



# **HVCC**

## **Team Member Handbook**

**High Valley Community Center  
595 Grand Ave.  
Del Norte, CO 81132**

**(719) 657-2172  
[www.theHVCC.org](http://www.theHVCC.org)**

Adrienne Atencio – Executive Director

*Revision 01/2021*



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## Section 1. Introduction

### 1.1 Disclaimer

Important information about the employee handbook:

This handbook is designed to acquaint employees with HVCC and provide some information about working here. The handbook is not all inclusive but is intended to provide employees with a summary of some of HVCC's guidelines and our expectations regarding your conduct. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this handbook.

Except as may be required by state law, employment with HVCC is at-will. Employees have the right to end their work relationship with HVCC, with or without advance notice, for any reason. HVCC has the same right. The language used in this handbook, any benefit plan, and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied; nor are they a guarantee of employment for a specific duration. No representative of HVCC, other than the executive director or his or her authorized representative, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the executive director or his or her authorized representative and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their immediate supervisor or the human resources department. In addition, the need may arise to revise, delete, or add to the provisions in this handbook. Except for the at-will nature of the employment, HVCC reserves the right to make such changes with or without prior notice. No oral statements or representations can change the provisions of this employee handbook.



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## 1.2 Mission, Vision, Values

**Mission:** High Valley Community Center offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

**Vision:** HVCC alumni are productive citizens with skills, ethical values, and a drive to reach their own full potential and positively contribute to their peers, families, and community. We strive to create a replicable model that is the gold standard for youth programming. We build and nurture strong, healthy partnerships with families and our community to ensure HVCC participants have a foundation that allows them to thrive.

**Values:** Provide healthy examples and lessons equipping youth to fulfill their ethical responsibilities to themselves, their families, the community, and HVCC.

Empower youth to overcome unhealthy cycles and prevent harmful behavior through citizenship and service.

Create positive economic impact through our partnerships, generous foundation support, and wise financial planning.

Provide a welcoming and comfortable environment with nutritious and homemade meals.

Provide a safe, stable, and clean environment that meets the needs of the youth.

Support youth, through quality programming, to improve social skills, life skills, work-force readiness, and healthy decision making.

Expose youth to meaningful opportunities and experiences improving their leadership skills and increasing their productive engagement within the larger community.

Employ happy, committed staff, who are genuinely dedicated to making a difference for all youth.

Employ staff who inspire youth and the community to reach for more, by creating a welcoming environment where everyone feels they belong.



## **Section 2. Terms & Definitions**

### **2.1 Types of Worker**

This section distinguishes between the different types of workers HVCC employs. Employees of HVCC are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. The following classifications are used throughout this Handbook.

#### *Exempt vs Non-Exempt*

Non-exempt team members are employees whose job positions do not meet federal Fair Labor Standards Act (FLSA) or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Exempt team members are those whose job assignments meet specific tests established by the federal FLSA and state law and who are exempt from minimum wage and/or overtime pay requirements.

#### *Full-Time Employee*

A full-time team member is one who is normally scheduled to work at least 36 hours per week.

#### *Part-Time Employee*

A part time employee is one who is normally scheduled to work fewer than 36 hours per week.

#### *Temporary Employee*

A temporary team member is a person we hire for a short period to assist with a project or remedy a staff shortage.

#### *Board of Directors*

The board of directors is the governing body of a nonprofit. Individuals who sit on the board are responsible for overseeing the organization's activities. Board members meet periodically to discuss and vote on the affairs of the organization.



### **Section 3. Payroll**

#### **3.1 Payment Schedule**

Team Members are paid monthly by the 25th of each month. In cases where the regular payday falls on a holiday, team members will receive payment on the first business day after said holiday.

#### **3.2 Wages**

Wages vary from team member to team member and are based on individual, team, unit, and overall organizational performance. HVCC conducts regular evaluations of all team members and issues promotions as it sees fit. Team members who have questions regarding their compensation may contact the executive director to discuss.

##### *Overtime*

A non-exempt team member may work overtime on the terms defined by Colorado law *pending prior authorization by their manager. (HVCC does not make a practice of authorizing overtime.)* For purposes of calculating overtime, the established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.

##### *Holiday Pay*

Exempt team members receive their normal compensation without any deductions for holidays. Holidays are included in the yearly calendar and average 32 days per year. Exempt team members are eligible for Holiday Pay based on their average hours worked.

##### *Sick Time*

The purpose of sick time is to provide team members with paid time off from work that can be used for needs and activities that pertain to you, or your family's, overall wellness.

- All regular full-time employees accrue sick leave from the date of hire, for a total of 1 hour per 30 regular hours worked.
- Regular part-time employees accrue sick leave from the date of hire, for a total of 1 hour per 30 regular hours worked.
- Sick leave may be accrued to a maximum of 120 hours.
- Sick time is not earned in pay periods during which holiday pay, unpaid leave, short or long term disability leave, or workers' compensation leave are taken.



- Team Members may use time from their sick time bank in hourly increments. The time that is not covered by the sick time policy, and for which separate guidelines and policies exist, include company paid holidays, required jury duty, and military service leave.
- Sick time may not be used in lieu of a termination notice. Sick time is not payable upon termination.

#### **Paid Sick Time Exceptions**

- Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to executive director that permits them to return to work.
- Sick time accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Unscheduled absences, due to illnesses of four hours or more, that result in consecutive days absent from work, are considered one absence incident in relation to potential disciplinary action.
- Any employee who misses two consecutive days of work without notice to their supervisor will be terminated.

#### **3.3 Deductions & Garnishment**

Federal and state law requires that we deduct the following from every paycheck:

- Social Security
- Income tax (federal and state)
- Medicare
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided by January 31 of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form in Gusto and sign as required.

#### *Wage Garnishment*

Sometimes, HVCC receives legal papers that compel us to withhold a certain percentage a team member's paycheck. If garnishments or other withholding orders are instituted against an employee, HVCC will deduct the



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required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate federal and state laws.

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#### **Section 4. Policies**

Questions about any policy detailed in this section may be directed to the executive director.

##### **4.1 Equal Employment Opportunity and Unlawful Harassment**

HVCC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

###### *Pregnancy Accommodation*

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, HVCC will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on HVCC's business operations.

HVCC may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative [or insert name/contact details for appropriate company representative or department].

HVCC will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

##### **4.2 ADA and Religious Accommodation**

HVCC will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to HVCC or cause a direct threat to health or safety. HVCC will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on HVCC. Employees needing such accommodation are instructed to contact their supervisor or the executive director immediately.



#### *EEO Harassment*

HVCC strives to maintain a work environment free of unlawful harassment. In doing so, HVCC prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

#### *Sexual Harassment*

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, HVCC believes it warrants separate emphasis.

HVCC strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.



#### *Complaint Procedure*

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. HVCC expects employees to make a timely complaint to enable HVCC to investigate and correct any behavior that may be in violation of this policy. Report the incident to your supervisor who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to this individual with your complaint, you should report the incident to the executive director or board directors.

HVCC prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated. If HVCC determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

#### **4.3 Employment of Relatives**

The Company will always hire employees based on their experience, skills and merit. If an employee's family member is interested in a position with HVCC, they should apply through standard channels. HVCC will accept and consider employment applications from relatives and close family members of its employees. However, HVCC shall refrain from hiring and transferring relatives into positions where they will directly supervise or be supervised by another close family member. HVCC shall also refrain from placing individuals in positions where they work with or have access to sensitive information regarding a close family member.

#### **4.4 Political Activities**

HVCC encourages employees to participate in the political and governmental affairs of the community. Employees are encouraged to be informed about, work for, contribute to, and communicate with candidates and officeholders. To maintain a nonpartisan position, HVCC restricts political activities within its facilities and does not impose any political viewpoint on employees.

#### **4.5 Personnel Files**

HVCC keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee.

Notify human resources immediately if you have changes in any of the following areas: Name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.



Additionally, you should notify the Human Resources Department if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in HVCC.

If you want to look at your file or discuss it with someone, contact the executive director.

#### **4.6 Leaves of Absence**

Team members requiring time off from work may apply for a leave of absence. All leave must be approved by executive director. For planned leave, team members must submit requests at least 3 days in advance. Emergency leave must be requested as soon as possible.

We consider all leave requests in terms of effect on HVCC and may deny requests, except when otherwise required by law. A medical leave request must be supported in a timely manner by a certification from the team member's health care provider. Extension of leave must be requested and approved before the current leave ends. No team member is guaranteed reinstatement upon returning from leave, unless as required by law. However, HVCC will try to reinstate each returning team member in his or her old position, or one for which they are qualified and is comparable in status and pay.

Below are the main types of leave that HVCC offers team members.

##### *Medical Leave of Absence for Employers Not Subject to FMLA*

Should the need for a leave of absence, employees may discuss the terms of leave with HVCC. Requests for leave should be submitted to your direct supervisor as soon as the need for the leave is foreseeable. Leave requests will be considered on a case-by-case basis.

Unless otherwise required by law, the following applies to family and medical leaves of absence:

All earned PTO, vacation, and sick leave must be used at the beginning of the leave of absence. Vacation, sick leave, and seniority accrual is suspended until the employee returns from leave. Holidays, bereavement leave pay, or employer's jury duty pay will not be granted during the leave.

Employees returning from medical leave are expected to provide their supervisor with a medical provider's statement attesting to the employee's fitness for work; at its option, HVCC may require an examination by an HVCC-appointed medical provider.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided. Employees must supply sufficient information from their medical provider specifying the basis for the additional leave and when they can return to work with or without reasonable accommodation. Accommodations must



not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and HVCC.

Part-time employees are not eligible for medical leave except as required under the law as an accommodation.

Please contact the executive director if you have any questions.

#### *Maternity*

A team member unable to work due to pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

#### *Parental Leave*

Parental leave without pay may be available to full-time employees who wish to take time off from work to fulfill family obligations relating directly to the birth or adoption of a child.

After the completion of 12 months of service, employees may request up to three months of unpaid parental leave. The leave must be concluded within the six-month period following the birth or adoption of a child. Employees must take any available vacation at the beginning of the parental leave of absence.

Employees must request leave from the executive director at least one month prior to the expected date of the beginning of the leave. Requests for parental leave are evaluated based on a number of factors, including anticipated operational requirements, and staffing considerations during the proposed period of absence. Leaves must be approved by the executive director.

Benefit accruals (e.g., vacation, sick leave, and holiday benefits) are suspended during the leave and may resume upon return to active employment.

When parental leave ends, the employee may return to the same position, if available, or to a similar one for which qualified, where practical. If the previous position or a comparable one is not available, the employee may apply for another position that is available and suitable. The employer cannot guarantee reinstatement.

If an employee fails to report to work promptly at the end of the approved leave period, the employee may be terminated.

#### *Election Days*

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.



### *Military Leave*

If you are a member of the U.S. Armed Forces Reserve or the National Guard, or you are performing other protected uniformed service, you are granted an unpaid leave of absence when called for active or inactive duty training.

This time is granted in addition to earned vacation time. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing.

If you are called to serve in a branch of the U.S. Armed Forces for an extended period, you may be reinstated, in accordance with the provisions of the law, upon returning to HVCC after separation from military service.

HVCC prohibits retaliation against any employee for taking time off under this policy. If you believe there has been a violation of our retaliation standard, please contact the executive director.

## **Section 5. Employment Benefits**

The following is an overview of HVCC's benefit package. It does not contain all relevant information. Please contact the executive director to obtain all details.

### **5.1 Unemployment Insurance**

Employees rendered unemployed through no fault of their own or due to circumstances described by law, may receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.

### **5.2 Workers' Compensation**

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. HVCC provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance in injured employees in returning to suitable employment.

### **5.3 Social Security Benefits (FICA)**

Both team members and HVCC contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage. Each pay period a portion of your salary along with a matching amount provided by HVCC is set aside for Social Security benefits. This program is intended to provide you and your family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare, and survivor's benefits. Specific information about personal or family situations is available through your local office of the Social Security Administration.



## **Section 6. Rules of Conduct**

### **6.1 On the Job**

#### *Reporting for Work*

Team members are expected to begin and end each shift at the time and on the day appointed. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business. You must inform your direct supervisor *before* the start of the workday if you will be absent or late and obtain your direct supervisor's permission to leave early. If your direct supervisor is not available, inform the executive director. Absences and late arrivals will be recorded.

#### *Clocking In*

It is your responsibility to clock in when you begin your shift and clock out when you finish. Time entries in HVCC's time keeping system are the only records used by HVCC for calculating employee pay. It is very important that these records are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees should contact their supervisors with any questions about how their pay is calculated. Employees must promptly notify their supervisors of any mistakes in their time records or pay.

#### *Staying Safe*

Safety in the workplace is HVCC's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times. Report all accidents in writing, no matter how minor, to your supervisor as soon as practicable. We want to provide you with prompt medical treatment from one of our designated physicians. Treatment for on-the-job injuries must be obtained from one of these physicians or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

#### *Dress Code*

All employees are expected to dress in an appropriate and professional manner. Midriffs are not permitted to be exposed. Shorts must be of appropriate length. You should maintain proper hygiene for all work hours. HVCC shirts are required during youth-program hours. Should you have any questions about what is appropriate please check with your supervisor.

#### *Meals & Breaks*

Non-exempt team members receive a paid 10-minute break for every four hours of work, as well as a 30-minute unpaid meal break for any shift lasting longer than five hours. Notify your supervisor immediately if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.





### *Drugs & Alcohol*

Good performance on the part of our team members is crucial to HVCC's success. For this reason, we strictly forbid team members to do the following while at work or on HVCC property:

- Drinking alcohol and selling, purchasing, or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Working after the apparent use of marijuana, regardless of marijuana's legal status.
- Possession of any non-prescribed controlled substance, including alcohol, marijuana, and legal or illegally obtained prescription drugs.
- Reporting for work intoxicated. We may test employees for substance use.

HVCC cares about the overall health and well-being of its team members. Any team member who feels that they are developing a substance abuse problem is urged to seek help.

### *Workplace Inspections*

At HVCC, we have a responsibility to protect our team members, visitors, and our property. For this reason, we may inspect personal items, such as lunch pails, toolboxes, thermoses, purses, etc., carried by individual employees. If you have personal items that you would not like subjected to such inspection, these items *should not be brought onto HVCC property*. A search can also include HVCC property such as, HVCC classrooms, supplies, lockers, desks, filing cabinets, computer files, e-mail, and voice mail.

An HVCC-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Refusal to cooperate with or submit to a search will not be tolerated.

## **6.2 Disciplinary Action**

HVCC takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. Any unacceptable behavior will be documented.

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances. Please make an effort to use good judgments at all time.





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## **Section 7. Organization Policies**

*See Articles of Incorporation for detailed information.*

High Valley Community Center strives to balance the need for confidentiality with the need for transparency. All staff members are expected to keep certain information related to their employment confidential.

### **7.1 Confidential Information**

Team members are expected to keep the following information confidential:

- Proprietary information
- Contracts
- Minutes from executive board sessions
- Personnel information
- Fundraising information
- Member information

If in doubt, employees should check with the executive director or board of directors to determine whether other types of information should be kept confidential.

Employees understand and agree that during their employment and/or service they may obtain information and documents which is confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service. As such, all employees are required to return any such documents containing privileged or confidential information at the time of the termination of employment or expiration of service.

Any such employee that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline, including dismissal. Employees recognize that the employer has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

Breaches of confidential information are subject to disciplinary action up to and including immediate termination and/or removal.

### **7.2 Whistleblower Policy**

If any employee reasonably believes that some policy, practice, or activity of High Valley Community Center (HVCC) is in violation of law, a written complaint may be filed by that employee with the executive director or board president.

It is the intent of HVCC to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is

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necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of HVCC and provides HVCC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

HVCC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of HVCC, or of another individual or entity with whom HVCC had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

HVCC will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of HVCC that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

### **7.3 Conflict of Interest Policy**

In making decisions, all employees of HVCC must exercise sound independent judgment. Personal or outside interests or relationships must not influence employees to the detriment of HVCC.

Employees must not engage in any activities or relationships, including personal investments, which might directly or indirectly result in a conflict of interest, or impair their independence of judgment. They must not accept gifts, favors, or benefits that might tend in any way to influence them in the performance of their duties.

If employees have any questions on whether a situation is a conflict of interest, they should discuss the matter with their supervisor. If there is disagreement, refer the matter to the executive director for a final determination.

A policy on conflict of interest has three essential elements:

**1. FULL DISCLOSURE.**

Team members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided annually.

**2. STAFF MEMBER ABSTENTION FROM DECISION-MAKING.**

Staff members who have an actual or potential conflict should not be substantively involved in decision-making affecting such transactions.



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#### **7.4 Reimbursement Policy**

This procedure outlines the guidelines that all staff must follow in order to get reimbursed and properly prepare the expense report for business travel and self-purchase expenses incurred as a part of their service to HVCC:

1. Must receive documented approval for expenses related to their service to HVCC in advance for any purchase. Any purchase under \$50 can be submitted for reimbursement without prior approval, as long as an obvious need is present and such reimbursement requests are not routinely submitted by a single person.
2. All requests for reimbursement must be presented complete and accurate with the proper signatures within 60 days of the purchase date. Any reimbursement claims without the proper pre-approval or those beyond the sixty-day time frame will be considered on a case-by-case basis and may be denied.
3. Original receipts must accompany all single item purchases equal to or greater than ten dollars (\$10.00). Items purchased of value less than ten dollars (\$10.00) require an original receipt but if unavailable should note "NO RECEIPT" on the expense report and will be reimbursed on a case-by-case basis.
4. The submitted expense report, receipts, and signatures may be submitted electronically. Original documentation must be made available when requested.

Direct any questions regarding this policy to HVCC's executive director.

#### **7.5 Data Disposal Policy**

During the course of your employment, HVCC will collect certain information that is classified as personal identifying information under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials
- Username(s) and password(s)
- Social security number
- Driver license or other identification card number
- Medical documentation
- Biometric data
- And more

HVCC may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, HVCC will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.



## **7.6 Complaint Procedure**

HVCC is governed by a Board of Directors. The Board of Directors is responsible for hiring the Executive Director. The Executive Director hires and terminates all team members and is directly responsible for the organization. Direct supervisors will handle day-to-day tasks and goals as well as questions or concerns. All items not handled at the level will then be directed to the Executive Director.

Employees who disagree or are dissatisfied with an HVCC practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the executive director. If the problem still cannot be resolved, employees may submit a complaint to the board of directors for review and final decision about the situation.



**ACKNOWLEDGEMENT OF RECEIPT**

I have received a copy of our employee handbook dated January 2021. I understand that the handbook provides a summary of HVCC’s guidelines and its expectations regarding my conduct. I understand I am to become familiar with its contents.

I understand that, except as may be required by state law, my employment with HVCC is at-will. This means that neither I nor HVCC is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or HVCC at any time, for any reason.

The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of HVCC, other than the executive director or his or her authorized representative, has the authority to enter into an agreement of employment for any specified period and any such agreement must be in writing, signed by the executive director and me. We have not entered into such an agreement.

Further, I understand that the contents of this handbook are summary guidelines for employees and therefore not all inclusive. This handbook supersedes all previously issued editions. No oral statements or representations can change the provisions of the handbook or any supplement. Except for the at-will nature of employment, HVCC reserves the right to revise, delete, or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of HVCC. These changes may occur at any time, with or without notice.

I have read and understand the above statements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name