



Montana Nonprofit Association

EMPLOYEE HANDBOOK

**Montana Nonprofit Association
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(406) 449-3717**

Amended by MNA Board of Directors on July 25, 2007

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Montana Nonprofit Association Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Montana Nonprofit Association that provides otherwise, I have the right to resign from my employment with Montana Nonprofit Association at any time with or without notice and with or without cause and that the Montana Nonprofit Association reserves the right to terminate my employment for any lawful reason.

I have read, understand and agree to all of the above. I have also read and understand the Montana Nonprofit Association Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Montana Nonprofit Association, or its members or donors, as a result of working for Montana Nonprofit Association that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Montana Nonprofit Association or to other persons employed by Montana Nonprofit Association who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Montana Nonprofit Association's confidential information is prohibited. Any employee who discloses confidential Montana Nonprofit Association information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Executive Director

Montana Nonprofit Association
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I. MISSION

The Montana Nonprofit Association is a membership organization that promotes a stronger nonprofit sector, a supportive public climate, and the ability of nonprofits to accomplish their missions.

II. OVERVIEW

The Montana Nonprofit Association Employee Handbook (the “Handbook”) has been developed to provide general guidelines about Montana Nonprofit Association policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. None of the policies or guidelines in the Handbook is intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, these guidelines are subject to modification, amendment or revocation by Montana Nonprofit Association at any time, without advance notice.

The personnel policies of Montana Nonprofit Association are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director.

Montana Nonprofit Association will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Montana Nonprofit Association employees. Further, Montana Nonprofit Association expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Montana Nonprofit Association's Board of Directors, committees, membership, staff, and the general public.

III. EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY

Montana Nonprofit Association shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of Montana Nonprofit Association will not discriminate against any employee or applicant in a manner that violates the law. Montana Nonprofit Association is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Montana Nonprofit Association’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Montana Nonprofit Association will not tolerate any form of unlawful discrimination. All employees are

expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Montana Nonprofit Association may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If Montana Nonprofit Association determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Montana Nonprofit Association will inform the employee who made the complaint of the results of the investigation.

Montana Nonprofit Association is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Montana Nonprofit Association for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Montana Nonprofit Association. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

B. SELECTION

Employees are selected on the basis of work history, professional and other skills, knowledge, judgment, education, experience, character, motivation, and other work related individual qualities demonstrated in written applications and interviews. The Montana Nonprofit Association strives to recruit and hire the best possible candidates for each position. In the event that the best possible candidate is a relative of a current staff or Board member, his or her candidacy must be fully disclosed to the Board and any subsequent offer of employment must be approved by the Board. All other Employment Policies stated in this document will also be applied.

C. DEFINITION OF TERMS

When you are hired, you are designated as Regular Full-time, Regular Part-time or Temporary; and either exempt or non-exempt (according to the Fair Labor Standards Act). If you are uncertain of your designation, clarify this with the Executive Director.

Probationary Employee: All employees are in a probationary period for six months from their date of hire. This introductory period is a time for getting to know your fellow employees and the tasks/goals involved in your job position, as well as becoming familiar with the Montana Nonprofit Association. This time allows you to decide if the job is right for you and gives us a chance to evaluate your skills and ability to perform the responsibilities. Probationary employees can be terminated with or without cause. It is important that you use this time to communicate with your supervisor to establish goals and assess performance. At the discretion of the Executive Director, the probationary period may be extended.

Regular Full-time Employee: an employee designated to work at full-time status (an average of 40+ hours per week)

Regular Part-time Employee: an employee designated to work less than full-time (40 hours per week).

Temporary Employee: an employee hired for a specific period of time or as needed for the completion

of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Whether part-time or full-time, a temporary employee is not eligible for benefits except where required by state or federal laws.

Exempt Employee: Executive, administrative, and professional employees whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

Non-exempt Employee: Employees who are not executive, administrative, or professional employees according to the Fair Labor Standards Act (FLSA) and who are eligible for overtime according to the overtime policy (See Compensation and Economic Benefits).

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

D. POLICY AGAINST WORKPLACE HARASSMENT

Montana Nonprofit Association is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Montana Nonprofit Association’s commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Montana Nonprofit Association has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Montana Nonprofit Association’s property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Montana Nonprofit Association’s policy against harassment covers employees and other individuals who have a relationship with Montana Nonprofit Association which enables Montana Nonprofit Association to exercise some control over the individual’s conduct in places and activities that relate to Montana Nonprofit Association’s work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Montana Nonprofit Association’s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Montana Nonprofit Association policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Montana Nonprofit Association's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Montana Nonprofit Association's premises such as on an employee's desk or workspace or on Montana Nonprofit Association's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Montana Nonprofit Association's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee or Board member of Montana Nonprofit Association, you should report the incident immediately to your supervisor or to the Executive Director. Possible harassment by others with whom Montana Nonprofit Association has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Montana Nonprofit Association will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Montana Nonprofit Association's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Montana Nonprofit Association determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Montana Nonprofit Association will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the board chair.

IV. COMPENSATION & ECONOMIC BENEFITS

Montana Nonprofit Association shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance related benefits annually.

A. PAYROLL & WORKWEEK

The payroll workweek for Montana Nonprofit Association begins on Sunday morning at 12:01 and ends on Saturday at 12:00 midnight. Subject to Montana Nonprofit Association work assignments and Executive Director approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

Paychecks are distributed twice each month. Timesheets are due to the Executive Director within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

If you are a non-exempt employee and you perform overtime work authorized in advance by your supervisor or the Executive Director, you will be paid one and one-half (1½) times your regular hourly wage for time worked in excess of forty (40) hours per week. If you take paid leave of any type (except holiday pay) during that same week, your leave time is not counted toward your total hours worked when calculating eligibility for overtime. In this situation, the employee has the option of using less PTO time. (For example, if you take 20 hours PTO leave and then work 25 hours in the same week, you are eligible for 45 hours at your regular pay rate, but not 5 hours overtime pay. You would also have the option of using just 15 hours of PTO to meet your 40 hour work week.)

B. INSURANCE

Montana Nonprofit Association currently provides individual health, vision and dental insurance benefits for eligible full-time and part-time employees, who are scheduled to work a minimum of 20 hours per week beginning after the first full month of employment. Eligible employees may elect to participate in

available health plan(s) offered by Montana Nonprofit Association. Montana Nonprofit Association presently pays the individual insurance premium for all eligible employees, prorated for part-time employees. Montana Nonprofit Association may require employees to pay a portion of insurance premium in the future. Information about Montana Nonprofit Association's health plan(s) will be provided to the employee at the time of employment.

C. SOCIAL SECURITY/MEDICARE/MEDICAID

Montana Nonprofit Association participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Montana Nonprofit Association contributes at the applicable wage base as established by federal law.

D. WORKERS' COMPENSATION AND UNEMPLOYMENT INSURANCE

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Montana Nonprofit Association, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Montana Nonprofit Association. Montana Nonprofit Association also participates in the Montana unemployment program.

E. RETIREMENT PLAN

The Montana Nonprofit Association has established a Simplified Employee Pension (SEP) retirement program under section 408(k) of the Internal Revenue code for the exclusive benefit of its employees. The Montana Nonprofit Association may contribute up to 6% of gross monthly salary for each eligible employee for retirement purposes. Those contributions, together with investment earnings, will be available in event of death, disability, retirement, termination of employment or hardship. Withdrawal of retirement funds before age 59½ is subject to Internal Revenue Service penalties and regulations. All employees earning \$450 or more annually will be eligible to participate in the SEP program after attaining age 21 and completing at least twelve (12) months of service in the immediately preceding 5 years.

In addition, each employee may establish his/her own 403(b) retirement plan and voluntarily contribute up to the maximum amount allowable by law of his/her compensation through salary reduction, thereby reducing his/her taxable income. An employee is eligible for this voluntary contribution immediately upon employment with the Montana Nonprofit Association.

The contributions in the SEP and the 403(b) are fully vested and non-forfeitable to the employer at any time.

V. LEAVE BENEFITS

A. PERSONAL TIME OFF

Personal Time Off (PTO) is provided instead of and in replacement of, traditional vacation, sick and bereavement time. PTO cannot be taken before it is accrued or earned.

1. Exempt employees will accrue 18 hours of PTO per month from year one to three of their employment; 22 hours of PTO per month from year four to eight of their employment; and 26 hours of PTO per month from year nine and on of their employment.
2. Non-exempt employees will accrue 14 hours of PTO per month from year one to three of their employment; 18 hours of PTO per month from year four to eight of their employment; and 22 hours of PTO per month from year nine and on of their employment.
3. Regular part-time employees shall receive PTO pro-rated based on their scheduled hours per week.
4. Accrued, but unused, PTO may be carried forward from year to year until 40 days (based on regularly scheduled hours) have been accumulated. Accrual stops once this level is reached, but will resume once the balance drops below this level.
5. At termination, either voluntary or involuntary, an employee will be paid for the balance of earned and accrued PTO at the current base rate of pay.
6. Scheduling PTO. PTO should be scheduled in advance with approval of the employee's supervisor. The Executive Director will schedule his/her PTO with the Board chair. Employee's illness or ill family members cannot be foreseen, however, an employee who is unable to report to work because of illness, should notify the MNA office prior to the start of their scheduled work day.

B. HOLIDAYS

The following holidays will be observed with paid holiday time:

New Year's Day
President's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
Up to 2 floating holidays may be designated at the discretion of the ED

Full-time employees receive one (1) paid day off for each full day of holiday time. Holiday benefits for part-time employees will be pro-rated in accordance with the hours regularly worked by the employee. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the Executive Director. Temporary employees are ineligible for holiday leave benefits. If Independence Day, Christmas Day, or New Year's Day fall on Saturday or Sunday, the Executive Director will designate the work day that will replace the weekend holiday.

C. EXTENDED PERSONAL LEAVE

Employees who have been employed by Montana Nonprofit Association for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Montana Nonprofit Association. When considering a request for a personal leave, Montana Nonprofit Association will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Montana Nonprofit Association's general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

Montana Nonprofit Association cannot guarantee reinstatement upon return from a personal leave. Montana Nonprofit Association will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The Executive Director must approve all unpaid leave.

D. JURY DUTY

For time served on jury duty, Montana Nonprofit Association will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, Montana Nonprofit Association will provide the employee with unpaid leave. Employees must provide Montana Nonprofit Association a copy of proof of service received by court in which they serve.

E. MILITARY LEAVE

Reserve and National Guard Duty Leave. Employees will be granted a leave of absence for duty in the National Guard or reserve armed forces. During such leave, employee compensation will be reduced by the amount of military pay received. Employees on military leave will continue to accumulate benefits during the leave period.

VI. WORK REVIEW & PROFESSIONAL DEVELOPMENT

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Montana Nonprofit Association's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Montana Nonprofit Association. To that end, it is incumbent upon both parties to have open and honest discussion concerning the employee's

performance. It is further incumbent upon the supervisor to clearly communicate the needs of Montana Nonprofit Association and what is expected of the employee in contributing to the success of Montana Nonprofit Association for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Executive Director reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director. The work of the Executive Director shall be reviewed on an annual basis by a board appointed committee.

Professional Development

When funds permit, Montana Nonprofit Association will assist all employees to attend non-mandatory workshops, seminars, conferences, and classes, etc. for continued staff development. Individual employees will help identify training needs by assisting the Supervisor to determine knowledge, skills and abilities necessary for job performance, areas in need of improvement, and career development goals. Each employee must submit training requests to the immediate Supervisor for consideration. Monetary limits on training are established annually.

VII. REIMBURSEMENT OF EXPENSES

Reimbursable Expenses

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Reimbursable travel expenses include only those legitimate business expenses incurred while traveling in connection with MNA business. Employees are responsible for transportation costs between the office and home during normal work hours. Expenses incurred during periods of paid time off while in a travel status are not allowable. Only if a weekend stay is required during a work-related trip will expenses incurred during the weekend be reimbursed in accordance with regular travel policies.

Miscellaneous business expenses incurred while on MNA travel are also reimbursable. You must support each expense with paid receipts. Examples of allowable miscellaneous expenses include needed work-related supplies, business telephone calls, and other incidental expenses not directly related to travel, lodging, or meals.

Reimbursement for Meals

Meal reimbursement covers actual out-of-pocket expenses for all meals from time of departure until return, except where meals are included in conference or workshop fees. Expenses for alcoholic beverages will not be covered. Meal reimbursement will be paid upon submission of meal receipts, not to exceed the maximum allowance by U.S. General Services Administration meal rates. To check allowable rates, visit www.gsa.gov/perdiem.

Reimbursement for Lodging

Lodging reimbursement covers your actual out-of-pocket lodging expenses, including room tax. Unless prior approval is authorized by the Executive Director, lodging charges are allowed only up to the maximum amounts for lodging shown on the U.S. General Services Administration website: www.gsa.gov/perdiem

In order to claim lodging reimbursement, you must attach the original paid receipt from the lodging facility. Other receipts, such as credit card receipts, are not acceptable. Whenever practicable, you should call more than one hotel or motel to ensure that you are receiving the best possible room rate in a location. Although an establishment may not have rooms available at or below the maximum allowable rate, it may be willing to offer a government, nonprofit, or other discounted rate that is less than its normal business rate. To save on travel costs, always ask for the lowest available rate for which you qualify.

Reimbursement for Transportation

MNA will reimburse transportation expenses (airfare, train, bus, etc.) that are documented by a paid receipt showing origination and destination information. Local transportation including taxi, ground shuttles, subway, and the like will also be reimbursed when documented with a paid receipt.

Reimbursement for Vehicle Travel

MNA will reimburse all travel via personal auto at the Federal mileage rate for trips outside of Helena under 100 miles. Rental cars from an approved auto rental agency will be used for trips over 100 miles. When a rental car is used it will be returned with a full tank of fuel, fuel will be reimbursed on expense reports with receipts.

On occasion an employee's personal auto may be used in lieu of a rental vehicle for trips over 100 miles. This must be pre-approved by the Executive Director. If personal auto is used in lieu of rental vehicle, the reimbursement will be the daily rate of our standard agreement with our rental car agent. Gas will not be reimbursed without approval.

Travel Expense Voucher

In order to request reimbursement for your travel, you must complete an Expense Reimbursement Request form and have it authorized by the Executive Director or whoever most immediately supervises the work engaged in during the travel for which reimbursement is requested.

Time Limit for Submitting Travel Reimbursement Claims

A request for travel reimbursement must be turned in within one month after incurring the expense in order to qualify for reimbursement. Otherwise, you waive your right to reimbursement.

VIII. SEPARATION & RETURN OF PROPERTY

Employment of an individual may be terminated by resignation, discharge, retirement, or a need to reduce the work force. Discharge can be for any reason not prohibited by law. Employees are free to resign at any time, and Montana Nonprofit Association reserves the right to terminate employment for any lawful reason. Any individual who is terminated within the initial probationary period is not subject to the 2 weeks notice nor entitled to compensation for personal leave credits and will receive compensation only to his or her last day of employment. Temporary employees may be terminated without advance notice.

Employees who choose to voluntarily terminate their employment after the Probationary Period are encouraged to give sufficient notice to allow for an orderly and responsible transition (usually two weeks for non-exempt employees and four-weeks for exempt employees).

After the Probationary Period is completed, an employee may not be involuntarily discharged, expressly or "constructively," (Montana Code Annotated 2001, 39-2-903) except for good cause and in accordance with Montana law. "Good cause" means reasonable job-related grounds for dismissal based on a failure to satisfactorily perform job duties, disruption of the employer's operation, or other legitimate business reason.

Return of Property

Employees are responsible for Montana Nonprofit Association equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, employees must return all Montana Nonprofit Association property that is in their possession or control. Where permitted by applicable law(s), Montana Nonprofit Association may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Montana Nonprofit Association also may take any action deemed appropriate to recover or protect its property.

IX. OTHER RELATED POLICIES

A. CONFLICT RESOLUTION/PERSONNEL ACTION REVIEW

Employees may request a review of a personnel action, an unsatisfactory performance review or other issues. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final. Employees are encouraged to discuss a problem concerning work, working conditions, or policies and procedures with your immediate supervisor at any time. We believe a thorough discussion and mutual understanding of issues between the parties involved can satisfactorily resolve a majority of concerns. We do, however, provide a complaint procedure to employees who have not been able to resolve their work-related concerns informally. The complaint procedure does not apply to temporary, probationary, or contract employees.

Step 1: You may submit a formal complaint in writing, including the relief that you seek, to your supervisor within seven business days (M-F) of the date of the action, giving rise to the complaint or of the date that you knew or should have known about the event. If you are unable to resolve the complaint with your supervisor within five (5) days of presenting the complaint, or if the complaint involves your immediate supervisor, you can present your complaint to the Executive Director.

Step 2: You have three days after satisfying Step 1 of this procedure to present your complaint in writing, including your desired remedy, to the Executive Director. If the complaint involves the ED, you can begin the complaint process at Step 3. If the complaint is not resolved within five (5) working days, you may appeal your complaint to the Board Chair.

Step 3: You have three days after satisfying Step 2 of this procedure to present your complaint in writing, including your desired remedy, to the Board Chair. The Board Chair will take the issue to the Executive Committee and may refer the complaint to an independent person for mediation.

The Executive Committee will issue its decision within 15 working days and the decision of the Executive Committee is final and binding.

B. PERSONNEL RECORDS

Personnel records are the property of Montana Nonprofit Association, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with Montana Nonprofit Association.

C. OUTSIDE EMPLOYMENT

Individuals employed by Montana Nonprofit Association may hold outside jobs as long as they meet the performance standards of their job with Montana Nonprofit Association. Employees should consider the impact that outside employment may have on their ability to perform their duties at Montana Nonprofit Association. All employees will be evaluated by the same performance standards and will be subject to Montana Nonprofit Association scheduling demands, regardless of any outside work requirements.

If Montana Nonprofit Association determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Montana Nonprofit Association, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Montana Nonprofit Association.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Montana Nonprofit Association.

D. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Montana Nonprofit Association, or its members or donors, as a result of working for Montana Nonprofit Association that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Montana Nonprofit Association or to other persons employed by Montana Nonprofit Association who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Montana Nonprofit Association. The disclosure, distribution, electronic transmission or copying of Montana Nonprofit Association's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to members, donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Montana Nonprofit Association information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Executive Director.

Amended July 25, 2007 by the MNA Board of Directors