

# Raymond Waterways Protective Association

## 2019 Seasonal Staff Employee & Volunteer Handbook

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## **Section 1 – General Policies**

### **1.1 Welcome**

This employee handbook defines who we are and how we work together. We will do everything possible to create a fair and productive workplace, but we need your help. We've created this handbook to guide you.

This handbook is not a contract or a guarantee of employment. It's a collection of our expectations, commitments, and policies. Please read this employee handbook carefully and consult it whenever you need to.

### **1.2 Getting to know our Company**

Raymond Waterways Protective Association has established the following goals and objectives to support this mission.

**Water Quality Monitoring:** Train and coordinate volunteers who monitor water quality on lakes, ponds, rivers, and streams and publish water quality monitoring data.

**Watershed Stewardship:** Assist lake associations and individuals in conducting watershed surveys and implementing lake protection projects to document and control erosion and polluted runoff.

**Invasive Plant Protection:** Provide invasive aquatic species (IAS) education and prevention by conducting boat ramp inspections, assisting as needed with annual lake plant surveys, hosting plant identification workshops, documenting locations of known infestations, developing management plans, and implementing remediation projects.

**Technical Support:** Provide technical support to towns, businesses, lake associations, and individual landowners on many watershed issues. Pursue Town, State, Federal, and Foundation grant opportunities for watershed and invasive plant protection.

**Education & Outreach:** Develop outreach and education programs to promote public awareness of invasive plants, water quality and watershed issues. Create and maintain a directory of contacts for lake associations, road associations, and homeowner associations to provide a “central clearing house” for information sharing between lakes, associations, and individuals. Foster working partnerships with existing state and local watershed protection groups and assist in the formation of lake and road associations on all lakes and ponds.

### **1.3 At-Will Employment**

We remind you that in the U.S. employment is “at-will.” This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason.

Seasonal temporary part-time employees are those who normally work fewer than 40 hours per week.

### **1.4 Equal Opportunity Employment**

RWPA is an equal opportunity employer. We do not tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status.) We want all employees to treat others with respect and professionalism. In practice, this means that:

- Our company may terminate our employment relationship at any time and for any non-discriminatory reason(s).
- We hire and promote people based on skills, experience or potential and try to reduce bias in every process
- We make accommodations to help people with disabilities move about safely on our premises and use our products, services, and equipment.
- We use inclusive, diversity-sensitive language in all official documents, signs and job ads.

Apart from those actions, we commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to your supervisor. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

### **1.5 Health and Safety and Worker Compensation Insurance**

#### **Health Insurance**

Employee health is important to us and we don't discriminate against people with disabilities or health conditions. Group health insurance is not offered by RWPA.

#### **Workers' Compensation**

We strive to keep our workplace safe, but accidents may happen occasionally. Employees who are injured at work (by accident or disease) can receive wage replacement, medical care, and rehabilitation benefits according to workers' compensation laws, when appropriate. Please inform us of your injury as soon as possible.

Our company has a workers' compensation policy according to guidelines of the State of Maine.

## 1.6 Work Place Violence

To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment and workplace violence.

## 1.7 Workplace Harassment

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs, gender, sexual orientation, or personal appearance.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g., bringing coffee) against their will.

Sexual harassment is illegal and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

If you're being harassed, whether by a supervisor, colleague, customer or vendor, you can choose to talk to any of these people:

**Offenders** - If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g., inappropriate jokes between colleagues.) Avoid using this approach with customers.

**Your manager** - If customers or team members are involved in your claim, you may contact your supervisor or the president of RWPA, who will assess your situation and take appropriate actions. Contact your supervisor or an officer of the company in any case of harassment no matter how minor it may seem. For your safety, contact your supervisor or an officer of the company as soon as possible in cases of severe harassment (e.g., sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.

## Workplace Violence

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to report to your supervisor or an officer of the company if you suspect or know that someone is violent, planning to be violent, or if you witness incidents of severe physical violence. (E.g., ones that involve a lethal weapon or any sort of personal injury.) For your safety, avoid

getting involved. Your report will be confidential and we will investigate the situation with discretion. RWPA will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If it is determined that an employee commits an act of violence or an employee damages property deliberately, we will terminate that employee and possibly press criminal charges.

Seek help from others early on to mitigate conflicts. Our workplace is founded on mutual respect and we won't allow anyone to compromise this foundation.

- If you experience conflicts with a colleague, ask your supervisor for advice before tensions escalate. If these conflicts persist, contact an officer of the company.
- If you are experiencing personal or work troubles, speak to your supervisor if you are comfortable doing so. Your discussions will remain confidential.

## **1.8 Workplace Safety and Health and Workers Compensation**

Our company is committed to creating a hazard-free workplace. To this end, we will ensure workplace safety through preventative action and emergency management.

### **Actions**

Preventative actions are any actions we take to avoid injuries or illnesses related to the workplace. If you become aware of any unsafe conditions on the job, notify your supervisor or an officer of the company as soon as possible. No disciplinary action will be taken against an employee who declines to work in unsafe conditions or with unsafe equipment.

At a minimum, we will:

- Make sure employees who work in dangerous locations are safe.
- Provide protective gear like gloves, protective uniforms, and goggles.
- Direct inspectors and quality control employees to evaluate equipment and infrastructure regularly.

We also expect you to take safety seriously. Always use protective equipment and follow standards whenever necessary. If you deliberately disregard our guidelines, we may terminate you for your own and others' safety.

### **Emergency Management**

Emergency management refers to our plan to deal with sudden catastrophes like fire, floods, earthquakes or explosions. Our emergency management provisions include:

- Fire extinguishers on the DASH boats that are easily accessible and regularly inspected.
- Providing A Safe Practices Manual, with copies given to all DASH crew members and carried on board the DASH boat.
- Safety training and consultation for all Courtesy Boat Inspectors.

## Section 2 – Expectation of Employees

### 2.1 Attendance

We expect you to be present during your scheduled working hours. If you face an emergency that prevents you from coming to work one day, contact your supervisor as soon as possible. We will excuse unreported absences in cases such as *serious accidents, acute medical emergencies*. But, whenever possible, we should be notified as far in advance as possible of when you won't be coming in.

### 2.2 Workplace Policies

This section describes policies that apply to everyone at our company: employees, contractors, volunteers, vendors and stakeholders alike. These policies help us build a productive, lawful and pleasant workplace.

### 2.3 Confidentiality and Data Protection

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records.
- Unpublished financial information.
- Data of customers/partners/vendors/donors.
- Donor and customer lists (existing and prospective).
- Unpublished goals, forecasts, and initiatives marked as confidential.

We also expect you to act responsibly when handling confidential information.

#### You must:

- Lock or secure all equipment, tools, boats, logs, and surveys at the end of each day according to RWPA guidelines. Keep confidential documents inside our company's premises unless it's necessary to move them.

#### You must not:

- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of our company.
- Replicate confidential documents and files and store them on insecure devices.

This policy is essential for our company's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit.

We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.



## **2.4 Smoke-Free Workplace**

Be aware that no smoking or vaping is allowed on the DASH boats, as they carry flammable liquids and other materials. CBI staff must not smoke while on the job. Additionally, smoking may be offensive to other crew members, employees, officers, or members of the public.

Setting off fire alarms and causing fires by smoking are serious offenses. If you are found responsible, you may face disciplinary action up to and including termination. Smoking (inclusive of vaping) is not permitted at any work area

## **2.5 Firearms**

Notwithstanding any legal permissions or licenses, RWPA employees are not allowed to possess firearms while on the job, whether on their persons, in their possessions, or vehicles.

## **2.6 Referrals for New Hires**

If you know someone who you think would be a good fit for a position at our company, feel free to refer them.

## **2.7 Drug-free Workplace**

RWPA is a drug-free workplace. Whether you are an employee, volunteer, contractor or visitor, you must not bring any illegal or recreational drugs, use, give away or sell any drugs on company premises or equipment or at any job site. If you are caught with illegal drugs or show that you are under the influence of substances, you will face disciplinary action up to and including termination.

Please read the Substance-Abuse Policy at the end of this manual in Section 6. You will be required to read and understand this policy and then sign and date the two forms and giving one signed copy to RWPA staff and retaining your copy.

## **2.8 Alcohol**

We prohibit employees from consuming alcohol during working hours.

## **2.9 Prescription Drugs**

If you feel that a prescription drug or medical marijuana unexpectedly affects your senses, thinking or movement, ask for the rest of your day off without pay. If your manager suspects substance abuse, you may face disciplinary action.

We expect employees who hold safety-sensitive jobs (e.g., machine operators, drivers, divers or CBI) to be fully alert and capable of performing their duties at all times. We may terminate you if we conclude your prescription drug use creates severe safety risks. If you need to use prescription drugs for a limited time and you think they may impair your abilities, contact your manager immediately.

If your job includes secondary tasks that are safety-sensitive and your prescribed drugs affect your ability to perform these tasks, we can make reasonable accommodations to ensure your and your colleagues' safety. We do not tolerate substance addiction that results in violent, offensive or inappropriate behavior, even if those substances are not illegal.

Being sober is a prerequisite to thriving at our company and we want to help you as much as possible. If you face a relevant problem, please contact an outreach program who will be able to assist.

## **2.10 Employee Code of Conduct**

As an employee, all company policies mentioned above apply to you. We have some additional expectations about your behavior at work, which we outline here. We can't cover every single case of conduct, but we trust you always to use your best judgment. Reach out to your supervisor if you face any issues or have any questions.

## **2.11 Dress Code**

CBI staff and volunteers should be as neat as possible with the understanding that they work outdoors and maybe climbing under wet boats. We expect CBI employees to meet the public wearing the RWPA provided T-shirts and vests and their shorts or jeans that are clean. Any employee who provided clothing worn on the job should not be offensive.

Dash employees should dress in a neat, casual, inoffensive manner when not on the DASH boat. We also respect and permit grooming styles, clothing, and accessories that are dictated by religious beliefs, ethnicity or disability.

## **2.12 Cyber Security and Digital Devices**

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

## **2.13 Internet Usage**

RWPA's internet connection is primarily for business. You must not use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud, bullying, or buying/selling illegal goods.

## **2.14 Cell Phone**

We allow the use of cell phones for CBI work. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (CBI logs, business calls, productivity apps, calendars). Keep personal calls brief. Avoid playing games on your phone or texting excessively.
- Avoid using your phone for any reason while driving a company vehicle.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection or while on the job.
- Do not use your phone in areas where cell phone use is explicitly prohibited.

## **2.15 Corporate Email**

Email is essential to our work. You should use the company email primarily for work.

No matter how you use the company email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Registering for a competitor's services, unless authorized.
- Sending insulting, discriminatory, or harassing messages and content.
- Intentionally spamming other people's emails, including your coworkers.

In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, contact an officer of the company and do not continue with that email.

We want to provide practical advice to prevent careless use of social media in our workplace.

We address two types of social media uses: using personal social media at work and representing our company through social media.

## **2.16 Using Personal Social Media at Work**

You are permitted to access your personal accounts at work. But, we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

- Discipline yourself. Avoid getting sidetracked by your social platforms. Do not use time on the job to catch up on personal matters.
- Ensure others know that your account or statements don't represent our company. For example, use a disclaimer such as "opinions are my own."
- Avoid sharing intellectual property (e.g., trademarks) or confidential information. Ask your manager first before you share company news that's not officially announced.

- Avoid any defamatory, offensive or derogatory content. It may be a violation of our company's anti-harassment policy if you direct such material towards colleagues, clients, partners, members, or the public.

## **2.17 Representing RWPA on Social Media**

If you handle our social media accounts or speak on our company's behalf, we expect you to protect our company's image and reputation. Specifically, you should:

- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with the RWPA Board when you're about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

## **2.18 Conflict of Interest**

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of such behavior, you will lose your job and may face legal action.

## **2.19 Employee Relationships**

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

## **2.20 Dating Colleagues**

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace.

You are also obliged to respect your colleagues who date each other. We will not tolerate sexual jokes, malicious gossip, and inappropriate comments. If you witness this kind of behavior, please report it to your supervisor.

## **2.21 Dating Managers**

To avoid accusations of favoritism, abuse of authority and sexual harassment, supervisors must not date their direct staff. This restriction extends to every supervisor above an employee.

Also, if you act as a hiring manager, you aren't allowed to hire your partner to your team.

## **2.22 Friendships at Work**

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of our workplace.

## **2.23 Employment of Relatives**

Everyone in our company should be hired, recognized or promoted because of their skills, character and work ethic. We would not like to see the phenomena of nepotism, favoritism or conflicts of interest, so we will place some restrictions on hiring employees' relatives.

- To our company, a "relative" is someone who is related by blood or marriage within the third degree to an employee. "Relative" includes: parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children.
- As an employee, you can refer your relatives to work with our company. Here are our only restrictions:
  - You must not be involved in a supervisory/reporting relationship with a relative.
  - You cannot be transferred, promoted or hired inside a reporting relationship with a relative.
  - You cannot be part of a hiring committee when your relative is interviewed for that position

## **2.24 Workplace Visitors**

While on the job, please do not have visitors. Safety is paramount to RWPA and due to the nature of the equipment used, restricted space and work on water on DASH boats, the movement of boats, trucks, and cars. While you are on CBI duty, visitors should be very limited.

## **2.25 Solicitation and Distribution**

Solicitation is not allowed at any RWPA workplace. Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g., religious proselytism, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes, except as necessary to conduct company business.

## **2.26 Company-Issued Equipment**

As an employee, you may receive SCUBA equipment, signs, clipboards, phones, etc. Any material we offer belongs to our company, and you may not sell it or give it away, or keep it for your personal use. You are also responsible for keeping our equipment safe and in as good condition as possible. If your equipment breaks or malfunctions, let us know immediately so we can arrange to get it repaired. If you are issued equipment or an item which is not to be returned, you will be told of that fact.

## **2.27 Theft and Damage of Company Equipment**

Our equipment is insured for theft and damage. We ask you to notify us within 8 hours if your equipment is stolen or damaged. Provide your supervisor with all necessary information to make a report of theft (affidavit) with the police.

## **2.28 Disciplinary Actions**

We remind you that in the U.S. employment is “at-will.” This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason.

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

Our progressive discipline process has six steps of increasing severity. These steps are:

1. Verbal warning.
2. Informal meeting with the supervisor.
3. Formal reprimand.
4. Formal disciplinary meeting.
5. Penalties.
6. Termination.

Different offenses correspond to various steps in our disciplinary process. For example, minor, one-time offenses (e.g., breach of our dress code policy) will trigger Step 1. More severe violations (e.g., sexual harassment) will trigger step 4 or above.

If you manage employees, inform them when you launch a progressive discipline process. Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular feedback. If you judge that progressive discipline is appropriate, let your team member and the RWPA board know and ask your supervisor to explain our full procedure.

Supervisors may skip or repeat steps at their discretion. Our company may treat circumstances differently from that described in this policy. But, we are always obliged to act fairly and lawfully and document every stage of our progressive discipline process.

Keep in mind that our company isn't obliged to follow the steps of our progressive discipline process. As you are employed “at-will” in the U.S, we may terminate you directly without launching a step-by-step discipline process. For serious offenses (e.g., sexual harassment), we may terminate you without warning.

## Section 3 - Employment Procedures

### 3.1 Compensation & Development

In this section, we outline our guidelines for compensating employees according to their employment status. We also describe our performance management and employee development policies.

### 3.2 Employee Status

There are two types of employees under FLSA guidelines:

**Non-exempt employees:** who are covered by the FLSA's minimum wage and overtime provisions.

**Exempt employees:** who aren't covered by the FLSA because they meet three exemption criteria.

The FLSA excludes some types of jobs (e.g., railroad workers, truck drivers) because they are covered by other federal laws. Some other workers, like outside salespeople, are excluded by definition. Feel free to ask a board member for clarifications at any time.

### 3.3 Overtime

Overtime is very rare, and we allow overtime only if it's authorized by your supervisor.

Occasionally, we may need you to work more than your regular working hours. We will pay for overtime work according to local and national laws and **based on the type of work you are performing that generates the overtime**.

If you are an exempt employee, you are not entitled to overtime pay by federal law. If an exempt employee must work overtime, we will set a cap for overtime hours at [10 hours per week] to prevent overworking and burnout.

Please record your overtime hours accurately, by job type, so that we can calculate your pay correctly.

### 3.4 Payroll

We pay your salary or wage every two weeks by direct deposit or check. If you are an hourly employee, you should be diligent in reporting for and leaving work so we can accurately calculate your pay.

### 3.5 Performance Management

We have built our performance management practices to:

- Ensure you understand your job responsibilities and have specific goals to meet.
- Provide you with actionable and timely feedback on your work.
- Invest in development opportunities that help you grow professionally.

- Recognize and reward your work in financial or non-financial ways (e.g., employee awards, bonus).

### **3.6 Supervisors Leading Employees**

If you manage a team, you are responsible for your team members' performance. We expect you to:

- Set clear objectives. Your team members should know what you expect of them and they understand their job duties. Set specific goals for each team member (and team-wide if applicable.) Revisit those goals throughout the active season.
- Provide useful feedback. During meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.
- Keep your team members involved. There should be two-way communication between you and your team. Make your expectations clear, but always take your team members' motivations and aspirations into account. Discuss training and development opportunities that may interest your team members.
- Keep logs of significant incidents about each one of your team members. These logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members, and when dealing with incidents involving members of the public. If receiving a bonus, payment method and amount is determined by the recommendation of your supervisor and the RWPA Board.

### **3.7 Work from Home or Other Remote Site**

If your job doesn't require you to be present at a job site, you may be allowed to work from home or another remote site with the Board's approval. Please inform the Board that you want to work from home or another location at least two days in advance. When you are working away from the work location, please use an internet connection and devices that are fast and secure. Check in with your team frequently to make collaboration easier.

### **3.8 Employee Expenses**

There are some expenses that we will pay directly on your behalf (e.g., work-related travel.) But, we ask you to keep track and report on those reimbursable expenses that you pay yourself. We reimburse employee expenses that are related to:

- Legitimate business expenses or related to necessary travel.
- Education and training.

Before traveling for business, clarify which expenses are reimbursable.



Please keep receipts for all reimbursable expenses. You can submit them to your manager each week. If your manager approves your expenses, you will receive your reimbursement within two pay periods.

## **Section 4 – Benefits and Leave Policy**

### **4.1 Holidays**

We offer no time off and no paid holidays to employees. Staff is expected to work Memorial Day, July 4th and Labor Day unless it has been discussed and approved by your supervisor.

### **4.2 Sick Leave**

We offer no sick leave. If you become ill, inform your supervisor immediately so it can be determined if a replacement needs to be scheduled.

Occasionally, we may ask you to submit a physician's note or other medical certification.

### **4.3 Resignation**

You resign when you voluntarily inform your supervisor that you will stop working for our company. We also consider your employment ended if you don't come to work for two consecutive days without notice.

You are not obliged to give us advance notice before resigning. But, for efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least two weeks' notice, if possible.

We accept verbal resignations, but we prefer that you submit a written and signed notice of resignation to your manager. We will reply with an acceptance of a resignation letter within ten days.

### **4.4 Forced Resignation**

You can resign anytime at your own free will and nobody should force you into resignation. Pressuring someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it.

Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment.
- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.
- Forcing an employee to resign by taking unofficial adverse actions (e.g., demotions, increased workload).

## 4.5 Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

We may terminate an employee either for cause or without cause.

- **For cause termination** is justified when an employee who engages in illegal activities (e.g., embezzlement, taking drugs or alcohol), disrupts our workplace (e.g., harasses colleagues), performs below acceptable standards, creates an unsafe condition, or causes damage or financial loss to our company.
- **Without cause termination** refers to redundancies or layoffs that may be necessary if we cease some of our operations or re-assign job duties within teams. We will follow applicable laws regarding notice and payouts.

If you manage team members, avoid wrongful dismissal. When you terminate an employee for cause, we expect you to be sure you made the right choice and keep accurate performance and/or disciplinary records to support your decision.

## 4.6 References after Leaving the Company

When we terminate employees, we may provide references for those who leave in good standing. This means that employees shouldn't have been terminated for cause. If you are laid off, you may receive references.

If you resign, you may ask for references and your manager has a right to oblige or refuse.

## Section 5- Review of the Handbook

### 5.1 Review of Handbook

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. But, as laws and our environment change, we may revise and modify some of our policies.

We will be establishing an annual review of our handbook to bring it up to date with legislation and employment trends. We also ask you to contact an officer of the company if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them.

## Section-6- Acknowledgement

### 6.1 RWPA Substance Abuse Policy – (Please read, sign, and retain)

#### Purpose

The purpose of our substance abuse policies and procedures is primarily to protect the health and welfare of our workforce, to protect our equipment, and to protect public safety in so much as what we do to protect and promote the good stewardship of Raymond Maine waterways brings our employees and supervisors in contact with the public at large. A secondary, but no less important, purpose is to protect the professional reputation of the organization to ensure adequate public trust and financial support needed to complete our mission.

#### Coverage

These policies and procedures apply to all persons working under RWPA supervision, both paid and volunteer staff, from the time they report to work until they are relieved of work responsibilities for the day.

#### When and where

Substances which can impair a person's personal performance, or cause them not to recognize a developing, potentially dangerous situation that they otherwise could be expected to recognize, and take appropriate action or sound an alarm to others shall not be ingested, drunk, smoked, inhaled, patched to the skin, or injected 12 hours prior to reporting to work. Work locations can be an office or classroom setting, in a motor vehicle, aboard a boat, in the water, or at a boat launch.

#### Notifications

Employees, volunteers, and potential employees or volunteers are required to notify RWPA supervising staff of any prior substance abuse convictions either on the employment form at time of hire or in person within 24 hours of when the individual is aware of the conviction.

#### Testing

In the event an employee reports for work and coworkers or the supervisor has reason to suspect that the individual may be under the influence of a debilitating substance, co-workers must notify the supervisor and that supervisor can request the individual proceed to a commercial testing center to be identified by RWPA for the appropriate testing. The employee's time and travel to the test site and the test itself will be paid for by RWPA. The results of the testing will remain in a strict confidential chain of custody between the testing facility and the RWPA President. If the results are positive, the employee will be informed and may be terminated immediately. No other employee will be made aware of the reason for termination.

**RWPA has a zero-tolerance policy for substance abuse.** There is no 'return to work' provision and the employee has no legal rights should he/she test positive. RWPA has no rehabilitative capability other than referral to local helping agencies.

Written Signature

Printed Name

Date

\_\_\_\_\_

I have read and understood the RWPA Substance Abuse Policy

## 6.2 RWPA Substance Abuse Policy (Please read, sign, and return to your supervisor)

### Purpose

The purpose of our substance abuse policies and procedures is primarily to protect the health and welfare of our workforce, to protect our equipment, and to protect public safety in so much as what we do to protect and promote the good stewardship of Raymond Maine waterways brings our employees and supervisors in contact with the public at large. A secondary, but no less important, purpose is to protect the professional reputation of the organization to ensure adequate public trust and financial support needed to complete our mission.

### Coverage

These policies and procedures apply to all persons working under RWPA supervision, both paid and volunteer staff, from the time they report to work until they are relieved of work responsibilities for the day.

### When and where

Substances which can impair a person's personal performance, or cause them not to recognize a developing, potentially dangerous situation that they otherwise could be expected to recognize, and take appropriate action or sound an alarm to others shall not be ingested, drunk, smoked, inhaled, patched to the skin, or injected 12 hours prior to reporting to work. Work locations can be an office or classroom setting, in a motor vehicle, aboard a boat, in the water, or at a boat launch.

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Written Signature

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I have read and understood the RWPA Substance Abuse Policy