



THE POGIL PROJECT
EMPLOYEE MANUAL

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THE POGIL PROJECT DISCLAIMER AND CONFIDENTIALITY AGREEMENT

DISCLAIMER

This manual is not a contract, nor do any provisions of this manual create a contractual relationship between The POGIL Project and its employees. All employees are deemed 'at-will' employees who are subject to all of the provisions of the doctrine of at-will employment in this state.

This manual describes your obligations as an employee of The POGIL Project, and you are to be familiar with its contents. By signing below, you acknowledge you receipt of a copy of this manual, and that you understand your status as an at-will employee.

CONFIDENTIALITY AGREEMENT

As an employee of The POGIL Project, I am aware that the data and materials to which I have access are to be treated in a professional and confidential manner.

This information will be used only in the conduct of official internal business and may not be disclosed to any third party.

By signing below I am signing both the Disclaimer and the Confidentiality Agreement.

Signature

Date

Please print or type name

THE POGIL PROJECT AT-WILL EMPLOYMENT POLICY

Employees are considered to be “at will.” At-will employment means that employees have the right to terminate their employment with The POGIL Project at any time, for any reason or for no reason. Similarly, The POGIL Project has the right to terminate the employee’s employment at any time, for any reason or for no reason.

Neither these Guidelines nor any other policy, procedure, practice or form creates or shall be construed as an expressed or implied contract of employment or as a guarantee of any fixed term(s) or condition(s) of employment. While The POGIL Project will generally attempt to follow the procedures and policies outlined in these Guidelines, these procedures and policies are not a contract of employment. The POGIL Project retains the right to change or cancel the policies, procedures, practices, or benefits contained in these Guidelines (or any other manual or form) in any manner, with or without notice and with or without consideration. The POGIL Project will attempt to give notice, however, of such changes whenever practical.

No representative of The POGIL Project, other than the Director or the Associate Director of The POGIL Project, has the authority to enter into any agreement for a specified period of time or to make any agreement at any time during an employee’s employment with The POGIL Project that purports to guarantee a specific term or condition of employment or to alter the at-will policy. Any such agreement is only valid if it is by individual agreement, in writing, and is signed by the employee and by the Director or the Associate Director.

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THE POGIL PROJECT EQUAL OPPORTUNITY EMPLOYMENT POLICY

The POGIL Project is an Equal Opportunity Employer. The POGIL Project has an ongoing commitment to the creation of a workplace free of discrimination and harassment. The POGIL Project recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. At The POGIL Project, we are committed to a fair and equitable workplace.

The POGIL Project NON-DISCRIMINATION POLICY

It is the policy of The POGIL Project to comply with all applicable discrimination laws – defined here as including (but not limited to) all provisions of all current federal and state employment statutes, local ordinances, as well as their respective implementing regulations and related case law, the Acts for Civil Rights, Equal Employment Opportunity (EEO), Americans With Disabilities Act (ADA), Age Discrimination in Employment, Equal Pay and Fair Labor Standards.

The POGIL Project is committed to equal employment opportunity in all employment facets for all employees and applicants for employment without regard to their membership in Protected Classes.

There shall be no discrimination, harassment and/or retaliation against any individual or group of individuals on the basis of belonging to, or being perceived as belonging to, a Protected Class in Company policies, programs, services, activities, practices, terms, privileges, benefits or conditions,

In employment and providing services to the disabled, The POGIL Project will make reasonable accommodations as required for all employees, applicants or citizens with a disability, provided that the individual is otherwise qualified to safely perform the essential functions connected with the job and provided further that any accommodations made would not require undue hardship on the Company.

The POGIL Project is committed to providing opportunities to address all issues relating to workplace discrimination, harassment or retaliation. The Company recognizes that workplace issues must surface comfortably and early in order to minimize the direct and indirect costs of discrimination, harassment or retaliation.

Responsibility

All individuals performing work and/or services for the Company are responsible for maintaining workplace environments free of discrimination, harassment and retaliation.

Non-Compliance With Policy

Disciplinary action shall be taken against any individual determined to be in violation of this policy, up to and including termination of employment.

THE POGIL PROJECT ADA COMPLIANCE POLICY

POLICY

The POGIL Project is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal, state, and local law in the most timely and effective manner possible. The POGIL Project's intent is to ensure that every employee and/or applicant for employment that makes a request for accommodation under the ADA or Rehabilitation Act (for federal and quasi-federal employers only) is promptly and properly advised of the accommodation process. The POGIL Project is committed to following the requirements of the ADA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodation from employees are to be submitted in writing on the appropriate form(s) and with the appropriate supporting documentation for consideration and/or review. The review of the request may, at the discretion of the Company, include an evaluation and determination of the scope of the disability and, if appropriate, a request for additional medical documentation, examinations and/or opinions. Accommodation decisions may be appealed through the designated appeals process.

DEFINITIONS

Individual With A Disability.

Both state and federal laws provide definitions of “handicapped” individuals. Since these laws were written, “individual with a disability” has become the preferred term. For purposes of this policy, the term “disability” is used with the understanding that it has the same meaning as “handicap” in state and federal laws.

Americans with Disabilities Act of 1990 (42 U.S.C. sec. 12101): The term “disability” means with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such an individual.
- A record of having such an impairment, or
- Being regarded as having such an impairment.

Federal Rehabilitation Act of 1973 (Section 504): A person is “handicapped” within the meaning of Section 504 (85.3) if he or she:

- Has a mental or physical impairment that substantially limits one or more of such person's major life activities.
- Has a record of such impairment, or
- Is regarded as having such an impairment.

State Fair Employment Act (Section 111.32): “Handicapped individual” means an individual who:

- Has a physical or mental impairment, which makes achievement unusually difficult or limits the capacity to work.
- Has a record of such an impairment, or
- Is perceived as having such impairment.

Major Life Activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Qualified Individual With A Disability.

An individual with a disability whose experience, education and/or training enable that person, with reasonable accommodation, to perform the essential functions of the job.

Reasonable Accommodation.

The effort made to make adjustments for the impairment of an employee or applicant by structuring the job or the work environment in a manner that will enable the individual with a disability to perform the essential functions of the job. Reasonable accommodation includes, but is not limited to, making facilities accessible, adjusting work schedules, restructuring jobs, providing assisting devices or equipment, providing readers or interpreters, and modifying work sites.

Undue Hardship

An employer is not required to make an accommodation if it would impose an undue hardship. The concept of undue hardship includes any action that is unduly costly, extensive or disruptive.

PROCEDURES

Applicants for Employment

All applicants invited for interviews will be informed by the Company that they can request accommodations for interviews and how to make the request.

- a. The following paragraph will be included if a letter is used as part of the interview scheduling process:

“It is the policy of the The POGIL Project to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability, please contact me at 717.358.4639 or e-mail marcy.dubroff@pogil.org. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability.”

- b. If all interview arrangements are made by telephone, this information will be given as part of the telephone conversation.
- c. After being told what the hiring process involves, applicants may be asked whether they will need reasonable accommodation for the hiring process.

Applicants may not be asked questions that are likely to elicit information about or that are closely related to a disability, including whether an applicant has a particular disability. However, applicants may be asked whether they can perform any or all job functions, including whether applicants can perform job functions with or without reasonable accommodation.

Applicants may not be asked whether they will need reasonable accommodation to perform the functions of the job, but may be asked to describe or demonstrate how they would perform the job, as long as all applicants are asked to do this. However, if an applicant has a known disability, either because it is obvious or because the applicant has voluntarily disclosed a hidden disability, he/she may be asked to describe or demonstrate how he/she would perform the job functions, even if other applicants have not been asked to do so. Applicants may be asked whether they need reasonable accommodation and what type of accommodation to perform the job functions if it is reasonably believed the applicant will need the accommodation because of an obvious disability or if the applicant has voluntarily disclosed a hidden disability.

Qualified applicants cannot be denied employment solely on the basis of a need to provide a reasonable accommodation. However, if an applicant who receives a

tentative job offer cannot reasonably be accommodated, the offer must be rescinded.

Applicants who have received job offers will make accommodation requests using the Reasonable Accommodation Request Form (see form at the end of this policy).

Employees

Employees will be told about their right to request reasonable accommodations.

Each employee shall be informed of the right to request reasonable accommodations in the letter of appointment and/or in any employee orientations.

All requests for reasonable accommodations must be in writing using the Disability Accommodation Request Form. Supervisors receiving verbal requests for accommodations shall direct employees to submit their request in writing using this form. Copies are available from the Associate Director.

PROCESS

The process for determining reasonable accommodation is designed to be an interactive dialogue, involving the supervisor, the employee or applicant, and other appropriate individuals as needed.

The employee or applicant needing the accommodation has the responsibility to initiate the request for the accommodation by discussing the need with the Associate Director. The employees shall be directed to submit their request in writing using the Reasonable Accommodation Request Form. The form is then forwarded to the Associate Director.

If the Associate Director makes an initial decision to honor the request, he or she informs the applicant of the decision within twenty (20) working days of the request.

Before making an initial decision to deny the request, the Associate Director shall review the accommodation request and relevant information and materials. Relevant information and materials shall include, at least, the factors considered in the decision not to honor the request. If the request is straightforward and does not involve significant issues or expenses, the Associate Director will recommend that the request be honored. If the accommodation request involves issues or expenses that are significant, the Associate Director shall assist in obtaining additional relevant information.

This may include, but is not limited to, the following:

- a. Meeting with the employee to obtain additional information concerning the request.
- b. Determining the essential functions of the job.
- c. Consulting with budget and purchasing specialists.
- d. Consulting with lawyers or knowledgeable government representatives
- e. With the employee's written permission, consulting with any medical or rehabilitation specialists who may be working with the individual. The employee shall be responsible for the expense of providing acceptable documentation, which may include the costs of necessary medical examinations needed to render an acceptable medical decision. If, upon review and at the sole discretion of The POGIL Project, the Associate Director determines additional medical opinions are necessary, The POGIL Project shall be responsible for the additional costs.

NOTE: All medical information obtained throughout the determination process is considered a "confidential medical record," and must be solicited and received by the Associate Director. All medical information and the completed Reasonable Accommodation Request Form will be kept by the Associate Director as confidential medical records files, separate from personnel records.

The Associate Director shall inform the employee of his/her initial decision regarding the request, in writing, within twenty (20) working days, using the Reasonable Accommodation Request Form. If the 20-working-day limit cannot be met), the Associate Director will confer with the employee to agree on a reasonable time limit, and shall inform the employee in writing about the extension of time.

The Associate Director shall inform the employee of his/her decision to honor or deny the request using the Reasonable Accommodation Request Form. When an accommodation request is denied, the Associate Director shall attach a copy of the Appeal Process, described in Part V of this policy, to the copy of the form sent to the employee.

ADA APPEALS PROCEDURE

If an employee disagrees with the decision regarding an accommodation request, the employee has a right to appeal using the following procedure. Applicants do not have access to this procedure. They have the option to follow the usual discrimination complaint procedures.

A complaint should be filed in writing and contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.

A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.

An investigation, as may be warranted, shall follow a filed complaint. The Associate Director shall conduct the investigation. These rules contemplate informal but thorough investigations affording all interested parties and their representatives, if any, the opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the investigating staff member and a copy sent to the complainant no later than 30 days after its filing.

The staff member who investigated the complaint shall maintain the files and records of the Company related to the complaint filed.

The complainant can request a review of the case in instances where he or she is dissatisfied with the resolution. The request for review should be made within ten (10) days to the CEO's designee. The CEO or the CEO's designee shall respond to the complaint in writing within thirty (30) days.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as filing an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be constructed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that The POGIL Project complies with the ADA and implementing regulations.

REASONABLE ACCOMMODATION REQUEST FORM

Name: _____

Position: _____

Social Security Number: _____

Department: _____

Phone: _____

To request a reasonable accommodation from The POGIL Project, an applicant or employee should complete this form and provide written documentation by a physician that describes the disability and specific accommodation needed for the applicant's/employee's disability. The Reasonable Accommodation Request Form with the physician's statement must be submitted to the Associate Director. The POGIL Project will maintain this documentation. The purpose of the form is to assist the Company in determining whether or to what extent a reasonable accommodation is required for an applicant or employee to perform the essential functions of the position safely and effectively.

TO BE COMPLETED BY THE APPLICANT/EMPLOYEE

1. Identify and describe the physical or mental disability, illness, condition or disease which is the basis for your request for reasonable accommodation by The POGIL Project.

2. Identify and describe the essential functions of the position which you are unable to perform without reasonable accommodation.

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3. Identify and describe the reasonable accommodations you believe are needed to enable you to perform the essential functions of the position properly and safely, including special equipment, changes in the physical layout of the job or other accommodations.

4. Identify and describe any equipment, aids or services that you are willing to provide and utilize.

5. Identify the name, address, and phone number of the physician/healthcare provider who has information concerning your disability and your need for accommodation.

Name: _____

Address: _____

Phone: _____

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I hereby authorize the above listed healthcare providers who have treated me to release to The POGIL Project all medical records concerning the disability disclosed and any opinions to the POGIL Project concerning my ability to perform job-related functions with or without reasonable accommodation. I also authorize disclosure and discussion as necessary with The POGIL Project to determine appropriate accommodations. I understand that The POGIL Project may require me to undergo testing or evaluation by medical personnel for the purpose of establishing the existence and extent of my disability, illness, condition or disease and my ability to perform job-related functions with or without reasonable accommodation. I further understand that The POGIL Project is not obligated to provide any specific accommodation I request but will evaluate my request in light of all information available in making a determination of what is a reasonable accommodation.

Employee name (please print) _____

Signature: _____ Date: _____

THE POGIL PROJECT SEXUAL HARASSMENT POLICY

Introduction

It is the goal of The POGIL Project to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because The POGIL Project takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female 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, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome 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; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, 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 a sexual harassment complaint is unlawful and will not be tolerated by this organization.

NOTE: The courts have ruled that in some cases sexual harassment can include hostile acts that are not sexual in nature. If, for example, an employee engaged in hostile, intimidating behavior that was not sexual, but was targeted more to members of one gender group than the other, the victim of the hostile actions could reasonably claim that sexual harassment had occurred.

Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If an incident of sexual harassment occurs, the employee should

(1) Report harassment to the immediate supervisor.

(2) If not satisfied with the supervisory response, report the complaint directly to the Associate Director.

If you would like to file a complaint, you may do so by contacting the Associate Director, or if the Associate Director is the one involved contact the Director. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances.

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THE POGIL PROJECT PAY-RELATED POLICIES

PAY ADMINISTRATION

Annual Review

Your pay is normally reviewed annually and increases are based on performance. The timing of the annual review may be delayed for employees serving provisional periods.

Employment Eligibility Verification

All employees of the Company are required to complete a Form I-9, Employment Eligibility Verification, no later than 72 hours after starting employment. This form can be completed as soon as the offer letter is accepted and signed by the new employee. Failure to complete this form may result in termination of employment from the Company.

YOUR PAY

Your Paycheck

Employees are paid bi-weekly.

Checks are automatically deposited into your account and paystubs are available on mypaychex.com.

To authorize direct deposit of pay, a direct deposit form must be completed and filed with the Finance Associate to initiate automatic deposit of your pay. Certain financial institutions offer free services when direct deposit is used. Consult your bank or financial institution. Direct Deposit Forms can be obtained from the Finance Associate. Questions about your paycheck should be directed to the Associate Director.

Each pay period, a statement of earnings showing the pay period, gross and net amounts of pay, and amounts reduced or deducted for both that pay period and the year to date will be available at mypaychex.com

Any employee not having an account available for direct deposit will need to make special arrangements with the Finance Associate.

Federal Income Taxes

Federal income tax and Social Security tax (FICA) are normally withheld from all employees' pay. All employees are required by federal law to complete a Form W-4, employee's Withholding Allowance Certificate, regardless of citizenship status. However, if you are a citizen of a foreign country here on a visa status, you may be exempt from federal withholding based on a tax treaty between your country and the United States. Questions concerning tax treaties should be directed to the Finance Associate.

Employees holding a visa type of F-1 or J-1 are exempt from FICA withholding for two calendar years. If during the third calendar year the employee is present in the United States for at least 183 days, then FICA withholding will apply to all of the third calendar-year earnings. Employees holding a visa type of H-1 are subject to FICA withholding.

Docking of Pay

Your regular pay may be docked or withheld for any of the following reasons: suspension as part of a disciplinary action; Paid Time Off (PTO) taken in excess of your entitlement; leave of absence under the Family or Medical Leave Act (FMLA); or unauthorized overpayments. An employee cannot be docked for less than a full week's pay pursuant to a disciplinary suspension.

Garnishment of Pay

The POGIL Project is obligated by federal and state law to attach, or withhold, money from your paycheck for child support, unpaid student loans or unpaid federal, state, local municipality or school taxes. Your paycheck may not be garnished for collection of any other unpaid debts.

Lost Paycheck

If your paycheck is lost or stolen, contact the Finance Associate immediately. After the bank has notified the Finance Associate that payment of the check has been stopped, he/she will issue a new check.

EXEMPT/NON-EXEMPT STATUS

Criteria

A job's exempt/non-exempt status is determined in accordance with criteria established by the Department of Labor through the Fair Labor Standards Act.

All employees of The POGIL Project are considered exempt employees.

If you are exempt, The POGIL Project is required to pay you a salary. Salary levels for exempt employees should reflect the total compensation for all services provided. The nature of exempt jobs may require exempt employees to work more than regularly scheduled hours in a given workweek. Exempt employees do not complete an hourly time card, and are not covered by the overtime pay provisions of the federal Fair Labor Standards Act. These employees are paid on a salary basis and must receive their whole salary for any workweek in which they did any work, and they are not paid overtime even if they work more than 40 hours in a workweek.

Time Records

Employees are required to keep time records verifying their hours of work especially as related to grant-funded projects. These should be returned to the Associate Director weekly.

Under no circumstances should an employee complete an Hourly Time Card for anyone but themselves. Violators of this paragraph may be subject to immediate termination.

Scheduled Hours and Overtime

The official work week at The POGIL Project begins at 12:01 a.m. every Monday and ends at midnight the following Sunday night. A full time work week at The POGIL Project is 35 hours.

JOB CLASSIFICATION

Job Descriptions

A Job Description (JD) describes the functions, minimum requirements and qualifications, and other job content elements for your particular job. A copy of your individual JD is on file with the Associate Director and available for your review.

Classification Policy

Each job is classified based on its function, responsibility and other elements of job content. Some of the job content elements include: minimum requirements needed to perform the job properly; percentages of time and effort spent performing the functions associated with the job; level of supervision received and exercised; and the impact of decisions made by the job.

Reclassification or Job Evaluation Review

If the functions, minimum requirements and qualifications, and other job content elements of a job have significantly changed or have been restructured, a formal reclassification or job evaluation review should be requested.

If you believe your job has changed and should be formally reviewed for reclassification, you should discuss this with the Associate Director.

The first step in the reclassification review process is rewriting your JD. You may write your JD yourself, you and the Associate director may perform this step jointly, or the Associate Director may write the description.

Once rewritten, the JD should be reviewed and approved by the Director.

Following submission of your JD, the Associate Director will conduct an in-depth review of your job. This review is based on the information in the JD and may include:

- Discussions with you
- An analysis comparing the information provided with job evaluation factors, including established classification descriptions and similar jobs throughout the Company.

Reclassification or Job Evaluation Appeals

If your department is not satisfied with the determination, the department head may discuss the issue with the Human Resources Department and the assistant vice president for human resources. The request may be reconsidered based on additional information.

If you believe your job is not properly classified and you have discussed this with your supervisor, department head or Human Resources, and you are unable to resolve the issue satisfactorily, you may wish to use the employee grievance procedure (See The POGIL Project Grievance Policy)

Job Upgrade or Promotion

A job upgrade or promotion occurs when a reclassification review results in a classification with a higher salary range. Generally, a job upgrade or promotion results in a salary increase to at least the minimum of the higher salary range.

Lateral Change

A lateral change occurs when a reclassification review, a transfer from one department to another, or a reassignment within the same department results in your work being placed in a different job or classification within the same salary grade. In most cases, your current salary is not affected by a lateral change.

THE POGIL PROJECT ADMINISTERING WAGES AND SALARIES POLICY

The POGIL Project Salary Administration Program includes the possibility of several types of salary adjustments:

Salary Increases

Based on the approval and designation by the POGIL Board of Directors of an annual salary improvement pool, if any, each regular staff employee is eligible for an annual salary increase. The particular salary improvement pool guidelines shall be formulated during the executive budgeting process. The percentage of a salary increase shall depend principally on the employee's performance, and on the percentage available in the pool.

Employees who, due to short length of employment, are not eligible for that performance increase shall receive a salary increase equal to the salary structure adjustment only. This increase shall maintain the employee's relative salary location in the band.

Career Movement

Career movement occurs when an employee moves from one job title to another. To provide appropriate incentive for career movement and skills development, the manager or designee shall establish the employee's new salary considering the following factors:

The candidate's qualifications, skills and related experience;

Location of the new salary in the new band; and

Salaries, qualifications, skills, related experience, and performance levels of other employees whose positions are classified in similar job titles.

Generally, the employee's new salary shall be established within the appropriate pay band's recruitment range.

Special Adjustment Increases

Special adjustment increases address pay increases based on position enhancement and/or equity considerations.

Position Enhancement

Position enhancement occurs when a manager or designee has authorized a significant ongoing and substantive increase in responsibilities requiring the incumbent to exercise greater judgment, discretion, ingenuity, and skill within the context of the current job title.

The Associate Director may approve a base-pay increase adjustment to recognize such position enhancement. Increases must be justified by internal equity considerations based on like-position incumbent parameters of service, qualifications, performance, and pay levels.

Equity Special Adjustments

When management believes that circumstances outside the salary administration program have adversely affected the relative position of the employee's salary, and when these situations cannot be handled by a performance or promotional increase, an equity special adjustment may be authorized.

Equity special adjustment increases may be necessary when external or internal considerations affect the salaries of an individual, a department or a group of jobs. For example, supply/demand relationships in the market may become unbalanced and the demand for certain skills may far exceed supply. In these situations, special adjustments may be needed to retain employees with the essential skills.

Additionally, it may be necessary to provide an equity special adjustment increase to an employee or group of employees to resolve a pay equity variance, which has surfaced.

Documentation justifying these increases must be on file with the Associate Director.

Special Payments

Special payments consist of three primary types:

1. Recognition of extraordinary accomplishments,
2. Recognition of acting appointments, and
3. Location-based pay differentials. Special payments do not affect base pay.

Extraordinary Accomplishment

For circumstances in which a manager or designee presents documents that an employee has been expected to and has performed for a major period of time remarkably above the usual position expectations under extraordinary circumstances, a special payment or temporary adjustment of base pay may be authorized by the manager or designee. This payment does not affect the individual's base pay. This is intended to address infrequent, unusual, and highly select cases when the usual performance increase does not adequately reward

the performance and circumstance. These extraordinary circumstances must have a definite commencement and conclusion, and the Associate Director must approve any exceptions. This is not intended to address changes in workload arising from usual cyclical fluctuations. Documentation justifying these increases must be on file with the Associate Director.

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THE POGIL PROJECT ATTENDANCE POLICY

Policy Statement

Punctuality and regular attendance are essential to insure optimal productivity and customer service. All employees are required to maintain a satisfactory record of attendance.

Attendance Policy

All employees are expected to report to work every day that they are scheduled to work and to maintain a satisfactory record of attendance. If employees are unable to report to work they are expected to notify their supervisor within 30 minutes of their start time.

Recording Time Worked

All employees are required to record and keep track of their hours worked, grant hours worked and all absences on forms supplied by the Finance Associate. These forms should be tendered to The Associate Director every Friday. Department.

Pre-Scheduled Time Off

Pre-scheduled time off must be approved in advance by the Associate Director. Discretionary days must be approved in advance by the Associate Director.

Unscheduled Time Off

UNSCHEDULED
ABSENCE

An occurrence of absence and/or tardiness that is unrelated to approved time off.

UNREPORTED
ABSENCE

Failure to notify supervisor of partial or full absence.

EXCESSIVE
ABSENTEEISM

Refers to repeated occurrences (more than six in six months) of unscheduled absence and/or tardiness that are unrelated to approved time off.

Any late report, unreported, unapproved absence(s) and excessive absenteeism is deemed to be subject to disciplinary action, up to and including termination. Failure to report to work for three consecutive days without notice will be deemed a voluntary termination by the employee.

If employees report off work for more than three consecutive days for the same medical reason they will be considered on Personal or Family Medical Leave. Absences due to approved Personal or Family Medical Leave(s) and other approved leave(s) including; convenience, personal, jury duty, military, and bereavement will not be included when considering any employee's attendance record and will not be considered an occurrence. Management is aware that there may be times when there are extenuating circumstances that may not permit an employee to follow the attendance policy. However, employees should notify management before their attendance is considered excessive. If an employee is not comfortable discussing the circumstances with management, or would like them to remain confidential, consultative services are available with the Associate Director.

The POGIL Project CONFLICT OF INTEREST POLICY

General

An employee shall not engage in any activities that create a conflict of interest between the employee's assigned functions and any other interest or obligation. Questions or requests for further information should be directed to the Associate Director.

Performance Of Company Duties

No one in the service of the company shall devote to private purposes any portion of time due the company nor shall any outside employment interfere with the performance of company duties.

Gifts

An employee shall comply with the provisions of State and Federal law and company policy governing the acceptance of gifts and gratuities. In addition, company officers and employees must avoid the appearance of favoritism in all of their dealings on behalf of The POGIL Project. All The POGIL Project officers and employees are expected to act with integrity and good judgment and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with the company, even when lawful, may give rise to legitimate concerns about favoritism depending on the circumstances. If a company employee has any question regarding the propriety of a gift, disclosure of the gift or proposed gift should be made to supervisor or other appropriate company official for a determination of the proper course of action.

Financial Conflict Of Interest

An employee may not make or participate in the making of a decision if there exists a financial conflict of interest.

Employee-Vendor Relationships

It is the policy of the company to separate the employee's company and private interests and to safeguard the company and employees from charges of favoritism in acquisition of goods and services. Goods or services shall not be purchased from an employee or near relative of the employee unless there is a specific determination that the goods or services are not available otherwise. Company credit, purchasing power, and facilities shall be used for the purchase of goods and services that relate directly to company business and shall not be used to purchase material for individual or non-company activities.

Independent Consultants

Proposals from independent consultants shall include the name and The POGIL Project position of any employee who holds a position of director, officer, partner, trustee, manager, or employee in the consultant organization. Selection of the independent consultant shall be made only on the basis of qualifications, resources, experience, needs of the company, and cost to the company. An employee who participates in a decision to select a consulting firm in which the employee holds a position must consider the disqualification requirements of the Political Reform Act of 1974. The POGIL Project policy regarding employee-vendor relationships applies to services as an independent consultant.

Applicability: All Staff Members

The POGIL Project DATING/FRATERNIZATION POLICY

The POGIL Project expects all employees to behave professionally. Romantic relationships between employees may create an actual or perceived conflict of interest. To assure a professional environment for everyone, the discourages romantic displays of affection or sexual behavior between employees during the workday, at the workplace, during work-related meetings or events, or while on Project business. The Project has a policy prohibiting unlawful harassment in the workplace. This policy applies to all Project employees.

To ensure that any consensual romantic or sexual relationship between employees complies with the Project's policies, an employee who enters such a relationship should do the following:

- 1) Review The POGIL Project policy prohibiting unlawful harassment
- 2) Avoid romantic behavior at the workplace and when on Project business
- 3) Avoid any conduct that suggests actual or perceived favoritism based upon the romantic or sexual relationship, and
- 4) Refrain from becoming involved in a consensual or sexual relationship between a supervisor and an employee within the supervisor's direct or indirect area of responsibility.

If a consensual romantic or sexual relationship between a supervisor and any employee within that supervisor's direct or indirect area of responsibility commences, it is the responsibility of both employees to bring the relationship to the Administrative Assistant's attention for any appropriate action, including possible reassignment to avoid a conflict of interest, or the appearance of a conflict of interest.

Failure to comply with the Project's unlawful harassment or Social Relationship policies will subject the offender to appropriate disciplinary action, up to and including termination.

THE POGIL PROJECT SOCIAL RELATIONSHIP FORM

Managerial Employee

My name is _____, and as of today's date, _____, I am employed by The POGIL Project. My job title is _____.

I hereby notify The POGIL Project that I wish to and/or have entered into a voluntary social relationship with _____, who is an employee at The POGIL Project and whose title is _____.

The POGIL Project Policy Against Unlawful Harassment

I acknowledge that today I received and reviewed a copy of The POGIL Project "s policy prohibiting unlawful harassment, including sexual harassment. I acknowledge that I have had the opportunity to discuss the policy today with the Associate Director. She or he answered my questions about the policy. I acknowledge that the social relationship does not violate the Project's policy. I agree that if I believe that I have been unlawfully harassed, I will notify Project as soon as possible, as directed by the policy. I understand that any favoritism, or the appearance of favoritism as a result of my intimate relationship, is against Project policy.

Consequences of Relationship

I understand that as a result of the Project's Social Relationship Policy, the Project may take action to avoid any actual or perceived conflict-of-interest, favoritism, unlawful harassment, or any other adverse business effect that the Project believes results from or is related to my social relationship. Such action may include termination of myself or the other member of the relationship, at the Project's discretion.

I agree that I will not let the relationship interfere with _____'s job or working environment, or the job or working environment of any other employee. I agree that I will take no actions and make no statements that suggest employees may benefit professionally from intimate relationship with other employees at The POGIL Project. I agree that if I violate this policy, the Project may impose discipline up to and including termination.

End of Relationship

I agree that if the relationship ends, I will notify the Associate Director and that I will not allow it to affect my work performance. I agree that if the relationship ends, I will take no actions that affect _____'s job or working environment. I agree that I will take no actions that are, or appear to be, retaliatory.

Understood and Agreed:

Associate Director

Signature

Signature

Print Name and Title

Print Name and Title

THE POGIL PROJECT SOCIAL RELATIONSHIP FORM

Non-Managerial Employee

My name is _____, and as of today's date,
_____, I am employed by The POGIL Project. My job title is
_____.

I hereby notify The POGIL Project that I wish to and/or have entered into a
voluntary intimate relationship with _____,
who is an employee of The POGIL Project and whose title is
_____.

The POGIL Project Policy Against Unlawful Harassment

I acknowledge that today I received and reviewed a copy of the The POGIL Project policy prohibiting unlawful harassment, including sexual harassment. I acknowledge that I have had the opportunity to discuss the policy today with the Associate Director. She or he answered my questions about the policy. I acknowledge that the social relationship does not violate the Company's policy. I agree that if I believe I have been unlawfully harassed, I will notify the Company as soon as possible, as directed by the policy. I understand that any favoritism, or the appearance of favoritism as a result of my intimate relationship, is against Company policy.

Consequences of Relationship

I understand that as a result of the Company's Social Relationship Policy, the Company may take action to avoid any actual or perceived conflict-of-interest, favoritism, unlawful harassment, or any other adverse business effect that the Company believes results from or is related to my social relationship. This includes workplace disruption, at which point, the Policy directs the Company to terminate me or the other member of the relationship, at the Company's discretion.

EMPLOYEE POLICY MANUAL

I agree that I am free to end this social relationship at any time. I agree that if the relationship ends, I will notify the Associate Director and that I will not allow the ending to affect my work performance.

Understood and Agreed:

Associate Director

Signature

Signature

Print Name and Title

Print Name and Title

Policy provided by Holly Sutton, Esq., Farella Braun and Martel, LLP, San Francisco

THE POGIL PROJECT DRESS-CODE AND PERSONAL APPEARANCE POLICY

The personal appearance of office workers and employees who have regular contact with the public is to be governed by the following:

- Clean, pressed, properly fitting business casual attire is appropriate.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible.
- Sideburns, moustaches, and beards should be neatly trimmed.
- Good personal hygiene must be maintained.
- Use of perfume or cologne should be minimal because some customers or colleagues may be sensitive to various scents.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety, comfort and supervisor approval. Furthermore, because all employees are representatives of the Project, they should be as neat and business-like as working conditions permit. The following are some examples of inappropriate dress at all times:

- Tattered/torn jeans; T-shirts displaying advertising or writing
- Faded overalls, cotton/fleece pants and jogging suits, or recreational attire
- Revealing or provocative clothing.

Inclement Weather Days: The Company understands that inclement weather conditions can require different attire for the day. Use good judgment when dressing for weather conditions.

The Associate Director is responsible for evaluating the dress and appearance of employees under his or her supervision. If an employee is not dressed appropriately, the supervisor should take the following steps:

On the first occasion, a documented verbal counseling should be given to the employee, and the department's dress and appearance standards should be reviewed. If the supervisor deems it necessary, the employee may be sent home

to change into appropriate clothing.

On the second occasion, the employee should be sent home to change clothes immediately as well as given a written warning. Further violations may result in discipline up to and including discharge.

THE POGIL PROJECT DRUG-FREE WORKPLACE POLICY

The POGIL Project is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any POGIL employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, The POGIL Project has established the following policy:

1. It is a violation of POGIL's policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job.
2. It is a violation of POGIL's policy for anyone to report to work under the influence of illegal drugs or alcohol – that is with illegal drugs or alcohol in his or her body.
3. It is a violation of POGIL's policy for anyone to use prescription drugs illegally.
4. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggests an employee is under the influence of alcohol or other drugs. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use and alcohol abuse are incompatible with employment at The POGIL Project.

THE POGIL PROJECT EMAIL USAGE POLICY

PURPOSE

When email goes out from The POGIL Project the general public will tend to view that message as an official policy statement from the POGIL Project.

This policy is to govern the method which email is used to prevent tarnishing the public image of The POGIL Project, to prevent unauthorized disclosure of proprietary information, and inappropriate use of email. The policy is defined so when a breach of protocol is alleged there is a standard that all users of email have accepted and remediation methods are known.

Proper email usage and security is a team effort involving the participation and support of every employee. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

SCOPE

This policy covers appropriate use and retention of any email sent from The POGIL Project email address and applies to all employees, vendors, and agents operating on behalf of The POGIL Project.

DEFINITIONS

Email

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical clients include Microsoft Outlook.

Forwarded email

Email resent from an internal network to an outside point.

Chain email or letter

Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Sensitive information

Information is considered sensitive if it can be damaging to The POGIL Project or its customers' reputation or market standing.

Virus warning

Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.

Unauthorized Disclosure

The intentional or unintentional revealing of restricted information to people, both inside and outside The POGIL Project who do not have a need to know that information.

Spam

Unauthorized and/or unsolicited electronic mass mailings.

POLICY

Prohibited Use

The POGIL Project email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any POGIL employee should report the matter to their supervisor immediately. Inappropriate email is classified but limited to:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam)
- Any form of harassment via email, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

Personal Use

Using a reasonable amount of The POGIL Project resources for personal emails is acceptable, but non-work-related email shall be saved in a separate folder from work-related email. Sending chain letters or joke emails from a POGIL email account is prohibited. Virus or other malware warnings shall only be sent from The Franklin and Marshall Information Technology Team or authorized third-party email security vendor. The Associate Director on a per-project basis shall approve Mass mailings sent from The POGIL Project. These restrictions also apply to the forwarding of mail received by a POGIL employee.

Newsgroup Postings

Postings by employees from a POGIL email address to newsgroups/social media should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of The POGIL Project, unless posting is in the course of business duties.

Monitoring

The POGIL Project employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. The POGIL Project may monitor messages without prior notice. The POGIL Project is not obliged to monitor email messages.

Email Retention Policy

This policy is intended to help employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

A. Categories

Email information is categorized into four main classifications with retention guidelines:

- Administrative Correspondence - 4 Years
- Fiscal Correspondence - 4 Years
- General Correspondence - 1 Year
- Ephemeral Correspondence - Retain until read, destroy

B. Category Definitions

- **Administrative Correspondence**
Administrative Correspondence includes, though is not limited to, clarification of established company policy, including holidays, time-card information, dress code, workplace behavior and any legal issues such as intellectual property violations. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, a mailbox pogil@pogil.org has been created, if you copy (cc) this address when you send email, retention will be administered by the IT Department.
- **Fiscal Correspondence**
Fiscal Correspondence is all information related to revenue and expense for the company. To ensure Fiscal Correspondence is retained, a mailbox finance@pogil.org has been created, if you copy (cc) this address when you send email, retention will be administered by the Finance Department.

- **General Correspondence**
General Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.
- **Ephemeral Correspondence**
Ephemeral Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates and status reports.

Encrypted Communications

Encrypted communications should be stored in general in a decrypted format. The encryption should be used to protect the transport of the message, not the storage. The security controls that protect the network will also protect the storage of the email. Encrypted email should be used when sensitive information is sent to non-company email addresses.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

THE POGIL PROJECT GRIEVANCE POLICY

FILING A GRIEVANCE

To file a grievance, the employee submits a written statement summarizing the issue to the Associate Director. Because it is more difficult to resolve outdated issues, grievances must be submitted to the Associate Director in a timely manner, normally within one month of the failure to resolve the issue through informal channels. The following information should be included:

- **Grievance Statement** - A description of the work-related issue, including the policy or rule that the employee alleges was violated, if applicable, and the name of the respondent. (Information about Company policies and rules is available from a number of sources, including this guide,)
- **Background** - A statement of the relevant facts supporting the employee's position, including information about the impact the issue has had or is having on the employee.
- **Requested Resolution** - A statement of what the employee is requesting as a satisfactory resolution to the grievance.

Employees cannot modify or expand a grievance once it has been submitted for consideration. If an employee who has already filed a grievance wishes to pursue new issues, a new grievance must be filed. Employees can, however, supplement their initial grievance statement with additional information in order to clarify the issues further. The employee can stop the grievance process at any time by giving written notice to the Associate Director.

STEPS IN THE GRIEVANCE PROCEDURE

Step 1

The Associate Director schedules a meeting with the employee and the respondent named in the employee's grievance statement within five working days of receiving the written statement from the employee. The purpose of this meeting is to discuss the issues raised by the employee and consider possible

solutions. Another employee may accompany the grievant at this meeting or at any time during the grievance process.

Prior to this meeting, the Associate Director arranges for the respondent named in the grievance to receive a copy of the employee's grievance statement.

If the grievant does not agree that the grievance has been satisfactorily resolved, the grievant can request in writing to the Associate Director that the grievance be referred to the Director. This request must be submitted to the Associate Director within 10 working days of the Step 1 meeting, if it occurs, and include the reasons for referring the grievance to the next step. Otherwise, the grievance is considered to be resolved.

Step 2

In response to the employee's written request, if the problem is not resolved at Step 1, the Associate Director arranges a meeting with the Director.

THE POGIL PROJECT

HANDLING OF The POGIL PROJECT'S FUNDS

Some employees may be required to handle The Pogil Project's funds during the course of performing their jobs. Such employees will receive instruction on the proper handling of funds that are entrusted to them and are required to act honestly and with appropriate care at all times. Some general guidelines that must be followed at all times are listed below:

Do not:

- Make personal or other non-business use of The POGIL Project's funds;
- Permit others to use The POGIL Project's funds;
- Fail to make authorized deposits or disbursements in a timely manner;
- Allow The POGIL Project's funds to be used to carry out illegal or unauthorized acts
- Manipulate financial accounts, records or reports
- Lose custody or control of funds that are entrusted to you

Do:

- Follow internal financial controls and procedures;
- Prepare project budget proposals with accurate information;
- Maintain books, accounts and records according to generally accepted accounting principles, using enough detail to accurately reflect all transactions;
- Report any suspected improprieties in accordance with The POGIL Project's Whistleblower Policy;
- Record transactions in a timely manner, so that no misleading financial information is created;
- Carry out all instructions or authorized transactions regarding The POGIL Project's funds (e.g. deposits) in a prompt manner, exercising appropriate care.

THE POGIL PROJECT

Health and Safety

Workplace Safety

The POGIL Project takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to the Associate Director immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to the Associate Director.

In the event of an accident, employees must notify the Associate Director immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the worker's compensation section of this handbook.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers, or otherwise create fire hazards.

Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately. In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only the Associate Director may authorize employees to reenter.

The POGIL Project JURY DUTY POLICY

In the event you receive notice to report for jury duty, please notify the Associate Director immediately so that arrangements can be made to have your duties covered until you return to work.

No adverse employment action will be taken against employees or applicants due to their service as a juror in state or federal courts.

Jury duty is one of the responsibilities of citizenship and The POGIL Project recognizes that accepting and discharging this responsibility is an important civic duty. It is a policy of The POGIL Project for any employee called to jury duty to serve when practical. Special circumstances of certain employees and extreme need of The POGIL Project are considered in requests for postponement.

Employees who receive a call to jury duty should immediately report the official notification to the Associate Director. The Associate Director and the employee will determine the feasibility of serving based on departmental needs at the time of jury service. Employees who have completed probation will receive adjusted compensation at their regular pay rate minus jury service compensation for up to four weeks.

An employee required as a witness in a judicial proceeding will comply when issued a subpoena or court order. All attempts should be made to limit time away from work to a minimum by requesting from the attorney or the Court the estimated amount of time needed in Court and the approximate hour when needed.

THE POGIL PROJECT

PERFORMANCE STANDARDS POLICY

Your supervisor will inform you of the specific requirements of your job duties and responsibilities and will develop in consultation with you the standards of competence and performance you are expected to achieve. All employees are expected to perform their job functions at acceptable and satisfactory levels and with appropriate supervision. The expectation is that you will perform your job responsibilities with the goal and attitude of serving The POGIL Project to the best of your ability.

Regular self-evaluation of your work and continuously looking for and implementing ways to perform in a more efficient, accurate, and productive manner are the marks of an employee who performs well. Your performance evaluations will relate largely to your ability to meet and excel at requirements based upon your job responsibilities.

Expectations

The POGIL Project expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

Reviews

The POGIL Project may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The POGIL Project uses performance reviews as a tool to determine pay increases, promotions and /or terminations.

All performance reviews are based on merit, achievement, and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy
- Past Performance reviews

- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the company.

Forward any questions about performance expectation or evaluation to the supervisor conducting the evaluation.

Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

Professional Conduct

The POGIL Project expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

Rules of Conduct

In managing any organization, it is necessary to formulate and prescribe rules and procedures for the safe and efficient operation of the organization. An organization operates safely and most efficiently when we work together. Teamwork must be based on an attitude of tolerance, consideration, friendliness, and a willingness to do each assigned job properly and carefully.

Strict compliance with all rules and procedures is absolutely necessary. The following types of misconduct are among those that cannot be tolerated by The POGIL Project and may subject an employee to discipline up to and including dismissal:

- 1) The consumption, use, distribution, or possession of alcoholic beverages or illegal drugs while on company time or property, or reporting to work under the influence of alcohol or drugs.

- 2) Theft, unauthorized use, possession, or removal of The POGIL Project property or other employee's property from the premises.
- 3) Recklessness or disregard of safety practices or rules which might result in injury, or the failure to report personal injury; property damage, or on-the-job accidents promptly to the immediate supervisor.
- 4) Possessing firearms, explosives, or dangerous weapons on The POGIL Project time or property.
- 5) Striking, fighting with, or attempting bodily harm to another employee.
- 6) Insubordination (refusal or willful failure to perform work assigned, or to comply with the instructions of a supervisor)
- 7) Use of profane, abusive, or threatening language towards other employees.
- 8) Falsifying or assisting in falsification of personnel records or falsification of an employment application.
- 9) Excessive or habitual absenteeism or tardiness.
- 10) Any conduct which is detrimental or in conflict with the best interests of The POGIL Project.
- 11) Unlawful harassment or discrimination of any type.
- 12) Conviction of any crime that affects the employee's suitability for continued employment.
- 13) Incompetence or failure to meet reasonable standards of efficiency, including gross neglect of duty.

The POGIL Project

PERSONAL USE OF COMPANY PROPERTY POLICY

Computer Use

The POGIL Project provides computer equipment and resources contained in them are the property of The POGIL Project. Personal use of computers shall be permitted on a limited and occasional basis during meal periods or before and after the employee's shift. Personal use of a sort or frequency that negatively impacts the productivity of The POGIL Project is prohibited and will be grounds for disciplinary action. The POGIL Project may limit or prohibit personal use at any time.

Users will at all times use these resources in a professional ethical and lawful manner. No POGIL Project computer resources may be used for the creation, storage, viewing, copying, sending or receiving any material deemed by The POGIL Project director to be hateful, sexually explicit, offensive, illegal, or in any way harmful to The POGIL Project, its resources, employees or volunteers, specifically but not limited to:

- Pornographic, obscene, sexually explicit or prurient material;
- Games or gambling information in any form;
- Viruses, Trojans, worms, or other materials that will adversely affect computer resources;
- Chats, gossip, chain letters or personal Facebook, Twitter, or other personal accounts;
- Solicitations for contributions or membership in any organization unless authorized by The POGIL Project;
- Political endorsements;
- Material that may be threatening, derogatory, discriminatory, harassing or defamatory;
- Material that is unprofessional, unethical or unlawful;
- Downloads of music, pictures, video or other entertainment;
- Information that is contrary to the interests of The POGIL Project;
- Copyrighted materials for which distribution or access is not authorized.

Use of The POGIL Project computers to “hack” or gain unauthorized access to the electronic facilities of others is strictly prohibited except as necessary for management to ensure compliance with this policy.

The POGIL Project computers are part of a networked system. This networked system provides critical security to data on individual computers using system wide backups and virus protection. Users should be aware that system administrators have access to all computer files on the system. System administrators may conduct periodic security checks of The POGIL Projects computer systems and will monitor for any use in violation of this policy. Users should be aware that “deletion” of electronic information will often not erase such information from system storage disks and it may also reside within the backup system until overwritten. Users waive any expectation or right of privacy in information that they create, store, send or receive on The POGIL Projects computers. All such communications or use should be of a nature that you would be comfortable sharing it with your co-workers.

No password may be put on a computer system or it’s software without the express permission of a system administrator. Individual user files and folders may be password-protected as appropriate to particular job functions, such as personnel records and budgeting, with the approval of the Associate Director.

Confidentiality

Any information concerning the business of The POGIL Project, its members, customers, suppliers, subcontractors, dealers, or personnel is confidential and restricted. You must be sensitive to unauthorized disclosure of such information. Violation of this policy may result in disciplinary action, up to and including discharge. If you are not sure about whether particular information is subject to this policy, please contact the Associate Director.

Email

Electronic mail sent via The POGIL Project computers is professional communication and as such, should be written in an appropriate manner. Discretion should always be used when communicating by email, as it can easily be made public either purposefully or inadvertently. Email on museum computers is not private, and no emails totally secure. Emails can contain viruses, Trojans, worms or other materials that could adversely affect The POGIL Project’s computer system, and users should exercise caution when opening email, especially attachments. Individual users are responsible for establishing and maintaining their mailboxes, schedules and directories, but recognize they are the property of The POGIL Project.

Social Media/Personal Blogs

The POGIL Project respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes during non-working time and on their own computers. Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against other employees or anyone associated with or doing business with The POGIL Project. If you choose to identify yourself as a POGIL Project employee, please understand that some readers may view you as a spokesperson for The POGIL Project. Because of this possibility, you must state that the views expressed in your blog or social networking site are your own and not those of The POGIL Project, nor of any person or organization affiliated or doing business with The POGIL Project. All such posts must be respectful and may not have an adverse impact on The POGIL Project's business. If you have any questions relating to this policy, your personal blog or social networking, ask the Associate Director.

THE POGIL PROJECT PROGRESSIVE DISCIPLINE POLICY

The POGIL Project has adopted a progressive discipline policy. Progressive steps will be followed in employee disciplinary matters except in matters the Company, its representatives, or its management determine need to be addressed outside of the progressive system.

Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because a great variety of situations may arise, the Company may need to make decisions related to employment in a manner other than as provided in this section.

Disciplinary actions may take place in several forms, such as Verbal Counseling actions; Written Counseling actions; Suspensions; Dismissals. The Company's Associate Director should be consulted beforehand when disciplinary action with an employee is necessary.

It is important to note, however, that the Company reserves the discretion to start the disciplinary process at any point in the following procedure, and nothing contained in this policy should be construed to create a 'good cause' standard for dismissal from employment. Nothing in the Progressive Discipline Policy is to be construed as abrogating the employee's status as an employee-at-will.

Verbal Counseling

Verbal counseling sessions may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal counseling should be made and maintained in departmental files for verbal counseling sessions.

Written Counseling

Written counseling sessions take place between a supervisor and an employee when the behavior of the employee: is a repeated violation and verbal counseling has been administered; hinders the progress of the department in which the employee works; or hampers the progress of the Company. Written warnings should be documented on the Corrective Counseling Form. Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to the Company's Associate Director for inclusion in the employee's file.

Suspension

Suspension, or release from duty, is a more severe action that may be used to continue investigations and/or for constructive improvement. Suspensions are issued when it is determined that a second warning would not suffice or that an initial incident is too severe for a warning yet not sufficiently severe for dismissal. Suspensions may vary in length, according to the severity of the offense or deficiency. Where a suspension has failed to produce the proper results, consideration should be given for a more lengthy suspension or the dismissal of the employee.

Copies of all suspensions should be distributed as follows: one copy to the employee, one copy to the Associate Director for inclusion in the employee's file.

Suspension notices should indicate the following:

- The reason(s) for the discipline,
- The inclusive dates of the suspension, and
- The employee's right of appeal.

Dismissals

An employee's employment may be terminated after other disciplinary measures have failed or when a first-time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the Company's judgment, the employee's continued presence would be contrary to the well-being of the Company or its employees. The Company's Associate Director should be consulted beforehand when the dismissal of an employee is necessary.

Behaviors That May Result in Disciplinary Action

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including dismissal for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee behavior. This list is not exhaustive.

- Displaying disrespectful and/or inappropriate behaviors toward a fellow employee or supervisor;
- Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor or department head;
- Being inattentive to duty, including sleeping on the job;
- Falsifying a time card or other Company record or giving false information to anyone whose duty is to make such record;
- Being repeatedly or continuously absent or late, being absent without notice or reason satisfactory to the Company or leaving one's work assignment without appropriate authorization;

- Smoking within no-smoking areas or no-smoking operations or any area of the Company that must be entered for the conduct of Company business;
- Conducting oneself in any manner which is offensive, abusive or contrary to common decency or morality; carrying out any form of harassment including sexual harassment;
- Operating Company vehicles or equipment on Company business without proper license or operating any vehicle on Company property or on Company business in an unsafe or improper manner;
- Having an unauthorized weapon, firearm or explosive on Company property;
- Computer abuse, including but not limited to, plagiarism or programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive or annoying behavior on the computer and non-work-related utilization of computer software or hardware;
- Conviction for a felony;
- Misusing or willfully neglecting Company property, funds, materials, equipment or supplies;
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty;
- Fighting, engaging in horseplay or acting in any manner that endangers the safety of oneself or others. This includes acts of violence as well as threats of violence;
- Interfering in any way with the work of others;
- Stealing or possessing without authority any equipment, tools, materials or other property of the Company or attempting to remove them from the premises without approval or permission from the appropriate authority;
- Marking or defacing walls, fixtures, equipment, tools, materials or other Company property, or willfully damaging or destroying property in any way;
- Willful violation of safety rules or Company policies.

The POGIL Project WHISTLEBLOWER POLICY

The POGIL Project Whistleblower Policy requires employees to observe high standard of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of The POGIL Project, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all employees to comply with the Statement and to report violations or suspected violations in accordance with The POGIL Projects Whistleblower Policy.

The Whistleblower Policy states that no director, officer, or employee who in good faith reports a violation of the Statement shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

The Policy suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Associate Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Associate Director or you are not satisfied with the Associate Director's response, you are encouraged to speak with the Director.

The Associate Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Policy, and – at his/her discretion, should keep the Director informed.

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THE POGIL PROJECT BEREAVEMENT POLICY

Funeral Leave for an Immediate Family Member:

When a death occurs in an employee's immediate family, all regular full time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be pro-rated for a part-time employee if the funeral occurs on a scheduled workday. The Company may require verification of the need for the leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, parents, step-parents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or grandchild.

Non-family Member Funeral Leave:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The pay for time off will be pro-rated for a part-time employee if the funeral occurs on scheduled workdays. The supervisor should confirm that the time is recorded accurately on the timecards. The POGIL Project may require verification of the need for the leave.

THE POGIL PROJECT

LEAVE OF ABSENCE WITHOUT PAY POLICY

Purpose and Applicability:

This policy governs:

- Voluntary leaves of absence without pay (LWOP) for regular full-time and part-time administrative and classified employees of the Company.
- Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible employees in accordance with applicable state and federal law, and shall be governed by the Policy on Military Leave.
- Leaves for family and medical reasons shall be granted to eligible employees in accordance with applicable state and federal law, and shall be governed by the Company Policy on Family and Medical Leave.

Eligibility:

Granting of requests for a leave of absence without pay shall be at the discretion of the Associate Director after his/her consideration and determination of the following:

The employee shall:

- Hold a regular full-time or regular part-time (50% or more) position, and
- Have completed a total of at least twelve (12) months of service at the Company, and
- Have a satisfactory record of work performance, and
- Shall not have a record of abuse of accrued leave usage.

Granting of the request shall:

Not disrupt or interfere with the operations or work schedules of the Company

Duration of Leave:

All regular employees may request a full or partial leave of absence without pay up to a maximum of a six month period in accordance with the provisions of this policy.

Reasons for Leave:

A leave of absence without pay may be requested by an eligible employee for reasons such as:

- Outside employment that would lessen the impact of a potential layoff or a layoff;
- Professional activities related to career development, or other professional activities that are determined by the Company's Chief Executive Officer or designee to be of benefit to the Company;
- Anticipated low demand for the employee's services during slow periods in the Company's operations (seasonal leave), or
- Other activities as determined to be appropriate by the Chief Executive Officer.

Job Protection:

Unless otherwise agreed to by the employee and the Associate Director, a leave of absence without pay granted within the provisions of this policy assures the employee a right to return to his/her former position or to another equivalent position within the same department having the same pay, benefits, other terms and conditions of employment, status and responsibilities as the former position upon expiration of the leave.

If during the leave the Associate Director determines in his/her discretion that the position cannot be held available, the Associate Director shall notify the employee in writing of his/her decision and shall provide information regarding the equivalent position to which the employee will be returned upon expiration of the leave. Employee shall have the right to return to work within fifteen (15) working days from receipt of such notice in order to keep the position from which they had taken leave.

If there are reductions in the work force while the employee is on leave and the employee would have lost his/her position had he/she not been on leave, an employee has no rights under this policy to be returned to his/her former position or to an equivalent position.

If there are increases or decreases in pay, benefits, or other terms and conditions of employment while the employee is on leave that would have affected the employee had he/she not been on leave, then except as provided under applicable Company policy, the employee shall be returned to employment consistent with current applicable, appropriate pay, benefits and other terms and conditions of employment.

An employee on leave of absence without pay shall not return from leave prior to the agreed-upon expiration of the leave without written approval of the Associate Director.

Status of Benefits While on Leave:

All benefits, including service credit for retirement and other purposes, shall be suspended for the period of the leave of absence without pay. However, an employee on leave of absence without pay for more than thirty (30) days may elect to continue benefits, as permitted by law or regulation, by paying the full cost of the benefits, including the share ordinarily paid by the employer.

Compensation During Leave:

This policy governs unpaid leaves of absence; however, the Associate Director may require that accrued annual leave, personal leave, holiday leave or compensatory leave (in the case of non-exempt employees) be used prior to granting LWOP.

Providing Information About Leave:

The employee shall provide complete, accurate and timely information related to the request for, continuation of, modification(s) to, and return from leave.

Failure to Return from Leave:

An employee who will not be returning to the POGIL Project at the conclusion of a leave shall notify the Associate Director in writing as soon as practicable. In the absence of written notification, failure to return from leave shall be interpreted as a resignation.

Miscellaneous:

Upon request of the Associate Director, an employee granted a leave of absence without pay shall provide progress reports and/or verification that the conditions of the leave are being/were met.

When LWOP is approved for employees who are on probation status, the probation period shall be adjusted upon the return of the employee by the length of time used for LWOP.

The POGIL Project MILITARY LEAVE POLICY

This policy covers all persons who serve in the Armed Forces, Army and Air National Guards, commissioned corps of the Public Health Service, and any other position designated by the President of the United States in time of war or emergency.

Paid leaves are granted to all regular full-time and regular part-time employees who are under authority to report for service for 15 workdays or less in any calendar year. Unpaid leaves are granted to regular full-time and regular part-time employees called to report for more than 15 workdays. To be eligible for leave, qualifying employees must give the Company advance notice of the leave.

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with a federal law called the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Upon reinstatement, an employee's compensation, benefits, retirement eligibility and length of service will be calculated as if he or she had been continuously employed during the service leave period.

Leave With Pay for Periods of Intermittent Service

(Not to exceed 15 work days per year)

An employee requesting uniformed services leave with pay must provide written documentation to the Associate Director at least two (2) weeks in advance of the scheduled training or service, specifying the reason and duration of the leave.

Employees who are members of the National Guard or Reserve units will be granted uniformed services leave with pay not to exceed 15 regular workdays in any calendar year. Travel time required for reporting to the place of duty is included in the 15-day allowance. Vacation or personal leave may be used for any training or service in excess of 15 workdays subject to the approval of the Associate Director.

Leave Without Pay for Periods of Active Service

Employees requesting uniformed services leave, without pay, should present their orders to the Associate Director.

Extended uniformed services leaves, without pay, will be granted to employees performing active military or national defense service. Cumulative uniformed services leave is limited to five years throughout employment at the Company. Most types of service in the uniformed services counts toward this limit; however,

active service during a war or declared national emergency or in support of a critical mission does not count toward the five-year limit.

Benefits Coverage While on Unpaid Leave

The following information should prove helpful for general planning; however, affected employees are encouraged to contact the Human Resources Department:

- Employees are entitled to apply earned but unused vacation to their service leave before beginning the unpaid portion. Vacation, does not accrue while on leave.
- Employees who are spouses, children, parents or next of kin, are entitled to take up to 26 weeks of leave in a 12-month period to care for a service member recovering from an illness or injury sustained in active duty. Although in addition to leave permitted under FMLA, an employee's combined total annual FMLA leave entitlement cannot exceed 26 weeks.
- Employees whose spouse, children or parents have been called to active duty are entitled to a maximum of 12 weeks of leave because of "any qualifying exigency" arising out of that circumstance. Examples of a qualifying exigency include childcare issues caused by a deployment, a family member escorting the service member to the place of departure, or a spouse attending deployment briefings.

Reinstatement of Employment

Upon honorable completion of military service of less than 91 days, employees are entitled to be reinstated to the position he/she held prior to military leave. If employee returns to work after serving for a period of more than 90 days, they are entitled to be reinstated to the position they held prior to uniformed services leave or to an equivalent position for which they qualify. If disabled by reason of uniformed service, employees are entitled to be reinstated to their former positions or positions of similar pay and status for which they are qualified, with reasonable accommodation. Upon reinstatement, employees' compensation, benefits, retirement eligibility, and length of service will be reinstated as if the employees had been continuously employed during the service leave period. Compensation will reflect any merit increases and annual across-the-board pay adjustments, or promotions by reason of seniority that reasonably would have been expected to take effect if the employees had not been on leave.

To be eligible for reinstatement, employees must apply within the time periods outlined below:

- After completing uniformed service of 30 or fewer days, the employee is entitled to a period allowing for safe transportation from the place of service to the place of residence, plus eight (8) additional hours. Beginning with the first full, regularly scheduled work day after this period, the employee is to report to the Company.
- After completing uniformed service of 31-180 days, the employee must apply for reinstatement no later than 14 days after service is completed.
- After completing service of 181 days or more, the employee must apply for reinstatement no later than 90 days after service is complete.

If, through no fault of their own, it is impossible or unreasonable for employees to apply for reinstatement within the prescribed period, they may report as soon as possible following the period, without forfeiting their reinstatement rights.

Protection from Discharge Period

Upon reinstatement, an employee is protected from discharge without cause for a period of time tied to the length of uniformed service. One year of protection is provided if the period of uniformed service was more than 180 days. Six months protection is provided for service of 31 to 180 days. There is no protection period for service of less than 31 days.

The POGIL Project

VACATION AND HOLIDAYS

Vacation Policy

Full time employees have 16 vacation days per year. Each vacation day is equivalent to 7 hours. Fractional time employees have a number of vacation days as indicated in the table below:

- Full Time..... 16 vacation days
- 6/7 time..... 12 vacation days
- 3/4 time..... 9 vacation days
- 5/8 time..... 5.5 vacation days
- 1/2 time..... 2 vacation days
- Less than 1/2 time..... no vacation time

Employees may take these vacation days as fractions of a day as approved by the relevant supervisor. In this case each “vacation day” is the equivalent of 7 work hours.

Employees should notify their manager at least one month in advance of taking vacation time. All vacation requests are subject to manager approval. In addition, employees should directly communicate vacation dates to co-workers to ensure customer needs are met.

Holidays

There are 12 paid holidays per year.

- New Year’s Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- “Winter Break” – 6 days in December: the six work days between December 24 and December 31, inclusive – unless December 24 is a Saturday or a Sunday, in which case, the preceding Friday.

All salaried employees, including fractional time employees, are entitled to all of these paid holidays. (In terms of accounting for “work time”, each of these days is treated as if the employee, whether full time or fractional time, worked a full day.)

The POGIL Project WORKPLACE VIOLENCE POLICY

The POGIL Project is committed to providing a safe, healthful workplace that is free from violence or threats of violence. For purposes of this policy, workplace violence is any violent or potentially violent behavior that arises from or occurs in the workplace that affects Company employees.

Individuals who engage in violent or prohibited behavior (see below) may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution. During investigations, employees may be placed on administrative leave, and may be subject to a fit-for-duty examination prior to returning to the workplace. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

The Company takes reports of threatening or violent workplace incidents seriously. Employees, supervisors and managers are expected to report actual or alleged incidents of violence in the workplace to the Associate Director.

Prohibited Behavior

The Company does not tolerate behavior, whether direct or through the use of Company facilities, property or resources that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression; or,
- Disrupts the workplace, our collegial environment or the Company's ability to provide service to the public.

Violent or threatening behavior can include, but is not limited to, physical acts, oral or written statements, harassing telephone calls, gestures and expressions or behaviors such as stalking, violent horseplay or "joking around."

Reporting Requirements

All Company employees must cooperate to maintain a safe work environment. Individuals should report to their supervisor any incidents of violent, threatening, harassing, or intimidating behavior in the workplace, whether or not those involved are Company employees.

In addition, employees who are subject to, or apply for, restraining orders must disclose this to their supervisor or Human Resources.

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The POGIL Project ACCESS TO PERSONNEL RECORDS POLICY

Employees may review the contents of their personnel file at reasonable times by arranging for such a review through the Associate Director. However, the contents of the file remain the exclusive property of The POGIL Project. Copies of materials contained in the file may be made only with the approval of the Associate Director.

It is the policy of The POGIL Project to furnish information contained in the employee's personnel file when a lawful subpoena or court order has been properly served by one having the authority to do so. In general, The POGIL Project will notify the employee of such a request when it is received.

The POGIL Project ANTI-BULLYING POLICY

The POGIL Project is committed to providing all employees a healthy and safe work environment. The POGIL Project will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within The POGIL Project, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. The POGIL Project is committed to the elimination of all forms of bullying.

This policy applies to all employees of The POGIL Project. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations for anyone who in good faith alleges bullying.

DEFINITIONS

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see "mobbing" below). Some examples of bullying behavior are:

Verbal Communications

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

Manipulating The Work Environment

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

Psychological Manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, an individual as part of mobbing behavior may carry out specific incidents such as an insult or a practical joke.

CONSEQUENCES OF BULLYING

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

For Those Being Bullied

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

For The Employer

Besides potential legal liabilities, the employer can also suffer because bullying can lead to:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence in the employer leading to lack of commitment to the job

For Others At The Workplace

People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

RESPONSIBILITIES

Managers And Supervisors

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behavior
- Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred

Employees

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your supervisor, President or Human Resources Director as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior

If You Think You Have Been Bullied

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to The Associate Director.
- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

THE POGIL PROJECT BACKGROUND CHECKS POLICY

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. The POGIL Project believes that hiring qualified individuals to positions contributes to The POGIL Project's overall strategic success. Background checks serve as an important part of the selection process.

The POGIL Project may conduct a background check on all job candidates post-offer (contingency offer). The POGIL Project may also use a third-party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and to determine his/her suitability for employment.

The POGIL Project will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

The POGIL Project reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.

Offer Of Employment

When verbally making the offer of employment to the successful candidate, the hiring manager must inform the candidate that the offer is contingent upon the successful results of the background check if one is determined to be necessary. The Associate Director then conducts any and all applicable background checks on the final candidate.

Authorization by Applicant

The candidate must authorize the background check. Having the applicant complete the Employment Background Authorization form does this.

Verification Of Background Checks

1. The results of the background check will be sent directly to The Associate Director.
2. The Associate Director will review the report. If any discrepancies or criminal history are noted, The POGIL Project reserves the right to consult any other pertinent parties in evaluating background checks.
3. If the background check is favorable, The Associate Director will notify the candidate that he/she is approved to begin employment.

Adverse Action Notifications

If a background check is returned with unfavorable results, the Associate Director will contact the candidate to inform him/her that The POGIL Project is rescinding its contingent offer of employment and that he/she will receive a summary of the candidate's rights under the Fair Credit Reporting Act. The candidate will have the opportunity to review a copy of the report, which informs him/her of his/her rights to dispute inaccurate information.

Employment Background Authorization Form

Full Legal Name:
(Please Print) _____

LAST
 Male

FIRST
 Female

MIDDLE INITIAL

If applicable, other names used during past 5 years:

SS #: _____

DATE OF BIRTH: _____

Current
Address: _____

Position Applying for: _____

Please list where you have lived in the past 5 years

City and State:	Dates Resided:

As a candidate for the above-referenced position, I understand The POGIL Project will conduct a criminal background investigation for employment purposes. If I am refused employment due to results of the background investigation, I understand that I may request an explanatory meeting with the Associate Director. Such request must be made within 5 working days of my receipt of notice. Failure to provide complete and accurate information will be cause for disqualification/termination of employment.

Signature: _____ Date: _____

The POGIL Project EXIT INTERVIEW POLICY

Purpose

To make available a mechanism for regular employees who voluntarily leave the employ of the company an opportunity to provide information pertaining to their work experiences and the factors that contributed to their departing. Data from exit interviews may be used to help improve human resource management practices, e.g. recruiting, orientation, performance management, training, working conditions, etc. Additionally, the exit interview provides the company with information that may show trends in voluntary terminations and help guide efforts to improve areas that may be leading to turnover.

THE POGIL PROJECT OUTSIDE EMPLOYMENT POLICY

A full-time job at the Company must be the Employee's primary job. Full-time Employees must report to the Associate Director immediately and in writing, any other employment with any person or organization, and any self-employment or consulting. The report must identify the nature of each type of employment, each employer, and indicate the number of hours per week spent by the Employee on such additional employment. Any Employee who fails to notify the Company immediately and accurately of such additional employment may be subject to immediate discipline.

THE POGIL PROJECT PERSONNEL RECORDS POLICY

Official personnel records for all Employees are maintained by the Associate Director. Copies of documents such as employment applications, performance evaluations, job classifications, and other relevant documents are typically maintained in Employee personnel files.

The Company believes that personnel files are generally of a private nature and therefore attempts to limit access to Employee personnel files to the Director and Associate Director, and to those officials and individuals with a legitimate need for access to such personnel files in order to conduct The POGIL Project business.

With reasonable advance request, Employees may review their personnel files. Requests to review personnel files should be directed to the Associate Director. The Employee is not, however permitted to make copies of the contents of this personnel file, nor is access permitted after the conclusion of employment.

THE POGIL PROJECT

REFERENCE CHECKING POLICY

References provide valuable information about the candidate's qualifications and work experience. References should be checked in every search. The Associate Director should determine who will contact the references and when the search will be completed. Normally, references are checked near the completion of the search process when the list of final candidates has been narrowed to a small number. However, there may be occasions when the reference process is used to screen applicants before deciding which candidates to interview. Generally, references should be completed at the same time and by the same individual to ensure consistency.

All reference checks should be conducted using the following guidelines:

- Treat all candidates fairly and consistently;
- Ask only for information that is relevant to the candidate's skills and qualifications for job;
- Disregard information about which the provider does not have first-hand knowledge, or which is unrelated to the individual's skills or performance;
- Exercise caution in evaluating or weighing comments that are not for attribution (off the record); and
- Protect the confidentiality of the process and the privacy of the applicant whenever possible by sharing only the information needed to secure the reference. Treat names of other individuals in the search, salaries, and personal information as confidential.

SECURING REFERENCES FOR CANDIDATES

Candidates should be asked to provide the names and telephone numbers of references. Alternatively, candidates may be asked to submit letters of reference. One of the references obtained should be from the candidate's current or most recent supervisor. If the candidate indicates that the current supervisor should not be contacted, the candidate should be told that the lack of the current supervisor's reference might affect the hiring decision.

External Candidates

Generally, the Associate Director checks references for all external candidates who are finalists.

Internal Candidates

Generally, the Associate Director checks references for all internal candidates who are finalists.

Record Keeping

The person completing the reference checks must retain a record of the reference process. The file should include names and titles of those who provided the references and a list of the questions asked and the information provided. The search file should be retained for three (3) years.

EMPLOYMENT VERIFICATION

All employment verifications or reference checks are to be directed to the Associate Director. An employee should never give employment information to anyone over the telephone and should refer any written requests to the Associate Director.

The Associate Director will only confirm dates of employment for any employment verification request.

THE POGIL PROJECT TERMINATION POLICY

POLICY

Both the Company and the employee have the right to sever an employment relationship. Various forms of termination include: voluntary resignation, dismissal, and termination resulting from a redundancy or layoff.

PROCEDURES

In any termination situation, all keys, identification card, electronics, computers and other Company property must be returned to the employee's department on the final working day.

VOLUNTARY TERMINATIONS

Resignation from The Company

An employee who decides to resign must notify the department head or designate of this intention in writing as early as possible. The following serve as minimum guidelines for the amount of notice required by the Company:

- Non-managerial employees – 2 weeks notice
- Managerial employees – 4 weeks notice

The letter of resignation must specify the effective date for the resignation. Resignations, once submitted and accepted, are binding on the employee and the Company and cannot be changed except by mutual agreement.

It is recommended for the employee to contact the Associate Director to arrange a time for the employee to attend an exit interview.

Resignation for Internal Transfer

When an employee accepts an Offer of Employment and will be transferring within the Company, starting date in the new job should be established as quickly as possible. The employee should also provide the supervisor with a written notice regarding the transfer. The appointment to the new job will be arranged in accordance with appropriate employment procedures outlined in other sections of this manual.

INVOLUNTARY TERMINATIONS

Dismissal

In cases where an employee's poor work performance shows no substantial improvement, despite attempts by the Company to resolve the problem with the employee, or in cases where an employee's actions irrevocably have frustrated the relationship of the employee with the Company (e.g., theft, fraud, gross insubordination), the Company may consider the dismissal of that employee.

During these notice periods, all benefits must be maintained. However, the employee will be contacted by the Associate Director to make arrangements for terminating these benefits at the conclusion of the notice period.

Employees who have been dismissed from the Company shall not be eligible for re-employment in any capacity.

Exit Procedures

As soon as it is determined that an employee will be terminating his/her employment that employee should contact the Associate Director to make arrangements for terminating any applicable benefits.

The POGIL Project

TRANSFERS AND REASSIGNMENTS POLICY

An Employee desiring to be transferred or reassigned to a different job within the Company may contact The Associate Director and identify the job to which he or she would like to transfer or be reassigned and the reasons for requesting the transfer or reassignment.

The Company, however, retains the sole discretion to demote, transfer, or reassign employees, as it deems reasonable and/or necessary, regardless of whether the Employee has consented to or requested the demotion, transfer, or reassignment. While different compensation is often attendant to different employment jobs within the Company, there is no guarantee that an Employee who is transferred or reassigned (or demoted) will receive any particular compensation or compensation greater than or equal to the compensation the Employee was receiving in his or her prior job.

Any questions regarding compensation applicable to different jobs should be directed to the Associate Director.