



Baranof Island Housing Authority

EMPLOYEE HANDBOOK

INTRODUCTION

MISSION STATEMENT

Baranof Island Housing Authority will assist Sitka Tribal members achieve self-sufficiency and pride through affordable housing opportunities, with preference given to low-income Alaska Natives and American Indians. BIHA will increase the safe, sanitary, and decent housing stock through construction, acquisition, and rehabilitation of housing and provide the means to obtain affordable housing through home ownership and rental programs.

CORPORATE PURPOSE

Baranof Island Housing Authority is a tribally authorized Alaska Regional Native Housing Authority, created to provide housing opportunities to low- and moderate-income families living in Sitka. In fulfilling its programmatic, legal, and contractual responsibilities, BIHA strives to serve its region and clients in a trustworthy and efficient manner. All employees participate in promoting the overall program and mission of BIHA.

USE OF HANDBOOK

BIHA requires all employees to read the handbook carefully and keep it handy as a reference throughout employment with BIHA. No employee handbook can anticipate every circumstance or question about policy. As time goes by, the need may arise and BIHA reserves the right to revise, supplement, or rescind any policy or portion of the handbook as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

Scope

This handbook applies to all employees of BIHA. As noted elsewhere in the handbook, part-time and seasonal employees are ineligible for certain benefits; this ineligibility does not affect the application of the handbook to them generally.

Handbook Distribution

BIHA will distribute a handbook to every employee at hiring, and a new one when the handbook has been substantially revised. As management approves changes it will notify employees even before revising the handbook. Employee handbooks belong to BIHA, and must be returned when the employee separates from BIHA.

Questions

Any employee who has a question concerning the handbook or any other personnel matter should take it to the Executive Director. In the event of a serious concern related to the Executive Director, the employee may take it to the Chair of the Board of Commissioners.

PERSONNEL POLICIES

Nature of Employment

Employment with BIHA is at-will. This means that BIHA may terminate the employment relationship at any time, with or without cause and with or without notice, so long as the termination does not violate federal or state law. No statement to the contrary, whether written or oral, is binding upon BIHA, except when authorized in writing by the Board of Commissioners and the Executive Director.

These general policies should not be read to create an express or implied contract or promise that policies will be applied the same way in every case. At all times, management reserves the discretion to apply or waive policies. The provisions of the handbook supersede all earlier or existing policies and practices and may be amended or canceled at any time, at BIHA's sole discretion.

Employment Categories

BIHA has several categories of employees. The categories affect employees' eligibility for overtime compensation and benefits. None of the classifications guarantees employment for any specified period of time or changes the at-will nature of the relationship.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under federal and state laws. Exempt employees are excluded from these specific provisions of federal and state wage and hour laws. An employee's exempt or nonexempt classification may be changed only upon written notification by BIHA management. An employee's job description will classify the position as nonexempt or exempt.

In addition to the above categories, each employee belongs to one other employment category:

- ♦ Regular full-time employees are those who are not in a temporary status and who are regularly scheduled to work at least 30 hours per week. Generally, they are eligible for BIHA's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- ♦ Regular part-time employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits, as set out in this handbook and as limited by each benefit program.
- ♦ Temporary employees are those who are hired as interim replacements, to supplement the work force temporarily, to work seasonally, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation coverage and Alaska State Supplemental Benefits System and Medicare), they are ineligible

for BIHA's other benefits.

Conduct

BIHA requires all its employees to be professional, courteous, hardworking, and on time, to do the best job they can at all times, and to comply with any legal directive of a supervisor. BIHA expects employees to behave respectfully and cooperatively towards each other. No employee may disparage another employee, interfere with another employee's work, or disrupt the workplace. Unless it will impede their own performance, employees will assist other employees in the performance of their work duties whenever asked.

Confidentiality. Employees must use the utmost discretion regarding all matters of BIHA business, including but not limited to client applications and other information from clients; personnel actions; property acquisition; financial information; and bidding data. No employee may communicate to any person information regarding BIHA that has not been made public, except in the course of the employee's assigned duties or by authority of the employee's immediate supervisor.

Federal law restricts disclosure of information about clients and applications for housing. Employees are expected to comply with these restrictions, employing the highest degree of confidentiality and integrity in the best interest of BIHA and its clients.

Policies and procedures. Employees must comply with all BIHA policies and procedures, including but not limited to those found in this handbook. Further, employees must comply with laws and regulations and conditions of all grants provided to BIHA.

Certificates and licenses. Employees who, as a condition of employment or performing the requirements of the job, must have a certificate or license are responsible for maintaining the certificate or license in good standing.

Native Preference

BIHA receives funding from the federal government. As such, federal law (25 U.S.C. 450e(b), the Indian Self-Determination and Educational Assistance Act) requires BIHA, to the greatest extent feasible, to favor "Indians" in training and employment. The law (25 U.S.C. § 450b) defines "Indian" as "a person who is a member of an Indian tribe." "Indian tribe" is "any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act..., which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians."

Applicants for jobs with BIHA will be required to state whether they meet the above definition of "Indian." All employees must implement and cooperate in BIHA's Native preference policy.

Equal Employment Opportunity

Aside from the Native preference policy described above, BIHA is an equal opportunity employer and makes employment decisions on the basis of merit, without regard for race, color, religion, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other consideration made unlawful by federal, state or local law. BIHA's commitment to equal opportunity employment applies to all persons involved in the operations of BIHA and prohibits unlawful discrimination by any employee of BIHA, including supervisors and coworkers.

Complaint Procedure - Discrimination

An employee who believes that he or she has been subjected to any form of unlawful discrimination related to BIHA (other than harassment: see below) must submit a complaint to the Executive Director. If the Executive Director is the subject of the complaint, the employee must submit the complaint to the Chair of the Board of Commissioners. The complaint must be specific and must include the names of the individuals involved and the name of any witness.

BIHA will undertake an objective investigation to discover the facts necessary to make a decision about the reported discrimination. Depending on the nature of the charges, BIHA's investigation will include witness interviews, review of documents and other physical evidence, a written decision, and communication of the decision to the complainant.

If BIHA determines that unlawful discrimination has occurred, it will take remedial action commensurate with the severity of the offense, and will also take appropriate action to deter any future discrimination. BIHA will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

Unlawful Harassment

In addition to prohibiting other forms of unlawful discrimination, BIHA specifically prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, physical or mental disability, medical condition, marital status, age, and any other status protected by federal, state or local law. All such harassment is unlawful and will not be tolerated. BIHA is committed to taking all reasonable steps to prevent discrimination and harassment from occurring.

Sexual harassment defined. Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when (1) submission to such conduct is made a term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes many forms of offensive behavior. The following is a partial list:

- ◆ Offering employment benefits in exchange for sexual favors
- ◆ Making or threatening reprisals after a negative response to sexual advances
- ◆ Displaying sexually suggestive objects or pictures, cartoons or posters
- ◆ Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, lewd comments about an employee's body or dress
- ◆ Verbal sexual advances or propositions
- ◆ Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations
- ◆ Physical conduct: touching, assaulting, impeding or blocking movements

It is unlawful and unacceptable for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful and unacceptable whether it involves coworker harassment, harassment by a supervisor or manager, or harassment by persons doing business with or for BIHA.

Complaint procedure - harassment. To protect its employees from unlawful harassment, BIHA must be able to rely on its employees to notify it of any perceived harassment. If BIHA doesn't know about the harassment, it cannot take the necessary measures to correct it. Employees should not assume that anyone in authority knows about a perceived harassment until they have informed the appropriate authority.

An employee who believes he or she has been unlawfully harassed on the job, or who is aware of the harassment of another, must provide a written or verbal complaint to the Executive Director. If the Executive Director is the subject of the complaint, the employee must submit the complaint to the Chair of the Board of Commissioners. The complaint must include details of the incident(s), the names of the individuals involved, and the name of any witness. All incidents of unlawful harassment that are reported will be investigated.

BIHA will undertake an immediate, thorough, and objective investigation to discover the facts necessary to make a decision about the reported harassment. Depending on the nature of the charges, BIHA's investigation will include witness interviews, review of documents and other physical evidence, a written decision, and communication of the decision to the complainant.

If BIHA determines that unlawful harassment has occurred, it will take remedial action commensurate with the circumstances, will take appropriate action to deter any future harassment,

and will institute appropriate remedies for any victim of harassment.

Protection against retaliation. BIHA's policy and the law prohibit retaliation against any employee by another employee or by BIHA for using this complaint procedure or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a federal or state enforcement agency. Additionally, BIHA will not knowingly permit any retaliation against any employee who complains of unlawful harassment, opposes unlawful harassment, or participates in an investigation.

Any report of retaliation by the one accused of harassment, or by coworkers, supervisors, or managers, will be immediately, effectively and thoroughly investigated in accordance with BIHA's investigation procedure outlined above. Bear in mind, however, that the protection from retaliation is not a protection from unrelated disciplinary action.

Liability for unlawful harassment. An employee who engages in unlawful harassment, including any manager who knows about harassment and takes no action to stop it, may be held personally liable for monetary damages. BIHA will not pay damages assessed personally against an employee in this circumstance.

Disability

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, BIHA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result to BIHA. Any applicant or employee who requires an accommodation to perform the essential functions of the job must contact the Executive Director to request such an accommodation, specifying what accommodation is needed to perform the job. BIHA will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. With the employee's assistance, BIHA will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, BIHA will make the accommodation.

Immigration Law Compliance

BIHA is committed to employing only United States citizens and aliens who are authorized to work in the United States. BIHA does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with BIHA within the past three years, or if their previous I-9 is no longer retained or valid.

Nepotism

The employment of relatives in the same area of an organization may cause serious conflicts and

problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For the purposes of this policy, a "relative" is any child (including stepchild or culturally adopted child), parent, spouse, sibling, parent-in-law, son- or daughter-in-law, grandparent, or grandchild, and any person whose relationship with the employee is substantially similar to that of a person in any of these relationships. An employee who questions whether a particular person is a relative should ask the Executive Director.

Relatives of persons currently employed by BIHA may be hired or transferred into a position only if they will not be supervised directly by or be supervising directly a relative or will not occupy a position in the same line of authority within the organization. If two BIHA employees become relatives, as defined above, during their employment with BIHA, they must notify the Executive Director of this change in circumstance within 30 days.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, in keeping with its role as an at-will employer BIHA may separate relatives by reassignment or terminate them from employment.

BIHA

Workplace Romance

It is understood that BIHA employees may engage in romantic activities with other employees from time to time. For its part, BIHA needs to know about and, sometimes, act upon these activities to minimize its legal risk. Therefore, when employees date one another they must notify the Executive Director of the existence of the dating relationship. If the Executive Director is one of the dating employees, he or she must notify the Chair of the Board. BIHA will take steps to ensure that neither dating employee supervises the other or has approval authority for the other's travel reimbursements, pay, or other financial circumstances.

Similarly, if an employee dates an outside business contact of BIHA, the employee must notify the Executive Director or Chair of the Board of the dating relationship. BIHA will take steps to ensure that the dating employee does not have approval authority for the business contact's transactions with BIHA.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest. These guidelines are intended to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or with questions about conflicts of interest.

An actual, potential, or perceived conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of BIHA's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. An employee who questions whether a person is a relative should ask the Executive Director.

If an employee has any influence on transactions with an outside firm or on a decision that will result in personal gain to the employee or a relative, it is imperative that he or she disclose the relationship and circumstances to the Executive Director immediately.

BIHA encourages employees to participate in civic organizations that do not conflict with BIHA's objectives. However, an employee must obtain the approval of the Executive Director before accepting an office or other prominent position in an organization where the employee will be expected to act and voice opinions that could be heard as BIHA policy. Such approval is within the Executive Director's sole discretion.

An employee's involvement in outside activities, such as charitable, religious, fraternal, or civic organizations, while encouraged, may never interfere with the employee's job performance. Such activities must be conducted outside the employee's working hours, and will not be considered hours worked for pay purposes, except with the written approval of the Executive Director.

Employees may not support or promote any political activity or interest during work hours or through use of BIHA resources, including but not limited to telephone, fax machine, and e-mail.

Communication with Public

Employees may not speak on behalf of BIHA to any representative of the media, except with the prior approval of the Board Chair or the Executive Director. All media inquiries must be directed to the Executive Director.

An employee who is asked to appear on behalf of BIHA or to speak about BIHA as a guest speaker or program participant must obtain the Executive Director's prior approval of the appearance.

Non-disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of BIHA. Such confidential information includes, but is not limited to, financial information; pending projects and proposals; and grant information.

No employee may improperly use or disclose trade secrets or confidential business information, regardless of whether the employee benefits personally from the disclosure.

Outside Employment

In general, an employee may hold a job with another organization as long as he or she satisfactorily performs job responsibilities for BIHA. An employee who wishes to engage in outside employment, whether paid or unpaid, must submit a written request to the Executive Director and obtain written approval before starting the outside employment. Such approval is within the Executive Director's sole discretion.

The written request for approval of outside employment must specify the nature of the work; the name and address of the prospective employer; the anticipated work hours; the reasons for seeking outside employment; and a statement that the outside employment will not detract from the employee's work for BIHA, conflict with BIHA's interests, or discredit BIHA.

Outside work requirements will not be permitted to affect any employee's performance standards or BIHA's scheduling demands.

Outside employment may present an impermissible conflict of interest (see Conflicts of Interest).

Personnel Files

BIHA maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, training records, documentation of performance reviews and salary changes, and other employment records. If necessary, BIHA will maintain a separate file to contain any employee's medical or other especially confidential information.

Personnel files are the property of BIHA. Only supervisors and management personnel of BIHA who have a legitimate reason to review information in a file, as well as the employees themselves, may do so.

An employee who wishes to review his or her own personnel file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files and

make a copy in BIHA's offices and in the presence of an individual appointed by BIHA to maintain the files.

Any employee who objects to the contents of his or her personnel file may place a written statement of disagreement in the file.

It is each employee's responsibility to notify BIHA promptly of any change in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Employment Applications

BIHA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. BIHA prohibits any misrepresentation, falsification, or material omission in any of this information.

Performance Reviews

BIHA strongly encourages supervisors and employees to discuss job performance and goals informally and frequently. Supervisors will conduct a formal written performance evaluation at the end of an employee's third month at any new position or with a new supervisor, and annually thereafter.

After reviewing the evaluation and discussing it with the supervisor, the employee shall confirm receipt and discussion by signing the evaluation. An employee may attach written comments or response to the evaluation.

Employee performance is generally considered in personnel decisions including, but not limited to, training needs, promotions, merit pay increases, transfers, reductions in force, and continued employment.

Nothing in the evaluation process changes an employee's at-will status, guarantees continued employment with BIHA, or creates an express or implied contract regarding any aspect of employment.

Work Day

BIHA office hours are Monday through Friday, from 8:00 a.m. to 4:30 p.m. Employees may request a change in work hours, which the Executive Director will grant at his sole discretion. Employees may take a one-hour unpaid lunch break, the timing of which must be coordinated with their supervisors to ensure adequate staffing of the office throughout the workday.

Additional Hours

Employees are generally expected to complete their work during office hours, but from time to time services may be required beyond an employee's established workday. Maintenance department employees will on occasion be required to respond to emergency maintenance calls after regular office hours.

Employees who are entitled to receive overtime compensation ("nonexempt" employees) must obtain their supervisor's advance written approval to work overtime. A nonexempt employee who works overtime without such approval will be subject to discipline.

Advance authorization required. Overtime by nonexempt employees, other than response to emergency maintenance calls, must be authorized in advance by the Executive Director or his designee.

Overtime rate. BIHA pays nonexempt employees for overtime (*worked time that exceeds eight hours per day or 40 hours per week*) at 1.5 times the hourly wage.

Computing overtime. Overtime is based on hours worked (not including sick, annual, or unpaid leave) more than 8 hours in a workday or 40 hours in a workweek, unless the employee is subject to a legally approved flex schedule. A workday is a 24-hour period beginning at 12:01 a.m. and ending at midnight. A workweek is a consecutive 7-day period beginning on Sunday at 12:01 a.m. and ending at midnight on the following Saturday.

Personal Leave is not considered time worked for the purpose of computing overtime.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

Hours related to responding to emergency maintenance calls outside of regular office hours is paid at the overtime rate, regardless of hours worked during the pay period.

Travel overtime. BIHA sometimes asks nonexempt employees to travel as part of their work assignment. In keeping with requirements of the federal Fair Labor Standards Act, BIHA will count as working time, for the purpose of computing overtime, a nonexempt employee's hours spent traveling as follows:

1. In the event the travel keeps the employee away from Sitka overnight, overtime will be paid for:

Hours worked if total time worked and hours spent actually traveling (that is, time spent as a passenger in an airplane or other conveyance) between 8:00 a.m. and 5:00 p.m., whether or not the travel occurs on a weekend, exceeds 8 hours in a day or 40 hours in a week.

Example: Betsy, a nonexempt employee, is to attend training in Portland. She arrives at the airport at 5:00 a.m. on Thursday morning and reaches Portland at 7:00 p.m. local time that night. She attends classes for 12 hours on Friday and 9 hours on Saturday, excluding meal breaks. Betsy returns to Sitka on Sunday, leaving Portland at 8:00 a.m. and arriving in Sitka at 4:00 p.m. Before Thursday, Betsy had worked a total of 24 hours that week.

BIHA will pay Betsy for 8 hours on Thursday (no overtime); 8 hours' straight time and 4 hours overtime for Friday (44 hours cumulative in the workweek); 9 hours overtime on Saturday (53 hours cumulative in the workweek); and 8 hours straight time but no overtime on Sunday (Sunday

starts a new workweek, so neither 8 hours in a day nor 40 hours in a week is exceeded).

2. When the travel is completed without the employee's spending the night away from Sitka, if total time worked exceeds 8 hours in a day or 40 hours in a week, all travel time (other than the employee's drive to and from the airport) is work time.

Example: Pat is to attend a meeting in Anchorage, making the round-trip in one day. He travels from 6:00 a.m. on Monday morning, arriving in Anchorage at 8:00 a.m. He attends the meeting and returns to Sitka that evening on a flight that leaves at 6:30 p.m. and arrives at 8:00 p.m.

BIHA will pay Pat for 8 hours straight time and 5 hours overtime for the day (the one-hour lunch break is unpaid unless Pat worked through it).

Comp time. BIHA does not grant compensatory time off to any employee, whether exempt or nonexempt from overtime eligibility.

Attendance and Punctuality

BIHA requires employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on BIHA.

Employees who cannot avoid being late to work or who are unable to work as scheduled must notify their supervisor before the start of the scheduled workday.

Absence and tardiness are charged to the employee's unused accrued personal leave. Overtime-eligible employees who do not have unused personal leave will be charged with leave without pay for each such absence or tardiness, and the employee's paycheck for the pay period in which the absence occurred will reflect a reduction for leave without pay.

For any absence from the office (other than for an approved lunch break) during a scheduled workday, an employee must obtain prior approval from his or her supervisor. The non-approved absence will be charged against the employee's unused personal leave; if the employee is overtime-eligible and has no unused personal leave, the absence will be charged as leave without pay.

Pay Periods / Timekeeping

BIHA pays employees twice a month. Pay periods end on the first and fifteenth day of each month. With the exception of an employee who has delayed submitting time sheets, employees may pick up their paychecks at the BIHA office within three working days after the end of the pay period. If an employee wishes to receive a paycheck otherwise, such as during a vacation, he or she may make arrangements with payroll staff.

In the unlikely event that there is an error in the amount of pay, the employee must bring the discrepancy to the attention of the payroll staff immediately so correction can be made as quickly as possible.

Nonexempt employees must accurately record the time they begin and end their work, as well as the

beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. Federal and state laws require BIHA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties (but for time spent in travel, see the Overtime section).

BIHA prohibits altering, falsifying, or tampering with time records.

Timely payroll processing depends upon accurate and timely time sheets. Therefore, employees must submit time sheets to their supervisor for approval and then to the payroll staff within one day after the end of the pay period. An employee's delay in submitting a time sheet will delay the paycheck.

Salary Adjustments

BIHA awards merit-based pay adjustments when, in the sole discretion of the Board of Commissioners and the Executive Director, the adjustments are warranted and funds are available. BIHA reserves exclusive discretion to reduce an employee's pay prospectively whenever it deems such a reduction warranted.

Pay Advances

BIHA does not grant pay advances.

Business Travel Expenses

BIHA will reimburse employees for reasonable business travel expenses incurred while on assignment away from Sitka. All business travel, without exception, must be approved in advance by the Executive Director through use of a travel voucher on a form prescribed by the Executive Director. An employee who is away from his work site without prior approval will be considered absent without leave.

Employee expenses for approved travel may be covered either by advance per diem or by reimbursement. The Board of Commissioners establishes a per-diem rate not to exceed the rate set for federal government employees. If meals are provided during the activity for which an employee is traveling, BIHA will reduce the daily meal allowance by one-fourth for each meal that is provided during each day.

BIHA will reimburse expenses at a level not to exceed the BIHA per-diem rate. Reimbursable expenses include the actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives. Reimbursement will be made only upon submission of travel expense reports. These reports, which must be submitted within 14 days after the travel ends, shall state the purpose of the travel, itemized cash expenditures, and itemized total expenditures. Except for tips and pay telephone charges, only expenditures for which the employee supplies receipts will be reimbursed.

Reimbursable transportation expenses include commercial carrier fares, necessary bus, taxi, car rental, parking fees, and other such essential expenses incurred while on BIHA business. BIHA will

not reimburse employees for fines for traffic offenses or parking violations.

Other reimbursable expenses include those for meals, lodging, and business telephone calls. BIHA will not reimburse employees for such hotel extras as movies, gym fees, and honor bar purchases.

Employees should contact their supervisor for guidance and assistance with procedures related to travel arrangements, expense reports, reimbursement for specific expenses, and any other business travel issue.

Personal Leave

Paid personal leave is available to eligible employees to provide opportunities for rest, relaxation, illness, disability, and personal pursuits. Regular full-time employees are eligible to earn and use personal leave as described in this policy. Temporary employees are not eligible to earn personal leave. Part-time employees accrue personal leave at a rate proportionate to the number of hours worked in each pay period.

Accrual. The amount of personal leave full-time employees accrue each year increases with the length of their continuous employment, as follows.

First 24 months	7.5833 hours each pay period
25-60 months	9.2083 hours each pay period
61 months and more	10.8333 hours each pay period

Changes in the rate of accrual shall take effect at the beginning the pay period when the employee completes the prescribed length of service.

The length of eligible service is calculated beginning when the employee starts to earn personal leave, and is suspended whenever an employee is on unpaid leave.

During any pay period when an employee is on leave unpaid by BIHA or is absent without approved leave the employee accrues personal leave at a rate proportionate to the number of hours worked in the pay period.

Any employee who has left BIHA's employ in good standing and is re-hired by BIHA within one year after separation shall be given credit for prior service in determining the employee's accrual rate for personal leave.

Use of leave. Employees may take leave as it is accrued, and not in advance of accrual.

For foreseeable leave, employees must obtain the written approval of the Executive Director by submitting a leave request form at least 10 days before the leave use would begin. The Executive Director will consider a number of factors, including BIHA's operations and staffing requirements, and will approve or disapprove the requested leave use in his or her sole discretion.

An employee who is unable to report to work due to such an illness or injury must notify his or her

direct supervisor before the scheduled start of the workday, if possible. The employee must also contact the direct supervisor on each additional day of absence, unless the direct supervisor specifies a different reporting period. The employee should be prepared to disclose to the supervisor how long the absence will likely continue.

The Executive Director may require an employee who, without prior approval, takes more than three consecutive days of personal leave for illness to provide a statement from a physician confirming the illness or disability.

Employees who have accumulated 150 hours or more of personal leave must use a minimum of 75 hours of personal leave per fiscal year. Any unused portion of the required 75 hours of personal leave shall be forfeited at the end of each fiscal year. Both employees and supervisors are responsible for ensuring that employees have the opportunity to use their accrued leave each year.

Carryover Leave. A maximum of 400 hours of Personal Leave may be carried over by an employee from one fiscal year to the next. The fiscal year begins Oct 1. Unused leave in excess of the allowed carry-over amount shall be automatically extinguished at midnight on the last day of the fiscal year, without payment or compensation to the employee.

Payment for leave. Within three working days following an employee's last day of work, BIHA will pay the employee for all accrued, unused and not forfeited leave, less taxes and other standard deductions. The amount to be paid will be computed as follows:

1. For an employee paid hourly, BIHA will multiply the employee's regular hourly rate by the number of hours of accrued, unused and not forfeited personal leave;
2. For an employee paid other than hourly, BIHA will convert the employee's salary to an hourly rate, then multiply this hourly rate by the number of hours of accrued personal leave. (Conversion formula: annual salary divided by 1950 equals hourly rate.)

In an emergency, at the sole discretion of the Executive Director, employees may receive payment for up to 80 hours of accrued, unused personal leave in a fiscal year. Otherwise, BIHA does not pay employees for unused personal leave during their employment.

Leave records. The Fiscal Officer maintains records of employees' annual leave balances.

Leave transfer. Employees with accrued, unused personal leave may elect to transfer part of their personal leave to another employee who is experiencing extended illness. Such a transfer may occur under the following conditions:

1. The employee receiving the transferred personal leave must have exhausted all personal leave.
2. The donating employee must have a personal leave balance in excess of 100 hours.
3. The personal leave hours transferred may not exceed the immediate need of the receiving employee.
4. The donating employee may in no way obligate the receiving employee.

5. Requests to transfer leave, with justification, must be submitted in writing and must be approved in advance by the donating employee's supervisor and the Executive Director. Emergency requests will be processed expeditiously.

Holidays

BIHA grants paid holiday time off to all regular full-time employees on the holidays listed below. Temporary and part-time employees are not eligible for paid holidays.

New Year's Day (January 1)
Elizabeth Peratrovich Day (February 16)
Presidents' Day (third Monday in February)
Good Friday (Friday before Western Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
National Native American Day (last Friday in September)
Alaska Day (October 18)
Veterans Day (November 11)
Thanksgiving (fourth Thursday in November)
Christmas (December 25)

Any additional day designated by public proclamation by the President of the United States or the governor of Alaska shall be a holiday for BIHA employees.

The Executive Director may designate one additional holiday each year. Also, each employee may take his or her birthday as a paid holiday.

A recognized holiday that falls on a Saturday is observed on the preceding Friday. A recognized holiday that falls on a Sunday is observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence for personal leave, the employee will receive holiday pay instead of the paid time off benefit that would otherwise have applied. An employee on unpaid leave will not be paid for a recognized holiday that falls during the unpaid leave. An employee who is not employed on both the workday immediately before and the workday immediately after a holiday will not be paid for that holiday.

Parental Leave

Immediately before and after the addition of a minor child to an employee's family, either through childbirth or through adoption, the employee may take up to 9 weeks leave. The employee will use first all available personal leave, and then use unpaid leave for the remainder of the parental leave.

An employee who seeks parental leave must submit a leave request form to the Executive Director, who will determine the amount of parental leave granted in consultation with the employee and in light of organizational needs.

Failure to return from parental leave when it is exhausted is considered resignation of employment.

The Fiscal Officer maintains records of employees' parental leave balances.

Jury and Witness Duty Leave

It is each employee's civic obligation to serve on a jury or appear as a witness in a court proceeding, if he or she is called to jury duty or subpoenaed as a witness. BIHA will grant paid leave up to 10 days per fiscal year if the employee is required for jury or witness duty; thereafter, the employee may take personal leave or unpaid leave for jury duty. For exempt employees, no pay deduction will be taken for absence due to jury or witness duty for any week in which the employee performs work for BIHA.

During jury or witness duty, the employee shall report to work if excused from appearing in court for two hours or more. Employees will reimburse BIHA an amount equal to the fees paid to the employees for serving as a juror or witness while on paid leave, exclusive of reimbursed expenses.

Bereavement and Funeral Leave

Employees may take up to 5 days of leave for the death or funeral of the employee's parent, spouse, sibling, child, grandparents, and the parent or grandparent of the employee's spouse. Additional time off relating to such death or funeral may be taken as personal leave.

Military Leave

Regular full-time employees are entitled to a maximum of two weeks per year of paid military leave, to be used solely for temporary military training. When military active duty exceeds two weeks, the employee may be granted personal leave or unpaid leave for the remaining active duty, in the discretion of the Executive Director.

Emergency military call-ups are subject to United States Selective Service Code and other applicable federal regulations regarding reinstatement.

Employees will reimburse BIHA any amount, exclusive of reimbursed expenses, received for military service while using personal leave.

Unpaid Leave

Except in an emergency, unpaid leave is granted only upon application in writing, with justification, to the Executive Director, who may grant it in his or her sole discretion.

In an emergency, unpaid leave may be granted when needed for personal illness or injury that occurred since the employee last worked; or for exposure to contagious disease, since the employee last worked, that would endanger the health of coworkers or others in the workplace; or the illness, injury or death of the employee's spouse or child that occurred since the employee last worked. Emergency unpaid leave will be granted only when the employee notifies his or supervisor before the beginning of the workday on which the leave will begin.

During any period of unpaid leave, an employee stops accruing personal leave, and also temporarily

stops the calendar for eligibility to advance to a higher rate of leave accrual.

It is the employee's responsibility, when taking unpaid leave, to arrange to continue participating in BIHA's insurance coverage while on leave.

Use of Telephones and Other BIHA Office Equipment

BIHA permits employees to use telephones and fax machines for personal long-distance and toll calls only if the calls are charged to the employees' own telephone calling cards.

To assure effective telephone communications, employees must always use the approved greeting and speak courteously and professionally.

Reasonable personal use of copy machines, computer equipment, and other BIHA-owned office equipment will be permitted with permission from the employee's supervisor. Whether a use is reasonable use is at the sole discretion of the Executive Director.

BIHA is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. Desks, closets, computers, and other storage devices may be provided for the convenience of employees but remain the sole property of BIHA. Accordingly, any agent of BIHA may inspect them, and any article found within them, at any time, either with or without notice.

E-mail and Internet. BIHA is responsible for securing its computer systems in a reasonable and economical manner against unauthorized access and/or abuse, while making them accessible to authorized and legitimate users. This responsibility includes informing users of expected standards of conduct.

The users of our computer systems are responsible for respecting and adhering to local, state, federal, and international laws related to the access and use of computer systems and software. BIHA will cooperate fully with appropriate authorities to provide information related to actual or suspected activity that is inconsistent with the law.

Electronic mail. BIHA provides internal and external electronic mail (e-mail) facilities to employees for business purposes. Employees must assume that whenever they send e-mail, their names, user identification, and location are included in each e-mail message or may be traced. Therefore, all e-mail users must exercise good judgment and common sense when creating and distributing e-mail messages.

There is no guarantee of privacy with an e-mail message, and BIHA reserves the right to access and inspect all aspects of employees' e-mail, including e-mail received through any personal e-mail account installed on a firm computer, at any time for any reason without notice to the employee.

It is permissible to use the firm's e-mail system for incidental personal purposes, similar to personal use of the firm's phone system. BIHA prohibits: forgery (or attempted forgery) of e-mail messages;

attempts to read, copy, modify, or delete e-mail messages of other users; sending harassing, threatening, obscene, inappropriate, or other objectionable messages via e-mail; sending firm-related e-mails from personal e-mail accounts, and/or representing a personal e-mail account as a firm e-mail address; and sending unsolicited junk mail, for profit messages, or chain letters.

Internet. As a user of BIHA's computer system, any employee may be authorized to access the Internet. Employees must assume that every Internet site is capable of identifying any visitor. Accordingly, access to the Internet must include the use of good judgment, common sense, and careful discretion.

It is permissible to use BIHA's Internet access for incidental personal purposes, similar to personal use of BIHA's phone system. It is also permissible, with approval from the Executive Director, to set up and use a personal Internet account on BIHA's computer equipment for the purpose of accessing the Internet and personal e-mail accounts. Use of personal Internet accounts from BIHA's computers is subject to the same restrictions as use of BIHA's Internet account.

BIHA prohibits visiting game or adult sites and access for excessive personal or other inappropriate use; use of BIHA's computer system in attempts to gain unauthorized access to remote systems; and downloading of any program, data, or other material, except as expressly approved by the Executive Director (and when approved, such downloading must be done to the employee's assigned computer's hard drive, and not to BIHA's network server).

Confidentiality of data (including e-mail messages) via the Internet cannot be assured. Accordingly, BIHA prohibits transmission of material that belongs to BIHA or to a business contact of BIHA, or other proprietary information, without the express permission of the owner of the material.

Vehicle Use Policy

BIHA has a separate vehicle use policy that is applicable to all employees.

Safety

To assist in providing a safe and healthful work environment for employees and visitors, BIHA has established a workplace safety program. This program is a top priority for BIHA. The Executive Director is responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

BIHA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify a supervisor.

Workers' Compensation Insurance

BIHA provides workers' compensation insurance at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who sustains a work-related injury or illness must inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Neither BIHA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by BIHA.

Smoking

In keeping with BIHA's intent to provide a safe and healthful work environment, smoking is prohibited in the BIHA office. This policy applies to all employees and visitors.

Drugs and Alcohol

BIHA is a drug- and alcohol-free workplace.

Drugs. Employees may not engage in the unlawful use, possession, distribution, dispensation, or manufacture of a controlled substance either in the workplace, during work hours, or any time the employee is representing BIHA or is traveling on BIHA business. Employees may not report to work while under the influence of a controlled substance used lawfully.

An employee must notify the Executive Director within 5 days after any criminal charge is brought against him or her for violation of a drug statute, if any part of the violation occurred at the workplace. Within 30 days after receiving notice of such a drug charge, BIHA will take appropriate personnel action with regard to the charged employee.

Alcohol. Employees may not consume any alcoholic beverage in the workplace or during work hours. While representing BIHA or traveling on BIHA business, employees may not drink alcohol to excess, i.e., causing a blood alcohol content level above .10. Employees may not report to work under the influence of any amount of alcohol.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect BIHA's image. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. An employee who has a question about appropriate attire or grooming should consult his or her supervisor or the Executive Director.

Employment Termination

BIHA has the right to terminate any employment relationship with or without cause, at any time.

An employee who terminates voluntarily should give a minimum two weeks' notice of termination.

BIHA will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to BIHA, and return of BIHA-owned property. Employees may also have suggestions, complaints, and questions to express at this interview.

BIHA does not provide severance pay.