



# **EMPLOYEE HANDBOOK**

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## INTRODUCTION

### ***Welcome***

We hope your work will be challenging and fulfilling.

The purpose of this handbook is to convey some important and essential information about your employment.

### ***Employment Definition***

BEMA Meadows Association (BEMA) is a nonprofit corporation governed by an elected Board of Directors. The BEMA Board is your employer and as such will make all employment related decisions for the Association. Only the Board of Directors is authorized to make employment decisions for the Association.

To facilitate a practical working relationship the Board will assign supervisor(s) as your primary contact for work related matters. With the Board being the employer, the assigned supervisor will provide you work direction and performance feedback from the Board of Directors.

### ***Employment At-Will***

Colorado is an “employment at will” state. As the ‘employer at will’, BEMA Board of Directors can terminate your employment without cause, reason or prior notice and as the “employee at will”, you can terminate your employment at any time without cause, reason or prior notice. There is no contractual commitment or obligation for either party to continue employment.

### ***Equal Opportunity Employment***

BEMA Meadows Association provides equal employment opportunities to all employees and employment applicants without regard to race, color, creed, national origin, sex, age, disability, or any other classification protected by applicable state or federal employment discrimination laws. All decisions made with respect to recruiting, hiring, training, compensation, benefits and other terms, conditions and privileges of employment, will be made solely on the basis of individual qualifications related to the requirements of the position

### ***Safety***

**Safety first. No excuses.**

If an emergency call 911

BEMA is concerned about your personal safety as well as the BEM Community. In a crisis events and urgent matters that may affect the community or personal safety should be relayed to the supervisor and Board of Directors without delay.

Please notify the supervisor about any unsafe or hazardous conditions immediately. Safety data sheets are available in the office and in the working areas such as the water treatment plant and pool area where chemicals are used and the fueling area.



Employees are encouraged to review a copy of the Federal Occupational Safety and Health Act.

## EMPLOYMENT POLICIES AND ADMINISTRATION

### ***Employment Policies***

The following terms are used to describe employees and their employment status:

**Exempt Employees:** Exempt employees are paid on a salaried basis.

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

**Full-Time Employees:** Employees who are not in a temporary status and work a minimum of 32 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.

**Part-Time Employees:** Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work fewer than 32 hours weekly.

**Temporary Employees:** Employees who are limited to no more than 9 months assignment in any 12 month period.

Employees will be advised of employment status at time of hire and for any change thereafter.

### ***Standards of Conduct***

As an employee of Big Elk your work habits, work product and behavior are in full view of the community. Conduct matters. You will encounter challenging situations where you will be expected to respond with civility and restraint. Integrity is a must.

Avoid gifts and favors from anyone with current or potential projects of BEMA . Report wrongdoing and violations and any matter that appears to be unethical or unlawful to the Board.

For further information regarding conduct expectations, refer to the Employee Conduct section BEMA Rules and Regs on the Bigelkmeadows.org website.

### ***Personnel Records***

BEM's Office maintains a personnel file on each employee. Please help us keep these files current by notifying the Office or Board Treasurer of any changes to the address, telephone number, personal status, number of dependents, person to contact in the event of an emergency and educational training accomplishment. These files enable us to meet various legal requirements, ascertain the



necessary qualifications for particular assignments/projects and promotional opportunities and to properly administer the employee benefit plan where applicable.

BEMA takes your privacy seriously. BEMA has privacy and data protection policies intended to protect personal information wherever we use, process or store it. Always comply with applicable privacy laws and BEM privacy policies. To run its association and manage the employment of its personnel, subject to applicable data protection laws:

- BEMA, BEMA-authorized companies and individuals collect and use personal information about employees, such as compensation, skills, use of BEMA assets, and medical and benefit information.
- BEMA may share this information with those who have a need to know, such as health insurers.

### ***Background and Reference Checks***

BEMA employees will have contact with members, Board of Directors, guests, visitors, suppliers and contractors representing the Meadows. As an employer, the Board intends to background and reference check applicants and employees prior to employment and periodically during employment. This BEMA Employee Handbook is an employee's notification of background and reference checks.

### ***Conflict of Employment***

Any outside business interest(s) in which an employee may become involved, will also be considered as conflicting employment if any activity associated with it is performed on Association time, interferes with or in any way impacts the employee's working hours and for performance, or utilizes BEMA's resources in anyway (I.E. facilities, materials, equipment, supplies, telephones, etc).

As a BEMA employee, your activities, both on and off the job, can affect BEM's interests. It is your responsibility to maintain and protect BEMA confidential information and avoid conflicts of interest.

You may not be a supplier to BEMA or work for a supplier to BEMA in any capacity - as a supplier employee, and/or a member of its board of directors or advisory board - unless you obtain the prior approval of the BEMA Board. You may not accept money or other benefits of any kind for any advice or services you may provide to a supplier in connection with its business with BEMA.

### ***Confidentiality***

BEMA respects a member's right to privacy and considers their financial standing with BEMA confidential. Employees shall not discuss a BEM member's financial standing with any unauthorized person unless under court order. An unauthorized person is anyone without a business need to know. A determination by BEMA of conflict of interest, conflicting employment or a breach of confidentiality will result in immediate termination. This decision is the responsibility of the Board of Directors only.



### ***Alcohol and Drugs***

Abuse of drugs & alcohol impairs judgment that may result in increased safety risks, injuries and faulty decision making. The possession of illegal or legal substances, under the influence of alcohol or drugs while at work or operating BEMA equipment is prohibited. The supervisor must be informed about the use of medically prescribed and over the counter drugs that may adversely affect the ability to perform work in a safe manner.

As an employer, the BEMA Board may require drug testing for applicants and employees.

### ***Smoking, Tobacco, Marijuana and Vaping***

BEMA has a no smoking, tobacco, marijuana and vaping policy in all BEMA owned buildings and vehicles.

### ***Association Property***

BEMA property is of great value. They are critical to BEM's success and we rely on you to protect them. Do not use BEMA assets in ways that violate the law.

Employees may not use BEMA equipment or vehicles for personal use, unless arranged and authorized as part of on duty/on call or there is an arrangement for rated use set by the BEMA Board of Directors.

Any device or computer including, but not limited to, phones, laptops, desktop computers and iPads that the BEMA provides for your use, should be used only for BEMA business. Keep in mind that BEMA owns the devices and the information on these devices. BEMA reserves the right to obtain all information on all devices.

Additionally, under no circumstances may company-owned computers or other electronic devices, be used at any time to obtain, view, or reach any pornographic or otherwise immoral, unethical, or non business-related internet sites.

### ***Education and Training***

BEMA may request that an employee attend an off-site training program or complete other educational training as it relates to the employee's job function. Employees may also request to attend training classes. Additionally, it is the policy of BEMA to cross-train some employees in order to ensure continuity and to avoid disruption in the daily operations of BEMA.

All training programs/educational classes must be approved by the supervisor and reviewed by the Board of Directors for job applicability and payment considerations. Employees will be required to show evidence of the successful completion of the classes attended or training provided. These records will then be added to the employee's personnel file to ascertain the qualifications for particular assignments, projects or promotional opportunities.



Mileage will be paid according to the current year's IRS mileage allowance. BEMA will pay for the cost of the training, which must be approved by the Board of Directors. BEMA will pay employees for travel time if it is at the control or direction of BEMA.

Employees must have and maintain certifications and licenses that are required by state and other governing organizations to fulfill job duties.

### ***Performance Planning and Evaluation***

Each employee and their assigned supervisor should engage in ongoing review of job description, performance planning and performance evaluation.

In addition to ongoing performance discussion and feedback between the employee and the supervisor; the supervisor and President of the Board of Directors, with input from the BEMA Board, will provide periodic evaluations. At least once a year, a formal performance evaluation will be given.

Employees will do written self evaluations at a minimum of at least once a year for review by the BEMA board. Self evaluations will be useful in highlighting your successes and addressing your areas for improvement in the most positive light possible by reframing them as opportunities for growth.

A performance evaluation does not automatically result in a salary increase.

### ***Dispute Arbitration/Grievance***

BEMA is aware that there may be times when employees need to file an official grievance.

To report a grievance:

- Submit disputes or complaints to the President, HR or board secretary in a timely manner.
- Grievance procedures are handled by a review committee composed of various board members and the HR Committee.
- BEMA will thoroughly investigate all Grievance Complaint
- Organize mediation meetings with the appropriate parties.
- Employees have the right to attend meetings with a witness
- Practice a high level of confidentiality throughout the grievance process.
- Ensure that the final decision is implemented.
- Maintain accurate and comprehensive records of each grievance.
- BEMA will report back to the complaining party and their decision is final.
- Adhere to the no-retaliation policy when employees file a complaint against management.
- Grievances can only be handled with a written report..

### **Harassment**

BEMA is committed to providing its employees a work environment free from physical, psychological or verbal harassment. Harassment includes but is not limited to verbal, physical and visual harassment, solicitation of sexual favors, unwelcome sexual advances and creating or maintaining an intimidating or hostile work environment. Any incidents of harassment should be reported immediately to the



supervisor and to a Board of Director. A confidential investigation of the allegations will be conducted to determine appropriate action.

### ***Termination***

The employment relationship is at-will at all times and can be terminated by the employee or the BEM Board of Directors, at any time, with or without cause.

Depending on circumstances of termination by either party, the BEMA Board of Directors may offer compensation in the form of severance or conditional payment for your assistance with transition.

## **BENEFIT**

### ***Sick Leave***

All employees will earn one (1) hour of paid leave for every 30 hours worked and can accumulate up to a maximum accrual of 48 hours.

If an employee is sick, the supervisor must be notified. Leave beyond four (4) consecutive days may require documentation.

### ***Personal Time Off (PTO)***

After one year of full-time employment employees will earn 40 hours of paid PTO per year. At five years full-time employment, employees earn 80 hours of PTO per year.

PTO should be used in the year earned. No more than 5 days of PTO can be carried and saved for future use. There is no PTO buyout except where termination would require payment for unused.

Employees should submit PTO plans to their supervisor well in advance so that coverage can be arranged. There may be times where PTO plans may need adjustment to accommodate important work matters.

### ***Bereavement Leave***

Bereavement leave is 5 working days with pay, provided for immediate family (parents, siblings, spouse, child or grandparents). After the 5 day period arrangements will need to be for PTO.

### ***Jury Duty***

The employee must inform their supervisor of any request for Jury Duty and what dates and/or times as soon as possible. All employees serving jury duty shall be paid the first 3 days wages, but not to





exceed \$50 per day. If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of the work day.

### ***Holidays***

Part-time employees are not eligible for paid holiday time off.

Full-time employees will be paid their regular rate if a holiday falls on their scheduled work time. BEMA Meadows recognizes the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup> Labor Day, Thanksgiving Day and Christmas Day; however one of the Operation's department employees must be available for duty on these days. When a holiday is worked, a day off should be taken during the pay period. A schedule of designated holidays will be provided to employees, indicating the designated day off if the holiday falls on a weekend.

### ***Worker's Compensation***

Employees who incur an injury or suffer an occupational illness on the job, may be entitled to Worker's Compensation benefits provided by law. Any such illness or injury, no matter how minor or insignificant, must be reported immediately to the supervisor. Failure to do so could result in the loss of insurance benefits under Workman's Compensation.

### ***Health Insurance***

The Association may elect to offer health insurance benefits to its employees and the benefits will be reviewed annually and set by the Board of Directors at their discretion.

## **PAYROLL POLICIES AND PROCEDURES**

### ***Time Sheets***

Employees are required to keep an accurate and complete record of their attendance and hours worked. Timesheets are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

All employees shall maintain a daily record of time worked and duties performed tracked in quarter hour (15 minute) increments. This information will be transcribed to a bi-weekly time sheet, which must be signed by the employee and approved by their supervisor or delegate.

All time sheets are subject to the Board of Directors review.

### ***Payroll Period***

Payroll periods are bi-weekly.



**Overtime**

Some overtime and schedule flexibility are expected. Where overtime or odd schedules are excessive, the supervisor may engage the Board of Directors to provide appropriate additional pay and/or time off.

The hourly (non-exempt) positions will be paid overtime at 1.5 times the regular rate for hours worked over the standard 40 hours or 12 hours per day. Any requests for overtime must be submitted and approved by the supervisor or majority vote of the Board of Directors prior to being worked. All rest and meals period will be in accordance with Colorado state law.

**HANDBOOK ACKNOWLEDGEMENT**

I have received the BEMA Employee Handbook. I have read it in its entirety and agree to abide by the policies and procedures contained in the Handbook.

Print Name:

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Employee's Signature:

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Date: \_\_\_\_\_