EMPLOYEE POLICIES AND PROCEDURES

Adopted Nov. 19, 2026

GENERAL POLICIES

Attendance and Punctuality

To maintain a productive work environment, the Foundation expects employees to be reliably available and responsive on workdays between 9 am and 5 pm. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, their supervisor is to be notified as soon as possible, preferably 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

In person and virtually, a professional appearance is to be maintained when representing the Foundation, including at events, meetings, presentations, field trips and volunteer interactions. Attire may be casual but should convey a level of professionalism. Field clothing such as hiking pants and overshirts is acceptable when presentable. Shorts and plain t-shirts, or t-shirts featuring nature scenes or broad nature-themed messaging, are acceptable for outdoor events; t-shirts displaying outside messaging or representing another organization are not. Long pants or other business-casual attire are preferred for indoor settings.

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 their 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, vendor, or contractor who is related by blood or marriage to the employee or to another employee. Similarly, an employee may not supervise, either directly or indirectly, the work of another person 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. Supervisors with 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 Shipping Services

Personal mail or packages may not be sent to the Foundation's post office box. The Foundation’s FedEx, UPS or USPS accounts may not be used for personal shipments.

Use of Foundation Equipment

Computers and printers are for business use only. Foundation equipment is used remotely and connects to home networks. To protect against viruses, malware and other security risks, personal use — including personal browsing, downloads or installation of personal software or apps — is not permitted. All data and Foundation-supplied software, including e-mail and internet activity, installed or stored on Foundation computers and devices, 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 action or termination of employment.

Users of Foundation computer systems may not allow other individuals to use their Foundation-assigned e-mail, or other Foundation-based accounts. 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-owned equipment may be kept at an employee’s home for business use. Employees are responsible for the security and proper use of Foundation equipment kept at their home, and such equipment remains Foundation property and must be returned to the Foundation upon request by their supervisor or at the end of employment.

Foundation Property

Foundation letterhead, envelopes and other materials are intended for official Foundation business and should not be used for non-Foundation purposes. The Foundation maintains a post office box and storage unit; keys to these are held by the Executive Director and authorized employees. Keys should be kept secure and not loaned to others. The authorized employee may be held accountable for the misuse of keys by other individuals. If keys are lost, the employee will be subject to a replacement charge.

Use of Artificial Intelligence

Artificial intelligence (AI) tools may be used to support Foundation work where such use improves efficiency and is consistent with the Foundation's mission and standards of accuracy. AI tools may not be used to create art, video or other visual creative work on behalf of the Foundation. Donor information, financial data, personnel records or other confidential or proprietary Foundation information may not be entered into AI tools without the approval of the Executive Director. Employees remain responsible for reviewing and verifying the accuracy of any AI-assisted output before it is used or shared externally.

Gifts and Rewards

No gift, meal or favor exceeding a value of $25 may be accepted from any person, company or firm which transacts or wishes to transact business with the Foundation. This includes stipends for presentations. Any stipend must be directed to the Foundation. This is not intended to prohibit the receipt of advertisement or promotional items.

Drug and Alcohol Use

While working (including working remotely) in the field 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. 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 or alcohol 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, whether working remotely or in the field. 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 they work 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 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 are expected to 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. Exempt employees must report their hours worked, as well as compensatory hours, vacation and personal leave, to the Executive Director on a monthly basis. Non-exempt employees must record their hours worked each day and submit them, along with any vacation, personal leave or holiday hours, to the Executive Director by the end of each 14-day pay period, in time for payroll processing.

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

A full-time employee is eligible for 14 days (112 hours) of personal leave days per year, effective as of their start date, and a part-time employee is eligible for 7 days (56 hours) per year. Personal leave may be taken in one-hour increments for sickness of self or a family member, bereavement, time off to vote, or personal business. Employees are not required to disclose the reason for taking leave; however, personal leave is separate from vacation time and is not intended to be used as, or to extend, vacation. 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 expires at the end of the employee's service year and will not be paid out upon resignation or termination of employment.

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 a minimum of one-day increments. To take vacation, employees must 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 carry over up to 5 unused vacation days into the next service year. Vacation days above that limit expire at the end of the service year.

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.

Family and Medical Leave

Full-time employees who have completed the six-month introductory period are eligible for up to 8 weeks (40 working days) of paid Family and Medical Leave at their regular base pay rate in any 12-month period for the following qualifying events:

- the birth of the employee's child, or the placement of a child with the employee through adoption or foster care;
- the employee's own serious illness, injury or surgery that prevents them from performing the essential functions of their job for an extended period of time; or
- the serious illness, injury or surgery of a family member that requires the employee's care.

For purposes of this policy, "family member" means the employee's spouse or domestic partner, child, parent or another person who lives in the employee's household and for whom the employee provides direct care.

Leave may be taken continuously or intermittently, in increments of no less than one full day, and may be used only for needs related to the qualifying event, such as recovery, bonding, caregiving, or treatment. Intermittent leave requires advance approval of the Executive Director, who may ask for a planned schedule. Leave must be used within one year of the birth or placement date, or the onset or surgery date of the illness or injury; any leave not used within that year expires and will not be paid out. Medical Leave is intended for conditions requiring extended recovery or treatment, not short-term or minor illness, which remains covered by Personal Leave. Employees requesting leave for a serious illness, injury, or surgery must provide documentation from a licensed health care provider confirming the condition and the expected duration or schedule of leave, and employees requesting leave for a birth or placement should provide reasonable documentation of the event.

Employees may extend Family and Medical Leave beyond 8 weeks by using accrued, unused personal leave. Employees on approved leave are guaranteed reinstatement to their same or a comparable position upon return. During the paid portion of leave, the Foundation will continue to pay its standard health care stipend and maintain other applicable benefits. Employees should give the Executive Director as much advance notice as possible and, where the need is foreseeable (such as an expected birth, planned adoption, or scheduled surgery), at least 30 days' notice.

This policy is provided voluntarily by the Foundation. Federal FMLA generally applies only to employers with 50 or more employees; the Foundation's current staff size falls below this threshold, so FMLA does not apply. This policy establishes the Foundation's own leave benefits independent of that law.

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
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples' Day
- Veterans Day
- Wednesday through Friday of Thanksgiving week
- Christmas Eve – New Year's Eve

Unless exempt, an employee authorized or instructed by their supervisor to work on a recognized holiday will be paid at 1½ times their 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 their 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

The Foundation complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable Florida law regarding employees called to military service, including job restoration and benefit accrual rights. Employees called to active duty or scheduled drills should notify the Executive Director as soon as possible.

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 of harassment from another person, or becomes aware of harassment, the employee must promptly report this to their supervisor or to the Executive Director, who shall ensure that it is investigated promptly and that disciplinary action is taken where appropriate. If the concern involves the Executive Director, or the employee is not comfortable using this channel, the employee may follow the process described in Raising Workplace Concerns.

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.

Raising Workplace Concerns

Employees are encouraged to raise workplace questions and concerns with their supervisor or the Executive Director. If a concern involves the Executive Director, or an employee is uncomfortable with or not satisfied by how a concern has been addressed, the employee may contact the Board Chair or any member of the Executive Committee directly, without the Executive Director's permission or knowledge. Current contact information will be provided to all employees. Concerns may be raised verbally or in writing, and employees do not need to determine whether conduct violates a law or policy before reporting it.

The person receiving a concern will acknowledge it promptly, explain the next steps, and arrange an impartial review. No one whose conduct is under review will direct the review or decide its outcome. Employees will receive updates and notice when the review is complete.

Retaliation for raising a good-faith concern or participating in a review is prohibited. Suspected retaliation may be reported through the same channels.

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 Whistleblower Policy.

Revision history:
June 20, 2020
Jan. 20, 2022
Nov. 19, 2026