

P.F. BRESEE FOUNDATION

Founded in 1982



EMPLOYEE HANDBOOK

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INTRODUCTION and WELCOME

Welcome to the P.F. Bresee Foundation! We are pleased to have you with us and hope that you find your position rewarding and challenging. The Bresee Foundation is an evolving organization, and we feel that all of us have the opportunity to grow with it. We want to maintain the benefits of our current environment as we expand and strengthen the organization over the coming years. To reach our goal we must provide superior service to our clients and this means employing the best people. As a member of the Bresee Foundation team, you are critical to our success. Through your success we can reach our goals.

The Bresee Foundation strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with the Bresee Foundation and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, the Bresee Foundation will continue to grow.

This Employee Handbook has been prepared to acquaint you with the policies, procedures and benefit programs of the Bresee Foundation. It will also provide you with the expectations we have for our staff. All employees should familiarize themselves with this Handbook by reading it and discussing any questions they may have with their Team Leaders or the Executive Director. The provisions of this Handbook are guidelines only and neither imply nor create a contractual relationship, nor are they intended to create any legally enforceable obligations on the part of the Bresee Foundation, its officers, directors, or employees.

In order to have the necessary flexibility in administering policies and procedures, the Bresee Foundation reserves the right to delete, add to, or modify the policies, procedures, and benefits described in this Handbook – other than the at-will employment policy – at any time without prior notice to its employees. Updated material may be provided to you when modifications are adopted and will supersede the applicable pages in this Handbook.

This Handbook replaces all earlier Handbooks, and takes precedence over all previous memoranda and oral descriptions of the Bresee Foundation's personnel policies, practices, and procedures. To avoid confusion, please discard and recycle any old manuals, Handbooks or memos you may have.

Once again, welcome to the Bresee Foundation and our best wishes for success. We appreciate your confidence in our future. Let's grow together.

Sincerely,

Seth Eklund
Executive Director

HISTORY OF THE FOUNDATION

The P.F. Bresee Foundation is a non-profit, 501(c)(3) public benefit corporation. Established in 1982, the Foundation is named after Dr. Phineas F. Bresee, a man whose strong commitment to Christ led him to develop social programs among the poor as part of his ministry in Los Angeles at the turn of the century. He dedicated his life to helping the poor based on his belief in “opening doors for people.”

In the spirit of Bresee, the Foundation continues to open doors for people in the city. The Foundation honors Dr. Bresee’s vision through our present day commitment “...to offer hope and wholeness and to work toward reconciliation, empowerment and justice in our community...”

PROGRAMS AND SERVICES

The Bresee Foundation carries out its mission by offering programs in four areas: Literacy and Academic Enrichment; Technology and Employment; Outreach, Case Management, and Recreation; and Health Services. The Administrative team supports these four program teams.

Literacy and Academic Enrichment – Bresee offers students literacy training through a one-on-one mentoring program called HOSTS (Helping One Student To Succeed), as well as a Homework Lab, GED preparation classes, college trips, and scholarship assistance. These programs improve students’ reading, writing, language arts, and math skills, instill academic achievement as a positive value, and prepare students for future academic and career achievement.

Technology and Employment – Bresee Center includes a state-of-the-art 25-station computing center and a job development program. These operate together to offer young people and adults access to technology and computer skills training. We offer beginning through advanced level classes in basic computer skills, Microsoft Office, graphic design, and web page design. Our full-time Job Developer assists clients with job preparation and placement.

Leadership and Recreation – This is the core of the Foundation’s relational philosophy of action and is based on building trusting, caring relationships with at-risk youth. Relationships are built with staff and volunteers through sports, recreational activities, social events and leadership activities. Our Outreach Specialists are responsible for outreach to youth, intake and assessment, case management of services, advocacy in the school and court systems, transportation, and safe passage.

Health Services – In partnership with Queens Care, our Health Services program improves the quality of life and wellness of people in our community who do not have access to adequate health care. We provide health education, primary health care, case management, and referrals for youth, families and homeless in the neighborhood. Through the use of a computerized referral system, we are able to connect people with service agencies throughout the city of Los Angeles.

Case Management is provided to individuals and families that will benefit from a more coordinated effort to access resources.

Administration – The Administrative team provides the operational support for the programs and services of the Foundation. Through grant-writing, special events and other fund-raising efforts financial support is secured. Report writing, public relations, human resources and other business activities are part of the duties of the administrative team in order to maintain the integrity of the organization as we carry out our mission in the community.

VISION

Breese is a community filled with hope where diverse people are working together towards discovering what it means to be created in the image of God, where love is expressed through compassion and justice, and where everyone is empowered and whole.

MISSION STATEMENT

God calls us to offer hope and wholeness and to work toward reconciliation, empowerment and justice in our community through basic skills development, community and youth development, health services and urban leadership training.

VALUES STATEMENT

We live our Christian faith.

We believe in the ultimate worth and dignity of each individual.

We reflect God's love through relationships that transform lives.

We are in solidarity with those in need.

We are an organization of integrity.

We proclaim a hopeful vision for the future.

EQUAL EMPLOYMENT OPPORTUNITY

Recruitment, hiring and promotion of individuals in all job classifications will be conducted without regard to race, color, ancestry, national origin, religion, age, sex (including pregnancy and related medical conditions), sexual orientation, physical or mental disability, veteran status, marital status or medical condition except where a bona-fide occupational qualification exists. The Bresee Foundation is committed to a policy of non-discrimination.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

The Bresee Foundation also ensures equal employment opportunities to qualified individuals with a disability, and will make reasonable accommodations for the known physical or mental disabilities of otherwise qualified applicants or employees, unless undue hardship would result.

EMPLOYMENT AT-WILL

Employment with Bresee Foundation is strictly at-will. This means that the employee can terminate his or her employment at any time with or without cause or advance notice. It also means that the Bresee Foundation can terminate the employee at any time with or without cause or advance notice. The Bresee Foundation also has the right to promote, demote, transfer, assign or reassign you to different jobs or duties. Although other terms and conditions of your employment may change, this employment at-will relationship will remain in effect throughout your employment at the Bresee Foundation.

No facts or circumstances arising out of your employment, including acceptance of employment, length of employment or any Bresee Foundation policy, procedure or practice whether written or verbal including wage increases, promotions, performance reviews, representations, oral or implied agreements can alter the employment at will relationship. No one other than the Executive Director has the authority to alter this agreement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Any such agreement must be in writing and must be signed by both the Executive Director and you, the employee.

REPORTING CHILD ABUSE

Staff members are required by law to report any actual or suspected physical or sexual abuse or neglect of any child with whom we have contact in our work at the Foundation. When you see evidence of abuse of any child or hear complaints of abuse of any child, or if you suspect abuse of any child is occurring, you must immediately report it to your supervisor or to the designated Foundation representative. A report should also be made to your program director. In addition, employees must sign the Child Abuse Reporting Agreement, which will be placed in the employee's personnel file.

UNLAWFUL HARASSMENT

The Bresee Foundation is committed to providing a work environment free of all forms of harassment. We will not tolerate sexual harassment or harassment based on race, color, religion, sex (including gender, pregnancy and related medical conditions), sexual orientation, marital status, national origin, ancestry, mental or physical disability, medical condition, veteran status, or any other basis protected by law. This policy applies to all Bresee Foundation agents and employees, including supervisory and non-supervisory employees. This policy also applies to children and their families, vendors, volunteers and other visitors who spend time on Bresee Foundation premises. Any employee who experiences workplace harassment from any source should promptly report it to his or her supervisor or other appropriate authority. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

Harassment includes verbal, physical, and visual conduct that creates an intimidating or hostile working environment or that interferes with an employee's work performance. Harassment also includes retaliation against an individual who has made a complaint concerning an incident of harassing conduct or behavior. Harassing conduct can take many forms and may include, but is not limited to, the following:

- Verbal harassment such as unsolicited jokes, epithets, slurs, derogatory or suggestive comments, references to women as "honey," "doll," or "sweetheart," negative stereotyping, sexual innuendoes, sexual threats, requests for sexual favors, suggestive or insulting sounds, sexually oriented noises, whistling, and comments about a person's sexuality or an individual's body, color, physical characteristics, appearance or talents;
- Visual harassment such as offensive or demeaning photographs, videos, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace;
- Physical harassment such as unwelcome physical conduct, physical interference with normal work, impeding or blocking movement, assault, staring at a person's body, making sexual gestures, and threatening, intimidating or hostile acts.

Sexual Harassment

Sexual harassment is defined as unwanted sexual advances or verbal, visual or physical conduct when:

- Submission to or rejection of the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting that individual, including granting or withholding employment benefits;
- The unwelcome conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment, even if it does not lead to tangible or economic job consequences.

Sexual harassment includes harassment of women by men, of men by women, and same-sex, gender-based harassment.

In addition to the examples set forth above, conduct which could be construed as sexual harassment includes, but is not limited to:

- Explicit or implicit threats to withhold pay increases, benefits or working conditions unless sexual favors or sexual activity is granted;
- Promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity;
- Demanding sexual favors or sexual activity of another employee.

Complaint Procedure

If you believe you or another employee is being subjected to harassing conduct, you should immediately report the incident to your supervisor, the Director of Operations or the Executive Director. If the complaint is against the Executive Director, you should contact the President of the Board of Directors. Making a complaint is not limited to someone who was the target of the harassment. Complaints may be made orally or in writing. Anonymous complaints will be taken seriously and investigated. The complaint should describe the incident, list the time, date and location of the incident, and include the names of those involved and the names of any witnesses.

Investigation of Complaints

Every complaint of harassment will be investigated fully, promptly and thoroughly. The investigation will typically involve an interview of the employee who lodged the complaint, interviews of anyone alleged to have committed the acts of harassment, and interviews of any individuals who have knowledge of, or may have witnessed, the incident. In determining whether harassment has occurred, we will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred. The Bresee Foundation will, as promptly as possible, communicate its findings and the remedial action to be taken (if any) to both the accused and the complainant and, when appropriate, to other persons who are directly concerned. The investigation will be handled confidentially to the extent possible.

Corrective Action

The Bresee Foundation considers sexual and other harassment serious offenses. If at the conclusion of our investigation it is determined that harassment has occurred in violation of this policy, appropriate disciplinary action will be taken. This action may include disciplinary action against the harasser, up to and including termination, as necessary to ensure that harassment stops and to prevent any further harassment. In addition, appropriate action will be taken to remedy any loss suffered by the complainant.

No Retaliation or Reprisals

You have a duty to report any harassing conduct you either experience or observe. Under no circumstances will a person's employment be jeopardized because of a bona fide report of what he or she perceives to be an incident of harassing conduct or behavior.

Legal Remedies:

Employees who believe that they have been illegally harassed may, within one year of the harassment, file a discrimination complaint with the California Department of Fair Employment and Housing. The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes.

If the Department finds evidence of harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either

a hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department. If the Commission finds that harassment occurred, it can order remedies, including up to \$150,000 in fines or damages for emotional distress from reinstatement, back pay, promotion, and changes in the policies or practices of the involved employer. A court may order unlimited damages.

For more information, contact the Department of Fair Employment and Housing at 1(800) 884-1684.

EMPLOYMENT REQUIREMENTS

Immigration Law Compliance

It is the policy of the Bresee Foundation to conform to the Immigration Reform and Control Act of 1986. We are required to verify the identity and work authorization of all employees and applicants for employment who are hired. Government Form I-9 must be completed on every new employee and the forms will be retained in the personnel files. An employee who is unable to provide the necessary proof of eligibility will be terminated in accordance with the provisions of IRCA.

Fingerprint Clearance

Bresee Foundation employees are required to undergo fingerprinting. The results of these background checks will be kept in employee personnel files.

TB Testing

Bresee Foundation employees are periodically required to have a TB test. A copy of your test results must be submitted for your personnel file. If you object to the TB skin test injection or if you test positive for TB, you must have a chest x-ray and submit the results to Human Resources.

Hepatitis B Testing

Bresee Foundation employees are encouraged to have Hepatitis B Series test. This test may be covered by the Foundation's medical insurance policy. Those employees with coverage should request a letter from the Director of Operations to give to their personal physician; this will not guarantee cost-free testing.

EMPLOYEE CLASSIFICATIONS

When you read this Employee Handbook, you will see terms like “regular full-time employee.” In order to help you to understand what is meant by these terms, we have provided the following definitions. These terms may be used individually, or in combination with each other. If you have any questions about the meaning of any of these terms, the Director of Operations or the Executive Director will be more than happy to answer them.

Introductory Employees

All new employees of the Bresee Foundation are subject to a 90-day introductory period. This period permits new employees to demonstrate their capability to perform their duties before receiving status as a regular employee. It also provides the employee the opportunity to evaluate the appropriateness of the position for him or her. Vacation and sick leave are accrued during the introductory period but generally may not be used until after the introductory period is completed. The Foundation reserves the right to terminate "at will" anytime during the introductory period with or without cause or advance notice.

Please note that successful completion of the introductory period does not suggest or guarantee permanent employment. It simply means that the employee is entitled to be a part of the team at the Bresee Foundation and participate in certain benefits. The employee's status remains at-will which means the employee may be terminated at any time, without cause or advance notice.

Regular Employee

A regular employee is any employee who has satisfactorily completed the introductory period. Like all employees, regular employees are at-will and are employed for an indefinite period of time.

Full-Time Employee

Any regular employee who is regularly scheduled to work at least 32 hours per week is considered to be a full-time employee.

Part-Time Employee

Any regular employee who is regularly scheduled to work 31 hours per week or less will be considered to be a part-time employee.

Temporary Employee

Employees who are hired either full-time or part-time to work on a specific task or project (e.g., to perform a specific short-term task or project, fill-in for a regular employee on leave or assist in heavy work load situations) are temporary employees. Typically, this period is less than nine (9) months. Like all employees, temporary employees are at-will and are employed for an indefinite period of time. Temporary employees are not eligible for Bresee Foundation employee benefits except those required by law.

Exempt Employees

Exempt employees are paid a fixed salary that covers all the compensation to which they are entitled. By virtue of their duties and responsibilities, exempt employees are not subject to the federal and state requirements regarding overtime compensation. Exempt employees perform work that is primarily executive, administrative or professional in nature, requiring the regular exercise of discretion and independent judgment. This includes work which is primarily managerial or supervisory.

Non-Exempt Employees

Non-exempt employees are hourly employees who, because of the nature of their positions, are entitled to receive overtime compensation for authorized overtime hours worked. Non-exempt employees are required to maintain time cards on a daily basis. Anyone caught falsifying records will be immediately dismissed from employment with the Bresee Foundation. Approval to leave early must be approved by a supervisor.

Employees will be notified at the time of hire whether the job classification they hold is exempt or non-exempt.

HOURS, COMPENSATION AND PAYROLL PROCEDURES

Payday

Bresee Foundation employees are paid on a semi-monthly basis. Payday is on the 15th and last business day of every month.

Minister Housing Allowance

Ordained ministers performing ministerial duties as part of their Bresee Foundation responsibilities are allowed to classify part of their compensation as housing allowance. The portion is subject to Social Security withholding, but not income tax withholding. The amount of this allowance is approved annually by the Board of Directors based on the individual's estimated cost of housing, including utilities, phone, furniture, etc.

Meal and Rest Breaks

Employees who work five (5) hours are entitled to one 15-minute paid break. Employees who work eight (8) hours are entitled to two 15-minute paid breaks. Employees who work five (5) or more hours are entitled to take a one-hour unpaid lunch period.

Overtime Pay

Non-exempt employees are eligible for overtime pay for authorized overtime worked. Hours worked in excess of eight (8) hours in a workday, 40 hours in any one workweek, and the first eight (8) hours worked on the seventh consecutive day of work in a work week, are paid at a rate of one-and-a-half (1.5) times the employee's regular rate of pay. Hours worked in excess of 12 hours in one day and after eight (8) hours on the seventh consecutive day of work in a work week are paid at twice the employee's regular rate of pay.

All overtime for non-exempt employees must be pre-approved by the immediate supervisor. Working overtime without prior approval may result in disciplinary action, including termination.

Attendance

Because each employee is an essential member of our team and teamwork is important, we expect employees to be prompt and regular in attendance.

Employees who are unable to report to work on time because of circumstances beyond their control (including illness) are expected to notify their supervisor within one (1) hour of the start time on the day of the absence.

If the absence is going to be longer than one day, the supervisor should be given an expected date of return. When an employee is returning to work after being absent due to an illness for more than three (3) working days, the supervisor may require a medical release from the employee's doctor.

An employee who is absent for a period of three (3) consecutive days without contacting his or her supervisor will be considered to have voluntarily terminated employment.

Garnishments

A garnishment is a court order requiring the Bresee Foundation to remit part of an employee's wages to a third party in payment of a legally determined debt. If an employee's wages are garnished, they may be contacted by Bresee Foundation staff and encouraged to seek arrangements through the court to pay the debt personally instead of through the Bresee Foundation payroll.

JOB PERFORMANCE

Staff Development and Evaluation

Each employee will participate in at least one performance review and staff development meeting annually. Each year the Executive Director and the employee's supervisor will meet with each employee and conduct a performance review and prepare a Staff Development Plan.

Confidentiality

The protection of confidential information is essential both for the Bresee Foundation and its clients. To protect such information, employees may not disclose any confidential information -- verbal or written. Employees who are provided with, or have access to, confidential, sensitive, or proprietary information from or about Bresee Foundation, its clients, its donors, or its processes may be required to sign a Non-Disclosure Agreement. Employees who disclose confidential information are subject to disciplinary action up to and including discharge and other legal recourse.

Conflicts of Interest

Employees are expected to devote their full efforts, energies, and loyalty to Bresee Foundation. Due to the importance of this requirement, the Foundation strictly prohibits any outside employment or other activities or relationships that create any actual or potential conflict of interest. Any violation of this policy may result in disciplinary action, up to and including immediate termination. It is therefore important for employees to avoid any potential violations of this policy. Employees are encouraged to raise any questions regarding specific activities or questions involving this policy with their supervisor before becoming engaged in outside activities or relationships that could violate the policy.

Non-Fraternization

A professional relationship must always be maintained between Bresee Foundation employees and current or former clients. In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all employees are strictly prohibited from dating or pursuing romantic or sexual relationships with any current client of the Bresee Foundation. Employees are also prohibited from any social contact or relationship outside of the agency with current clients. Any relationship with former clients must have prior, written approval and be reported to the Executive Director.

Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

Youth Interaction

Bresee Foundation employees are encouraged to interact with the youth who utilize our facility, but they must avoid all appearances of wrongdoing in the process of performing their job tasks. Drivers may not be the only employee in a vehicle with a single youth. Bresee staff transporting youth may only do so in an authorized Bresee vehicle. Youth should be counseled and escorted

by youth workers of their gender. If the availability of Foundation employees does not allow for this, employees may not be in a closed setting alone with the youth.

Discipline of Bresee Foundation youth should never include physical or verbally abusive correction.

In the natural course of conversation, youth will at times gossip or ask you not to share what they are telling you because of fear. Foundation employees are asked to use wisdom in these instances. If the information being shared with you is detrimental to the health and welfare of the youth or others, make it known that you need to discuss this with your supervisor.

Gifts and Gratuities

No employee may accept a gift or gratuity from any client, vendor, or other person doing business with, or receiving benefits or services from, the Bresee Foundation unless the item is of nominal value (\$25 or less), and its receipt in no way affects the relationship between the recipient and the third party. Donations may be made to the Bresee Foundation as a tax-deductible gift.

Moonlighting

Bresee Foundation has no objection to employees holding other jobs as long as they can effectively meet the performance standard for their position with the Foundation. The Foundation asks that the employee think seriously about the effects that such extra work may have on the limits of their endurance, overall personal health, their family and effectiveness with the Foundation. Bresee Foundation will hold all employees to the same standards of performance and scheduling demands and cannot make exceptions for employees who also hold outside jobs. The Bresee Foundation strictly prohibits any outside employment that creates any actual or potential conflict of interest.

Vehicle Use

Foundation vehicles are for organization and business use alone. Employees may not use Foundation vehicles for personal business. Any use of vehicles other than for transporting clients or equipment must be approved by the employee's supervisor. Employees may not drive vehicles home after business use. Vehicles must be parked in the secure parking area at 184 S. Bimini Pl. or 3401 W. Third St., Los Angeles, CA. Any deviation from these policies must be approved by the employee's supervisor.

Dress Standards

Employees are asked to use modesty with regard to dress and appearance, and are expected to present a professional image. Employees must dress in a manner that is consistent with their responsibilities. Attention should be paid to safety, agency image, and client interaction. Your supervisor will explain the proper dress requirements for your position. The Foundation reserves the right to send home an employee who is improperly dressed for our environment.

Employee Suggestions

Bresee Foundation encourages employees to share their ideas regarding the Foundation, improvements and safety with their supervisor. All suggestions are considered by the Executive Director and Program Directors and evaluated for appropriate action.

EMPLOYEE BENEFITS

Health Insurance

Bresee Foundation provides a medical, vision and dental insurance plan, which is described in separate brochures. All regular full-time employees are eligible to participate in this benefit 30 days after their hire date. Health and vision insurance coverage begin the 1st of the month after hire date. Dental coverage begins the 1st of the month after three (3) full months of employment.

The Comprehensive Omnibus Budget Reconciliation Act (COBRA) requires most employers sponsoring group health plans to offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. A spouse or dependent of an employee covered by the Foundation health plan also has the right to choose continuation coverage.

Holidays

We observe certain days of religious and historic importance as holidays. These are:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day After
- Christmas Eve
- Christmas Day

Regular full-time employees receive their regular base rate of pay for all observed holidays. Regular part-time employees will receive holiday pay only for holidays on which they would normally be scheduled to work and only for their regularly scheduled number of hours. Temporary employees are not eligible for holiday pay.

If a listed holiday falls within your vacation period, it will be counted as a holiday and not charged against vacation days taken.

Vacation

All regular full-time employees earn paid vacation leave as follows:

Length of Employment	Monthly Accrual	Annual Accrual
One to five (5) years	6.66 hours	80 hours/10 days
Six (6) to 10 years	10.00 hours	120 hours/15 days
Eleven (11) or more years	13.33 hours	160 hours/20 days

Regular part-time employees who are regularly scheduled to work 20 or more hours per week accrue paid vacation leave at a proportionate rate.

Vacation leave begins accruing with the first month of employment. Accrued vacation is available to use after completion of the introductory period. Employees are encouraged to use accrued vacation time on a yearly basis. Employees may accrue a maximum of two (2) years of vacation leave. Once this maximum is accrued, the employee ceases to accrue additional vacation leave until the employee takes vacation time off and the maximum accrued, unused leave drops below the maximum.

Employees will be paid for all accrued, unused vacation leave upon termination of employment.

Sick Leave

Regular full-time employees at Bresee Foundation accrue eight (8) hours/one (1) day of sick leave per month – 96 hours/12 days annually. Regular part-time employees who are regularly scheduled to work 20 or more hours a week accrue sick leave at a proportionate rate. Unused sick leave does not carry over to the next year; a maximum of 96 hours/12 days sick leave may be accrued. Employees are not paid for any accrued, unused sick leave upon termination of employment. Sick leave time may be used for personal or family medical appointments or illness. Employees are encouraged to schedule doctor's appointments with a minimum of inconvenience to their division and to give advance notice of their need to take sick leave when possible.

Literacy Assistance

Bresee Foundation wishes to assist employees who require time off to attend an adult literacy education program. Employees who need time off to attend such a program should inform their supervisor. Bresee Foundation will attempt to make reasonable accommodations for the employee by providing unpaid time off unless it would cause an undue hardship. The Foundation will also attempt to safeguard the privacy of the employee.

LEAVES OF ABSENCE

GENERAL LEAVE POLICIES

NOTE: Some federal/state mandated leaves of absence require a minimum number of employees to be employed by the Bresee Foundation in order for the leaves to be applicable to eligible employees. In those instances where the Foundation does not meet the minimum employment criteria, permission may or may not be granted based on several considerations but not limited to – leave duration, job duty coverage and impact, Foundation financial status, and years of service. Further, as outlined by government and benefit carrier standards, employees are responsible for the monthly premium cost of health insurance benefits by opting for COBRA for the duration of the approved leave time. If an employee’s former position is unavailable when they are ready to return from an approved leave, every effort will be made to place the employee in a comparable position in terms of duties, responsibilities and pay for which they are qualified.

Family Leave

In the spirit of the Family Medical Leave Act/California Family Rights Act, employees may take job-protected unpaid leave for up to 12 weeks in a 24-month period to care for a member of their household. This includes leave taken to care for a new born child, or a child newly placed with the employee for adoption or foster care. Employees may be eligible to receive State Disability Insurance benefits during a family leave. The employee must apply for such benefits through the Employment Development Department. If the employee desires to continue health insurance benefits while on leave, the employee must pay for the monthly premium cost by opting for COBRA for the duration of the approved leave time.

The employee should try to give 30-days advance notice and is required to provide medical certification to support a request based on the employee’s or a family member’s illness. Note: Bresee Foundation is not required to comply with the FMLA or the CFRA.

Pregnancy Disability leave

All female employees are eligible for an unpaid disability leave of absence due to pregnancy, childbirth or pregnancy-related medical conditions. The pregnancy-related disability leave of absence will be for the period of disability up to a maximum of four (4) months

Pregnancy disability leave may be taken if the employee is unable to

- work at all,
- perform any one or more of the essential functions of her job, or
- perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth; or
- She needs to take time off for prenatal care.

Requests for Leave

All requests for a pregnancy-related disability leave of absence (or extensions) must be submitted on a “Leave Of Absence Request” form for final approval. If the need for the leave is foreseeable, you must provide at least 30 days advance notice. Your request for pregnancy-

related disability leave of absence must include a “Medical Certification” form which may be obtained from Human Resources. It is the responsibility of the employee seeking the leave to provide medical certification from her physical or health care provider stating the need for the disability leave and its expected duration.

Scheduling of Leave

Pregnancy-related disability leave may be taken intermittently or on a reduced schedule. However, if intermittent leave or a reduced schedule is required, you may be temporarily transferred to an alternative position with equivalent pay and benefits. Doctor appointments, intermittent leave or reduced schedules must be scheduled in a manner which will minimize disruption of operations.

Benefits During Leave

The Foundation does not pay you during a pregnancy disability leave of absence, but you may use any accrued, unused paid sick or vacation leave. Once accrued paid sick and vacation leave is exhausted, you will not continue to accrue additional paid sick or vacation benefits while on pregnancy disability leave. Employees may be eligible to receive State Disability Insurance benefits during a pregnancy disability leave. The employee must apply for such benefits through the Employment Development Department

If the employee desires to continue health insurance benefits while on leave, the employee must pay for the monthly premium cost by opting for COBRA for the duration of the approved leave time.

Return from Leave and Reinstatement

When you are able to return to work, you should give the Bresee Foundation at least two (2) weeks notice. This is important so that your return to work is properly scheduled. Upon your return, a doctor's certificate stating that you are physically able to return to your normal duties will be required.

Upon return from approved leave, you have a right to reinstatement to the position previously held unless:

- You would not otherwise have been employed in the same position at the time reinstatement is requested for legitimate business reasons unrelated to the pregnancy leave, OR
- Each means of preserving the job or duties for you would have substantially undermined Bresee Foundation's ability to operate safely and efficiently.

If you are not reinstated in the same position, you will be reinstated to a comparable position unless no comparable position is available.

Personal Leave

Bresee Foundation recognizes that occasionally employees need personal time off during emergencies or when there are unexpected personal circumstances. Personal leave may be granted based upon the ability of Bresee Foundation to grant it and with the prior approval of the Executive Director. Any personal leave taken is unpaid.

Bereavement Leave

In the event of a death in the household of a regular full-time or part-time employee, a paid leave will be granted for a period not to exceed three (3) consecutive scheduled workdays for the purpose of making arrangements for or to attend the funeral.

Jury Duty

It is Bresee Foundation's policy to allow its employees to fulfill their civic obligations. If an employee is called to serve on jury duty, the employee must immediately notify his or her supervisor immediately. Jury duty leave is unpaid.

Witness Duty

An employee who is required by law to appear in court as a witness may take paid time off for such purpose provided the employee supplies the Bresee Foundation with reasonable advance notice. The employee must give their supervisor advance notice and must submit a copy of the subpoena.

Voting Time

Employees who are unable to vote during non-work hours may arrange in advance to take up to two (2) hours off from work with pay to vote in a public election. In order to qualify, employees must obtain advance approval from their supervisor.

School Visit Leaves

The Bresee Foundation encourages employees who are parents, guardians or custodial grandparents of a school-aged child, or a child attending a day care facility, to be involved with their child's educational activities. To facilitate this involvement, you may take up to 40 hours of unpaid time off per year to participate in school or day care related activities. We do ask that you take off no more than eight (8) hours per month for such visits.

In addition to taking time off to participate in a child's school or day care activities, parents and guardians may take additional time off if requested to appear at their child's school because their child has been suspended.

You are requested to make arrangements for taking school-related time off with your supervisor as far in advance as is practical. Your supervisor may request that you provide documentation of a particular school activity or event.

Domestic Violence/Crime Victim Leaves

The Bresee Foundation is sensitive to issues of domestic violence and supportive of any employee who has been a victim of domestic violence or a victim of sexual assault. Bresee Foundation will allow employees to take an unpaid leave of absence or utilize accrued vacation leave to obtain or attempt to obtain relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. In addition, unpaid leave may be taken to seek medical attention, to obtain services from a domestic violence shelter or program, to obtain counseling or to participate in safety planning including relocation.

The Foundation also provides leave for any employee who is a victim of a crime, the immediate family member of a victim, the registered domestic partner of a victim, or the child of a registered domestic partner of a victim in order to attend judicial proceedings related to that crime. To the extent allowed by law, the Foundation will keep confidential any records regarding the employee's absence from work for any of these reasons.

Military Leave

Unpaid military leave will be granted in accordance with federal law regarding re-employability/leaves of absence for veterans.

A copy of the official military order needs to be submitted with the request for a leave 30 calendar days in advance of the beginning date of the leave. Such advance notice is not required if emergency conditions exist and the need for a leave of absence for active duty is urgent.

Sabbatical

Bresee Foundation encourages staff development, personal growth, and increased professional development. Recognizing the benefits of making time available for these pursuits, Bresee Foundation makes a time of sabbatical available to full-time staff in accordance with the following guidelines. Following an approved request, and with a plan approved by the Executive Director, Bresee Foundation employees who work 40 hours/week, may take a sabbatical period of 4 weeks, (20 weekdays) after seven (7) years of continuous 40 hours/week service, and following every seven years of continuous fulltime service thereafter. The employee, in consultation with the Executive Director must develop a plan for personal and professional development to be implemented during the sabbatical period. Employees will provide a written report of their sabbatical activities, experiences, and insights upon their return to work. During the sabbatical, employees will receive their regular salary and benefits on the same basis as if they were reporting to work. Note: holidays that fall within the sabbatical period are included as sabbatical days...additional "holiday" time will not be added to the length of the sabbatical. Sabbaticals will be granted on a first-come, first-served basis, however preference will be given to seniority. Certain months of the year may not be approved for sabbatical due to schedule or program constraints, and no more than one staff member may be on sabbatical at any time. Regular part-time employees or those working less than 40 hours per week are not eligible for sabbatical.

Provisions have been made for full time employees who were hired under a previous sabbatical policy. Following completion of their first sabbatical period, any future sabbaticals will be granted based on the above guidelines.

Education and Conventions

Further education is encouraged for all regular employees. Time for that study will be allowed whenever possible.

SAFETY AND HEALTH

Security

The security of the Bresee Foundation, its facilities, and employee property are important. We ask that our employees be vigilant in their work areas and make sure that visitors and clients are supervised. Employees should keep purses and other personal items in drawers where they are not readily accessible. Keys to offices and combinations to agency safes should be protected. If you see unauthorized people in your work area, please notify your supervisor immediately. The Bresee Foundation cannot be responsible for any items that are lost or stolen within its facilities.

Computer security is of special concern and all employees are asked to strictly adhere to computer security guidelines.

Any employee who is involved in or commits an act of physical violence, theft, wrongdoing, etc., will be subject to disciplinary action up to, and including termination, and may be subject to prosecution.

Safety

Every employee is responsible for safety. To achieve our goal of providing a completely safe work place, everyone must be safety conscious. Please immediately report any unsafe or hazardous condition directly to your supervisor. Every effort will be made to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, please notify your supervisor immediately. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims and is grounds for disciplinary action.

If an employee is injured on the job, he or she will be entitled to benefits under the state workers' compensation insurance and the Foundation will assist employees to obtain all benefits to which they are legally entitled.

Alcohol and Drug Use Policy

Bresee Foundation will not tolerate the use of alcohol, intoxicants, or illegal drugs at work. An employee found in possession of alcohol or illegal drugs, using drugs or alcohol at work, or under the influence of alcohol or illegal drugs at work will be subject to disciplinary action up to and including termination. Any employee convicted of an alcohol or drug related offense may be subject to disciplinary action up to and including termination.

If there is a reasonable suspicion about the employee's alcohol or drug use on the job, Bresee Foundation will require a drug or alcohol test. Our organization's testing policy is aimed at stopping substance abuse through rehabilitation.

In addition, the Bresee Foundation wishes to assist employees who voluntarily recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs are encouraged to

enroll voluntarily in a rehabilitation program and will be given unpaid time off to participate in the program. If an employee requests time off to participate in such a program, the fact that the employee enrolls in the program will be kept confidential.

Non-Smoking Policy

For health and safety considerations, Bresee Foundation's philosophy discourages smoking. Smoking is prohibited in all locations on Foundation property and in Foundation vehicles. Employees who smoke do not receive any additional break time.

ADMINISTRATIVE POLICIES

Open Door Policy

In our spirit of open communication, the Bresee Foundation believes in an open door policy. In order to have open communication, there must be mutual respect. Suggestions for improving the Bresee Foundation are always welcome.

You are encouraged to see your immediate supervisor with questions or problems relating to your job. Your supervisor's assistance may involve getting the aid of other resource persons.

You also may exercise your privilege of requesting a meeting with the Executive Director without regard to your position in the Foundation because the Bresee Foundation is committed to maintaining direct and open communications with its employees. For this reason, the Foundation strongly encourages you to directly communicate to the Executive Director any questions or areas of concern.

Please remember, don't keep a problem inside. You cannot reach a solution if no one knows about the problem. You may use this policy without fear of reprisal.

The Foundation takes seriously any employee concerns regarding job duties, working conditions or the treatment employees are receiving. We encourage employees to bring these concerns to attention of their supervisor or other Foundation administrators. Please use the following procedures when raising such concerns:

1. Within a week of the incident giving rise to the employee's concern, the employee should inform his or her immediate supervisor who will investigate and attempt to provide a solution or explanation. If the complaint concerns the immediate supervisor, employees may bring the situation to the attention of the Director of Operations or the Executive Director.
2. If the matter is not resolved by the supervisor, the employee may present the concern in writing to the Director of Operations who will investigate and attempt to provide a solution or explanation. It is recommended that employees bring the matter to the attention of the Director of Operations as soon as possible after they believe the immediate supervisor has not resolved the matter.
3. If the matter is not resolved by the Director of Operations, the employee may present the concern in writing to the Executive Director. The decision of the Executive Director is final.

This procedure, which the Bresee Foundation believes is important for both the employee and the agency, cannot result in every problem being resolved to the employees' satisfaction. However, we value our employees' input and encourage employees to feel free to raise issues of concern, in good faith, without the fear of retaliation.

Computer Use and Software Pirating

The Bresee Foundation makes computers and other electronic devices available to employees to assist them in performing their jobs. All computers and other electronic devices are the sole and exclusive property of the Foundation, and are fully accessible to the Foundation which may monitor their use. Thus, employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or stored in any computer or electronic communications device owned, leased, or operated by the Foundation.

It is the policy of the Bresee Foundation to utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Unauthorized duplication of copyrighted computer software is contrary to Bresee Foundation's standards of conduct.

Internet and E-Mail Use

Our e-mail system is intended for internal and external business communication. It is neither private nor intended to be your primary personal e-mail. The Foundation recognizes that personal messages may be sent and received by employees, however, employees are encouraged to keep personal e-mail to a minimum and use should be restricted to break times. While forwarding e-mail messages that encourage people in their ministry or provide program ideas is appropriate, it is not appropriate to send chain letters, offensive jokes, urban legends, etc. E-mail may be subject to monitoring by the Foundation.

The Internet is to be used for program and work-related uses. Employees may make personal use of the Internet during lunch breaks or "after-hours." However, they may not visit sites that are sexual in nature.

The Foundation's policy against unlawful harassment, including sexual harassment, extends to the use of computers, the Internet, and any component of the communications systems. In keeping with that policy, employees should not use any electronic communications device in a manner that would violate that policy. For example, employees may not communicate messages that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not access, receive or transmit pornographic, obscene, or sexually offensive material or information.

Desk Inspection

All desks remain the sole property of Bresee Foundation. Bresee Foundation reserves the right to open and inspect desks, as well as any contents, effects, or articles that are in desks. Such an inspection may occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any supervisor and a witness designated by the Foundation.

Prohibited materials, including weapons, explosives, alcohol and non-prescribed illegal drugs or medications, illegal drugs or controlled substances, may not be placed in desks. Perishable items also should not be stored in desks. Employees, who, if requested, fail to cooperate in any inspection, will be subject to disciplinary action up to and including termination of employment.

Use of Bresee Foundation Property

Employees are expected to exercise due care in the use of Bresee Foundation property and to utilize such property only for authorized purposes. Negligence in the care and use of Foundation property may be considered cause for disciplinary action, up to and including termination.

No supplies or Foundation property may be taken home without prior approval of the employee's supervisor. Unauthorized use or removal of Foundation property from the premises is prohibited. Unauthorized use or removal of said property may lead to disciplinary action including termination.

Employees may not use the Bresee Foundation's name or letterhead stationary for personal business. Use of the postage machine, copy machines, or fax machine for personal business is not permitted unless prior permission from your supervisor has been obtained. Employees may be required to reimburse the Foundation for such use.

Personal Business and Phone Calls

Work assignments require the full attention of employees. It is recognized that emergencies will arise and therefore provision will normally be made for such occurrences. Making or receiving personal telephone calls or receiving personal visitors during working hours is discouraged.

Personnel Files

Employee personnel records and files are maintained to protect you and to comply with applicable laws. It is very important that you keep the Bresee Foundation up to date as to your personal data.

All personnel records/files are confidential and are the property of the Foundation. To ensure that your records are accurate, please be sure to notify the Director of Operations whenever changing the following:

- Legal name, home address, social security number, and home telephone number;
- Marital status or number of dependents (for income tax exemptions, insurance information and beneficiary changes);
- Names and contact information of persons to be contacted in the event of an emergency;
- Military or draft status;
- Exemptions for your W-4 tax form;
- Additional education or job-related training; and
- Driver's license or insurance status

Your personnel records/files may also include copies of reviews, disciplinary actions, letters of commendation, and other related matters.

While employed by the Foundation, you have a right to review your personnel file and you may have copies made of documents that you have signed. If you wish to review your file, you should contact the Executive Director to schedule an appointment. This review should take place at a reasonable time during the work day under supervision.

DISCIPLINE AND TERMINATION

Disciplinary Guidelines

The orderly and efficient operation of the Bresee Foundation requires that employees observe certain standards of job performance and conduct. When job performance or conduct does not meet the Foundation's standards, the Foundation may choose to provide employees with a reasonable opportunity to correct the deficiency. If the employee fails to make the correction, the employee will be subject to disciplinary action up to and including termination. The Foundation may also decide, in its sole discretion, to issue a verbal or written warning, or impose a period of suspension prior to terminating the employee. A practice of employee discipline does not imply that progressive discipline is required or that employment may be terminated only for cause.

These guidelines should not be construed as a promise of employment or continuing employment in the absence of the conduct listed below. As explained earlier in this handbook, all employees of the Bresee Foundation are "at-will" employees, unless notified in writing otherwise. The Foundation reserves its right to discipline employees up to and including termination at any time.

Discipline may be initiated for various reasons, including, but not limited to, violation of the Foundation's work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's record, and may range from verbal counseling to immediate dismissal.

Disciplinary action may include the following:

1. **Verbal Counseling** – with the exception of conduct requiring more stringent action, employees will normally be counseled once verbally before receiving a written warning.
2. **Written Warning** – this may follow verbal counseling or may be the initial disciplinary action taken.
3. **Final Warning** – this may include suspension without pay. It may be imposed if additional conduct warranting discipline occurs within 12-months of a previous written warning or may be the initial disciplinary action taken
4. **Discharge** – at will or after a final written warning or period of suspension.

Voluntary Termination

Voluntary termination occurs when an employee initiates the action that terminates her employment with The Bresee Foundation. Whenever possible, the employee is requested to submit, in writing, a signed statement of resignation which identifies the reasons for resignation, the anticipated date of termination, and the name of the new employer if the employee has found other employment. To allow the Foundation to make the appropriate changes in personnel, we request that employees give at least two (2) weeks written notice of their intention to leave.

The employee should notify the Bresee Foundation of any address changes during the calendar year in which termination occurs so that tax information will be sent to the proper address.

The Bresee Foundation will consider an employee to have voluntarily terminated his or her employment if the employee engages in any of the following:

- Elects to resign or retire from the Foundation
- Fails to report to work for three (3) days without notifying his or her supervisor or fails to return to work from an approved leave of absence

Involuntary Termination

Involuntary termination occurs when the Bresee Foundation initiates the action that terminates the employee's employment. The Bresee Foundation is an at-will employer and reserves the right to terminate with or without cause, and with or without notice. In certain circumstances, however, the Foundation may *in its sole discretion* provide employees who are to be terminated with prior notice.

Due to the limited nature of funding and the possibility of funding cuts, a decrease in activities or reorganization, the Bresee Foundation may be required to make personnel cuts to meet the operational needs of the organization. Layoffs may be implemented on an agency-wide basis, or in one or more departments, work groups or job classifications. The Foundation will provide advance notice of termination, if possible.

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND AT-WILL
EMPLOYMENT STATUS**
(Employee Copy)

I acknowledge that I have received a copy of the Bresee Foundation's Employee Handbook dated _____. I understand that the statements contained in this handbook are guidelines concerning some of the Bresee Foundation's personnel policies and benefits, and do not create any contractual or other legal obligations. I have read and I understand the contents of these policies, and I have been given opportunity to ask any questions I might have about policies that I did not understand.

I recognize that this Employee Handbook cannot anticipate every situation or answer every question about my employment by the Bresee Foundation. I understand that the Foundation reserves the right to change or revise all or any portion of this handbook – except the at-will employment policy – without advance notice and at any time that the Foundation, in its sole discretion, deems that revision is appropriate or necessary.

I understand and agree that my employment with the Bresee Foundation is **at-will**, and can be terminated without cause or notice by either the Foundation or myself. I also understand that no supervisor or any other employee of the Bresee Foundation other than the Executive Director has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the at-will relationship described above. The at-will relationship will remain in effect throughout my employment with the Bresee Foundation unless it is specifically modified by an express written agreement signed by the Executive Director and me.

I acknowledge that these statements about the at-will nature of my employment constitute the complete understanding between the Bresee Foundation and me regarding this subject.

Employee Signature

Employee Name (Type or Print)

Date

Bresee Foundation Representative

Date

I also acknowledge receipt of my job description _____
Initial

Date

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(Employer Copy)

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