leave | 21 |
| F. Unpaid Family Leave | 21 |
| G. Sitka Fine Arts Camp Paid Holidays | 21 |
| H. Hames Center Paid Holidays | 22 |
| I. Floating Holidays | 22 |
| J. Leave Without Pay | 22 |
| K. Court Leave | 22 |
| L. Bereavement Leave | 23 |
| M. Military Leave | 23 |
| N. SFAC Tuition Benefit | 23 |
| O. Workers' Compensation Insurance & Work-Related Injuries/Illnesses | 24 |
| STANDARDS OF CONDUCT | 25 |
| A. Conflicts of Interest | 25 |
| B. Progressive Discipline | 26 |
| C. Drug-Free and Alcohol-Free Workplace | 26 |
| D. Smoke-Free Workplace | 27 |
| E. Attendance | 27 |
| F. Communications | 27 |
| G. Driving While on AASE Business | 27 |
| a. Use of AASE Vehicles | 28 |
| b. Use of Personal Vehicles | 29 |
| H. Use of AASE Property and Facilities | 29 |
| I. Nepotism | 29 |

| | |
|--|-----------|
| J. Bulletin Boards | 30 |
| K. Safety | 30 |
| L. Workplace Violence Prevention | 31 |
| M. Weapons in the Workplace | 31 |
| N. Computers, Internet, Email, and Other AASE Technology Resources | 31 |
| O. Social Media Policy | 32 |
| HANDBOOK ACKNOWLEDGEMENT & RECEIPT | 35 |

I. WELCOME & INTRODUCTION

The mission of Alaska Arts Southeast, Inc. is to build community in Alaska by providing opportunities in arts, culture and recreation in an inclusive, educational and inspirational environment.

In this handbook we will use either of our two names: Sitka Fine Arts Camp (SFAC) and/or Alaska Arts Southeast (AASE) interchangeably. We are one organization.

Congratulations, and welcome to the team. We believe that working here is a privilege and honor. At Sitka Fine Arts Camp we bring passion to our job and work hard. One of our rewards is to see our hard work translated into the transformation of youth and community.

Trust is the bedrock of our working relationships. We trust that each person brings to work a deep belief in the values and mission of our organization, the desire to be a team player, the ability to work independently, and the desire and drive toward producing excellent work. We ask that while at work our employees be present, engaged, and committed to the work at hand while striving for excellence and efficiency. We also expect that employees are engaged in personal growth relating to their work at the Sitka Fine Arts Camp.

The philosophy behind many of our policies is that each of us who work here has the responsibility to make sure that Sitka Fine Arts Camp is a good place to work. We expect you to perform your job with competence and cheerfulness, to share your ideas for improving the tasks, and to contribute practical suggestions that will help us carry out our Mission. You have joined a group of employees who believe their work is more than a job. It is their mission.

The purpose of this handbook is to provide answers to questions you may have about working for Sitka Fine Arts Camp and to explain the policies that apply to each of us who work here. Certain policies governing conduct apply to volunteers as well. Employees will be asked to return a signed acknowledgement form verifying that this Employee Handbook has been received and understood, and the signed acknowledgement will be included in the employee's personnel file.

The Alaska Arts Southeast Board, referred to hereafter as the Board, is committed to providing a safe, consistent, supportive working environment for all employees and volunteers, and has approved the personnel policies in this Handbook with that objective. The Board reserves the right, at its discretion, to make changes to the policies and practices described in this Handbook at any time, with or without notice. The Employee Handbook should not be construed to create any contractual or other rights. Moreover, because it is impossible to anticipate every situation that may arise, the organization reserves the right to address workplace issues in a manner different from that described herein when circumstances so warrant.

A. AASE Responsibilities to Our Employees:

- A clear Job Description.
- A statement of what performance we expect in the Job.
- Fair and safe employment as defined in Federal and State regulations.
- The opportunity to present concerns and suggestions to your supervisor.

- Respectful attention to you as a person, and as an employee, including times when disagreements may occur.

B. Employee Responsibilities:

- Sustained best-effort work performance.
- Cooperative participation when working with other employees.
- Identify work problems in advance and minimize them.
- Share work or personal concerns before they interfere with performance.
- Take time to read the policies; if there are any that are confusing, ask your supervisor.
- Treat all people in our programs with respect, even if they are having a difficult moment.

II. GENERAL POLICIES

A. Authorization

The Board retains the exclusive right to manage the organization. The Board has chosen to delegate authority to the Executive Director (“ED”) to direct the work of the organization. The Board selects the Executive Director, who serves at the pleasure of the Board. The Board serves as the final arbiter for any grievable situations.

B. Governance

Those policies that require approval or notification of the ED or Board President automatically transfer that authority – in the absence of that person – to the next designated position.

- For the ED, that is the Acting ED (designated by the ED).
- For the President, that is the Vice President, followed by a designated member of the Administrative Committee.

C. At Will Employment

Employment with Alaska Arts Southeast, Inc. is at will, and voluntarily entered into. This means an employee is free to resign at any time, with or without cause. Similarly, Alaska Arts Southeast, Inc. may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Nothing in these policies should be construed as a guarantee of employment with AASE for any stipulated period of time; there is no contract between AASE and an employee.

D. Equal Opportunity Employment

AASE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, religion, sex, marital status, age, physical or mental disability, sexual orientation, gender identity, marital status or changes thereto, pregnancy or parenthood, status as a veteran, veteran with a disability, or any other characteristic protected by state or federal statute. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

AASE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director. AASE will not allow any form of retaliation against individuals who raise issues relating to equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Executive Director.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Non-Discrimination/Anti-Harassment Policy & Procedure.

E. Non-Discrimination/Anti-Harassment Policy & Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is AASE's policy to provide a work environment free of sexual and other harassment. To that end, harassment of AASE's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. AASE will take all steps necessary to prevent and eliminate unlawful harassment.

a. Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

b. Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at AASE.

c. Complaint Procedure

Any employee who believes he or she has been subject to, witnessed, or otherwise become aware of illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the Executive Director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

d. Retaliation is Prohibited

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, AASE will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

F. Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, AASE will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees and applicants for employment who may require a reasonable accommodation should contact the Operations Director.

G. Employment Eligibility

AASE is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), each new employee and former employees who is rehired, as a condition of employment, must present documentation establishing identity and employment eligibility within three business days of hire, or within one business day of hire if the employee is hired for an employment duration of only one day.

Individuals with questions or who seek more information on immigration law issues are encouraged to contact the Operations Director.

H. Personal Expense Reimbursement

Employees who use personal funds to provide an approved emergency or unscheduled purchase for AASE (e.g. gasoline for the SFAC Camp van) are entitled to reimbursement, upon submission of the receipt or other appropriate documentation.

III. EMPLOYMENT POLICIES

A. Application for Employment

All applicants for employment must complete the AASE application form. AASE relies on the accuracy of the information applicants include in their employment applications. All applicants are expected to provide accurate and truthful information during the hiring process. AASE reserves the right to take appropriate action, up to and including termination of employment, if it is determined at any time that an applicant submitted untruthful, false, or misleading information or omitted material information from his/her application for employment.

B. Background and Reference Checks

AASE conducts a full and complete reference and background check for all candidates seeking employment, including internal candidates.

Background checks, including verification of prior employment, professional licensure, education, professional certifications, driving record, credit and [criminal background](#), may be conducted on candidates new to AASE after the employment offer is accepted. Continued employment with AASE will be contingent upon the successful completion of such background check to the extent allowed by law and as deemed appropriate and relevant for the position for which the individual is being considered.

The continued employment of any employee is subject to the employee's maintenance of the requirements for the job such as certification, licensure, clean driving record, etc. When issues affecting eligibility for the specific job or employment occur, they will be reviewed with the candidate before personnel action is taken. Personnel action may include but is not limited to termination of employment.

Reference checks, including personal and professional, will be conducted prior to an offer of employment.

AASE will respond in writing only to those reference check inquiries that are submitted in writing for former or current employees. No employment data other than dates of employment and job title will be released without a written authorization and release signed by the former or current employee or by subpoena or court order. All inquiries regarding former or current employees must be sent to the Executive Director for response.

C. New Hire Orientation

Each new employee will receive:

- Written employment agreement containing starting date, pay rate, and schedule of payment
- Copy of AASE Employee Handbook

D. Employment Categories

AASE employs workers in different employment statuses, including Regular Full Time, Regular Part Time and Temporary (seasonal). Position specifics are detailed in each job description. Generally speaking, there are 4 types of employment status within AASE:

Regular Full-Time Employment: Employees who are hired to work 37.5 hours per week for an indefinite period are considered regular full-time employees. Generally, these employees are eligible for AASE's full-time benefits package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employment: Employees who are regularly scheduled to work at least 20 hours, but fewer than 37.5 hours, per week for an indefinite period are considered regular part-time employees. Part-time employees may be eligible for some AASE's benefits, subject to the terms, conditions, and limitations of each benefits program.

Temporary (Seasonal) Employment: Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project for a limited duration, generally not to exceed six months, are considered Temporary or Seasonal employees. Work schedules may be full-time, part-time, or occasional/as-needed. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary (seasonal) employees are not entitled to benefits other than those mandated by State or Federal regulations (e.g., Social Security contributions, workers compensation insurance and unemployment insurance).

Occasional Employment: Employees who are hired for an activity that occurs without regularity and/or is not in the usual course of business are considered Occasional employees. Work schedules may be full days, partial days, or occasional/as-needed; periods of work are sporadic. Employment beyond any initially stated period does not in any way imply a change in employment status. Occasional employees are not entitled to benefits other than those mandated by State or Federal regulations (e.g., Social Security contributions, workers compensation insurance and unemployment insurance).

E. Job Classification under the Fair Labor Standards Act

Employers classify positions as either exempt or non-exempt under the Fair Labor Standards Act (FLSA). A position's classification refers to whether the job is or is not exempt from the minimum wage and overtime provisions of the FLSA. All AASE job descriptions include information about job classification. If you are unsure of your position's classification, contact your supervisor or the Operations Director.

Workers in **non-exempt** positions are eligible for overtime pay for hours worked in excess of 40 hours in a workweek or 8 hours in a single day, unless working under a state-approved Flexible Work Hour Plan. These positions are "not exempt" from the minimum wage and overtime provisions of the FLSA.

Workers in **exempt** positions are not required to be paid overtime wages. Positions classified as exempt must meet certain job duties tests, and salaries must meet state and federal requirements.

F. Employment of Minors

From time to time, AASE may supplement its workforce with minors (individuals aged 16 to 18).

Minors wishing to apply for approved positions with AASE must have the appropriate work authorization form completed and signed before being considered for employment. AASE will comply with all laws and regulations regarding the employment of minors. Employees seeking additional information regarding the constraints and/or guidelines regarding employing minors should contact their supervisor or the Operations Director.

G. Job Descriptions

AASE maintains detailed job descriptions for all positions directly employed by the organization. The purpose of these documents is to describe the essential functions of each position, along with the minimum requirements, qualifications, and physical requirements required for successful execution of each job. AASE reviews its job descriptions regularly and reserves the right to amend job descriptions as required to meet business needs. Employees with questions about their job description should contact their supervisor or the Operations Director for clarification.

H. Problem Resolution

AASE recognizes the value of identifying and resolving causes of employee dissatisfaction in a timely manner.

This Problem Resolution Policy is not intended to serve as a substitute for the normal employee-supervisor relationship, nor can it substitute for a spirit of collaboration and goodwill between these two groups. Ongoing communication remains the most effective way to develop and enhance favorable working relationships. However, during the course of everyday work experiences, some questions, concerns, misunderstandings or personal problems may arise.

If an employee experiences a work-related problem, the employee is encouraged to discuss it openly and honestly with the parties involved. If the employee and those involved are unable to resolve the problem, the employee should work with his/her supervisor to resolve the problem situation. If the employee is dissatisfied with the action taken by the supervisor, or is uncomfortable addressing this issue with the supervisor, the employee may take the following steps:

- Prepare a written summary of the problem situation and desired outcome. The summary should be given to the Operations Director or Executive Director within 15 days of any action taken by the supervisor.
- The Operations Director or Executive Director will confirm receipt of the written concern, and will schedule a conference with the employee to discuss the problem within ten working days. If a resolution is reached, the process ends and a memo summarizing the resolution, signed by the employee and the supervisor, will be placed in the employee's personnel file.

Should the employee wish to continue the grievance process, he/she should request a grievance hearing with the Board of Directors. A conference will be scheduled within ten working days before a committee of three members of the Board of Directors, appointed by the President of the Board, one of whom is designated as Committee Chair. The memos generated from the previous steps of the grievance process will be supplied to the Committee before the hearing. The Committee will issue a written decision within ten working days following the grievance hearing. The Committee's decision shall be final, and no further recourse will be available.

Employees may not grieve a termination of employment.

I. Resignation and Termination

All employees are subject to termination “at will.” AASE will attempt to provide advance notice of termination when practicable. In accordance with state regulations, employees exiting the organization through involuntary termination will receive their final pay within three (3) business days of the termination effective date.

In order to facilitate timely succession and smooth operations, AASE requests that resigning employees provide at least two weeks’ notice to the organization. The Executive Director may waive this requirement and permit a shorter notice of resignation without prejudicing potential rehire.

Employees exiting the organization through voluntary resignation will receive their final pay on the next regular pay date that is at least three (3) business days after AASE received the notice of resignation.

Each employee leaving AASE will have a final evaluation completed by his/her supervisor and placed in his/her personnel file. An optional exit interview will be offered to the departing employee.

a. Involuntary Terminations

Regular employee during the first 90 days of employment, Occasional Employees, and Temporary/Seasonal employees: If a newly hired, occasional or temporary/seasonal staff member does not meet the performance or behavioral standards of the organization, the Executive Director may terminate the employee at any time. Termination is an “at will” decision of the ED.

Regular Employee: If a regular employee performs unsatisfactorily, the organization, as determined by AASE, may choose to either 1) create a written Performance Improvement Plan (PIP) for the employee as a condition of continuing employment; or 2) terminate employment. If insufficient performance improvement occurs during the PIP, the Supervisor may recommend termination, in which case the ED will notify the Board President and proceed with the termination process. Since employment with Alaska Arts Southeast, Inc. is based on mutual consent, both the employee and Alaska Arts Southeast, Inc. have the right to terminate employment at will, with or without cause, at any point.

b. Reduction of Staff

If funding is insufficient to provide for existing staff levels, the Executive Director will consider the following factors in his/her recommendations to the Board for any staff reductions:

- Role in achieving AASE goals and objectives;
- Performance evaluations; and

- Seniority with AASE.

J. Personal Data Changes

AASE maintains records containing necessary personal information about its employees, including but not limited to mailing address, telephone contact numbers, marital status, dependent information, and emergency contact information. Employees are responsible for informing AASE's Operations Director whenever there is a change to such information.

K. Access to Personnel Files

Employee files are maintained by the Operations Director and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Current and former employees may request access to their personnel file by contacting the Operations Director. Personnel files are to be reviewed in the AASE office during regular business hours. Employee files may not be taken outside the office. Employees may request a copy of their personnel file, for which AASE may charge a reasonable copying fee. Representatives of government or law enforcement agencies, in the course of their duties, may be permitted access to personnel file information.

L. Confidential Information

During the course of employment, AASE employees may become aware of confidential and proprietary information. Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to the business operations of AASE, including financial information; employee, client and member data; donor information and mailing lists; and other private data. Employees are precluded from disclosing confidential information to anyone who is not employed by AASE or to other AASE employees who do not need to know such information. The disclosure, distribution, electronic submission or copying of AASE confidential and proprietary information is prohibited. Any employee who discloses confidential and proprietary information will be subjected to disciplinary action, including termination.

IV. COMPENSATION AND PAYROLL

A. Pay Day

During the summer, AASE distributes paychecks on the final day of each camp session. Required deductions will be made (Federal Withholding, Social Security, Medicare).

B. Deductions from Pay

AASE makes mandatory deductions from employees' pay in accordance with state and federal regulations, and in compliance with court orders.

a. Mandatory Deductions

i. Federal Income Tax

The amount withheld from the employee is sent to the Internal Revenue Service on a quarterly basis and the total of the withholding must be reported to the IRS and to the employee on Form W-2 at the end of the tax year.

ii. FICA Tax

Social Security payroll taxes are collected under authority of the [Federal Insurance Contributions Act](#) (FICA), and are sometimes referred to as "FICA taxes." The FICA tax funds Social Security and Medicare.

iii. Unemployment Tax

Unemployment insurance programs are governed by State governments and are funded by state, federal and private companies that pay employment tax. Unemployment eligibility and benefit amounts vary by state.

iv. Court-Ordered Deductions

AASE may be directed to withhold amounts from an employee's wages to satisfy court-ordered deductions. Common court-ordered deductions include a child support order, tax debt, or court judgment, sometimes referred to as garnishments.

A Child Support Order is a court-ordered payment by a non-custodial parent for the care and welfare of the child(ren). AASE will comply with applicable laws regarding such Child Support Orders. If an employee is subject to a Child Support Order, pay will be withheld from his/her paycheck in accordance with the Order.

A Garnishment is a legal order that authorizes the withholding of a portion of an employee's pay to satisfy a debt. AASE is required to comply with court orders to withhold and remit the amount stipulated in the order, up to the maximum allowed by law. Upon receipt of a garnishment, AASE will advise the employee that a garnishment has been served.

Federal or State tax levies require the deduction of pay from an employee's wages to satisfy a tax debt. Tax levies must be satisfied before all other garnishment orders, except for child support withholding orders.

b. Voluntary Deductions

Voluntary deductions are those requested and/or approved by the employee. Employees must authorize all voluntary deductions in writing.

C. Payroll Corrections and Changes

AASE makes reasonable professional effort to ensure that its employees are paid accurately and timely on each scheduled payday. In the unlikely event that there is an error in the amount of pay, either an underpayment or an overpayment, the employee must promptly bring the discrepancy to the attention of his/her supervisor or the Operations Director so that corrections can be made as quickly as possible.

Underpayments will be corrected as quickly as possible.

Employees will be expected to refund overpayments. Overpayments will be recovered in a manner that complies with applicable laws. In general, employees will be asked to enter into a written agreement that sets forth a repayment schedule and authorizes the deduction of the repayment amounts from subsequent pay checks. Failure to repay any overpayment(s) within a reasonable timeframe may result in disciplinary action, up to and including termination.

Changes in employees' wages will typically take effect at the beginning of a pay period, and AASE will provide advance notice of any change(s), in accordance with applicable state regulations.

D. Compensation, Wages and other Administrative Details

Compensation for AASE positions has been established by considering, among other things, the necessary skills for the position, the complexity of the tasks involved and specific responsibilities. Wage adjustments are made from time to time based on several factors, including individual performance and external market pay data. While nothing in this policy is intended to forbid employees from discussing wages, AASE considers employees' compensation a confidential matter and recommends against pay discussions among employees. Employees with questions or concerns about their pay are encouraged to contact their supervisor or the Operations Director for information.

V. BENEFITS, INCLUDING PAID LEAVES OF ABSENCE

A. SFAC Tuition Benefit

Seasonal and Temporary employees whose children attend camp will receive waived tuition for any camp sessions that they are teaching or working at less the deposit. The tuition waiver excludes course equipment and/or supply fees, which remain payable in full according to the regular payment schedule.

Eligibility:

- The employee requesting the tuition waiver must be actively employed at the time of the child's Camp enrollment and at the time the child attends camp.
- Under this policy, an "eligible child" is the birth, adopted or foster child of a current AASE employee.

B. Workers' Compensation Insurance & Work-Related Injuries/Illnesses

All AASE employees are covered by a Worker's Compensation policy; employees who become injured or ill in the course and scope of their employment at AASE may be eligible to receive workers' compensation benefits.

If an employee is injured or becomes ill on the job, or while performing work on behalf of AASE, the employee must report that injury within 24 hours to the Executive Director, or in his/her absence to the staff person designated as Acting Executive Director. No matter how minor an on-the-job injury or illness may seem, it is important that it be reported immediately.

Employees absent from work as a result of on-the-job illness or injury may use accrued Sick/Personal Leave until Workers' Compensation benefits start (typically on the 4th day of absence for accepted Workers' Compensation claims). No additional compensation or benefit accrual will be provided by AASE during the time the employee is receiving Workers' Benefits. (e.g. Vacation and Sick leave do not accrue while on Workers' Compensation leave of absence.)

VI. STANDARDS OF CONDUCT

A. Conflicts of Interest

AASE expects its employees to conduct themselves and AASE business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. AASE recognizes and respects individual employees' rights to engage in activities outside of employment that are private in nature and do not conflict with or reflect poorly on the organization.

If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. While not an exhaustive listing, the list below indicates some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Simultaneous employment by another firm that is a supplier to AASE or its businesses.
- Conducting AASE business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, a firm to which AASE makes purchases.
- Borrowing money from members or firms, other than recognized loan institutions, from which AASE buys services, materials, equipment, or supplies.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency with the understanding that the donor organization or agency will receive preferential treatment in the future.
- Speculating or dealing in materials, equipment, supplies, services, or property purchased by the organization.
- Participating in civic or professional organization activities in a manner that divulges confidential company information.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position or knowledge of AASE's affairs for personal gains.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Employees are required to disclose the existence of any potential or actual conflict of interest, and will be given the opportunity to disclose all material facts to the organization.

After disclosure of the potential or actual conflict of interest and all material facts, and after any discussion with the interested person, AASE will make a determination regarding the conflict, along with recommendations the employee and/or AASE may pursue to cure the potential or actual conflict. Failure to disclose or resolve conflicts may result in disciplinary action. Please contact your supervisor or the Operations Director with any questions about this policy.

B. Progressive Discipline

AASE expects employees to comply with the organization's standards of behavior and performance, and to correct any noncompliance with these standards.

Under normal circumstances, AASE endorses a policy of progressive discipline under which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict AASE's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Counseling. If an informal coaching conversation with the employee has not resulted in satisfactory performance, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, and (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge.

Step 2: Written Reprimand. If satisfactory performance is not achieved through coaching and Step 1, the supervisor and his or her superior should meet with the employee in private and proceed via (a) through (d) above, then issue a written reprimand to the employee.

Step 3: Final Written Warning. At AASE's determination, the organization may offer the employee a final opportunity to correct his or her behavior and/or performance. The Final Written Warning notifies the employee in writing that failure to improve in the area(s) described will result in termination of employment.

Step 4: Failure to Improve. Failure to improve performance or behavior after the written warning(s) will typically result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior. In other words, each subsequent performance issue, whether related or unrelated to previous performance issues, may result in the next step in the Progressive Discipline process.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. In these cases, the employee may be suspended from work (with or without pay) and an investigation of the incidents leading up to the suspension will be conducted to determine if any further action, such as termination, should be taken.

C. Drug-Free and Alcohol-Free Workplace

AASE maintains a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the organization. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on AASE premises or while performing AASE services, is strictly prohibited.

AASE also prohibits reporting to work or performing services under the influence of alcohol, or consuming alcohol while on duty or during work hours. In addition, AASE prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or AASE's reputation in the community. An employee who appears to be incapacitated – for any reason – while at work, or while representing AASE at an outside function, will be sent home via a safe means of transportation. Employees sent home multiple times for on-duty incapacitation may be subject to disciplinary action.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

D. Smoke-Free Workplace

Because the health risks from smoking are well known, including the hazards from second hand smoke (breathing smoke from someone else's smoking), it is important that campers and staff are protected. Therefore, AASE offices, the entire Sitka Fine Arts Campus, and the Performing Arts Center are smoke-free, and neither staff, students, faculty, or the public may smoke in or around these facilities. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

E. Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail, text and e-mail messages are acceptable means of notification. Excessive absenteeism or tardiness will result in discipline, up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination.

Job Abandonment: If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment and employment will be terminated.

F. Communications

Only AASE's Executive Director, or a person designated by the ED or the Board, is authorized to represent AASE and make statements to and/or respond to requests for information from the media on behalf of the organization. Employees should contact their supervisor for further information or in the event they receive any media requests.

G. Driving While on AASE Business

All employees using any vehicle (AASE-owned, leased, rental, or personal vehicle) in the performance of job duties must adhere to the following requirements:

Compliance with Law. All employees must know, understand, and comply with all local, state, and federal rules and regulations governing the operation of the vehicle.

Seat Belt Requirement. Employees and all passengers shall wear seat belts. No one is

permitted to ride anywhere on or in a vehicle except on installed seats in the passenger compartment.

Prohibition Against Texting. Employees shall not engage in “texting” (i.e., reading or typing a text or other non-voice message or communication on a cell phone, computer or similar device) while driving a vehicle for AASE business purposes.

Cell Phone Restrictions. AASE will comply with Sitka’s cell phone law that says no talking or texting while driving.

No Smoking. Smoking is prohibited in all AASE-owned, leased, or rented vehicles.

Accident Reporting. Immediately report all vehicle accidents or incidents to the appropriate law enforcement official and your supervisor. Driver’s should preserve evidence (e.g., photographs) of the accident or incident, or in the event the driver is unable to preserve evidence, any employees at the scene may preserve evidence. Employees shall notify the Operations Director as soon as possible following an accident or incident.

Mandatory Report of License Citations, Arrest, and/or Conviction. Employees who are required to drive in the performance of their duties are required to notify their manager immediately of any suspension or revocation of their driver’s license, or if they have been convicted of a felony pertaining to the operation of a motor vehicle.

Driving Records. Employees who are required to drive in the performance of their job duties may be asked to provide a copy of their driving record. Copies of the documentation will be maintained in the employee’s personnel file.

Capability to Drive. Employees who believe they are incapable of driving a vehicle while engaged in AASE business for any reason are to immediately stop driving and notify their supervisor.

Illegal Drug and Alcohol Restrictions. The possession, transportation, or sale of illegal drugs or open alcoholic beverages while engaged in AASE business is prohibited.

Firearms. The possession and transportation of firearms during the course of performing AASE business is prohibited, unless authorized by the Executive Director or AASE Board President.

Ban on Headphones and Radar Detectors. The use of headphones or radar detectors while operating any vehicle for AASE business is prohibited.

a. Use of AASE Vehicles

AASE employees and volunteers must obtain the authorization of the Operations Director or Executive Director, or their appointees, before operating any AASE vehicles. Employees must be listed as “Designated Driver” on AASE insurance before operating any AASE vehicles. It is the employee’s responsibility to contact the Executive Director or Operations Director to ensure that she/he is covered by AASE insurance.

b. Use of Personal Vehicles

Occasionally, employees will be asked to perform tasks that require use of their personal vehicles.

AASE policy on personal vehicle usage is as follows:

- AASE may authorize an employee to drive his/her vehicle on behalf of the association ONLY if the employee has valid liability insurance in effect at the time of use as required by Alaska law and ONLY if employee has a good driving record.

H. Use of AASE Property and Facilities

Non-public access to AASE facilities and assets is limited to employees and volunteers in positions that require regular entry. Access codes and issued keys shall not be shared. Making duplicate keys is prohibited. Only authorized individuals will be issued non-public access to AASE facilities. Violation of this policy, misuse of this authority, or misplacement of a key may result in revocation of access privileges.

Employees and volunteers shall use only machinery and equipment for which they are trained, qualified and explicitly authorized by AASE's Executive Director or Operations Director or their appointees. AASE employees must use AASE equipment safely and properly and only for AASE-sponsored activities.

I. Nepotism

AASE seeks to ensure that its employment practices do not create situations such as conflict of interest or favoritism based on the employment of relatives or others in close relationships. This extends to practices that involve employee hiring, promotion and transfer.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins.

Individuals will not be hired or promoted into a position that would create a conflict in AASE's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform their supervisor and the Executive Director of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to AASE, such as a transfer or employment outside the organization, the employees' supervisors will work with AASE leadership to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of AASE, such as a reorganization, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

AASE reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship

or authority is involved. In these situations, AASE will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the Executive Director or his/her designee.

J. Bulletin Boards

All required governmental postings are posted on the bulletin board located in the main office in Rasmuson Building.

K. Safety

The safety of AASE employees, volunteers, clients and the public is of utmost importance. Employees must remember that it is critical that they protect their own personal safety and the safety of those around them at all times. It is only through the combined efforts of all employees that accidents can be avoided. All employees and volunteers are required to become familiar with all safety guidelines, and to review them regularly as a steady reminder of the need for care and caution in the workplace. AASE Safety Guidelines include, but are not limited to the following:

- When in doubt about the safe and proper way to perform a job, instructions from a Supervisor should be sought before beginning the job.
- Observe and obey all warning signs posted. They are there to warn of potential hazards and to protect each employee.
- Horseplay, roughhousing and practical jokes are strictly prohibited.
- Cleanliness is an important factor in safety. In order to maintain a safe and healthy place to work, the workplace areas must always be clear, clean and orderly, with no accumulations of fluids or debris on the floors, machinery or other equipment.
- Familiarity with the location and use of the fire extinguisher and first aid kit in the workplace is required.
- In the event of a serious emergency involving the welfare of an AASE employee or anyone on AASE premises or at an AASE-sponsored event, the first available employee should call 911 for emergency assistance. This applies to medical emergencies, such as accidents; to crime-related emergencies, such as a robbery; or to other emergencies. All emergencies should be reported as soon as practical to the immediate supervisor.
- Experienced employees should help new employees become safety conscious. If an employee is engaging in an unsafe act or operation where a person is likely to become injured, other employees should intervene, or contact a supervisor.
- Employees and volunteers must report any unsafe conditions or persistently unsafe employee conduct to a supervisor.
- Under no circumstances should employees permit anyone other than a trained AASE employee or volunteer to handle any machinery or equipment unless the person has been specifically authorized by the Executive Director or Operations Director to do so.

L. Workplace Violence Prevention

AASE is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any

employee, volunteer, member or client will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All AASE employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the target of violent behavior should promptly inform their supervisor or any other AASE manager/director. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against AASE, its employees, volunteers, members, clients or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

M. Weapons in the Workplace

While on duty, employees may not carry a weapon of any type unless for job-related purposes and expressly permitted by the Executive Director to do so. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

AASE reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, instrument cases, and personal vehicles on AASE property. In addition, AASE may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all property and other items that are in violation of AASE rules and policies.

N. Computers, Internet, Email, and Other AASE Technology Resources

AASE provides a wide variety of communication tools and resources to employees for use in running its day-to-day activities. Whether it is the telephone, voicemail, fax, scanner, Internet, intranet, e-mail, text messaging, radio, headset, or any other AASE-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of AASE computer, phone, or other communication tools. All communications made using AASE-provided equipment or services including email and internet activity, are subject to inspection by the organization. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on AASE's systems.

Employee use of AASE-provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email and the internet is not completely secure or may contain viruses or malware, and information you transmit

and receive could damage AASE's systems as well as the reputation and/or competitiveness of the organization. To protect against possible problems, delete any email messages prior to opening that are received from unknown senders and advertisers. It also is against AASE policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on AASE computers.

AASE encourages employees to use email to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external emails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the organization.

All use of AASE-provided communications systems, including email and internet use, should conform to our organization's guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. For example, employees must not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees must not divulge confidential information such as trade secrets, client or donor lists, or information restricted from disclosure by law on social media sites.

Because email, telephone and voicemail, and internet communication equipment are provided for AASE business purposes and are critical to the organization's success, your communications may be accessed without further notice by AASE department administrators to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information must not be sent via unsecured electronic means.

Office telephones are for business purposes. While AASE recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum.

O. Social Media Policy

AASE encourages employees to share information with co-workers and with those outside the organization for the purposes of sharing and gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, a great deal of information posted online is available to the public. Therefore, AASE has established the following guidelines for employee participation in social media.

Note: *As used in this policy, "social media" refers to blogs, forums, and social networking sites such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.*

Off-duty use of social media: Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, AASE considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media: Employees may engage in social media activity during work time provided it is directly related to their work, is pre-approved by their manager, and does not identify or reference AASE volunteers, members, clients, or vendors without express permission. AASE may monitor employee use of AASE computers and the Internet, including employee blogging and social networking activity.

Respect: Demonstrate respect for the dignity of AASE, its employees, volunteers, clients, donors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge AASE confidential information such as donor lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers: If an employee identifies himself or herself as an AASE employee or discusses matters related to the organization on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of AASE and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company's business. Employees must keep in mind that if they post information on a social media site that is in violation of AASE policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality: Do not identify or reference AASE employees, volunteers, clients, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the "Confidential Information" policy. When in doubt, ask before publishing.

New ideas: Please remember that documents, files, data and other information created in the course of AASE employment belong to AASE. Do not post them on a social media site without express permission from AASE

Links: Employees may provide a link from a social media site to AASE's website during employment (subject to discontinuance at AASE's sole discretion). Employees should contact the Office Manager to register the site with the organization.

Trademarks and copyrights: Do not use AASE or others' trademarks on a social media site, or reproduce the company's or others' material, without first obtaining permission.

Legal: Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline: Violations of this policy may result in disciplinary action.

Note: *Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or*

discuss terms and conditions of employment, such as wages, working conditions, and benefits.