



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. Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the BEMA Board of Director or the employee at any time, with or without cause and with or without notice.

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 employee's 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 an employee, a or a member of its board of directors or an 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 and Vaping

BEMA has a no smoking, tobacco & 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.
Electronic Device Usage

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.

BENEFITS

PTO/Sick Time

Eligible full-time employees will begin accruing sick time after 90 days of employment at the rate of 1.85 hours per pay period. This accrual amounts to a total of 48 hours per year. The maximum number of PTO that can be accumulated at any time is 48 hours. If the employee has the maximum number of PTO/Sick Time hours accrued, additional time will not be accumulated. Only once PTO/Sick Time has been used will the regular accrual amount be applied to the number of available hours. PTO/Sick Day pay for regular full time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day.

Personal time off /PTO

Full-time employees will accrue Personal Time Off at the rate of eighty (80) hours per year and prorated based on date of hire. PTO should be taken during the calendar year in which it is accrued. No more than forty (40) hours may be carried over into the next year. No more than eighty (80) hours may be

taken consecutively. It is preferred that PTO time be taken during slower maintenance times. There is not a buy out option for PTO.

Years of Service Number of PTO Hours

1-4 years 80 hours

5+ years 120 hours

If an employee is sick, the supervisor must be notified and PTO hours will be taken.

PTO is not available for Part-Time employees. However, part-time employees may schedule a leave with the supervisor (without pay) if possible.

All time off must be approved in advance by the supervisor and communicated with the other employees. It is the responsibility of both the supervisor and employee to track PTO time (presently in QuickBooks).

PHE (Public Health Emergency pay) leave is a one-time leave obligation for Covid sick time. Employees working at least 40 hours a week, 80 hours. For employees who normally work less than 40 hours per week, the amount of PHE-PST is based on the number of hours worked in a 14-day period.



Vacation Days

Eligible full-time employees are entitled to 40 hours of Vacation Pay, per year, after their first full year of employment. Vacation Pay will become available on the first anniversary of the employee's hire date. Vacation Pay will continue to be granted annually on the employee's hire date anniversary. After two full years of employment, eligible full-time employees are entitled to 80 hours of Vacation Pay. After five full years of employment, eligible full-time employees are entitled to 120 hours of Vacation Pay.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full work day up to a maximum of 2 weeks in a row. Managers have the right to designate when some or all of vacations must be taken.

Vacation should be used in the year it is earned. Employees will be permitted to carry-over up to 5 days of accrued vacation to the following calendar year, but the carry-over vacation must be used by the end of the following year. Unused vacation will be forfeited.

Employees whose employment terminates will be paid for unused vacation time that the employee has accrued during the calendar year of the termination

PHE (Public Health Emergency pay) leave is a one-time leave obligation for Covid sick time. Employees working at least 40 hours a week, 80 hours. For employees who normally work less than 40 hours per week, the amount of PHE-PST is based on the number of hours worked in a 14-day period.

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 4th 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: _____

Employee's Signature: _____ Date: _____