

RSVP of Dane County

Personnel Policies



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RSVP of Dane County Personnel Handbook

This handbook contains an overview of RSVP's personnel policies. The contents are general and intended solely as a guide. RSVP has the right to change these policies according to the best interests of RSVP, or changes in applicable laws. Should policies need to be changed, updates of individual sections, or of the entire document will be provided. If there are any questions about the policies, please see the Executive Director or Assistant Director for clarification.

It should be noted that RSVP is an At Will Employer. The language used and the information contained in this handbook are not intended to constitute or create, nor are they to be considered to constitute or create, the terms of employment contract between RSVP and any of its employees.

Welcome to RSVP of Dane County The Retired and Senior Volunteer Program of Dane County

All of us at RSVP of Dane County (RSVP) believe that our goals and those of our employees are closely related. Indeed, the success of RSVP to a great extent is dependent on the success of the employees in meeting their own goals. We trust that your association with RSVP will be a mutually rewarding one. We welcome you to RSVP.

We have prepared this personnel manual to answer some of the questions you may have regarding RSVP of Dane County and its policies. Please read it carefully and retain it for future reference. From time to time, you may receive updates of individual sections, or of the entire document, should policies need to be changed. If you have any questions about any of the policies, please feel free to discuss them with the Executive Director or Assistant Director.

This handbook contains an overview of RSVP's personnel policies. The contents of this handbook are general and intended solely as a guide. The language used and the information contained in this manual are not intended to constitute or create, nor are they to be considered to constitute or create, the terms of an employment contract between the RSVP and any of its employees.

It should be remembered that RSVP of Dane County is a small organization. Therefore, flexibility, initiative, and the willingness to be a "team player" are some of the characteristics important to all positions at RSVP. We hope your experience here will be challenging, enjoyable, and rewarding.

Overview of RSVP of Dane County

Established in 1972, and as a 501(c) (3) nonprofit organization in 1977, RSVP exists to meet the need of community agencies to provide services by utilizing the skills, knowledge, and experience of adult volunteers 55 and over. RSVP receives funding from federal, state, county, and city governments through grant writing and fund raising. RSVP's ability to operate is directly related to available funding. RSVP guidelines are set by the Corporation for National and Community Service (CNCS), our national sponsor, and by RSVP of Dane County by-laws and the Board Policy Manual.

RSVP's activities are overseen by a 15-member Board of Directors. The Board must be representative of the community, and 51% of the directors must be over the age of 55. Directors are elected for a 3-year term, with 5 members elected each year at the annual meeting.

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I. Employment Policies

A. Hiring Authority

The Board of Directors shall be the highest authority in all hiring practices. The Board's Personnel Committee screens and interviews candidates for the position of Executive Director. The Board, as a whole, must approve the final selection. The Executive Director, with the assistance of the Assistant Director, is responsible for recruiting, screening, hiring, and evaluating of all other staff positions.

Hiring of RSVP staff must be in compliance with the Civil Rights Act of 1964, as amended, the Domestic Volunteer Service Act, the Serve America Act, other Federal civil rights statutes and regulations, applicable state laws and ordinances, and sponsor personnel and employment practices.

All hiring, promotion and termination procedures shall be consistent with the Affirmative Action Plan (if required) and subject to review by the Executive Director. As of April 21, 2011, all new staff are required to have documented National Service Criminal History Checks (NSCHC), including a National Sex Offender Public Registry search, the State Criminal Registry search and the FBI check (fingerprinting). Employment is contingent on the successful completion of the required NSCHC. Any employee who has a gap in service without pay for greater than 120 days will need to repeat NSCHC upon return. (Medical Leave excluded)

All job openings, except the Executive Director, are posted internally so that qualified employees may apply before outside applicants are considered. The Executive Director is charged with the responsibility of reviewing all hiring, promotion, and termination practices at least annually, with the exception of the Executive Director, which is the responsibility of the board.

Method and range of salary increases and wage comparability data shall be updated by the Executive Director at least annually. The Financial Oversight Committee's recommendations, after approval by the Board of Directors, shall be the policy of the organization until modifications are approved for any ensuing period of time.

B. Non-Discrimination - Equal Opportunity Employer

RSVP of Dane County is an Affirmative Action and Equal Opportunity employer. RSVP will comply with federal, state, and local laws/ordinances prohibiting discrimination and will not discriminate against RSVP volunteers or in the operation of RSVP on the basis of race, color, national origin, including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, if the participant is a qualified individual with a disability, gender identity or expression, political affiliation, marital, parental status, genetic

information, or military service. RSVP reserves the right to change categories in accordance with the law. In addition to RSVP's Personnel Policies, RSVP has Affirmative Action Plans (if required) filed with the State of Wisconsin, Dane County, and the City of Madison. It is the right of personnel to review these plans upon request to the Executive Director. *Please see Policy Statement in Employee Handbook Appendix.*

C. Political Activity/Religious Activity

Employment in RSVP is not offered as a consideration or reward for the support or defeat of any political party or candidate for public office, nor may any person, as an employee, engage in partisan, political, or voter registration activity. To do so is reason for termination.

Volunteers and grantee staff do not engage in, and grantee funds are not used for, any of the following activities, to the extent they are prohibited in the applicable program regulations;

1. Electoral Activities
2. Voter Registration
3. Voter transportation to polls, and
4. Efforts to influence legislation

Religious Activities—No employee can give religious instruction, conduct worship services or engage in any form of proselytization as part of his/her duties

Please see Federal Regulation 2553.91/Hatch Act in Employee Handbook Appendix

D. Conflict of Interest and Nepotism

A Board Member of RSVP may not hold a paid position with the organization concurrent with his/her term of office. Persons selected for project staff positions shall not be related by blood or marriage to other project staff or members of the Board of Directors.

II. New Employees/Reclassification Employees

A. Orientation

New employees will receive an orientation packet. They will be oriented to RSVP, the aging and volunteer network, by their supervisor. The new or reclassified employee will receive on-the-job orientation and training that relates to his/her job description and organization operation in general. The length and content of training will be determined by his/her supervisor.

B. Records

The new employee will need to complete:

1. Background check through Truescreen (State and NSPOW) and Fieldprint (Fingerprints), approved AmeriCorps vendors. Background checks will need to be completed and approved prior to employment.
2. A tax withholding W-4 Statement

3. An Employment Eligibility Verification (I-9 Form)
4. An Employee Information Sheet
5. Insurance forms or waiver (if eligibility requirements are met.)
A Motor Vehicle Release and Authorization Form for Ansay Insurance.
Ansay will then run all new employees Motor Vehicle Registration.
6. All new employees will be instructed on how to fill out time sheets, and expense accounts, and time off request form.
7. All new, and reclassified employees, will be asked to complete and sign the Employment Work Agreement and Internet Usage Policy.

C. Personnel Authority

All questions concerning salary computation, vacation and sick leave, fringe benefit eligibility or interpretation of policy should be directed to the Assistant Director.

D. Orientation Period

The first six months of employment are considered an orientation period for both new employees and those who have transferred to a different position in the organization. This is a time of continuing instruction and review for the employee. An evaluation meeting with his/her supervisor will be held no later than six months from start date to discuss job performance, work expectations and goals for the remainder of the first year of employment.

III. **Personnel Records**

Confidential personnel records of each employee will be maintained in a locked central office file. These personnel records may only be inspected by the Executive Director or the employee's immediate supervisor, or the employee in the presence of one of the above. Inspection can be requested to the Executive Director, in writing, by persons other than those listed above. Permission must be obtained from the employee. In no event shall duplicate copies of material be made without the consent of the Executive Director.

All personnel actions affecting the employee, such as promotions, transfers, salary increases, resignations, and disciplinary actions, if any, are reviewed annually, or more frequently if needed, and are subject to being discarded if the individual situation calls for that action when corrective measures have been taken.

IV. **Employee Status & Eligibility:**

The Department of Labor defines two employee positions; Exempt and Non-Exempt.

Exempt is defined as Salaried workers who primarily perform executive, administrative or Professional duties, and who are not eligible for overtime pay under the Fair Labor Standards Act.

Non-Exempt is defined as an employee entitled to overtime pay under applicable law.

A. Exempt Employee:

Is a salaried employee who works 30-37 ½ hours (full time) or less (part time) a week in a budgeted position. Such employees will be eligible for:

1. A Fringe Benefit after 90 days based on 12% of the employee's salary. (Refer to Appendix: Flexible Compensation Plan, Tax Sheltered Annuity Plan for current eligibility and enrollment.) In addition, effective 7/1/22, QSEHRA (Qualified Small Employer Health Reimbursement Arrangement) was established for full-time employees (30 hours/week or more) after 90 days. Refer to Appendix.
2. Sick leave and vacation accrued on a monthly basis assigned in January for the coming year. (Pro-rated at the full time rate)
3. Annual holidays set by the organization's Board of Directors. (Pro-rated at full time rate.)
4. Social Security, Workers Compensation, Unemployment Compensation, Long-Term Disability and Group Life/AD&D, if eligibility requirements are met.
5. Exempt Employees are NOT eligible for additional pay based on the number hours Worked per week.

B. Non Exempt Employee

Is a salaried employee that works 30-37 ½ hours (full time) or less (part time) a week in a budgeted position. Such employees will be eligible for:

1. A fringe benefit after 90 days based on 12% of the employee's salary. (Refer to Appendix: Flexible Compensation Plan, Tax Sheltered Annuity Plan for current eligibility and enrollment.) In addition, effective 7/1/22, QSEHRA (Qualified Small Employer Health Reimbursement Arrangement) was established for full-time employees (30 hours/week or more) after 90 days. Refer to Appendix.
2. Sick leave and vacation accrued on a monthly basis assigned in January for the coming year. (Pro-rated at the full time rate)
3. Annual holidays set by the organization's Board of Directors. (Pro-rated at full time rate). Seasonal employees eligible if holiday falls during their work periods.
4. Social Security, Workers Compensation, Unemployment Compensation, Long-Term Disability and Group Life/AD&D, if eligibility requirements are met.
5. Non-Exempt employees covered by the overtime provisions of the Fair Labor Standards Act will be paid their hourly rate of pay for hours worked up to forty (40), and, (1.5) hours for each hour worked over forty (40) hours per scheduled work week. Any overtime worked MUST be pre-approved by the Executive Director or designee (supervisor).

C. Limited Term Employee:

Is an employee hired for a temporary period of one year or less, either full or part-time.

A limited term employee is eligible for benefits described above as Exempt or Non Exempt depending on the Employee position hired for.

D. Contractual Employee:

Is an employee who is hired under a contract for a specified period of time. The manner in which organization benefits are accumulated and used will be specified in the contract.

E. Laid Off Employee:

A regular employee who is laid off for less than six months is eligible for the following:

- (1.) Continued participation in insurance and annuity plans depending on regulations of insurance providers, but is responsible for premiums. (Refer to Appendix: Flexible Compensation Plan, Tax Sheltered Annuity Plan)
- (2.) Retains sick days accumulated prior to lay-off if rehired.
- (3.) A right to the old position if it opens up again.
- (4.) A right to be considered for a different position open in the organization, with employee preference, as outlined in the hiring section.
- (5.) If a laid off employee is not rehired within six months, that employee loses all rights and benefits described above.

F. Terminated Employee:

No longer works for the organization, whether termination is voluntary or involuntary and loses all rights and benefits.

- (1.) A person is entitled to organization benefits until the last day of work as set by the Executive Director if full notice is given.
- (2.) The last day of work is the last day of earned benefits.
- (3.) Vacation pay at termination does not include fringe, and is prorated to that earned as of the date of termination. Vacation payout is capped at ½ employee earned vacation in one year.

V. Conditions of Employment

A. Working Hours

Each full-time employee works 37 ½ hours a week. The working hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday with a ½ hour for lunch (unpaid). Part-time employees get approval of a set daily schedule with their supervisor. Schedules can be changed with advance permission from the supervisor. Employees must work at least 50% of their scheduled time in the office or in the field. The other 50% of their time can be worked remotely. *When working remotely, employees must still work within the normal working hours of 8:00-4:00 unless given advanced permission from their supervisor.*

RSVP Office hours and schedules are subject to change, depending on City of Madison/Dane County Public Health mandates and/or disasters where the RSVP office is not fit for occupancy. Refer to Appendix.

B. Breaks

Breaks are intended to provide an employee the opportunity to take care of non-work related needs. RSVP encourages employees to take breaks away from their work area. Full-time employees may take breaks of 15 minutes in the morning and 10 minutes in the afternoon. Part-time employees may take a 15-minute break after four hours. If more break/meal time is needed to tend to non-work-related needs, the employee is expected either to adjust his/her working schedule or to take vacation time.

A sign-out board is located near the receptionist's desk. Employees are required to sign out when leaving the office and indicating the reason. Employees will sign in upon return to the office.

C. Attendance

If an employee is late, or leaves early, he/she should indicate on his/her time sheets how the time will be recorded; i.e. vacation, sick leave. An employee is expected to be at his/her desk when their assigned shift begins or at a scheduled appointment. Promptness is an important part of the performance record each employee builds from the date of hire. Frequent tardiness or absences disturbs the smooth functioning of the individual's job.

If frequent illness, or illness greater than two consecutive days, is given as a cause of absence, the organization reserves the right to require a written statement from the employee's health care provider.

D. Work Outside the Office

Organization work often involves outside appointments, meetings and assignments. It is expected that employees will use judgment in conserving mileage and staff time whenever possible. Employees are expected to sign out on the board with their destination and expected time of return.

E. Inclement Weather

In the event of inclement weather conditions, actions of other government and public service agencies in the local community will be followed in determining whether the office opens and/or remains open. Such decisions will be made at the discretion of the Executive Director. In situations involving an individual employee being unable to report for work due to severe weather conditions, lost time may be made up within the same week, taken without pay, or taken as vacation at the option of the employee subject to the approval of the

immediate supervisor. Sick leave cannot be used for this lost time. Refer to Snow Policy in Employee Handbook.

VI. Compensation

A. Salary Rates, Increases

The Executive Director is responsible for reviewing salaries and presenting his/her recommendation to the Board by each year when the budgets for the next year are being prepared. Salary increases usually go into effect in January of each year. Increases are subject to the availability of funds.

B. Pay Period

Employees are paid on a bi-weekly basis, with the work period starting on a Wednesday ending on a Tuesday and paid on the following Friday.

C. Recording Time

All personnel are expected to record actual working hours on time sheets. Time is to be recorded to the nearest 1/4 hour segment, including vacation and sick leave. *Please see sample of Time Sheet in Employee Handbook Appendix.*

The normal work schedule or any change in normal work schedule requires completion of "Request for Change of Work Schedule/Time Off Request Form". Attach all completed forms relating to pay period to the time sheet. Time sheets are to be turned into the supervisor the day following the end of the pay period. Failure to do so could delay the employee from receiving a pay check. *Please see sample of Time Off Request Form in Employee Handbook Appendix.*

Part time employees working 25 or more hours a week have to work a schedule of at least 4 days a week. For employees working less than 25 hours a week, the number of days will be negotiated.

See Appendix for Recording Time and Submitting Time Sheets if working remotely.

D. Deductions

Each pay period deductions will be listed with the employee's check. Social Security and

income tax deductions are required by law. These deductions depend on earnings and the number of dependents the employee has indicated. Any change in name, address, marital status, or number of dependents must be reported to the supervisor immediately to ensure proper credit for tax purposes. Other deductions are voluntary and must be authorized by the employee.

E. Method of Computing Partial Salary Payments

Salary is based on an annual amount and divided into bi-weekly paychecks.

F. Outside Meetings and Automobile Expense

When it is necessary for staff members to use their own automobile for RSVP business, they will be reimbursed at the current mileage rate established by the Board of Directors. On extended trips, automobile reimbursement may not total more than round-trip economy air fares. *Please see sample of Expense Report in Employee Handbook Appendix*

RSVP will maintain a non-ownership excess liability insurance policy to protect its interests when privately-owned autos are used for RSVP business. Employees who use privately-owned vehicles for RSVP business are responsible for complying with state laws and for personal insurance protection related to operation of the vehicle. Any accident occurring on RSVP business must be reported promptly.

Staff is expected to assume transportation costs between the office and home. If going directly from home to an assignment, subtract mileage normally used going to work. Tolls and parking expenses are reimbursable. Mileage for errands or meetings relating to business that are made en route to or from the employee's home is to be computed by subtracting the difference between the employee's regular work to home mileage and the mileage incurred on the total trip if within the scheduled work week for the individual employee.

Mileage to meetings beyond the regular scheduled work day can be counted in total.

Car pooling between employees attending outside meetings is encouraged whenever possible to defray costs.

G. Membership Fees

Where membership in approved professional organizations is appropriate, payment of dues and fees will be made by RSVP with prior approval of the Executive Director.

VII. Employee Benefits

A. Paid Days Off/Holidays

All employees, full or part-time, salaried or hourly, shall be granted the following paid time off/holidays. Holidays for part-time salaried and hourly employees will be pro-rated.

If a part time employee is not normally scheduled to work on the holiday, he/she may prorate the time he/she is due and decrease the number of hours worked within the week of the holiday or during the week following the holiday.

Paid Time Off/ Holidays are:

**New Year's Eve Full Day,
New Year's Day, Full Day,
Martin Luther King, Jr. Day, Full Day
Memorial Day, Full Day
Fourth of July, Full Day
Labor Day, Full Day
Fourth Thursday in November Full Day and Friday after Full Day
December 24th Full Day,
December 25th. Full Day.**

- Days falling on Saturday shall be observed on the preceding Friday, and paid holidays falling on Sunday shall be observed the following Monday.
- If there is already another paid holiday on the preceding Friday, it will then be observed on the preceding Thursday or the following Monday at the discretion of the Executive Director

In addition to the Paid Days Off/Holidays, all staff will receive two paid personal days per year to be used within the calendar year.

Personal Days for part-time salaried and hourly employees will be pro-rated. Must be used by the end of each calendar year and will not be paid out upon leaving employment.

B. Vacation

All employees may take vacation after 90 days. An employee terminated before 90 days will accrue no vacation benefits. If any employee leaves mid-year, vacation time will be pro-rated to that earned at the date of departure. An employee can carry no more than a cap of half of their earned vacation as a balance after the end of the calendar year. Any amount greater will be forfeited. Extensions may be applied for but must be approved by the Executive Director. All regular full-time employees will be eligible for 12 days of vacation for the first and second years of service, 17 days for the third year of service and an additional day of vacation for each year of service after three years to a maximum of 5 weeks of vacation. Vacation for part-time salaried and hourly employees will be pro-rated based on the full-time rate. Vacation used but not earned will be deducted from the final paycheck.

Employees who are eligible for a vacation may take their vacation at such time as can be agreed upon with their supervisor. Seniority determines first choice of vacation time.

Vacation may be taken in hourly, one day or longer increments. Employees may not request pay in lieu of vacation.

Payment will be made for any earned unused vacation (not to exceed the cap) at the time of termination if the employee has worked longer than 90 days.

Key staff positions, as directed by the Executive Director, will be required to take a vacation of no less than five consecutive business working days at least once in a two-year calendar year basis.

No employee will be penalized or lose benefits as a result of these revised policies.

C. Sick Leave

If an employee is sick and cannot report for work, the employee must call his/her supervisor as soon as possible in the morning. If an employee leaves work during the day, he/she must notify his or her supervisor.

Sick leave is time-off with pay for periods of illness or incapacity resulting from non-occupational injury or pregnancies, as well as for medical, dental, or optical examination or treatment which can not reasonably be obtained at times other than the regular working day. Staff are expected to make every effort to obtain this treatment during non-work time. Sick leave may be used for illness or injury of an immediate family member or domestic partner when the employee's presence is necessary. (This does not apply to grandchildren unless they are part of the immediate family.) Sick leave for regular full-time employees is accumulated at the rate of 12 working days a year from the date of employment. Sick leave allowances for regular part-time employees are prorated at the full-time rate according to the number of hours worked.

A supervisor or the Executive Director may request an employee to furnish a physician's statement in regard to his/her illness.

Unused sick leave carries no monetary value at termination. Special consideration up to 5 days may be given for a leave without pay when an illness extends beyond the period for which leave has been earned. If the illness extends beyond this point, it becomes Medical Leave.

D. Social Security

Employees participate in Federal Insurance Social Security. Deductions are made from pay checks each pay period with the percentage prescribed by the Social Security Fund. The

employee portion is paid by the organization within 3 days following payroll.

E. Unemployment Compensation

Eligibility requirements concerning average weekly wage and length of employment must be satisfied. For detailed information concerning regulations and benefits see Handbook on file with the Personnel Officer (Assistant Director).

F. Workers Compensation

Eligible employees are covered by Workers Compensation Insurance for injuries resulting from their employment. For detailed information see the Executive Director. It is necessary for employees to report all accidents or illness caused by the job to their supervisor immediately.

G. Long-Term Disability/Life Insurance

Group Life/Accidental Death and Dismemberment (AD&D) & Long Term Disability: RSVP provides Group Life/Accidental Death and Dismemberment, and Long Term Disability coverage for eligible employees. RSVP pays the insurance premiums for employees in addition to the current 12% fringe benefit. Refer to Fringe Benefit Appendix.

H. Flexible Compensation Plan

An amount equal to 12% of salary is contributed by RSVP as Flex Credits to this cafeteria plan for each eligible employee. Employees may also contribute additional dollars. Refer to Fringe Benefit Appendix, and Retired Senior Volunteer Program Flexible Compensation Plan for eligibility and account information.

I. Tax-Sheltered Annuity Plan

Eligible employees may participate. Refer to Fringe Benefit Appendix, and Retired Senior Volunteer Program Tax-Sheltered Annuity Plan for enrollment and eligibility information

J. Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)

Effective 7/1/2022, RSVP has established a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) fringe benefit for eligible employees. Refer to Fringe Benefit Appendix.

VIII. Personal & Emergency Leaves

A. Leave of Absence

The granting of a leave of absence after two years of continuous employment will be based

upon the merits of the request.

All requests for leaves of absence must be made in writing and include the proposed date of return. They must be approved by the Executive Director. Beyond three months, the Board of Directors must also approve the request.

The following applies to general leaves of absence and other categories as noted:

- (1) Vacation, sick leave benefits, shall not accrue while in a leave of absence status.
- (2) Salary or fringe benefits will not be paid during the leave of absence.
- (3) Continuation of insurance and annuity will be dependent on policies of insurance and annuity provider.
- (4) Leaves of absence will not be granted for other employment.

B. Funeral Leave

In the event of the death of an immediate or extended family member or spouse/domestic partner's immediate or extended family member, the employee will be granted up to 3 days with pay at the time of death to make funeral arrangements and attend the funeral. (This is in addition to regular vacation). All requests for leaves of absence must be made in writing and include the proposed date of return

C. Jury Duty

If an employee is summoned for jury duty or subpoenaed as a witness, the employee will be reimbursed the difference in wages that would have been received working full-time and the fee received for jury duty or witness service, provided the employee is not a party to the litigation for which subpoenaed. Fringe benefits are paid and vacation and sick leave accrue. The employer must notify the supervisor two weeks in advance of such jury duty. This policy does not apply if an employee volunteers for jury duty without being summoned. All requests for leaves of absence must be made in writing and include the proposed date of return

D. Marriage Leave

A leave of absence will be granted for marriage of the employee provided that proper notice is given to the supervisor. All requests for leaves of absence must be made in writing and include the proposed date of return. This leave shall not exceed five working days.

E. Medical Leave

After 90 days of service, medical leave may be granted for up to six months, based on a written physician's statement which includes a leave and return date. Accumulated sick leave may be used during this period. All requests for leaves of absence must be made in writing and include the proposed date of return

F. Military Leave

Employees who are inducted into the Armed Forces of the United States shall be reinstated to employment in accordance with Federal and State Law. The employee must be notify his/her supervisor two weeks in advance and specify the length of duty. All requests for leaves of absence must be made in writing and include the proposed date of return

G. National Guard Duty or Military Reserve

Employees who are required to participate in National Guard or Military Reserve will be granted time off without pay. Sick leave and vacation benefits accrue during this period. Fringe benefits are paid. Orders must be furnished. Maximum time of accrual may be no greater than six months. All requests for leaves of absence must be made in writing and include the proposed date of return

H. Parenting Leave

Parenting leave is leave without pay. Parenting leave also applies to adoption. All requests for leaves of absence must be made in writing and include the proposed date of return

An employee who has worked for at least 52 consecutive weeks for at least 1,000 hours is eligible for parenting leave. In a twelve month period no employee may take more than six weeks of Parenting Leave specified in Paragraph A. In a twelve month period no employee may take more than two weeks Parenting Leave specified in Paragraph B below.

Paragraph A:

Parenting leave starts at the time the child is born (unless requested and approved earlier) and continuing for six weeks after childbirth.

The employee has the option to substitute any accumulated paid leave (sick leave, vacation, etc.)

Accrued sick leave for a period of up to six weeks may be used for recovery from childbirth (C-Section - 8 weeks). A physician's written statement is required for use of sick leave exceeding six weeks (or exceeding 8 weeks for C-Section) after accrued sick leave is used.

Paragraph B:

In addition, an employee is also eligible to use two weeks of Parenting Leave to care for a child or dependent family member including spouse or domestic partner.

* Domestic partners definition: Two adults and their dependents, if any, which satisfy the following requirements: that they are in a relationship of mutual support, caring and commitment and intend to remain in such a relationship in the immediate future; and they are not married.

All requests for leaves of absence must be made in writing and include the proposed date of return. The Executive Director has the authority to approve other leave requests in hardship circumstances.

IX. Employee Development

A. Training Events, Conferences and Meetings

Full-time employees:

Reasonable costs for travel, lodging, meals and course registration are paid in full by RSVP for attendance at training events which are necessary to attainment of full professional competence or which provide up-dating of knowledge and skills essential to effective performance. All training events, conferences and meetings are subject to funding guidelines and restrictions.

Permission to attend a conference with pay as participant or presenter must be requested by the employee and approved by the supervisor and Executive Director.

Part-time employees:

Will also be provided opportunities within the limitations of the budget.

B. Expenses

Claims of expenses for the Executive Director shall be subject to review and approval by the Board and the treasurer. Approval of expenses for other staff will be made by the Executive Director. Expense accounts must be documented with receipts when submitted. All expenses in the following areas will be covered:

1. Conference Registration fee: Actual Expense
2. Travel Expense: Actual expense provided that the fares are at the most economical rate and means of transportation as appropriate to the travel.
3. Automobile expense - Current mileage rate for local travel.
4. Meals (excluding alcoholic beverages) and tips within reason for area.
5. Lodging: When necessary for out-of-town trips - at the most reasonable rate

possible.

6. Tolls, Parking, Airport Taxis or Vans: Actual Expenses.

Reimbursement: Advances may be issued. Forms are provided on which to request reimbursement and detail expenses.

Use of the RSVP of Dane County credit card can be used for expenses. All receipts must be kept and a purchase order for all items purchased must be turned into the Accountant with receipts attached.

C. Worktime

Worktime for conferences include scheduled sessions, meetings, work related meeting over a meal, and travel

Worktime does not include hospitality functions.

D. Promotion/Transfers

All job openings, except Executive Director, are posted internally so that qualified employees may apply.

E. Supervision/Communication/Problem Solving

It is important that the employee direct any questions, complaints, or suggestions to his/her supervisor. If concerns arise, it is the employee's responsibility to inform the supervisor. Resolving concerns requires two-way communication. If an employee is troubled by a situation either in the work environment or personally (which has an impact on the work performance), it is recommended that a private conference be set up to discuss what can be done to improve the situation or resolve the concern.

F. Performance Evaluations

Evaluations of work accomplishments will be made at periodic intervals but at least annually and will include the following:

1. Evaluation of Job Performance.
2. Review of the Job Description.
3. Review of planned accomplishments.
4. Evaluation of planned accomplishments.

The employee and supervisor will meet to discuss these four components and make recommendations for changes if necessary.

Periodic meetings between the employee and supervisor will be held when needed.

G. Employee Grievance Procedure

RSVP is an Affirmative Action and Equal Opportunity employer. RSVP does not discriminate in its employment and personnel policies regardless of age, ancestry, color, creed, disability, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, student status, or any other requirement or category under federal, state, or local law. RSVP reserves the right to change categories in accordance with the law. In addition to RSVP's Personnel Policies, RSVP has Affirmative Action Plans filed with the State of Wisconsin, Dane County, and the City of Madison. It is the right of personnel to review these plans upon request.

A grievance is a complaint limited to and defined as a violation of a specific provision of RSVP of Dane County's Personnel Policies and/or RSVP's Affirmative Action Plans.

Grievance procedures:

If an employee has a grievance which he or she believes is in violation of the above named policies and plans, the procedures to be followed are listed below:

1. Informal Procedure

The informal procedure may be utilized at the option of the employee. In this process, the complaint is informally discussed with the employee's immediate supervisor to determine if a satisfactory resolution to the problem can be reached on an informal basis. If, after discussion, both parties agree to a resolution, no other step need be taken. If the complainant and the supervisor cannot agree on a resolution, or if for any reason the complainant or the supervisor conclude that it is inappropriate or undesirable to use the informal procedure, the complainant should proceed to the Formal Grievance Procedure.

2. Formal Procedure

Step 1. An employee who chooses not to use an informal grievance procedure may make written request to the Executive Director for a meeting to discuss the complaint. The complaint shall include:

- A. statement of the policy, procedure, and/or working condition involved.
- B. the alleged violation and who is involved in the alleged violation,
- C. the adverse impact of the violation on the employee, and
- D. possible corrective action.

Upon receipt of the written complaint, the Executive Director shall schedule a meeting with the employee within ten working days. The Executive Director shall issue a decision on the complaint within ten working days after the final meeting and shall report that decision, in writing, to the complainant. If the complaint is directed at the Executive Director, the complainant should proceed directly to Step 2.

Step 2. If, after receiving the decision of the Executive Director, the employee wishes to appeal that decision; or, where the complaint is directed at the Executive Director, the complainant has ten working days to request the Chair of the Personnel Committee for a meeting on the complaint. The request must be in writing and shall include the requirements of Step 1. The Chair of the Personnel Committee shall call a meeting of the Committee, along with General Counsel if deemed appropriate, within ten working days of receiving the request to hear all parties to the dispute. The grieving party has the right to bring a person of his/ her choice to the meeting. The Personnel Committee shall issue a decision in writing within ten working days after the meeting, to the complainant.

Step 3. In cases where the complainant wishes to appeal the decision of the Personnel Committee, the issue may be taken before the full Board of Directors of RSVP for resolution at the next appropriate meeting date. The complainant has ten working days from the decision of the Personnel Committee to request the President of the Board for a hearing on the complaint. The request shall be in writing, and all facts pertinent to the complaint shall be included in the request. All parties to the dispute will be heard, and the complainant has the right to bring a person of his or her choice to the meeting. The Board may appoint an ad hoc fact-finding committee to assist in resolving the complaint and may request the assistance of a mediator to effect a resolution. The Board shall issue its written decision on the complaint within twenty working days of the final meeting.

Step 4. Any grievances regarding RSVP's Affirmative Action Plan may be filed with the State of Wisconsin Equal Rights Office, Wisconsin Office of Contract Compliance, the State Corporation Office, Dane County Department of Human Services, or the City of Madison Community Services following completion of the previous steps.

X. Organization Policies/Rules & Regulations

Rules on:

A. RSVP Policy on a Drug-Free Work Place-Drug and Alcohol-Free Workplace

RSVP complies with the Federal Drug-free Workplace Act of 1988.

All RSVP employees are reminded that RSVP rules, policies, and practices prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances at the RSVP office or work sites. Any employee who engages in any of these actions at the RSVP office or work site or during work time may be subject to disciplinary action up to and including discharge and/or may be referred to counseling or treatment. RSVP may request a drug test, at RSVP's expense, if the Executive Director deems there is a legitimate reason.

Employees who are arrested for or convicted of any criminal drug statute violation

occurring in or out of the work place must notify their supervisor in writing within five days of their arrest or conviction if the employees are employed by RSVP at the time. Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact their supervisor and Executive Director for referral to counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interests of the employee as well as RSVP.

B. Confidentiality

Confidentiality is important to establish and maintain mutual respect and trust. Keeping information on clients and RSVP internal matters private is essential to good business practice. All employees must sign the RSVP of Dane County, Inc Confidentiality Standard and Agreement form. *Please see Confidentiality form in Employee Handbook Appendix.*

C. Personally Indefinable Information (PII)

Personally Indefinable Information (PII) is information about a person that contains some unique identifier including but not limited to: name, social security number, date and place of birth, mother's maiden, biometric records, etc. PII also includes, information about an individual such as education, financial transactions, medical history, criminal or employment history and information. *Please see Personally Identifiable Information (PII) Policy in Employee Handbook Appendix*

- RSVP has a policy regarding collection, storing, disclosing of PII.
- RSVP has a procedure in place to prepare for, respond to, and notify CNCS of any breaches of PII

D. Records Retention

Any discarding of records should follow RSVP Schedule of Record Retention.

Please see Record Retention Policy in the Employee Handbook Appendix

Any record that has Personally Identifiable Information (PII) needs to be placed in one of the "Shred-It" containers.

E. Employee Records

Employees are expected to keep accurate records of hours worked, time off, expense reports, and staff activities. *Please see samples of these forms in the Employee Handbook Appendix.*

F. Equipment and Document Use

Permission must be obtained from the supervisor to remove any equipment or records from the office.

G. News Releases/Public Relations/Consent for Publicity

Contacts should be approved and cleared in advance through the Executive Director, or the Assistant Director when the Director is unavailable. *Please see sample of Consent for*

Publicity in the Employee Handbook Appendix.

H. Personal Appearance

Should be in keeping with the professional nature of the organization. Business casual dress is the appropriate attire.

I. Office Ethics

Consideration of co-workers involves avoiding gossip, rumors, discord.

Harassment of sexual, racial, national origin, religious harassment, or on any other grounds is strictly prohibited by RSVP, in any work or service-related settings, including service-related social events and training. *Please see Equal Opportunities Ordinance-Sexual Harassment, and the City of Madison Department of Civil Rights Equal Opportunities Division in Employee Handbook Appendix, RSVP Policy Statement*

Sexual Harassment:

No employee shall engage in sexual harassment. RSVP of Dane County will ensure that all employees work in an environment free of sexual harassment.

Definition of Sexual Harassment:

Unwelcome sexual advances; unwelcome physical contact of a sexual nature; or verbal or physical conduct of a sexual nature which shall include, but not be limited to deliberate or repeated unsolicited gestures, graphic materials, verbal or written comments when

1. An employee's acquiescence in or submission to sexual harassment is made explicitly or implicitly a term or condition of his/her employment;
2. An employee's acquiescence in or submission to sexual harassment is used as the basis or any part of the basis for employment decisions affecting the employee;
3. Sexual harassment has the purpose or effect of substantially interfering with an employee's work performance or of creating an intimidating, hostile, or offensive work environment. Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify his or her supervisor. If the employee believes that the supervisor is the harasser, the employee should notify the Assistant Director or the Executive Director. Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Sexual Abuse and Misconduct Policy

RSVP of Dane County, Inc. prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. RSVP of Dane County, Inc. provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct. All new employees must sign Acknowledgement form that they received a copy of the policy. *Please see Sexual Abuse and Misconduct Policy in the Employee Handbook Appendix.*

J. Whistleblower Policy

Any employee who reports an activity by RSVP of Dane County, Inc. or its Employees that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy shall not be subjected to adverse action or retaliation of any kind as a result of such reporting. *Please see Whistleblower Policy in the Employee Handbook Appendix*

K. Access to Office:

Access to the office during non-working hours requires supervisor's approval.

L. Political/Religious Activity:

1. Political Activities—No employee can participate in any activity to influence the outcome of any election to public office, or engage in any of the following activities as part of his/her duties:
 - a. Electoral activities
 - b. Voter registration or any registration activity
 - c. Voter transportation to polls
 - d. Efforts to influence legislation
2. Religious Activities—No employee can give religious instruction, conduct worship services or engage in any form of proselytization as part of his/her duties. *Please see Federal Regulation 2553.91/Hatch Act in Employee Handbook Appendix.*

M. Safety:

Work areas should be kept free of obstructions. All accidents are to be reported promptly to the supervisor. *Please see RSVP Staff and Visitor Safety Policy/Procedures in Employee Handbook Appendix.*

N. Smoking, Alcohol, Drug Policy

Smoking is not permitted in the building.

O. Soliciting:

Conducting gambling or lottery during working hours in the office is prohibited.

Soliciting for fund raising by the employee or a family member shall be first approved by the Executive Director.

P. Telephone Use:

Personal calls should be limited, both incoming and outgoing. Personal long-distance phone call charges must be reimbursed to RSVP by employees. Such calls should first be made through an individual's own cell phone or calling card.

Q. Internet Usage Policy

RSVP provides Internet access to employees for organizational business use. RSVP Internet Usage Policy is a guide to help employees determine proper business internet usage. All employees must sign the RSVP of Dane County, Inc Internet Usage Policy. *Please see Internet Usage Policy in the Employee Handbook Appendix.*

R. Weapons Prohibition:

Carrying weapons, including concealed weapons is prohibited. This includes in vehicle used to perform any work duties. *Please see RSVP Weapons Policy in Employee Handbook Appendix.*

S. COVID-19 and Flu Policy:

RSVP staff members are required to get a COVID-19 vaccination and encouraged to get a regular flu shot to provide protection from the seasonal influenza virus. The seasonal flu vaccine protects against the influenza viruses that research indicates will be the most common for the upcoming season
Please see RSVP COVID-19 and Flu Policy in Employee Handbook Appendix

T. Snow Day Policy

RSVP will automatically close if Madison Metropolitan Schools are closed for a SNOW Day. RSVP will not automatically close if Madison Metropolitan Schools are closed for a COLD Day. *Please see RSVP Snow Day Policy in Employee Handbook Appendix*

U. Fragrance Policy

RSVP of Dane County is a fragrance-free office. Please help us to accommodate our co-workers and clients who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced deodorant or fragranced hair products, and or similar products.

XI. Warnings, Reasons for Termination of Employment

A. Warnings

A warning is notification that continued poor work quality, poor attendance, tardiness,

violation of established rules or poor attitude toward work or other employees may be the basis for disciplinary action, including termination. These warnings shall be in writing. Employees will be asked to sign written warnings when given indicating they have read the document, and the document will go into the personnel file with a plan for improvement.

Warnings are part of the overall effort to inform and assist employees with areas of concern so that they may have an opportunity to make the necessary improvements.

B. Reasons for Termination Defined

The end of an employment relationship will fall within one of the following categories, with indicated policies applicable to each:

Resignation:

A voluntary termination freely made by the employee for any reason he/she chooses. Employees are asked to give a minimum of two weeks' notice not to include vacation time. An employee is asked to give as long a notice as possible to ensure continuance of programs. The Executive Director may determine a last day in office that may be prior to the termination date and will be a maximum of two weeks pay from last day in office. (The re-hiring process may take from 6 weeks to 2 months.)

Mutual Agreement:

Whereby both the individual and management think that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set and a departure date is informally agreed upon within a reasonable time period.

Reduction in Force:

(Lay-off) - resulting from job elimination due to reorganization or financial necessity determined by the Board of Directors and/or the Executive Director. Any employee so affected will be given one month's notice.

Unsatisfactory Performance:

Failure of an employee to satisfy conditions of employment; inability to perform because

of health conditions; excessive absence, tardiness, or failure to abide by personnel policies. Prior to terminating for unsatisfactory performance, the immediate supervisor must make a reasonable effort to resolve the problem with the employee. He/she shall be given a written warning that continued employment is in jeopardy and be told what must be done to improve the situation. If performance does not improve, termination notice will be given. Individuals who are involuntarily terminated for unsatisfactory performance will receive two weeks pay at termination.

A two-thirds vote of the full Board is necessary to remove the Executive Director for due cause. The Executive Director will inform the Board of Directors of termination of other employees. Review of terminations shall be reported to the Personnel Committee.

Misconduct:

Involving gross employee behavior on the job, refusal to do work reasonably expected, wrongful use or taking of property, and violation of employment policies. Termination for misconduct requires no notice.

Retirement:

There is no mandatory retirement age.

C. At Will Statement:

RSVP specifically reserves the right to terminate any employee with or without cause and with or without notice at any time. The employee has the right to due process. He/she has the right to present his/her side with counsel. Further, no employee, manager or supervisor of RSVP, other than the administrator or his/ her designee, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. In no event are these personnel policies to be construed as or determined to create any contract by implication. Only the Executive Director or his or her designee has authority to make commitments on behalf of RSVP having the force and effect of contract.

FRINGE BENEFITS APPENDIX

Refer to Retired Senior Volunteer Program Flexible Compensation Plan and Tax-Sheltered Annuity Plan documents. Any explanations of insurance are subject to changes made by the insurance companies.

A. HEALTH/DENTAL INSURANCE

***Effective 12/1/14, RSVP is no longer offering Group Health Insurance.**

Eligibility:

All employees working 30 or more hours per week are eligible to participate in the WEBA dental insurance plan. New employees must apply before the 90 day waiting period expires.

Dental Insurance information:

All questions about coverage and claims concerning WEBA dental insurance should be directed to RSVP's representative:

Chris Connor, Account Manager
M3 Insurance Solutions and Business
3113 W. Beltline Highway
P.O. Box 8950
Madison, WI 53708-8950
(608) 288-2743

Forms

Enrollment forms for the WEBA insurance will be kept in the RSVP office. See the Assistant Director.

B. ANNUITY

Eligibility:

Refer to "Retired Senior Volunteer Program Tax-Sheltered Annuity Plan". All contributions will be deposited in a tax sheltered annuity with Lincoln National. Ninety day waiting period does not apply for employee contributions.

Forms:

New employees will fill out an application with RSVP which will be forwarded with the first deposit to RSVP's insurance agent. Annuity contributions may be changed throughout the year. To change contributions, employees need to fill out new Salary Reduction Agreement and Annuity Contract Change Request Forms.

Forms will be kept in the RSVP Office. See the Assistant Director.

Information:

All questions about contribution limitations, investment opportunities, loan information, or annuity benefits should be directed to RSVP's Lincoln National representative:

Kaitlyn Senn
Custer Financial Services – Lincoln Financial Advisors
406 Science Dr., Suite 100
Madison, WI 53711
(608) 238-8388

C. GROUP LIFE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) & LONG TERM DISABILITY

Eligibility

Long Term Disability: All Full-time employees who are between the ages 18 and 65 and who work at least 20 hours a week are eligible to participate after 90 days of employment. RSVP's disability insurance carrier limits the benefit duration at age 61 and beyond. Please refer to the certificate for details about the coverage that is available.

Group Life/AD&D: All full-time employees who are between the ages 18 and 75, and who work at least 20 hours a week are eligible to participate after 90 days of employment. Coverage is \$15,000/employee.

RSVP's life insurance carrier has eligibility requirements that include age: Your benefit is decreased by 50% at age 70 and terminates at age 75.

Information

All questions about coverage and claims concerning the WEBA insurance should be directed to:

Chris Connor, Account Manager
M3 Insurance Solutions and Business
3113 W. Beltline Highway
P.O. Box 8950
Madison, WI 53708-8950

Telephone: 288-2743

D. FLEXIBLE COMPENSATION PLAN

Eligibility

Refer to "Retired Senior Volunteer Program Flexible Compensation Plan". Current cafeteria accounts are: Premium Payment Plan, and Dependent Care Spending Account Plan.

Forms

All cafeteria forms will be kept in the RSVP office. New election forms must be completed:

1. Before the end of the 90th day of employment (new employees)
2. By January 1st of each year to coincide with beginning of plan year.
3. To revoke or file new elections as outlined in Section 2.03 of the Flexible Compensation Plan.

Reimbursement Forms must be completed for the Dependent Care Spending Account Plan.

Please see Flexible Compensation Plan Form in Employee Handbook Appendix.

Information

All questions concerning the cafeteria plan should be directed to the Assistant Director.

E. Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)

Eligibility

Refer to the RSVP QSEHRA plan provided through PeopleKeep. PeopleKeep will email eligible employees an invitation and instructions.

Full-time employees (30 hours/week or more) are eligible after 90 days of employment.

Eligible employees will be reimbursed, tax-free, for their healthcare expenses, including health insurance premiums, out-of-pocket medical expenses, or a combination of the two. The RSVP Board will determine the monthly reimbursement amount for eligible employees on an annual basis, i.e. effective 7/1/22, the monthly reimbursement amount is \$250 for eligible employees.

Eligible employees will submit documentation showing proof of the incurred expenses they're submitting for reimbursement to PeopleKeep. PeopleKeep will review and approve requests and submit a report to RSVP on a monthly basis. RSVP will reimburse employees up to their accrued allowance, based on the PeopleKeep monthly report.

POLICY APPENDIX

- A. Confidentiality Agreement
- B. RSVP of Dane County Policy on Personally Identifiable Information (PII)
- C. Records Retention
- D. Policy on Discrimination, Harassment, Sexual Harassment, Sexual Abuse and Misconduct
- E. Whistleblower Policy
- F. Federal Regulation 2553.91/Hatch Act
- G. Safety: RSVP Staff and Visitor Safety Policy/Procedures
- H. Internet Usage Agreement
- I. Weapons Prohibition
- J. Flu Policy
- K. Snow Policy
- L. Fragrance Free Policy
- M. Sample of Employee Forms
 - 1. Employee Time sheet
 - 2. Time off Request form
 - 3. Purchase Order form
 - 4. Expense Report
 - 5. Flex Compensation Plan
 - 6. Consent for Publicity
 - 7. Petty Cash Form
 - 8. New Staff Orientation Form
 - 9. Annual Performance Review Form
- N. COVID-19 Policies