



Colorado Nonprofit Association Employee Handbook

This information is for educational and informational purposes only and should not be considered legal or other professional advice for specific matters. Prior to adopting this sample document for their own use, nonprofits should seek the advice of their own professional advisors.

Table of Contents

Purpose of this Handbook.....	3
Introduction.....	4
EEO/Harassment Policy.....	4
ADA & Religious Accommodation.....	4
Sexual Harassment	4
Complaint Procedure.....	5
Inappropriate Conduct/Harassment.....	5
Terms and Conditions of Employment.....	6
Classification of Employees	6
Exempt/Non-Exempt Status and Overtime Pay.....	6
Reporting to Work.....	8
Compensation and Benefits	8
Pay Dates	8
Bonuses.....	8
Expenses, Advances, Loans.....	9
Paid Time Off.....	10
Voluntary Health Leave Bank	12
Benefits	13
Performance Evaluation.....	16
Workplace Conduct.....	17
Corrective Action/Dismissal	16
Separation from Employment.....	16
Resignation.....	17
Pay Upon Termination	17
Employee Problem Solving.....	17
Confidentiality	18
Smoking.....	18
Drug-Free Workplace	19
Outside Employment	19
Software Piracy	19
Corporate Credit Card.....	19
Information Security Procedures	20
Use of Technology	20
Information Systems.....	20
Personal Use of the Internet	20
Email.....	20
Voice Mail	21
Telephone/Cell Phones	21
Use of Social Media Guidelines	21
Acknowledgement of Receipt	23

PURPOSE OF THIS HANDBOOK

This Employee Handbook is intended to serve as a guideline, describing the basic personnel policies and practices ordinarily applied by Colorado Nonprofit Association. Colorado Nonprofit Association reserves the right to alter established employment guidelines that may not be contained in the Employee Handbook. **It is not intended to create and is not a contract of employment.** No contractual rights are conferred on the employee by this Employee Handbook; its provisions shall not constitute contractual obligations enforceable against Colorado Nonprofit Association. The employees of Colorado Nonprofit Association are terminable-at-will, meaning that either the employee or Colorado Nonprofit Association may terminate the employment relationship at any time, with or without cause.

Colorado Nonprofit Association reserves the right to make changes, from time to time, with or without notice, to the guidelines described in this Employee Handbook. Moreover, because it is impossible to anticipate every situation that may arise, Colorado Nonprofit Association reserves its right to address a situation in a manner different from that described in this Employee Handbook.

If you have questions about this Employee Handbook, or suggestions for improvement, please see the Chief Financial Officer (CFO).

Introduction

The Colorado Nonprofit Association welcomes you as a new employee. Our mission is to lead, serve and strengthen Colorado nonprofits.

Colorado Nonprofit Association has a board of directors comprised of members of the community who are elected for three year terms. The board of directors establishes Colorado Nonprofit Association's mission and policies and hires the CEO to implement them. It is the CEO's responsibility to hire, supervise and make personnel decisions regarding all additional employees, although the CEO may choose to delegate some of these responsibilities to other managerial staff within Colorado Nonprofit Association.

We believe that Colorado Nonprofit Association's employees have a special responsibility to adhere to the highest standards of ethics and professionalism in representing Colorado Nonprofit Association and carrying out our mission.

EEO/Harassment Policy

The Colorado Nonprofit Association is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. This includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA and Religious Accommodation

The Colorado Nonprofit Association will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Colorado Nonprofit Association or a direct threat.

Americans with Disabilities Act

Nonprofits must comply with the Americans with Disabilities Act (ADA). Learn more by reading the [compliance guide from the Chicago Community Trust](#).

Sexual Harassment

The Colorado Nonprofit Association strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
 - Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
 - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
 - Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Colorado Nonprofit Association expects employees to make a timely complaint to enable the Colorado Nonprofit Association to investigate and correct any behavior that may be in violation of this policy.

Employees should report incidents to someone who can address them properly. In most cases their supervisor is in the best position to address an incident. However, if the employee is not comfortable speaking with the supervisor about an incident, the employee is encouraged to speak with someone in Human Resources or anyone in management with whom they are comfortable with approaching. Supervisors and managers are required to report suspected incidents to the Colorado Nonprofit Association's CEO, who will investigate the matter and take corrective action. Employee complaints will be kept as confidential as practicable. If the suspected incident involves the CEO, supervisors and managers are required to report the incident to the Board Chair.

The Colorado Nonprofit Association prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow this complaint procedure.

If the Colorado Nonprofit Association determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Inappropriate Conduct/ Harassment

Colorado Nonprofit Association will not tolerate inappropriate conduct /harassment based on race, color, age, religion, veteran status, sex, disability, national origin, creed, sexual orientation or ancestry. Colorado Nonprofit Association is committed to maintaining a workplace that is free of any such harassment. If you believe that you have been subject to inappropriate conduct or harassment by a co-worker, supervisor, volunteer, client or vendor or by anyone else during the course of your employment, please report your concerns immediately to the CEO. Retaliation against an employee by any person under Colorado Nonprofit Association's control for opposing such harassment, for filing a complaint or for providing information in good faith regarding another employee's complaint, will not be tolerated.

Once a complaint has been filed, an investigation will be conducted. You may be asked to put your complaint in writing, or the person with whom you discuss your complaint might take notes and ask you to sign them. All employees are expected to cooperate with any Colorado Nonprofit Association-sponsored investigation.

Depending on the determination of the Colorado Nonprofit Association-disciplinary action, up to and including termination may result. Further, failure to cooperate in the investigation may also result in disciplinary action.

Terms and Conditions of Employment

Employees of Colorado Nonprofit Association are employed *at will*, which means that they are not hired for any definite period of time and either they or Colorado Nonprofit Association may terminate the employment relationship at any time, with or without cause.

Classification of Employees

Full-time Employees - an employee who is normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for Colorado Nonprofit Association benefits as outlined in this handbook.

Part-time Employees - an employee who is normally scheduled to work less than a 40-hour work week. Part-time employees working 24 to 40 hours are currently eligible for flex benefits, annual leave, holidays, sick leave and jury duty on a prorated basis. Part-time employees working 20 to 40 hours are eligible for our 403(b) Plan.

Temporary Employees - an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for participation in Colorado Nonprofit Association benefits.

Independent Contractors - those who are paid on a fee-for-service basis to perform certain specified services. Independent Contractors are not employees of Colorado Nonprofit Association and are not covered by this employee handbook.

Exempt/Non-Exempt Status and Overtime Pay

When you were hired, your job description indicated whether your position is exempt or non-exempt. Generally speaking, exempt employees are those whose jobs are primarily executive, administrative or professional in nature, as defined by federal regulations. Non-exempt employees are hourly and qualify for overtime.

Pay and Overtime for Non-exempt Employees:

Non-exempt employees are expected to work within the hours defined within their job descriptions. Non-exempt employees must obtain advance permission from the CEO before working more than 40 hours in a work week. If you are non-exempt, you will be paid overtime at the rate of one and one half times your regular hourly rate of pay, for any hours worked beyond 40 hours in a given work week. In all cases an employee **MUST** report the actual hours worked.

Non-exempt employees (including full-time, part-time and temporary) are responsible for completing and submitting time sheets. If you are unaware of the procedures for doing so, please ask the CFO.

For overtime purposes, the work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight. Only those hours that are actually worked by the employee will be considered "hours worked" in computing whether overtime is due and, if so, how much. Scheduled and unscheduled absences and time off for holidays, annual leave, sickness, jury duty, bereavement leave or military leave, or for other reasons, do not count as hours worked for this purpose.

Changes to OT Ruling

The DOL released its Final Rule on overtime pay regulations for employees covered by the FLSA. [Learn more](#) about the changes to overtime rules.

Non-exempt employees may not take compensatory time in lieu of overtime pay; however, employees may be given time off within the same work week in which the extra hours were worked. For instance, if this week you work 12 hours on Monday, it is permissible (with the advance consent of your supervisor) to work only 4 hours on Tuesday, so that by the end of the week you will not have worked over 40 hours. In fact, your supervisor may require that you take such time off. However, you may not wait until next week to take the four hours off and use that in lieu of overtime pay.

Pay for Exempt Employees:

Exempt employees are responsible for working as many hours as necessary to get the job done and are not eligible for overtime pay. It is our guideline to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all Colorado Nonprofit Association managers from making any improper deductions from the salaries of exempt employees.

Deductions from salaries that are permissible:

- Personal absences.
- Full day absences for personal reasons other than sickness or disability.
- Absences for illness or injury.
- Full day absences due to illness or injury if bona fide sick pay/disability plans are in place.
- Absences for FMLA Leave.
- Full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
- Offsets.
- Employers may offset employees' pay for amounts received by the employee for jury fees, witness fees, or military pay.
- Infractions of safety rules.
- Penalties imposed when salaried employees violate safety rules of major significance.
- Infractions of workplace conduct rules.

- Employers may suspend exempt employees without pay for full days for infractions of written workplace conduct rules. This deduction is meant to cover only suspensions for "serious workplace misconduct" such as sexual harassment or drug and alcohol violations.
- First or last weeks of employment.
- Employers may make partial week payments during an employee's first or last weeks of employment.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the CFO.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Classifying Employees Correctly

Your nonprofit must be aware of and in compliance with the rules regarding exempt versus non-exempt employment status, as well as when an individual may be categorized as an independent contractor (P&P 3rd Edition, 2015, p. 31). Misclassification of employees can result in penalties from the IRS and state. Learn more from the National Council of Nonprofits.

Reporting to Work

The regular, full-time work day is from 8:00 a.m. to 5:00 p.m., with a one hour lunch period. With the approval of the CEO, flexible hours may be allowed. If you are unable to come to work or will be late for any reason and have not received advance permission for the absence, please call your supervisor before 8:00 a.m. to report your absence or lateness. Absence without notice for three days will result in termination.

Compensation and Benefits

Pay Dates

Employees are paid twice a month, on the 5th and the 20th of each month (weekends and holidays excluded). If the pay date falls on the weekend or a holiday, the pay date will fall on the closest regular work day. Pay checks or notice of deposits are typically distributed by the CFO or bookkeeper.

Bonuses

Bonuses may be paid and are at the absolute discretion of the CEO and the Board. Whether Colorado Nonprofit Association will pay any employee a bonus in a particular year is always in its sole discretion. Colorado Nonprofit Association makes no promise regarding the payment of bonuses, and employees should not expect to receive a bonus. The fact that a bonus may be granted once, or more than once, does not mean that it will be granted again in the future, or that, if granted, it will be in the same amount.

Guidelines for Bonuses

Your organization may pay employees a bonus, however, be sure to follow the recommended guidelines to ensure you're in compliance with the IRS. Learn more from the National Council of Nonprofits.

Expenses, Advances, Loans

Colorado Nonprofit Association shall reimburse only reasonable and necessary business expenses supported by appropriate documentation. Employees and volunteers are to receive authorization from their supervisor prior to incurring any expense. In most cases, volunteers may be eligible for business related expense reimbursements, subject to the same parameters as those established for employees.

Reimbursement

Employees and volunteers shall exercise good business judgment and limit expenses to the most reasonable, economical means of travel, accommodations, meals and incidental costs.

Employees and volunteers must submit receipts and a completed expense report within 30 days from the date the expense is incurred. The expense report shall include:

- The individual's name
- Date expense incurred
- Department and Expense Account coding
- Description of Business purpose
- Individuals participating
- Description of expense
- Reimbursement amount, documented by the original receipt or invoice; a detailed receipt is required for all expenses. Expenses without a receipt shall be honored only when no receipt is made available (tips, parking).

Transportation

Employees and volunteers are expected to utilize the least expensive, reasonable method of transportation and the most direct route when traveling by automobile. Reimbursement is limited exclusively to miles traveled in direct support of business related functions. Travel from home to the primary work location is not reimbursable; travel from home to an alternate site is allowable for reimbursement for the travel in excess of the normal commute. Transportation pooling should be arranged whenever possible. The mileage reimbursement rate may be adjusted from time to time as determined by Colorado Nonprofit Association, not to exceed the IRS standard mileage rate.

Air travel reservations should use the most economical fares available.

Accommodations

Overnight accommodations shall be selected with discretion. For guidance on IRS established rates refer to www.gsa.gov and select per diem rates for a specific geographical area. When accommodations are provided as part of a conference agenda, alternate accommodations in excess of the conference rate shall not be reimbursed without prior approval.

Meals

To be eligible for meal reimbursement one of the following must apply:

- The employee is actively conducting Colorado Nonprofit Association business during the meal.
- The employee is outside the Denver Metro area on official business.
- The employee has an approved overnight stay while conducting official business.

Where meals are provided as part of a conference agenda, alternate meals shall not be reimbursed without prior approval.

No loans or advances on payroll will be made to any employee.

Paid Time Off

This section describes the time off benefits currently offered to employees of Colorado Nonprofit Association. Except where indicated, these benefits are available only to employees working 24 hours or more per week. This section does not apply to temporary employees.

Paid Holidays

Colorado Nonprofit Association currently observes eleven holidays each year and a floating holiday. A list of the paid holidays that will be recognized by Colorado Nonprofit Association is circulated to employees on an annual basis.

Full-time employees are paid for each observed holiday. Part-time employees are paid a pro-rated amount based on the number of hours they are scheduled to work per week. Holidays are paid at the employee's regular rate.

Annual Leave/Vacation

During the first two years of employment, full-time Colorado Nonprofit Association employees currently earn 1 annual leave day (8 hours) per month for an annual total of 12 days (96 hours). Part-time employees receive prorated annual leave based on the number of hours per week they are scheduled to work, i.e., 30-hour per week employees earn 6 hours leave per month.

For the computation of annual leave, employment commencing between the 1st and 15th day of the month will be considered a full month of employment. For employment commencing between the 16th and the end of the month, annual leave computation will begin with the first day of the following month.

Beginning in the twenty-fifth month of employment, full-time employees earn 11.34 hours annual leave per month plus one leave day per year for an annual total of 18 days (144.08 hours).

Median Vacation Time Offered

The median vacation times offered by nonprofits are as follows: in an employee's first year, 80 hours; in the third year, 120 hours; in the fifth year, 140 hours.

Find more information on leave time from the [Colorado Nonprofit Salary & Benefits Survey](#).

Employees are expected to use their annual leave. Failure to use vacation will limit the ability to accrue additional vacation beyond the designated cap. No employee is eligible to have more than a maximum of 216 hours of accrued vacation at any one time unless given written permission from the CEO. Once an employee reaches the ceiling, the employee ceases accruing any additional vacation. If the employee later uses vacation to fall below the ceiling, the employee will start accruing vacation again from that date forward until reaching the ceiling. Accordingly, employees are encouraged to use vacation responsibly and avoid reaching the ceiling.

Requests to take annual leave must be approved in advance by the employee's supervisor. A non-exempt employee may choose to take full or partial days as annual leave, based on the number of hours earned by that employee. Employees are expected to plan their annual leave with consideration to work schedules and the supervisor may withhold approval of annual leave requests and request employees to reschedule if necessary to meet work demands.

Health Leave

Employees accrue health leave after completing their first three months of employment. Full-time employees earn one health day (8 hours) per month for a total of 12 days (96 hours) per year. Part-time employees earn prorated health time based on the number of hours per week they are scheduled to work. Colorado Nonprofit Association encourages its employees to monitor their health and take time off when necessary in the interests of a healthy, happy and well-adjusted work force. Health leave may also be utilized for the care of sick family members. Employees may accrue up to a maximum of 192 hours of unused health hours. Accrued health days will not be paid upon termination of employment.

Median Health Leave

The median health leave offered by nonprofits is 80 hours. Unlike vacation time and combined paid time off, health time generally is not awarded in increasing amounts based on employee's length of service. Find more information on health time from the [Colorado Nonprofit Salary & Benefits Survey](#).

Benefit eligible employees may contribute to and access health leave from the Colorado Nonprofit Association's Health Leave Bank when certain requirements and circumstances are met. See Health Leave Bank Procedures for details.

Jury Duty

The Colorado Nonprofit Association recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees' receive regular pay for the first three days of jury duty if they were scheduled to work and a juror service certificate is submitted.

Beginning the fourth day and thereafter, employees as a juror are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days,

employees receive the difference between jury duty pay and their regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond this time is without pay from the Colorado Nonprofit Association.

Military Leave

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veterans' re-employment rights.

Unpaid Leave

Full-time employees may request unpaid leave, not covered by any of the other leaves offered, by filing a written request with the CEO. The CEO may grant or deny the request, in his/her discretion, depending on the circumstances of the request and/or the needs of Colorado Nonprofit Association. An employee does not accrue annual leave or health leave while on unpaid leave. If a request for unpaid leave is granted, Colorado Nonprofit Association will, in its discretion, determine whether any benefits will continue through the leave, and at what cost, if any, to the employee. This will depend upon a number of factors, including the nature and extent of the leave.

Disability Leave

If an employee incurs a non-work related injury or is otherwise unable to come to work due to a medical condition, the employee may be eligible to file a claim under the Colorado Nonprofit Association's disability insurance policy. Following a 14 day waiting period after the initial injury or medical condition, an employee may be eligible to receive 66% of his/her gross monthly salary. Sick or vacation time may be used during the 14 day waiting period, and vacation time (not sick time) may be used to cover the 34% of uncovered salary during the disability period. If the employee chooses to not use vacation time or does not have enough time to cover the disability period, the 34% of uncovered salary will not be paid during the disability period. Annual leave and health days will not be earned during the disability period. For more information, please see the CFO.

Bereavement Leave

Full-time employees who have completed at least three months of continuous employment and who experience the death of a parent, grandparent, parent-in-law, spouse, domestic partner, sibling, child or grandchild, or a step-parent, step-sibling, step-child, or step-grandchild, may take up to three days of paid bereavement leave.

Voluntary Health Leave Bank

Purpose

The purpose of the Voluntary Health Leave Bank (leave bank) is to provide paid leave to benefit eligible employees who must be absent from work for an extended period of time due to serious injury or medical condition. Employees working less than 24 hours per week are not eligible. This also applies for periods of time to care for an immediate family members, parent or next of kin who has a serious health condition, or in situations authorized by the President & CEO.

Eligibility for Drawing from the Bank

The leave bank is available to any and all benefit eligible employees that meet the following eligibility requirements:

- The employee must have a prolonged illness or be recovering from an injury that prevents the employee from carrying out assigned duties, either at the office or by working remotely from home. This also applies for periods of time to care for an immediate family members, parent or next of kin who has a serious health condition, or in situations authorized by the President & CEO.
- The employee must present a written physician's order that requires the employee to refrain from performing work duties.
- The employee must have exhausted all of their own accrued sick and annual leave.
- The employee may not draw more than 160 hours of leave from the leave bank in any 12 month period.
- Employees who qualify for any short or long-term disability insurance are ineligible to draw from the leave bank.
- The beneficiary of the leave bank must complete a Request for Donated Leave form that is appropriately authorized by their direct supervisor and CEO. Upon authorization, the form must be submitted to Human Resources for processing.

Eligibility to Donate to the Bank

Donating health leave time to the leave bank is voluntary. Any and all benefit eligible employees that meet the following eligibility requirements may donate health leave time:

- An employee may donate any amount of accrued health leave to the leave bank so long as the employee has at least 40 hours of health leave remaining after the donation.
- Those wishing to donate accrued health leave must complete a Request to Donate Leave form that is appropriately authorized by their direct supervisor and CEO. Upon authorization, the form must be submitted to Human Resources for processing.

Administration of the Bank

- The Association has established a leave bank account as a part of our outsourced payroll process.
- The CFO shall ensure that all donations to and withdrawals from the leave bank are properly recorded and substantiated.

Benefits

This section describes the benefits currently offered to employees of Colorado Nonprofit Association. Except where indicated, these benefits are available only to full-time employees and part-time employees who are scheduled to work at least 24 hours per week, depending on the specific benefit. The amount is prorated based on the hours worked. This section does not apply to temporary employees.

Some of these benefits are described in more detail in official plan documents, such as the certificates of coverage prepared by insurance companies. The official plan documents contain information about eligibility, coverage, deductibles and premiums. Please read these documents carefully; if there is a

discrepancy between this handbook and the official plan documents, the official plan documents will supersede. For more information, please see the CFO.

Colorado Nonprofit Association reserves the right, in its discretion, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, Colorado Nonprofit Association may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations.

Flexible Benefit Plan

On the first day of the first full month of continuous employment with Colorado Nonprofit Association, employees are eligible to participate in the Flexible Benefit Plan.

Through the Flexible Benefit Plan, employees may choose to use pre-tax dollars to pay health insurance premiums for themselves and their dependents (if covered by the Colorado Nonprofit Association's insurance provider(s)) including health, dental, and vision premiums, out-of-pocket medical expenses for the family (e.g., glasses, braces, prescriptions, deductibles and co-payments), and/or child/dependent care expenses necessary to employment (children under age 13 or older disabled dependents). For more information, please see the CFO.

Employee Assistance Program

Colorado Nonprofit Association provides an employee assistance program (EAP) to assist full-time and part-time employees with personal problems, marital or family difficulties, substance abuse, health problems or work-related concerns. Sessions with EAP counselors are strictly confidential. Employees are encouraged to contact an EAP counselor for assistance before work performance suffers and disciplinary action is necessary.

Health, Dental and Vision Insurance

All Colorado Nonprofit Association employees scheduled to work 24 hours per week or more become eligible to participate in the group health and vision insurance plans the first day of the first full month of continuous employment and are required to participate in the plan unless otherwise covered. Dental is the first day of the month following 30 days of hire.

The Colorado Nonprofit Association currently pays 100% of full-time; benefit eligible employees' dental and health insurance premiums and vision is covered at 100% employee paid. Health insurance may be waived if an employee shows proof of coverage through a spouse or government program. The benefits provided, as well as the exclusions, deductible amounts, requirements for eligibility and other terms and conditions of coverage, are more fully described in the certificate of coverage, which you should receive from the insurer when you enroll.

Premiums Paid by Nonprofits

Based on the *Colorado Nonprofit Salary & Benefits Survey*, 34 percent of nonprofits pay 100 percent of employees' health insurance premium. Learn more about benefits provided by nonprofits from the [Salary Survey](#).

Under some circumstances, you and/or any members of your family who are covered under your group health and dental insurance plan will have the right to continue coverage under the group plan for a temporary period, at your or your family member's expense, even after eligibility would otherwise terminate due to your death, termination of employment, divorce or various other qualifying events. For further information about the right to continued coverage, and any requirements you must fulfill to be eligible, please see the CFO.

Affordable Care Act

The ACA affects nonprofits as well as for-profit businesses. The number of employees determines which provisions of the ACA your organization must follow. There is no requirement on employers to provide health insurance, however, there is a penalty for employers with 50 or more full-time employees if the minimum level of insurance coverage is not provided. Find more information from the [National Council of Nonprofits](#).

Disability Insurance

All Colorado Nonprofit Association employees scheduled to work 24 hours per week or more will be enrolled in the disability insurance plan on the first day of the first full month of continuous employment. This insurance provides coverage for a disability resulting from a mental or physical sickness or injury that prevents an employee from performing the duties related to his/her occupation. For more information, please see the CFO.

Term Life Insurance

All Colorado Nonprofit Association employees scheduled to work 24 hours per week or more are enrolled in the term life insurance plan on the first day of the first full month of continuous employment. The coverage provides one times the amount of individual gross annual salary in term life insurance benefits. Additional, voluntary life insurance coverage is also available at the employee's expense.

Retirement

Colorado Nonprofit Association currently provides a 403(b) plan. All employees are eligible to participate. A description of this plan is available and describes, in general terms, eligibility requirements and benefits provided.

Workers' Compensation

The Colorado Nonprofit Association carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for your medical treatment and may include part of income you may lose while recovering. Detailed information is given to you if you are injured on the job, or suffer an occupational illness.

Colorado Compliance

The state of Colorado requires that all organizations that have employees – full- or part-time – must purchase workers' compensation insurance. Find more information from [HUB International](#) (formerly Colorado Nonprofit Insurance Agency).

Safety

Our goal is to provide a safe and healthy work environment. The biggest single factor in insuring your safety on the job is YOU. It is YOUR responsibility, to both yourself and those working in your area, to practice safe work habits. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

In some areas, safety glasses, safety shoes, ear protection, and respirators are required. Be sure to read the safety regulations for the Colorado Nonprofit Association, as you are responsible for knowing their content. Failure to follow safety rules or use appropriate safety devices may result in a reduction of workers' compensation benefits in the event of injury.

Report all accidents in writing, no matter how minor, to your supervisor immediately. We want to provide you with prompt medical treatment from one of our designated physicians. Treatment for on-the-job injuries must be obtained from one of these physicians or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

Remember safety rules are only as effective as you make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job. Then, we all can enjoy an excellent safety record.

Unemployment Insurance

All paid employees, regardless of classification, may be eligible for unemployment benefits if they become unemployed through no fault of their own.

Other Benefits Offered

Some nonprofits offer additional employee benefits, including training and professional development, flexible work schedule, option to work remotely, wellness programs (e.g. gym memberships), and parking reimbursement or paid parking. Find more information on other benefits from the [*Colorado Nonprofit Salary & Benefits Survey*](#).

Performance Evaluation

Generally, performance reviews of employees are conducted on an annual basis, although a new employee may be reviewed at the end of the first six months. Open communication regarding performance, challenges and successes is encouraged throughout the year, not just during the formal evaluation.

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions.

Conducting Performance Reviews

Your organization should conduct performance evaluations on at least an annual basis. A record of the evaluation, along with employee signature and comment, should be kept in the employee's personnel records, and should be used to help determine compensation ([*P&P 3rd Edition, 2015, p. 32*](#)). Learn more about conducting a performance review from [*the Bridgespan Group*](#).

Workplace Conduct

In addition to expecting employees to perform their jobs competently and reliably, Colorado Nonprofit Association expects employees to conduct themselves in a professional, ethical and responsible manner that reflects well upon Colorado Nonprofit Association, that promotes a spirit of cooperation and teamwork among employees, and that is respectful of the clients, volunteers, and members of the public with whom we interact. Failure to do so will not be tolerated.

No workplace conduct statement can possibly cover every circumstance that may arise. Employees are urged to use common sense and ask a supervisor for clarification of any questions in this area.

Corrective Action/ Dismissal

It may become necessary to formally correct the performance of individuals and, in some cases, to terminate the employment relationship.

The Colorado Nonprofit Association may impose remedial or disciplinary action including termination, which, in its judgment, most effectively takes care of the problem. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

Separation from Employment

As stated above, all employees of Colorado Nonprofit Association are employed at will, meaning that they or the employer may terminate the employment relationship at any time, with or without cause.

Resignation

Employees are asked to give at least two weeks notice of resignation. Some employees, upon hiring, will be asked to give more notice than this, because of the nature of their employment. After an employee gives notice, a supervisor can arrange for payment of the final paycheck and earned annual leave. On or before the last day of work, all Colorado Nonprofit Association property, such as keys, files, documents, equipment, and software must be returned to your supervisor.

At the request of their supervisor, employees may also be asked to participate in an exit interview.

Pay Upon Termination

Upon termination of the employment relationship, employees are paid any wages earned but not yet paid, and any earned but unused annual vacation leave pay. Employees are not paid for any unused health leave.

Employee Problem Solving

If you have a problem concerning a work-related matter, discuss it frankly with your supervisor. Normally, this discussion should occur within three to five days of the incident, or in a timely basis. Discussions held in a timely manner will enhance our ability to resolve concerns while it is fresh in everyone's mind. Your supervisor is an important person to you and your success on your job.

If you are not satisfied after discussing the problem with the supervisor, or if it is inappropriate to go to the supervisor, an "open door" guideline exists. You may take your problem to a representative of the Human Resource Department and/or to higher levels of management. Should you desire further resolution, speak to the CEO who will make the final determination.

Confidentiality

The protection of confidential information is vital to the interests and the success of the Company. Violations of confidentiality may injure the Company's reputation and effectiveness, and can result in serious financial harm. Confidential information includes, but is not limited to:

- Client/Member information
- Research and development efforts
- Pending projects and proposals
- Strategic marketing plans
- Company directories of employee data
- Execution methods, procedures or manuals
- Pre-patent or pre-copyright material
- Financial information
- Technological data, processes, or prototypes

You are advised not to discuss confidential information outside the Colorado Nonprofit Association. Confidential information which is necessary to be discussed within the Colorado Nonprofit Association shall be done strictly on a "need to know" basis. These guidelines are not intended to interfere with normal business communication and relationships nor are they intended to diminish an employees' ability to discuss issues related to the employees' terms and conditions of employment. These guidelines are intended to alert you to your obligation to use discretion in safeguarding the Colorado Nonprofit Association's internal affairs.

The Colorado Nonprofit Association's or client's records, including documents, computer files and similar materials, may not be copied or removed from the Colorado Nonprofit Association premises without prior management approval. Removal from the Colorado Nonprofit Association premises means the actual physical removal of information as well as the transmittal of information via fax, telephone, email, or any other form of electronic communication, except in the ordinary course of performing your job duties on behalf of the Colorado Nonprofit Association.

All employees must sign the Colorado Nonprofit Association's Confidentiality Agreement upon hire. Your obligation to maintain the confidentiality of the Colorado Nonprofit Association and client information remains even after you are no longer employed.

Smoking

Because we wish to provide a healthy environment for all of our staff, volunteers, visitors and clients, smoking is prohibited throughout our offices and at any Colorado Nonprofit Association-sponsored event or activity.

Drug-Free Workplace

The Colorado Nonprofit Association is committed to a safe, healthy and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs and controlled substances impairs employee judgment, resulting in increased safety risks, injuries and faulty decision-making.

The Employee Assistance Program is available for those employees needing assistance with drug or alcohol related problems.

In accordance with the Drug-Free Workplace Act of 1988, the Colorado Nonprofit Association prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during Colorado Nonprofit Association time, on Colorado Nonprofit Association premises, or other work sites.

Any employee who is convicted, or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify the Company within five days of such conviction or plea.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. Please contact the CFO if you have any questions.

Background Checks

Your organization may consider conducting background checks on employees, volunteers, and independent contractors. This must be enforced in some organizations with positions that involve children or vulnerable adults, performing financial duties, or serving in other sensitive areas (P&P 3rd Edition, 2015, p. 31). You'll want to ensure your organization complies with laws and regulations that protect applicants and employees from discrimination. Learn more about background checks from the [Equal Employment Opportunity Commission](#).

Outside Employment

Other employment outside the Colorado Nonprofit Association must not interfere with your present job, or involve a conflict of interest, or give that appearance. If you work for Colorado Nonprofit Association, you cannot work through a temporary agency in a second job here, or at any of our subsidiaries. Colorado Nonprofit Association employees may not, under any circumstances, engage in any paid activity which conflicts with or is in direct competition to the services provided by Colorado Nonprofit Association or which is detrimental to the performance of your regular employment.

Software Piracy

All commercially purchased software must be utilized in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is not permitted.

Corporate Credit Card

Colorado Nonprofit Association Credit Card Agreement and Policy is an addendum to the Employee Handbook. The Credit Card Agreement and Policy must be reviewed and signed by all employees and the

employer on an annual basis and at the time of a new hire. The signed documents will be maintained as a permanent part of the employee's personnel file.

Information Security Procedures

The Colorado Nonprofit Association Information Security Procedures is an addendum to the Employee Handbook. The Information Security Procedure must be reviewed and signed by the employee and employer on an annual basis, or at the time of a new hire. The signed documents will be maintained as a permanent part of the employee's personnel file.

Use of Technology Information Systems

All information systems are property of Colorado Nonprofit Association and intended for business use. Therefore, Colorado Nonprofit Association maintains the ability to access any computer files, use of software, Internet usage, and email and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of Colorado Nonprofit Association, employees should not attempt to gain access to another employee's computer, internet files, email or voice mail without the latter's permission. All information regarding access to Colorado Nonprofit Association information systems, such as user identifications, access codes and passwords are confidential and may not be discussed.

You may not use Colorado Nonprofit Association information systems for personal business ventures; applications that consume excessive bandwidth; illegal behavior, such as gambling; encryption software; or to introduce viruses into the system.

Bring Your Own Device Policy

If personal technology devices that are used to access or store business information or may use organizational resources such as network/internet bandwidth are allowed, your organization should develop a policy that addresses any security requirements and if and how the organization will provide support for these devices. Find more information on BYOD policies and considerations from [Venable LLP](#).

Personal Use of the Internet

Use of the internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with employees' productivity. Colorado Nonprofit Association prohibits the display, transmittal, or downloading of material that is in violation of our guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. We reserve the right to determine when an employee is using Colorado Nonprofit Association information systems inappropriately.

Email

Email should be used for official Colorado Nonprofit Association business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated

the same as business messages and subject to review at any time without notice. Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face

Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they are expected to leave messages on their voice mail stating when they will be returning messages and who will be an alternative contact in the meantime.

Telephone/Cell Phones

Personal telephone calls, including those made with cell phones, must be minimal and not interfere with employee's performance of their job.

Use of Social Media Guidelines

Colorado Nonprofit Association has developed these guidelines for employees who use social media like blogs, wikis, and social networking sites that may contain postings related to Colorado Nonprofit Association, employees of Colorado Nonprofit Association, and any other affiliates of Colorado Nonprofit Association.

Specific Guidelines:

1. Public communications concerning Colorado Nonprofit Association, employees of Colorado Nonprofit Association, and any other affiliates of Colorado Nonprofit Association must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, and illegal activities.
2. Your personal or anyone else's blog, wiki, or social networking site is not the appropriate place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Such complaints shall be made consistent with the complaint procedures in this handbook.
3. Blogs and other forms of social media communications are individual interactions, not corporate communications. Employees can be held personally liable for their posts. For this reason, employees should exercise caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
4. You must include the following disclaimer on published public communication if you identify yourself as a Colorado Nonprofit Association employee or if you discuss Colorado Nonprofit Association, employees of Colorado Nonprofit Association or any of its affiliates of Colorado Nonprofit Association publicly:

"The opinions expressed here are the personal opinions of [your name]. Content published here is not monitored or approved by Colorado Nonprofit Association before it is posted

and does not necessarily represent the views and opinions of Colorado Nonprofit Association.”

5. You may not disclose any sensitive, proprietary, confidential, or financial information about the company. The use of the company logo, trademarks, or branding is prohibited. You may not post anything related to company inventions, strategy, financials, products, etc. that has not been made public. Further detail is provided in the “Confidentiality” section of your employee handbook.
6. While you may respectfully disagree with company actions, policies, or management decisions, you may not attack personally or post material that is obscene, defamatory, discriminatory, harassing, libelous, or threatening the Colorado Nonprofit Association, its employees, or its affiliates.
7. Please consult with your manager if you have any questions about the appropriateness of publishing information relating to the Colorado Nonprofit Association, its employees, or its affiliates.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Colorado Nonprofit Association Employee Handbook, have reviewed it and had the opportunity to ask my supervisor questions about it. I understand the policies described in the Handbook and agree to abide by them.

I understand that this Employee Handbook does not represent a contract of employment, but rather serves as a set of guidelines.

I acknowledge that no representative of Colorado Nonprofit Association has promised me employment for any definite period of time, and that no one is authorized to make such promises to me unless they are in writing signed by the CEO. I understand that as an employee of Colorado Nonprofit Association, I am employed at will, meaning that either I or Colorado Nonprofit Association may terminate my employment at any time, with or without cause.

I understand that this Employee Handbook, and the information described in it, may be changed from time to time, with or without advance notice, in Colorado Nonprofit Association's discretion.

Signed _____

Printed Name _____

Date _____