

# NEBRASKA FFA FOUNDATION EMPLOYEE POLICY AND PROCEDURE MANUAL

## POLICIES AND PROCEDURES

It is the policy of the Nebraska FFA Foundation to develop and maintain written Policies and Procedures that guide the equitable and fair treatment of employees while establishing expectations of employees in the workplace.

Employees are expected to be familiar with the Policies and Procedures approved and adopted by the Nebraska FFA Foundation Board of Directors. Employees understand that nothing in the Policies and Procedures is intended to create a contractual obligation of employment or a bar to termination of employment at any time.

The Board of Directors and the Executive Director reserve the right to interpret the Policies and Procedures to determine the application and meaning of either or both documents in the context of specific, factual circumstances. The Board of Directors and the Executive Director reserve the right to revise, revoke or otherwise amend the Policies and Procedures at any time.

### **PROCEDURE: RESPONSIBILITIES**

1. Responsibility for administering and implementing the Nebraska FFA Foundation is placed with the Executive Director working within the boards organizational structure.
  - a. **Board of Directors**: The Board of Directors is the policy setting body for the Nebraska FFA Foundation. The Board of Directors reserves the right to interpret current policies as well as revise, revoke or amend these policies at any time.
  - b. **Executive Director**: The Board of Directors appoints the Executive Director. The development, maintenance and supervision of the Nebraska FFA Foundation's programs are the responsibility of the Executive Director, who is empowered by the Board of Directors to carry out the day-to-day operations of the Nebraska FFA Foundation and to implement and enforce policies established by the Board of Directors.

## **POLICIES & PROCEDURES**

### **EMPLOYMENT AT WILL**

These policies should not be construed as, and do not constitute, a contract of employment. The relationship between the Nebraska FFA Foundation and the employee is an employment-at-will relationship. This means that the employment relationship is by mutual consent of Nebraska FFA Foundation and the employee. The employment relationship is not for any definite period of time. While it is expected that employment with Nebraska FFA Foundation will be rewarding and long-term, either the employee or Nebraska FFA Foundation may terminate the employment relationship at any time with or without notice, for any reason or no reason at all, with or without cause. It should also be understood that no representative of the Nebraska FFA Foundation, other than the Executive Director or the Board of Directors, has any authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing. Furthermore, if the Executive Director or the Board of Directors makes any such agreement, it shall not be enforceable unless it is in writing and signed by both parties.

Nothing in these policies, or in any other written materials or verbal statements provided by Nebraska FFA Foundation representatives shall limit either the Nebraska FFA Foundation or the employee's right to so terminate the employment relationship. Nothing in this manual shall be construed to alter this status. The employment-at-will relationship reflects the economic realities of today's business climate. It provides both the employee and Nebraska FFA Foundation the opportunity to freely select the appropriate job and individual as circumstances warrant. These statements about the at-will nature of employment constitute the entire understanding between the Nebraska FFA Foundation and its employees regarding this subject.

## POLICIES AND PROCEDURES

### ACKNOWLEDGMENT

I acknowledge that I have received instruction on how to access the Nebraska FFA Foundation Policy and Procedures on the Intranet, which describes important information about the Nebraska FFA Foundation, and understand that I should consult the Executive Director if I have questions. I have entered into employment with the Nebraska FFA Foundation voluntarily and acknowledge that it is for no specified length of time. Accordingly, either the Nebraska FFA Foundation or I may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither the Nebraska FFA Foundation's policies and procedures nor any other Nebraska FFA Foundation policy, practice or procedure is intended to create any contractual obligations related to continued employment, compensation or any other term and/or condition.

Since the information, policies and benefits described within the Policies and Procedures are necessarily subject to change, I acknowledge that revisions to the policies and/or procedures may occur, except to the Nebraska FFA Foundation's policy of employment-at-will. I understand that since policies and procedures are continuously revised and entered onto the Nebraska FFA Foundation board intranet website, the only legitimate and current source of policies and procedures are the policies and procedures on the Nebraska FFA Foundation board intranet website. We ask that employees do not place hardcopies of policies and procedures in a separate manual for reference. Practicing in this fashion does not ensure the validity of any policy or procedure referenced since the Nebraska FFA Foundation board intranet website is the only source of currently updated or revised policies and procedures.

I understand and agree that I will read and comply with the policies and procedures on the Nebraska FFA Foundation board intranet website, and I am bound by the provisions contained therein, and that my continued employment is contingent on following those policies and procedures.

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Nebraska FFA Foundation (printed)

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Employee Signature

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Date

## **PROCEDURE: VACATION**

1. Regular and salaried full-time employees working a minimum of 40 hours per week earn vacation at the following rates:
  - 120 hours per year/15 days, accrued monthly.
2. Regular part-time employees working an average of not less than 20 hours or more than 30 hours per week earn vacation at 50% of the rates for full-time employees.
3. Up to 5 days or 40 hrs. of vacation may be carried over per calendar year.
4. There is not a limit to the amount of hours that can be accrued.
5. Vacation may be taken at any time during the year with prior supervisory approval.
6. Upon separation from the Nebraska FFA Foundation, employees' vacation days will not be paid out.

## **PROCEDURE: PAID HOLIDAY'S**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. A holiday closedown will follow the current UNL closedown for that year.

## **PROCEDURE: RETIREMENT**

All regular part-time and full-time employees of the Nebraska FFA Foundation are encouraged to participate in the Simple IRA Matching. Upon employment, employees may establish and contribute to a personal retirement account consistent with Simple IRA of the Internal Revenue Tax Code.

All employees may contribute to their Simple IRA. The Nebraska FFA Foundation will match up to 3% of the employee's salary.

All employees are eligible on their date of hire. All employees need to complete plan enrollment paperwork and contact the Nebraska FFA Foundation's client accountant to confirm what investment group they have a Simple IRA plan with. The Nebraska FFA Foundation's client accountant will administer payments to their Simple IRA.

## **PROCEDURE: INSURANCE**

The Nebraska FFA Foundation may make available a Health Savings Allocation to all regular full-time and regular part-time employees.

## **POLICY: INTERNET, EMAIL, SOCIAL MEDIA**

Employees using the Internet are representing the Nebraska FFA Foundation and are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Electronic mail sent, received or stored using the organization's information is the property of the organization. The content of all email messages and attachments must be consistent with the mission and values of the Nebraska FFA Foundation.

Nebraska FFA Foundation recognizes the growing importance of on-line social media networks as a communication tool and respects the rights of employees to use this tool at their discretion for personal use. Personal use should not associate the Nebraska FFA Foundation with views and opinions that do not align with the work or mission of the organization.

Employees who participate in social media are encouraged to include information about their work at Nebraska FFA Foundation as much as they would in a typical social conversation and in a positive light.

Employees are encouraged to "follow," "like," "share," and "retweet" official organization accounts and postings.

**All employees have the responsibility to avoid posting information that could place Nebraska FFA Foundation at a competitive, legal or compliance risk.** Employees are also prohibited from acting as a spokesperson for the organization or posting comments as a representative of the organization.

Responsible, incidental personal use of organization internet and electronic mail is permissible as long as it is not excessive, not offensive, does not interfere with productivity and does not pre-empt any legitimate business activity.

## **PROCEDURE: BEREAVEMENT LEAVE**

When there is a death in the "immediate family" of a full-time or regular part-time employee, the employee will be allowed a paid bereavement leave for up to three consecutive workdays. For the purpose of the bereavement leave, "immediate family" includes children, parents, guardians, siblings, grandparents, grandchildren, or other family members for whom it is satisfactorily established that the employee had caretaker responsibility. If the distance to be traveled is significant (e.g. more than 350 miles one way), up to two additional days of leave may be approved. Prior permission for bereavement leave absence must be requested and obtained from the employee's

supervisor. Should an employee wish to take extra time, it may be taken as vacation time.

## **PROCEDURE: CIVIC LEAVE**

Employees called to jury or election duty, should inform their supervisor at the earliest possible date. The employee will be paid the difference between the compensation earned at the Nebraska FFA Foundation and the compensation (other than expenses) paid for the civic duty. If jury duty permits, the employee is expected to return to work during regularly scheduled work hours.

## **PROCEDURE: FAMILY CARE LEAVE (MATERNITY/PATERNITY)**

Up to twelve weeks of leave is available upon the birth or adoption of a child. In addition, if an employee has completed one year of service, up to six consecutive weeks of paid leave will be granted from the time of birth or adoption of a child. This will not impact their vacation or sick leave.

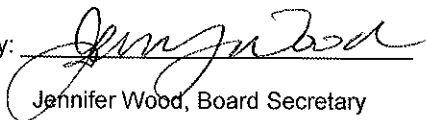
If the employee has accrued vacation, the employee may choose to use their vacation time after the first six weeks or choose to be unpaid the remainder of the 12 weeks.

## **PROCEDURE: SICK LEAVE**

Regular and salaried full time employees accrue 5 sick days per calendar year, beginning on the first day of the month following employment. Regular part-time employees working an average of at least 20 hours but not more than 30 hours a week accrue 2.5 sick days per calendar year. No limit of sick leave hours accrued or carry over per year.

1. Once earned, sick time may only be used by employees unable to work due to injury or illness for self, child, spouse, parent or other family member for whom the employee satisfactorily demonstrates that he or she has caretaker responsibility.
2. In cases of illness, injury or other emergency, employees should notify their supervisor as soon as is practical and no later than the normal starting time. Employees must notify the supervisor daily when there is need for continued time off. If an absence exceeds five (5) consecutive workdays employees may be requested to provide a doctor's release to return to work and/or to support the absence.
3. Unused sick time is not paid upon termination of employment.

Adopted by the Board of Directors of the Nebraska FFA Foundation on October 28, 2019

Nebraska FFA Board Secretary:   
Jennifer Wood, Board Secretary