

Baranof Island Housing Authority

EMPLOYEE HANDBOOK



Welcome

Welcome to Baranof Island Housing Authority (BIHA). We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further BIHA's goals.

This employee handbook is presented as a matter of information and has been prepared to inform employees about BIHA's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them.

Any modifications made to the policies in this employee handbook must be approved by the Board of Commissioners. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

This handbook contains general statements of BIHA policy but does not include all BIHA policies and does not form an expressed or implied contract or promise that the policies discussed in the handbook will be applied in all cases. BIHA will carry out this handbook consistent with the duty of good faith and fair dealing with all employees. In any conflict between BIHA policies and applicable laws, applicable law shall prevail.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact human resources (humanresources@bihasitka.org).

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Employment at Will

Employment at BIHA is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the BIHA Board of Commissioners.

This means that either the employee or BIHA may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no representative of BIHA is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. BIHA employees have the right to engage in or refrain from such activities.

Equal Opportunity

Indian Preference

Where required by the Indian Self Determination and Education Assistance Act or the Native American Housing Assistance and Self Determination Act, Indian Preference will apply to employment and training opportunities to the greatest extent feasible.

Equal Opportunity

Aside from the Indian preference as stated above, BIHA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

BIHA expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

BIHA will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon BIHA's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of human resources or the Executive Director. BIHA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of human resources or the Executive Director.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or

(3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Reasonable Accommodation

BIHA is committed to the fair and equal employment of individuals with disabilities. It is BIHA's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on BIHA. BIHA prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from human resources and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. BIHA then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of BIHA to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Harassment and Complaint Procedure

It is BIHA's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, commissioners, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by BIHA.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. BIHA will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of “unlawful harassment.” “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;

- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate BIHA's policy.

Complaint procedure. If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor, human resources, the Executive Director, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, BIHA will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest and Confidentiality

Conflicts of Interest

BIHA expects all employees to conduct themselves and BIHA business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. BIHA recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on BIHA.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed.

Additional information may be found in the Sitka Tribal Code Ordinance Establishing Baranof Island Housing Authority, the BIHA Bylaws, and the BIHA Code of Conduct.

Confidential Information

The protection of confidential information is vital to the interests and success of BIHA. Confidential information is any and all information disclosed to or known by employees because of employment with BIHA that is not generally known to people outside BIHA about its business.

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

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

Employees asked by an outside agency or organization to appear on behalf of BIHA, or to speak about BIHA as a guest speaker or program participant, must obtain prior approval from their supervisor. All inquiries from the media must be referred to the Executive Director. All employee reference check requests or verifications of employment should be forwarded to human resources. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employment Relationship

Employee Privacy

It is BIHA's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation, which could include searches of personal belongings, searches of work areas, searches of private vehicles on BIHA premises, medical examinations, and the like. Failure to cooperate with an investigation may be grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of BIHA facilities only for the business purposes of BIHA. Accordingly, materials that appear on BIHA hardware or networks are presumed to be for business purposes, and all such materials are subject to review by BIHA at any time without notice to the employees. Employees should not have any expectation of privacy with respect to any material on BIHA property. BIHA may monitor its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters may be subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, BIHA has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, etc.

Privacy—Social Security Numbers

Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in BIHA's employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. BIHA will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, BIHA classifies its employees as shown below. BIHA may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full-time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part-time. Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by BIHA and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work BIHA's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 37.5 work hours. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m., with a 60-minute lunch break. At the sole discretion of the Executive Director, these hours may be modified during summer months to allow for a shorter work day on Fridays.

Individual work schedules may vary depending on the needs of each department. In certain circumstances, an employee may be permitted to work remotely. Requests to work remotely

must be approved by an employee's supervisor and the Executive Director and will be considered on a case-by-case basis.

Time Records

All employees are required to complete accurate semi-monthly time reports showing allocation of time worked and use of leave. These records are required by governmental regulations and are used to calculate pay and benefits. Employees and their supervisors must sign the time report attesting to its correctness before forwarding it to the Finance Department.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their supervisor. This includes starting their work day early, leaving late, or working through scheduled lunch periods.

Overtime

When required due to the needs of the business, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek or 8 hours in a single day. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek or 8 hours in a single day. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

When determining whether or not time spent in travel is working time, BIHA will follow federal and state regulations for the purposes of computing overtime for non-exempt employees.

Call-out Time

On occasion, employees may be required to respond to maintenance emergencies outside of regular business hours. Hours worked related to responding to emergency maintenance calls will be paid at the overtime rate, regardless of hours worked during the day or week.

Deductions from Pay/Safe Harbor Exempt Employees

BIHA does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;

- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for BIHA or during the last week of employment, the employee will only be paid for actual hours worked.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee’s pay, the employee should immediately report the deduction to the Finance Department. The report will be promptly investigated, and if it is found that an improper deduction has been made, BIHA will reimburse the employee for the improper deduction.

Paychecks

BIHA’s pay period for all employees is semi-monthly on the 15th and last day of each month. Paychecks will be issued on the subsequent 20th and 5th of the month. If payday falls on a federal holiday or weekend, employees will receive their paycheck on the preceding workday. Paychecks may be directly deposited into employees’ checking and/or savings accounts.

Access to Personnel Files

Employee files are maintained by human resources and are considered confidential. Managers and supervisors may only have access to personnel file information on an as-needed basis. Employees may inspect and copy their own personnel files but may not remove documents from their file. Inspections by employees must be requested in writing to human resources and will be scheduled at a mutually convenient time or as required under state law. Generally, personnel files are to be reviewed in the upstairs conference room. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by BIHA if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally

defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with BIHA provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, BIHA will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from BIHA.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, supervisors will collect all BIHA property and human resources will conduct an exit meeting to discuss information regarding benefits and final pay.

Final pay will be issued according to applicable state law.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the Executive Director.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of BIHA to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with BIHA.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on BIHA or client premises or while performing services for BIHA is strictly prohibited. BIHA also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, BIHA prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or BIHA's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Preemployment: as required by BIHA for all prospective employees who receive a conditional offer of employment;

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance; and

Random: as authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

Smoking is not allowed in BIHA buildings, vehicles, or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. BIHA and its employees must comply with all local ordinances regarding smoking in public places and places of employment.

Employees may also not have the smell of tobacco smoke about their persons during work hours or while on BIHA business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to clients and the public in general.

Workplace Violence Prevention

BIHA is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, BIHA discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at BIHA-sponsored functions.

All BIHA employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, human resources, or the Executive Director. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against BIHA, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

BIHA prohibits the possession of weapons on its property at all times, including our parking lots or BIHA vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

BIHA reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on BIHA property. In addition, BIHA may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all BIHA property and other items that are in violation of BIHA rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is of the utmost importance.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Emergency Closings

BIHA will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, or were already scheduled to be off, they will be paid only for actual hours worked, or they can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Visitors

All visitors must check in with the receptionist and must be escorted by an employee.

This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

Generally, friends and family members are not permitted to visit employees on a regular basis or for extended periods of time at the workplace.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day for which they were scheduled to work, the employee must contact the supervisor as soon as possible, ideally before the start of the work day. When an employee makes such notification, they should provide their expected time or date of return. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled work day without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with BIHA. All employees, including part-time employees, must obtain prior approval from the Executive Director before undertaking any outside employment or other work activity. The request for approval must be in writing and should include details necessary to make an informed decision about the impact of the second job on the employee's work.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees must never use BIHA equipment for purposes related to a second job.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Cell Phone Use

Cell phones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming communication may be disruptive.

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal communication during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of BIHA's policy. Employees should not be using their cell phones for prolonged personal use of social media, playing online games, etc. while working.

When employees are asked to use their personal cell phones to fulfill job duties or business needs on a regular basis, BIHA may issue a cell phone stipend. The stipend amount and recipient will be at the sole discretion of the Executive Director.

BIHA will not be liable for the loss or damage of personal cellphones brought into the workplace.

Dress and Grooming

BIHA provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

Certain employees may be required to meet special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to human resources. Decisions regarding attire will be made by the Executive Director and not by individual departments or managers.

Scents, jewelry, and accessories may be worn or used in moderation but must not interfere with performance of an employee's duties or safety. BIHA may restrict or ban the use of scent at any time to respond to complaints or allergies.

Vehicle Use

BIHA owns and maintains a fleet of BIHA vehicles for the purpose of conducting BIHA business. Only authorized employees are allowed to operate these vehicles. Drivers must be age 21 or older. Fleet vehicles shall not be used for anything other than BIHA business use. (The term "vehicle" as used in this policy includes, but is not limited to, cars, trucks, backhoes, forklifts,

and 4-wheelers.) This policy also applies to the operation of rental vehicles while traveling for BIHA business as well as the operation of motorized equipment/machinery that has been rented to conduct BIHA business.

Authorized personnel: Only employees with a valid driver's license and acceptable driving record will be authorized to operate BIHA vehicles. Employees holding jobs in which driving is an essential function must be able to meet the driver standards of this policy at all times. Authorized employees are required to inform their supervisor and human resources of any changes that may affect either their legal or physical ability to drive or their continued insurability. Failure to do so may result in disciplinary action, including termination of employment. If a driver's record indicates a pattern of unsafe or irresponsible driving, the Executive Director may suspend or revoke driving privileges.

Non-employees and non-business passengers (i.e. family and friends), including pets, are prohibited from riding in BIHA vehicles.

Cell Phone Safety. Safe driving is the first priority when operating a vehicle while driving on BIHA business. Employees' first responsibility is to pay attention to their driving. They should never allow a cell phone or other mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls or send or receive text messages.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

Other Safety Considerations. All authorized employees must exercise due diligence to drive safely and maintain the security of the fleet vehicle and its contents. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, BIHA endorses all applicable state motor vehicle regulations relating to driver responsibility.

Employees are not permitted, under any circumstances, to operate a BIHA vehicle or personal vehicle for BIHA business when any physical or mental impairment causes the employee to be unable to drive safely. These prohibitions include circumstances in which the employee is

temporarily unable to operate a vehicle safely or legally because of impairment, illness, fatigue, injury, medication or intoxication.

All drivers and passengers operating or riding in a BIHA vehicle must wear a seat belt. All state and local laws must be obeyed. Headlights shall be used at all times. Additionally, the security of the vehicle and its contents are the responsibility of the driver. Any vehicle safety equipment found to be faulty or prevent compliance with this policy should be reported to the fleet manager immediately.

Use of personal vehicle for business purposes. If an employee is in need of a vehicle to conduct BIHA business and no fleet vehicle is available, they may use their own vehicle only with prior approval of their supervisor. BIHA business is defined as driving at the direction, or for the benefit, of BIHA. It does not include normal commuting to and from work. Employees who use their personal vehicle for approved business purposes may request a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. The allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Any allowance request must be submitted in a timely manner and include a mileage log.

Employees who operate personal vehicles for BIHA business should obtain auto liability insurance coverage for bodily injury and property damage with a special endorsement by business use, when necessary as determined by their personal insurance agent.

Employee use of personal property for BIHA business is at the employee's own risk. Therefore, if damage occurs to a personal vehicle during the course of conducting BIHA business, it is the responsibility of the employee, not BIHA.

Incidents. Employees must report any accident, theft, or malicious damage involving a BIHA vehicle (or personal vehicle while used for BIHA business) to their supervisor and the Executive Director immediately, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than to reply to questions of investigating officers. Failure to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination of employment.

Drivers must report all parking or ticket violations received during the operation of a BIHA vehicle, or while driving a personal vehicle on BIHA business, within 48 hours. Employees are responsible for any driving infractions or fines as a result of their driving.

Social Media Acceptable Use

BIHA encourages employees to share information with coworkers and with those outside BIHA for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, BIHA has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, BIHA considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with BIHA equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference BIHA clients, customers, or vendors without express permission. BIHA may monitor employee use of BIHA computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of BIHA, its board members, its clients, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge BIHA confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates BIHA’s policies.

Post disclaimers. Employees who identify themselves as BIHA employees or discuss matters related to BIHA on a social media site must include a disclaimer on the front page stating that it does not express the views of BIHA and that the employees are expressing only personal views—for example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to BIHA or BIHA’s business. Employees must keep in mind that if they post information on a social media site that is in violation of BIHA policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Employees should not identify or reference BIHA clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Employees should remember that new ideas related to work or BIHA’s business belong to BIHA. Do not post them on a social media site without BIHA’s permission.

Trademarks and copyrights. Employees should not use BIHA’s or others’ trademarks on a social media site or reproduce BIHA’s or others’ material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on BIHA property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

BIHA provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other BIHA-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of BIHA computer, phone, portable electronic devices, or other communication tools. All communications made using BIHA-provided equipment or services, including e-mail and Internet activity, are subject to inspection by BIHA. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on BIHA's systems.

Employee use of BIHA-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage BIHA's systems, as well as the reputation of BIHA. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against BIHA policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on BIHA computers. Violations of this policy may result in termination for a first offense.

BIHA encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding BIHA business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside BIHA.

All use of BIHA-provided communications systems, including e-mail and Internet use, should conform to BIHA guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as client information, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for BIHA business purposes and are critical to BIHA's success, your communications may be accessed without further notice by IT department administrators and BIHA management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Precautions should be taken and sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing BIHA information may cause breaches of security that result in the loss of BIHA confidential data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against BIHA. Employees should use appropriate password protections for such devices and physically secure them.

Office telephones are for business purposes. While BIHA recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Long-distance, personal calls are strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

BIHA reserves the right to monitor customer calls to ensure employees abide by BIHA quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Disciplinary Procedure

BIHA expects employees to comply with BIHA's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, BIHA endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict BIHA's right to bypass the disciplinary procedures suggested.

Progressive disciplinary procedures also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the progressive disciplinary procedures may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Time Off and Leaves of Absence

Holidays

BIHA observes and allows time off with pay for the following holidays:

- New Year's Day (January 1)
- Elizabeth Peratrovich Day (February 16)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Indigenous Peoples' Day (second Monday in October)
- Alaska Day (October 18)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas (December 25)
- Employee Birthday

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the Executive Director will select either the following Monday or the preceding Friday as a substitute holiday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

To receive holiday pay, an eligible employee must be at work or be on paid leave for the entire workdays immediately preceding and immediately following the day on which the holiday is observed.

If a non-exempt employee must respond to a maintenance emergency on a holiday, they will be paid at the regular call-out rate of time and a half. BIHA does not pay double-time for work performed on a holiday.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by BIHA should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. BIHA will seek to reasonably accommodate individuals' religious observances.

Paid Time Off (PTO)

BIHA recognizes the importance of time off from work to relax, spend time with family, enjoy leisure activities, and attend to personal business. In addition, there are times when an employee may become ill, need to provide care for a family member who is ill, or needs time off for scheduled medical procedures.

BIHA provides paid time off to regular full-time employees for this purpose, and employees are encouraged to take paid time off during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid time off on a pro rata schedule. Temporary employees are not eligible for PTO.

PTO Accrual and Use

PTO accrues for regularly scheduled work and during periods of paid leave. During any pay period in which an employee is on unpaid leave, the accrual will be pro-rated.

Employees who separate employment in good standing and return within one year will be given credit for their prior service in determining accrual rate.

Full-time employees will accrue paid time off according to the following schedule:

Length of Service	Hours/Days Accrued Per Year	Hours Accrued Per Pay Period
0 to 2 years	180 hours / 24 days	7.50
2+ to 5 years	210 hours / 28 days	8.75
5+ to 10 years	240 hours / 32 days	10.00
10+ years	270 hours / 36 days	11.25

In acknowledgment of their tenure and service to BIHA, employees hired prior to the effective date of this policy will have their current rate of accrual preserved. The preserved accrual rate shall remain in effect until they graduate from their existing Length of Service tier. At that time, their new accrual rate will be based on the table above. This “grandfather” clause will not apply to separated employees who are re-hired or to employees who are promoted from temporary to permanent positions.

Employees may not take paid time off until they actually have earned or accrued the time.

Generally, employees should submit planned leave requests to their supervisor at least two weeks in advance of the requested leave date. BIHA encourages employees to manage and schedule their PTO so that they can take at least one (1) vacation period of not less than five (5) consecutive workdays per year.

Employees will be permitted to carry over up to 320 hours of accrued PTO to the following fiscal year. Unused PTO in excess of this amount will be forfeited.

Payment for leave

Employees whose employment terminates will be paid for unused accrued leave with their final paycheck, up to the maximum accrual carry over of 320 hours.

In emergency situations (i.e. a death in the family, a medical issue affecting the employee or a member of their household, etc.), employees may request a cash conversion of up to 75 hours of unused accrued leave per fiscal year. To be eligible for a cash conversion, the employee must have used a minimum of 75 PTO hours in the previous 12 months. The cash conversion must not leave the employee with less than 75 hours of PTO remaining. Requests will be approved at the sole discretion of the Executive Director.

Parental Leave

Parental leave is used for any absence associated with pregnancy, including miscarriage, stillbirth, delivery, and extended leave after childbirth and adoption. An employee may take up to 8 weeks of parental leave, in the form of their PTO and unpaid leave. Employees must first use their PTO then may be on unpaid leave for the remainder of the parental leave.

Employees may also be eligible for short-term disability insurance for an absence associated with pregnancy. Employees should seek guidance from human resources regarding this benefit.

Military Leave

BIHA supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify and the employee's supervisor, who will provide details regarding the leave.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Bereavement Leave

Regular, full-time employees may take up to five days of paid bereavement leave upon the death or impending death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parent, grandparent, sibling, child, or grandchild, by birth or marriage. Additionally, all regular, full-time employees may take up to one

day off with pay to attend the funeral of an extended family member (aunts, uncles, nieces, nephews, and cousins).

BIHA may require verification of the need for the leave. The employee's supervisor and Executive Director will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of eight hours for one day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime. Bereavement Leave will not be charged as PTO.

Jury Duty/Court Appearance

BIHA supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be granted paid leave for the time they are required to report for jury duty, including jury selection. If an employee is excused from jury duty for 2 hours or more during BIHA business hours, the employee must report to work, unless their jury service was out of town.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, PTO will be used for this purpose.

Time Off for Voting

BIHA recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote in all types of governmental elections. In almost all cases, employees will have sufficient time outside working hours to vote. However, when that is not the case, an employee is entitled to time off to vote without loss of pay. If an employee thinks they will not have sufficient time outside working hours to vote, they should contact their supervisor to discuss scheduling.

Administrative Leave

When it is in the best interest of BIHA, an employee may be placed on administrative leave, with or without pay. In most instances, administrative leave will be used to permit the investigation of circumstances including dishonesty, theft, or misappropriation of BIHA funds or property, violence on the job, gross safety, negligence, or acts of endangering others, insubordination, or any other conduct that warrants removing the employee from the worksite. BIHA reserves the right to place an employee on administrative leave for other reasons in which the temporary removal of the employee from the workplace is in the best interest of BIHA.

Employee Benefits

BIHA recognizes the value of benefits to employees and their families. BIHA supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to BIHA Summary Plan Descriptions (SPDs), which are available by contacting human resources. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical, Dental, and Vision Insurance

BIHA participates in the Federal Employees Health Benefits (FEHB) program as a tribal employer. The cost of health benefits coverage is shared by the employer and the employee, with a minimum employer contribution as set by federal law. Any regular employee working a minimum of 16 hours per week is eligible to participate. BIHA will pro-rate its employer contribution for part-time employees.

FEHB enrollments or changes become effective on the first day of the first pay period that begins after the employer receives the employee's completed enrollment request and that follows a pay period during any part of which the employee was in pay status.

If BIHA determines that FEHB coverage for certain benefits, such as dental and vision, is not adequate, it may choose to offer employees additional insurance plans as a supplement. These plans will have terms that differ from the FEHB program. See human resources for current information.

Group Life Insurance

BIHA provides life insurance for regular, full-time employees. Employees are eligible for this benefit on the first of the month following 30 days of service. An employee's annualized base rate is used to calculate the life insurance benefit amount, up to the policy limits. The cost of this coverage is paid for in full by BIHA.

Accidental Death & Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from a covered accident, occurring on or off the job. AD&D insurance coverage is provided as part of the life insurance policy.

Short-Term Disability

Short-term disability is offered to regular, full-time employees. Employees are eligible for this benefit on the first of the month following 30 days of service. Short-term disability is meant to provide partial income replacement should one become disabled as the result of sickness or injury. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's weekly salary, up to the policy limits. Short-Term Disability benefits are payable up to a maximum of 13 weeks for any one covered disability.

Retirement Plans

BIHA is a participant in the State of Alaska Public Employees' Retirement System (PERS) and Supplemental Annuity Plan (SBS-AP). Both plans are governed by section 401(a) of the Internal Revenue Code. BIHA has also chosen to offer employees the option of participating in the State of Alaska Deferred Compensation 457 program as an additional way to save for retirement. Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from human resources.

PERS. All regular employees scheduled to work at least 15 hours per week will be considered members of a PERS plan, seasonal employees excluded. Each plan sets out mandatory pre-tax employee contributions and employer contributions. The purpose of PERS is to attract qualified public employees by offering a variety of benefits to members and their survivors. These benefits, when combined with other income, are designed to provide members with the basis for financial security during the member's retirement years.

SBS-AP. A portion of employees' wages and a matching employer contribution are made pre-tax to this plan instead of contributions to Social Security. All BIHA employees are automatically enrolled in this plan on the date of their hiring and are required to contribute to the plan.

Deferred Compensation 457. This governmental 457(b) plan allows employees to set aside and invest a portion of their income for retirement on a voluntary basis. It is designed to complement the PERS and SBS plans. Contributions can either be pre-tax, after tax, or a combination of both.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

BIHA pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

BIHA abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and human resources immediately. The supervisor will complete an injury report with input from the employee and return the form to human resources. Human resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room or urgent care facility.

Employees will not be paid vacation or sick leave for approved absences covered by BIHA's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Baranof Island Housing Authority. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, BIHA practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind BIHA to employ me now or hereafter, and that my employment may be terminated by me or BIHA without reason at any time. I understand that no representative of BIHA has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE