



EMPLOYEE POLICIES AND PROCEDURES

Adopted Jan. 20, 2022

GENERAL POLICIES

Attendance and Punctuality

To maintain a productive work environment, the Foundation expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness may lead to disciplinary action, up to and including termination of employment.

Personal Appearance

During business hours, employees are expected to present a clean and neat appearance and to dress modestly according to the requirements of their position. The immediate supervisor will determine what constitutes appropriate attire.

Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Executive Director or appointed supervisor should conduct employee performance appraisals at least annually.

Resignation

The Foundation asks that an employee provide written notice of resignation to his/her supervisor allowing as much time as possible before the final day of employment. A minimum of two weeks is desirable to facilitate a smooth transition.

Nepotism

No employee may participate, either directly or indirectly, in a decision to appoint or hire an employee who is related to another employee by blood or marriage. Similarly, an employee may not supervise, either directly or indirectly, the work of another employee who is related as such.

Personnel Files

The Foundation maintains a personnel file on each employee. Personnel files are the property of the Foundation, and access to the information they contain is restricted. Only supervisors who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their file should contact the Executive Director. In accordance with the Health Insurance Portability and Accountability Act (HIPAA), all records of a medical nature are maintained in separate, confidential files.

All personnel files are considered privileged information. Employees may come into contact with confidential information. It is the responsibility of Foundation employees to protect that confidentiality. Failure to do so can be grounds for disciplinary action or termination of employment.

Personal Data Changes

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personal data, and to assure their personal data is up to date at all times.

Use of Mail and Telephone

An employee should not have personal mail, Federal Express, or UPS parcels sent to the Foundation's office. Employees are required to reimburse the Foundation for any charges resulting from their personal use of its telephone or mail services. The Executive Director will advise the employee of the appropriate steps.

Use of Computers and Printers

Computers and printers are intended for business use. Personal use is permitted on a limited basis, on personal time, and to the extent that such use does not interfere with business functions or activities. All data and Foundation-supplied software, including electronic mail and Internet pages, installed or stored on Foundation computers, are the property of the Foundation. All software and data stored on Foundation computer systems are subject to review. Use or installation of unauthorized software is prohibited. Failure or refusal to comply with these policies may be grounds for disciplinary or termination of employment.

Users of Foundation computer systems may not allow other individuals to use their Foundation-assigned network e-mail, or other Foundation-based account. Employees are responsible for the proper use of their assigned accounts, and are accountable for any activity associated with the account. Any unauthorized access to their account should be reported immediately to the Executive Director.

Foundation Property

Foundation letterhead, envelopes and facilities are intended for official business and should not be used for non-Foundation purposes. Employees should keep keys issued by the Foundation secured. Keys should not be loaned to others. The employee may be held responsible for the abuse of the keys by other individuals. If keys are lost, the employee will be subject to a replacement charge.

Gifts and Rewards

No employee should accept any gift, meal or favor exceeding a value of \$25 from any person, company or firm which transacts, or wishes to transact, business with the Foundation. This is not intended to prohibit the receipt of advertisement or promotional items.

Drug and Alcohol Use

While on Foundation premises or on Foundation business, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the functions of the job effectively and in a safe manner. Violations of this policy may lead to disciplinary action, up to and including

immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

It is the responsibility of the employee to notify the Executive Director of any conviction under a criminal drug statute. Employees with questions on issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor.

Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Executive Director. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In case of emergency, call 911; otherwise, notify the Executive Director. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Executive Director.

COMPENSATION POLICIES

For the purposes of these policies, an employee is considered full time when she or she works more than 30 hours per week. Those working less than 30 hours per week are considered part-time employees. Depending on their position description, employees may be exempt from receiving overtime pay.

Paydays

All employees are paid in 14-day intervals. Each paycheck will include earnings for all work performed through the end of the current payroll period. Time off without pay is typically deducted the next payroll period. The Foundation is required to withhold federal tax and Social Security from the employee's check. All new hires may sign up for direct deposit to receive their paycheck. The Foundation pays its employees via direct deposit. E-paystubs are available upon request.

Overtime

In accordance with the Fair Labor Standards Act, employees who are not salaried (non-exempt) are paid at the rate of time and one-half for overtime work. Overtime work is defined as all hours that employees are required or permitted to work in excess of 40 hours per week. Hours worked will include actual hours worked, plus any holiday, vacation or other approved leave hours. Compensatory time taken during the week is not counted. Daily work schedules may be adjusted to avoid overtime liability. Overtime work must be scheduled and approved by the employee's supervisor.

Hours spent in activities and travel which are approved or required for job training or professional development will be considered as hours worked. All hours worked must be recorded by both exempt and non-exempt employees. Such hours worked, as well as other compensable hours such as vacation time and sick leave, must be reported to the Executive Director on a bi-weekly basis.

Compensatory Time

A salaried full-time employee may be granted compensatory time off at a rate of 1 hour for each hour worked. Use of the compensatory time off must be approved by the employee's supervisor. Compensatory time accrual applies only when the hours worked are in excess of 40 for the workweek. A record of compensatory time earned and taken must be noted on the employee's timesheet. Any unused compensatory time will be paid out upon termination of employment.

LEAVE BENEFITS

Personal leave

After a probation period of six months, a full-time employee is eligible for 14 days (112 hours) of personal leave days per year, and a part-time employee is eligible for 7 days per year. These days, which may be taken in one-hour increments, may be taken for any reason, including sickness of self or a family member, bereavement, time off to vote, or for the purpose of conducting personal business. Except in the case of sickness, employees should give as much notice as possible to their supervisor about plans to take personal leave. Unused personal leave days will expire at the end of the employee's service year.

Vacation

An employee is eligible for vacation benefits after serving six months with the Foundation. For full-time employees, the per-year vacation schedule is:

- 6-12 months of service - 5 days
- More than 1 year and up to 3 years of service - 10 days
- More than 3 years and up to 5 years of service - 15 days
- More than 5 years of service - 20 days

Part-time employees earn vacation benefits at one-half the rate of full-time employees. For instance, a part-time employee would be eligible for 2 ½ days of vacation after 6-12 months of service, and for 5 days at between 1 year and up to 3 years of service, etc.

Employees may use paid vacation time in minimum increments of one day. To take vacation, employees should request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including Foundation needs and staffing requirements. Vacation time off is paid at the employee's base pay rate at the time of vacation. Employees may bank their annual vacation time plus an additional 5 days.

Upon termination of employment, employees with more than six months of service to the Foundation will be paid for unused vacation time that has been earned through the last day of employment. The maximum amount of unused vacation that will be paid will be 20 days. If the Foundation terminates employment for cause, forfeiture of unused vacation time shall result.

Holidays

The Foundation will grant paid holiday time off upon employment to an eligible classification. Observed holidays are:

- New Year's Day
- Martin Luther King Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day – New Year's Eve

Unless exempt, an employee who works on a recognized holiday will be paid at 1½ times his/her base rate for all hours worked. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Jury Duty

Employees are eligible for paid jury duty leave for a reasonable period of time. Employees must show proof of jury duty appointment to their supervisor as soon as received. The employee shall report to work following jury duty whenever there are at least four working hours left in his or her work shift, excluding reasonable travel time. Either the Foundation or the employee may request an excuse from jury duty if, in the Foundation's judgment, the employee's absence would create serious operational difficulties.

Military Leave

A military leave of absence will be granted to employees to attend scheduled drills or training or if called to active duty. Employees will continue to receive pay while on leave, not to exceed 15 working days a year. The Foundation will not pay the employee for those days within the dates of the orders that he/she would not normally have been working. The portion of any military leave of absence in excess of 15 working days will be unpaid. However, employees may use any available leave or vacation time for the absence.

Employees on active duty training assignments or inactive duty training drills must return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

OTHER BENEFITS

Health Care

In lieu of providing a health care plan, the Foundation pays a health care stipend to each eligible employee at a rate determined by the Board of Directors. Part-time employees earn this rate at half the rate of full-time employees.

Retirement

The Foundation has created a Simple IRA plan for employees. Each employee will receive information on enrollment upon passing the six-month probation period.

GOVERNMENT REGULATION COMPLIANCE

Equal Employment Opportunity

The Foundation provides equal employment opportunity on the basis of merit and without discrimination of race, religion, sex, age, disability, color, national origin, sexual orientation, or veteran status. The Foundation extends equal opportunity for employment in both faculty and staff positions to all qualified individuals.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Accommodations for Persons with Disabilities

Persons with disabilities may obtain information as to the existence and locations of services, activities and facilities of the Foundation that are accessible to and usable by persons with disabilities by contacting the Executive Director.

Notice of Non-Discrimination

The Foundation has adopted a non-discrimination policy, which complies with federal law and applicable Florida statutes, the Foundation does not discriminate on the basis of sex, disability, age, race, color, national origin, religion, sexual orientation, or veteran status in admission to or employment in its education programs or activities. Please review the policy under Policies and Procedures in your employee handbook.

Harassment

It is the policy of the Florida Wildflower Foundation that no person shall be subject to harassment on account of their sex, disability, age, race, color, national origin, religion, sexual orientation or veteran status. Harassment is generally defined as conduct (whether physical, verbal, graphic or written) which is related to a person's status in one of the protected classes listed above and which is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive environment for working or learning, thereby interfering with or limiting the ability of that person to participate in or benefit from the services, activities or privileges provided by the Foundation.

If an employee of the Foundation receives a report or becomes aware of, the employee will report this to either his/her supervisor or to the Executive Director, who shall ensure that such report shall be immediately investigated and disciplinary action taken where appropriate.

Employees who violate this policy are subject to disciplinary action including reprimand, suspension and dismissal. Employees who believe they are the subject of disability, sexual or racial harassment or other harassment in violation of this policy may make a complaint to the Executive Director.

The Foundation does not tolerate sexual harassment, including unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Complaints of sexual harassment should be reported immediately to the Executive Director. Employees who violate this policy are subject to disciplinary action including reprimand, suspension and dismissal. See the full policy under Policies and Procedures in your employee handbook.

Family and Medical Leave Act (FMLA)

The Foundation complies with the Family and Medical Leave Act of 1993, which requires eligible employees to be provided up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. Employees are eligible if they have worked at the Foundation for at least one year, and for 1,250 hours over the previous 12 months. Employees are encouraged to review the Act, which is posted on the employee bulletin board.

Whistleblower Policy

The policy provides an avenue for employees and others to raise concerns they may have about the subjects covered by this policy and to protect any employee or member of the Foundation community who makes a good faith disclosure of suspected Fiscal Misconduct. See the Foundation's policy under Policies and Procedures in your employee handbook.

Revision history:

June 20, 2020

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