

Summary Sheet

**Company Name: Shasta Regional Community Foundation
dba Community Foundation of the North State**

Introductory Period: 90 Days

Redding Address: 1335 Arboretum Dr., Ste. B, Redding, CA 96003

Phone: 530.244.1219

Supervisor: Kerry Caranci

Fax: 530.244.0905

Pay Days: Bi-Weekly, every other Friday. In the event of a "live" check, the check will be delivered to the Community Foundation of the North State, unless direct deposit has been established.

WELCOME!

We would like to welcome you to the Shasta Regional Community Foundation dba Community Foundation of the North State. Please take the time to carefully read over each page and sign in the appropriate places.

The Foundation takes great pride in the fact that they have put together the best crew of employees in this area. We know that, together, we will all have a great and prosperous year.

Teamwork Human Resources is our Human Resource Department. We encourage you to contact them with any questions you have related to Payroll, Workers' Compensation, Benefits and Human Relations needs.

www.teamworkhr.com

915 Mistletoe Lane

Redding, CA 96002

Phone: 530.223.4674 or 888.652.9056

Fax: 530.223.6342

Teamwork HR is a Professional Employer Organization

Our company participates in the E-Verify program

PRE-EMPLOYMENT REQUIREMENTS

Copy of Driver's License and Vehicle Insurance – (for employees whose job duties include driving)

Background Criminal, Credit Check, & DMV Check

Drug Screen

In-Lieu of Benefit form (Full-time only)

Sexual Harassment Prevention Training - TWHR

WORK WEEK/DAY DEFINED

Monday – Sunday 12:00 AM – 11:59 PM

NOTICE TO EMPLOYEE

Rate of Pay: \$«EHourlyRate» «ESalaryAmount»

Overtime Rate of Pay: «Overtime»

Rate by: «ECompensationType»

Special Allowances:

WORKERS' COMPENSATION BENEFITS

Available to all employees

Emergency telephone number: Call 911 for an ambulance, fire department or police should a life-threatening injury occur. For non-emergency medical care, contact your supervisor, Teamwork HR, the workers' compensation claims administrator or go to this facility: **Agile Occupational Medicine 530.646.4242**

W/C Insurance Carrier's Name: Zurich

Address: PO Box 968070, Schaumburg, IL 60196-8070

Phone number: 800.987.3373

Policy: WC 00-89-199

VOLUNTARY BENEFITS

Refer to the Voluntary Benefits Summary Sheet available in the Take Home Packet for eligibility and further details.

Voluntary Insurance Benefits are available to Regular Full-Time Employees following successful completion of 90-day introductory period (except when noted with an *). Only full-time employees are eligible.

Full-Time Defined: Regular employees who are scheduled for and do work a minimum of 30 hours a week on a consistent basis. Your Medical Benefits will be e-mailed to you directly to the e-mail that you have provided the company during your new hire process.

COMPANY PROVIDED HEALTH BENEFITS

MEDICAL BENEFITS

Full-time employees will be eligible 30 days on the 1st of the month after hire. Eligible employees for company benefits will receive insurance packets from employer.

The company offers the following options:

- Blue Shield Medical Plan (Renewal Date: July 1)
 - Company pays 100% for employee only of Gold Full PPO \$0 Deductible/\$35 Co-Pay. Employee can add dependents which will be paid 100% by the employee.
 - Employee can choose to buy up to Bronze 5700 HSA option and use the credit from the Gold plan for employee and can use towards dependents, if applicable.
- In Lieu of Benefits is offered if coverage is waived.

IN-LIEU OF BENEFITS

After 30 days 1st of the following month of continuous full-time employment, qualified full-time employees become eligible for Medical Health Coverage provided through Employer. However, if you elect to waive coverage, you might be eligible for a \$350.00 per month in-lieu of benefit. Employee must show proof of Medical Health Coverage through spouse or significant other, as well as sign declination to qualify.

SIMPLE IRA

Once an employee has received \$5,000 in compensation the employee is eligible to participate. Once eligible you may direct your employer to contribute a percentage of your compensation on a pre-tax basis to your Simple IRA, by completing a salary deferral agreement. The applicable limits are shown on the form. The employer will match up to 3% dollar for dollar of your pre-tax deferral. Please see our Chief Financial Officer for more information on this plan.

MISSION STATEMENT

The Community Foundation of the North State's mission is: "To promote philanthropy in Shasta and Siskiyou Counties by connecting people who care with causes that matter." We will seek, accept, administer and disburse funds to eligible recipients. Our Board, composed of individuals' representative of the community, will build an enduring source of funds to meet the changing needs and challenges of the area served.

POSITION DESCRIPTIONS

You will receive a position description outlining the primary functions and responsibilities of your job. Your position description is not designed to spell out all the duties and tasks associated with your employment; all our employees are expected to fulfill both essential and secondary job duties and requirements. Position descriptions are not set in stone and will change, in whole or in part, over time. You are expected to discuss any significant changes in your functions and responsibilities with the Chief Executive Officer (CEO), who has the authority to formalize changes in position descriptions at their discretion.

JOB POSTINGS

We post all full-time and part-time job openings internally via staff memo or daily announcements. The job may be posted and/or advertised externally at the same time, as appropriate. Jobs are internally posted for a minimum of five business days, and no job will be filled until the minimum posting period has ended.

PERFORMANCE EVALUATIONS

The annual performance evaluation process at the Foundation is an opportunity for a regular and periodic review of your job performance. During the evaluation process, you and your manager will assess your performance in relation to objectives you have previously agreed upon and identify areas of strength and areas needing development. In addition, you and your supervisor will develop goals and objectives for the next review period, and identify the ways in which your supervisor will support your further development.

The Foundation's annual performance evaluation process is based on the principle that performance goal setting and evaluation are two-way processes involving both employee and supervisor.

Setting goals and objectives for future performance is as important as evaluating past performance. The objectives of our performance evaluation process are:

- To let our employees know how they are doing on the job.
- To encourage communication and two-way feedback on the expectations and goals of both employees and the Foundation.
- To provide a fair and consistent method for making pay decisions.
- To document performance in ways that will assist future supervisors and facilitate improvement plans.
- To be a tool for coaching, planning and professional development.

EMPLOYEE CLASSIFICATIONS

Regular Full-Time Employee

A salaried or hourly employee who is normally scheduled to work 30 hours or more per workweek and whose employment has no specified end date.

Regular Part-Time Employee

An hourly employee who is normally scheduled to work less than 30 hours per workweek and whose employment has no specified end date.

Temporary Employee

An employee who is hired on a full- or part-time basis for a specified period of time or for a specific project, usually not to exceed six months.

On-Call Employee

A non-exempt employee who is not required to work a specified number of hours in any given workweek, but who is scheduled to work on an as-needed basis.

Inactive Employee

An employee who is on a leave of absence and is not receiving pay from the Foundation.

Nonexempt Employee

An employee who is covered by the overtime provisions of the federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay for work in excess of 40 hours in a workweek or eight hours in a workday. Such employees include, but are not limited to, hourly, clerical and secretarial employees.

Exempt Employee

An employee who is classified by the Foundation as exempt from the overtime provisions of the federal Fair Labor Standards Act and any applicable state laws. Such employees are normally paid a salary that is intended to fully compensate them for all hours worked each week and day. The salary consists of a predetermined amount constituting the exempt employee's compensation. That amount is not subject to reduction because of variations in the quality or quantity of the employee's work. As a general rule, an exempt employee's salary is not subject to reductions, and exceptions to this rule will apply only when they are expressly authorized under applicable federal and state laws. This may occur, for example, when an employee has exhausted all accrued vacation and sick pay benefits and misses additional full days of work for personal reasons. No deductions will be made unless they are permitted under the federal Fair Labor Standards Act and any applicable state laws.

SICK LEAVE

Paid Sick Time

We provide paid sick time to all employees to provide you with protection against loss of income if you are ill or injured, or if you need time off from work for other covered reasons. Sick time begins accruing on date of hire.

Accrual

Regular full-time employees earn sick time at the rate of .0462 per hour paid. (Eight hours per month based on an employee working 2080 hours annually). Other employees earn sick time at the rate of one hour for every 30 hours worked (.0334).

Employees may accrue up to a maximum of 45 days of sick time. Upon reaching the maximum, no further sick time will be accrued until some of the accrued time has been used.

Use

Employees who are ill or injured and have used all of their paid sick time should speak with their health care provider or our Finance Officer for information about State Disability Income benefits.

Under some circumstances, we may require verification of an employee's medical condition, especially if a pattern of frequently used sick time develops.

Please refer to the employee handbook for reasons an employee may use accrued sick leave.

Payment

We do not offer pay in lieu of use of accrued sick time, and employees do not receive payment for accrued sick time when they leave our employ.

VACATION ACCRUAL

Regular Full-Time Employees accrue vacation beginning on date of hire according to the schedule below:

- **Months 0-36:** Employee will accrue at a rate of .0577 per hours paid to a maximum of 120 hours per year (15 days). Accrued and unused vacation will carry over to the following year and will cap at 180 hours.
- **Months 37+:** Employees will accrue at a rate of .077 per hours paid to a maximum of 160 hours per year (20 days). Accrued and unused vacation will carry over to the following year and will cap at 240 hours.

Regular Part-Time Employees accrue vacation beginning on date of hire according to the schedule below:

As a regular part-time employee, you earn paid vacation days on a prorated basis each year, based on the standard for regular full-time employees of 15 (or 20) days, for 2,080 hours of work annually. The amount earned is determined by the number of hours paid per week up to the maximums indicated above.

****Please see employee classifications for reference.***

Accrual Maximum

Once the cap is reached, no further vacation time will accrue until some vacation is used. There is no retroactive grant of vacation time for the period of time the accrued vacation compensation was at the cap. Any exceptions to this policy require the written approval of the CEO.

Scheduling

You are expected to exercise consideration and good judgment when requesting vacation days. If you request vacation during a particularly busy time, or at a time when others have also requested time off, you may be required to postpone your vacation. Generally, we ask that you request vacation time at least 30 days in advance.

All earned but unused vacation benefits will be paid upon termination of employment.

Vacations

We encourage employees to take vacations to refresh themselves and to ensure the high quality of their work.

HOLIDAYS

We offer our regular full-time employees paid holidays throughout the year to facilitate participation in national holidays and to provide opportunities for celebration of religious and ethnic holidays.

The following are official holidays observed by the Foundation. These are days on which our offices will be closed:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Regular part-time, temporary and on-call employees take these days off without pay.

When a holiday falls on a Saturday, the office will be closed on the preceding Friday to observe the holiday.

When a holiday falls on a Sunday, the office will be closed on the following Monday to observe the holiday.

FLOATING HOLIDAYS

In addition to the paid holidays listed, all regular full-time employees may choose two additional holidays each year, for a total of 14 paid holidays per year. This holiday can be used for their birthday, work anniversary, or religious holiday. Requests for time off are subject to approval and must be taken based on business needs. If this holiday is not taken by the end of the calendar year in which it was received, it will not be carried over to the next year or paid out at the time of termination. Floating holidays must be approved in advance by the CEO.

JURY AND WITNESS DUTY

We will grant regular full-time employees up to 10 days of paid jury duty or witness leave in a calendar year. Court-mandated time beyond 10 days will be unpaid unless you elect to use available accrued sick or vacation. Exempt employees will be paid according to state and federal requirements. Please contact the CEO or Human Resources if you have any questions.

If you receive a jury summons or are called as a witness in a legal proceeding, please notify your manager as soon as possible.

Please keep your supervisor informed of your jury duty or witness status. On days when you serve less than a full day at court, contact your supervisor and return to work to complete your scheduled shift. When you return from serving as a juror or witness, you may be required to furnish the CEO with appropriate documentation.

BEREAVEMENT LEAVE

Bereavement Leave of up to five days with pay is provided to all employees in the event of a death in the immediate family, which is defined as a spouse, domestic partner, parent, parent-in-law, sibling, child, grandchild, or grandparent. You may also seek unpaid time off for bereavement leave in the event of the death of a significant person in your life, even if the person is not an immediate family member. We will be as flexible as possible in accommodating these leave requests. Employees seeking paid time off for bereavement leave should communicate with the CEO about leave arrangements as soon as practicable. The time off must be completed within three months of the date of death, though the days of leave do not need to be consecutive.

PERSONAL LEAVE

Employees are expected to maintain a continuous record of employment. However, we recognize that it may be necessary for an employee to be excused from work for personal reasons. In such cases, employees must submit a request for a personal leave of absence as far in advance as possible. All requests will be given every consideration consistent with the urgency and need of the employee's circumstances, the employee's job

performance and the department's workload. Authorization for such personal leave of absence is fully at the discretion of the CEO.

Personal leaves of absence are without pay and are available to regular full- and part-time employees who have completed one year of service. Personal leave is not available until accrued vacation time has been exhausted, and for reasons covered by sick leave, until accrued sick leave has been exhausted.

For a personal leave based on medical condition, medical certification must be submitted at or before the start of the leave and at least every 30 days of leave thereafter.

An employee is not guaranteed a return to his or her former position following personal leave. If a position is available for which the employee is qualified, he or she will be considered for that opening. Failing to return to work upon completion of the leave, or working for another employer during the leave without prior approval, will be considered a resignation.

Benefits that normally accrue for hours worked will not accrue during a leave. Upon returning from a personal leave, an employee will have the same amount of seniority as he or she had when the leave began.

WORKPLACE HEALTH & SAFETY

Safety Policy

The Community Foundation of the North State expects its employees to work in a safe manner, to use good judgment and common sense in matters of safety, to observe all safety rules published and posted in various areas and to follow all federal and state OSHA regulations. At the time of hire, all new employees receive a safety orientation, including training on disaster preparedness. If you have any questions or concerns about workplace safety, please speak with the CEO.

WORK HOURS AND PAY

Work Schedules

Employees of the Foundation are expected to work their agreed-upon number of hours.

Although the regular workweek is from 8 a.m. to 5 p.m. Monday through Friday, other work arrangements may be made between the employee and his/her supervisor, subject to the demands and limitations of the job. The CEO has final approval for flextime requests, and retains the authority to require the employee to return to a regular schedule, should organizational need require it.

Travel Time Pay

The following outlines the Foundation's policy for nonexempt employees for travel time to attend meetings and conferences. Because traveling does not require an employee to employ his/her skills, travel time for nonexempt employees will be paid at a rate of one-half the employee's normal rate of pay (but not less than minimum wage). Travel time is counted as work time. Travel time pay begins when the employee leaves the workplace to drive to a meeting or the airport. It ends when the employee arrives at the meeting destination or hotel. With respect to all-day meetings and conferences, nonexempt employees will be paid for the time they are required to attend sessions. Time spent at breakfast, lunch and dinner is unpaid.

Salary Advances

A salary advance can be given when an employee is scheduled to take a vacation, up to the amount already accrued and scheduled for use during the vacation.

A salary advance for any other reason requires approval of the CEO and will be granted only in emergency situations. Any employee receiving a salary advance (other than for vacation) must sign a written authorization to pay back the entire advance through payroll deductions within 30 days of receiving the advance. Salary advances for any reason are limited to three per calendar year.

USE OF COMPANY VEHICLE

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting business must possess a current, valid driver's license and an acceptable driving record. **Any change in license status or driving record must be reported to management immediately.**

A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.

Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.

Non-employees and non-business passengers (i.e., family and friends) are prohibited from riding in company vehicles without prior approval.

Employees must report any accident, theft or malicious damage involving a company vehicle to their supervisor and the Personnel Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

WORK PRACTICES AND WORK ENVIRONMENT

Keys and Security

The Foundation strives to provide a secure work environment for our employees, volunteers, clients and visitors. We provide for the security of our buildings and facilities by maintaining alarms and outside security services. We ask that you comply with all security procedures established in your work area, and that you immediately report any breach of security to the CEO.

We encourage employees to be prudent about bringing personal items to work. The Foundation is not responsible for losses resulting from theft of property.

Immediately report lost or stolen keys or other Foundation property to the CEO. Copying or giving keys, or security codes, to an unauthorized individual will be considered grounds for immediate dismissal.

Personal Use of Phones

Although occasional personal phone calls are to be expected, please confine your use of the phones to Foundation business as much as possible. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card, call collect, or document your call for the Finance Officer, who will in turn bill you for each call.

Personal Automobile Use

Employees who use their own automobiles for travel on authorized Foundation business will be reimbursed for mileage at the rate established by the IRS. Employees must carry, at their own expense, the minimum required insurance coverage for property damage and personal liability.

Attire and Personal Hygiene

It is expected that employees will maintain a clean and neat appearance and will project a professional and businesslike image in dealing with other employees, clients, volunteers and the general public. The Foundation reserves the right to define appropriate standards of appearance.

Expense Reimbursement

Reasonable and customary personal expenses incurred in the performance of one's job will be reimbursed. Reimbursement requires prior authorization by the CEO, approval of actual expenses and completion of a signed, itemized voucher.

Credit Cards

The CEO of the Foundation may issue a credit card to employees. The sole purpose of such a card is to facilitate purchase of goods and services for the Foundation. Credit cards may not be used for anything personal, and any single charge in excess of \$250 must be pre-approved by the CEO. Employees are responsible for the security of credit cards. If a card is lost or stolen, the employee must notify the issuing bank immediately and then the CEO.

INFORMATION AND COMMUNICATION

Business Use of Electronic Equipment

During work hours, you may use the Foundation's electronic equipment only for business related purposes. The Foundation's Harassment policy applies to electronic communications. The Foundation always strictly prohibits any information that could be considered obscene, discriminatory or harassing and any material which could violate the harassment policy or which could create a hostile or intimidating work environment. Personal use of the Foundation's electronic equipment is restricted to after regular work hours and must not interfere or conflict with business use. You should not expect that any information on the Foundation's equipment is private. Please refer to employee handbook for further information.

Software

Copying software programs and downloading programs or information from the Internet can result in copyright violations or viruses. Employees are strictly prohibited from making any copies of software without prior approval of the CEO. Installing software from home on the Foundation's equipment is also forbidden. Any software programs that you wish to install on the Foundation's electronic equipment must first be registered with the CEO.

Caution

Deleting information from electronic equipment usually does not mean that it has been permanently destroyed. Information that you would be embarrassed revealing to coworkers, a jury or family members should never be sent, stored or received on the Foundation's electronic equipment.

Employee Information

It is important that personnel files contain up-to-date information regarding each employee. Employees should inform their supervisor immediately whenever there are changes in their personal data, such as address, telephone number, marital status, domestic partnership, number of dependents and person to notify in case of emergency.

Employees have the right to inspect their personnel file during regular office hours, given reasonable notice to the Foundation. An appointment to inspect the file may be made with the CEO, who will accompany the employee while he/she inspects his/her file. Employees may obtain copies of any document in their personnel file to the extent required by law. Personnel records are the property of the Foundation and are not allowed to leave the office of the CEO without authorization.

No reference information other than a verification of dates of employment, wage and title(s) will be given out to a third party without prior written authorization by the employee.

Speaking To the Media

The Community Foundation of the North State has designated the CEO as the person responsible for speaking with the press and making written and oral statements for publication. Any request for information or interviews by the media to speak on behalf of the foundation should be referred to the CEO.

Solicitations

No soliciting is allowed on the Foundation's premises. This includes requests for contributions to charitable organizations, as well as business advertising and the sale of goods.

STANDARDS OF CONDUCT

Workplace Conduct

All employees at the Foundation share responsibility for observing certain standards of conduct. These standards emphasize personal and professional integrity in all activities. Generally, treating others with the respect and consideration with which you expect to be treated and maintaining open, ongoing communication with your co-workers will create a basis for a successful work experience.

It is the obligation and responsibility of each employee at the Foundation to work on resolving problems and conflicts by focusing on solutions and keeping issues work-related (as opposed to personal), and by communicating directly with the person or persons with whom you have a conflict.

Open-Door Policy

The Community Foundation of the North State has an open-door policy that encourages employee participation in decisions that will affect them and their daily professional responsibilities. This policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor. The Foundation believes that employee concerns are best addressed through informal and open communication.

The Foundation will attempt to keep all such expressions of concern, their investigation and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate.

No employee will be disciplined or otherwise penalized for raising a concern in good faith.

Disciplinary Procedures

The Foundation is an-at will employer and may choose to deviate from the following disciplinary process.

Performance Improvement

Occasionally, it may become necessary for you and your manager to formally address a problem by identifying unacceptable behavior and establishing a clear plan for correcting it. This usually occurs after informal attempts to resolve the situation have failed.

This process is called performance improvement. It is a progressive process extending from a formal performance counseling session with your manager, through a written performance improvement plan, to termination of employment. This process is designed to facilitate clear, precise and timely communication about problems and the development of solutions.

Employees who are in the performance improvement process are not eligible for raises or promotions until the process has been satisfactorily completed. While performance improvement is usually a progressive process, managers may choose to move to any step in the process, including immediate termination of employment, based on the severity of the problem or misconduct and the circumstances.

Complaint Procedures Internal Complaint Review

The purpose of the internal complaint review is to provide all employees of the Foundation with the opportunity to seek internal resolution of their work-related complaints. This policy supplements the open-door policy set forth in this handbook, which states our philosophy that all employees have free access to their supervisor to informally express their work-related concerns.

We will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be appropriate.

Procedure

Written complaints should be directed to the CEO as soon as possible after the date of the event(s) that gave rise to the work-related concern, but no later than ten days following such event(s).

The CEO (or their designee) will set up a meeting to discuss the complaint within a reasonable time following the receipt of the written complaint. As necessary, the CEO (or their designee) will also meet with others who are named in the complaint or who may have knowledge of the facts set forth in the complaint.

Within 10 working days of the meeting(s) described above, the CEO will provide the employee with a written response to their complaint. (This time frame may be changed according to circumstances.) If the complaint is resolved to the employee's satisfaction, the terms of the resolution will be recorded and signed by the employee and the CEO.

Non-retaliation

No employee who has filed a complaint in good faith will be unlawfully disciplined or otherwise retaliated against, even if the Foundation does not agree with the complaint.

Conflict Of Interest

The Foundation strives to maintain the highest ethical standards in pursuit of its mission. The standard of behavior at the Foundation is that all employees and volunteers scrupulously avoid conflicts of interest between the interests of the Foundation and personal, family, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of or the appearance of conflicts of interest.

Fees and Honoraria

When employees consult, lecture, counsel or advice outside individuals or organizations on behalf of the Foundation, all fees, donations or cash honoraria must be paid to the Foundation.

Relations with Suppliers

From time to time, employees may be offered gifts, entertainment or other favors from a supplier, contractor or organization with which the Foundation has business dealings. Beyond nominal gifts and common courtesies, no item of value can be accepted by an employee of the Foundation.

Furthermore, all employees should understand that entering into a personal relationship with a subordinate employee or with an employee of a supplier, contractor or other organization having financial dealings with the Foundation creates a possible conflict of interest that requires full disclosure to the Foundation.

ENDING EMPLOYMENT

Job Elimination and Layoffs

From time to time, we may need to lay off an employee as a result of reorganization, job elimination, funding changes or lack of work. Should such a termination be necessary, all affected employees will be given as much advance notice as is possible and practical.

If you lose your job due to a layoff or reorganization, you will receive all accrued, unused vacation pay.

For further details regarding these and other policies, please refer to the employee handbook.

Handbook policies are subject to change without notice at any time at the discretion of any or all corporate officers. I am aware that signing this document does not change the fact that the Community Foundation of the North State and Teamwork HR are At-Will employers.

I have read the above policies and agree to abide by them:

Employee Name: «ESignatureName»

Employee Signature: *Employee signature* Date: «SignDate»

Time of Electronic Signature: «SignTime» IP Address: «SignIPAddress»

Welcome to the Community Foundation of the North State and Teamwork HR!
Your HR Department – Teamwork HR 530.223.4674