



**Lyndale Neighborhood Association
Employee Handbook 2023**

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MESSAGE FROM THE ORGANIZATION

Lyndale Neighborhood Association (LNA, or the “Organization”) understands that our most valuable asset is our employees. We strive to provide a workplace that is professional to best serve the needs and wants of our employees as well as those we serve.

LNA’s desire is to maintain good relationships, and therefore we want to hear, discuss, and when possible, rectify any of your grievances or complaints. If you have a question pertaining to any aspect of your employment with the Organization, we encourage you to ask your supervisor. At LNA we believe that effective communication is essential to maintain productive relationships. We welcome and solicit your ideas and observations for improving the way we operate. Suggestions concerning improvements should be made to your supervisor, the Executive Director, or the Personnel Committee.

This handbook provides you with pertinent information regarding rules and policies. It is important that you take the time to read and familiarize yourself with the information contained in this handbook, and you will be asked to sign a copy. A copy of the signed sheet will be kept in your personnel file, and you will have access to the current handbook for your records.

This handbook is not an employment contract. It does not establish a contract (express or implied) between the Lyndale Neighborhood Association and any employee regarding terms and conditions of employment. No communications will create contractual obligations unless in writing and signed by LNA’s Executive Director.

This handbook revokes and supersedes any prior handbooks provided by the Organization and The Organization reserves the right to revoke, modify, amend, add to, or delete from any of the provisions of this handbook at any time, with or without notice, in its sole discretion.

ABOUT YOUR EMPLOYMENT

Your employment at the Lyndale Neighborhood Association is at-will. This means that your employment is not for any specified term or duration. You have the right to terminate your employment at any time, with or without notice, with or without cause. The Lyndale Neighborhood Association has that same right to terminate your employment.

Nothing contained in this Employee Handbook modifies or changes that at-will employment relationship except a written employment agreement signed by the Executive Director

No employee, supervisor, manager, or representative of the Lyndale Neighborhood Association may modify this policy orally or in writing without the express written consent of the Executive Committee of the Board of Directors, which serves as the Personnel Committee.

PERSONNEL QUESTIONS/ISSUES

At LNA, the Executive Committee serves as the Personnel Committee. When sitting as the Personnel Committee the Executive Committee may add additional people to assist them with prior approval by the board. The Personnel Committee conducts the performance evaluation of the Executive Director, evaluates personnel policies, and handles other personnel issues, as needed.

If you have a personnel concern, you should raise it with the Executive Director. If, however, you have questions or concerns about personnel matters which you do not feel comfortable raising with the Executive Director, you should feel free to contact a member of the Personnel Committee to discuss it. The names and phone numbers of the Personnel Committee are available as a part of the current Board list.

EQUAL OPPORTUNITY EMPLOYMENT

Lyndale will provide equal opportunity to all employee and applicants for employment in accordance with all applicable laws.

Lyndale will not discriminate against or harass an employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status regarding public assistance, age, or any other classes protected under applicable law.

Lyndale will take action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, hiring, promotion, demotion, training, transfer, recruitment, selection, layoff, disciplinary action, termination, and compensation.

NONDISCRIMINATION

Lyndale expects its employees, volunteers, independent contractors, and everyone who works with us to refrain from discrimination or harassment based on race, color, creed, national origin, age, sex, sexual orientation, marital status, disability, or other classes protected by applicable law. Employees violating this policy are subject to disciplinary action, up to and including termination.

DISABILITY MANAGEMENT

Lyndale is committed to providing equal employment opportunities to qualified individuals with disabilities. If you have a disability and need an accommodation to do your job, it is your responsibility to notify the Executive Director. They will then consult with you concerning the type of accommodation you require. To determine the appropriate accommodation, Lyndale may need to obtain additional information from your physician or other medical professionals. It is your obligation to cooperate with Lyndale in its efforts to determine what accommodations are appropriate and reasonable.

PHOTOGRAPH AND PUBLICITY POLICY

Employees and volunteers may not speak to the news media as an official or unofficial representative of the Lyndale Neighborhood Association without prior approval from the Executive Director. All requests for information from the news media should be referred to the Executive Director.

EMPLOYMENT CLASSIFICATIONS

The following employment classifications apply to the Lyndale Neighborhood Association's employees. Please note that certain insurance or benefit plan documents may contain different definitions regarding benefit eligibility. Your employee classification will be noted in your Letter of Hire.

Full-Time Regular Employees:

Employees who are regularly scheduled to work thirty-two (32) or more hours per week. These employees become eligible to participate in the LNA's benefit programs on the first day of the month following a 90 day Introductory/Probation Period.

Part-Time Regular Employees:

Employees who are regularly scheduled to work less than thirty-two (32) hours per week. Part-time Employees are eligible for some benefits following a 90 day Introductory/Probation Period.

Temporary Employees:

Persons who are hired to work on special projects for a specific period of time to meet the short-term needs or on a fill-in or on-call basis. Although paid through LNA's payroll, temporary employees are not eligible for any benefits except PTO accrual for sick time.

Exempt Employees:

These employees qualify as exempt as defined by the Fair Labor Standards Act and are not eligible for overtime pay. Exempt employees are expected to work the hours necessary to meet their job responsibilities.

Non-Exempt/Hourly Employees:

These employees are paid on an hourly basis and are eligible for overtime pay in the case that they work over 40 hours per week.

PERSONNEL FILES

The Lyndale Neighborhood Association maintains a personnel file on each employee. We consider the information maintained in these files as confidential and proprietary.

The contents of a typical personnel file may include, but is not limited to application, resume, performance evaluations, compensation, benefit information, time off, corrective action and other relevant documents and correspondence between LNA and the employee.

Updating File Information: There is certain employee information that needs to be kept up to date. Report any of the following changes in personal information to your supervisor for updating:

- Name, address, and telephone number
- Marital status (including legal separation) - for benefit plan purposes
- Dependents - for tax purposes
- Changes to the Form W-4 (Employees Withholding Allowance Certificate)
- Insurance beneficiary designations
- Benefit plan coverage changes
- Emergency Contact

Employee File Access: Employee files are considered confidential. All requests to review a personnel file must be made to the Executive Director. Access to these files is limited to employees and managers as follows:

- Employees may review the contents of their files upon request.
- Supervisors may review particular contents of an employee's file if they are considering the employee for a promotion, transfer, disciplinary or other personnel action, or if they have a legitimate need for specific information about the employee.
- No information in a personnel file will be disclosed to anyone outside the Organization without a signed contract from the employee or former employee authorizing the release of the information. The employer reserves the right to verify requests for basic information, such as employment dates, status, and job responsibilities without notifying the individual involved.

CONFLICTS OF INTEREST

Lyndale Neighborhood Association encourages you to engage in social, political or community activities outside of work. However, LNA expects that such activities will not influence or interfere with the performance of your job duties.

LNA also expects that you will avoid any conflict of interest between your self-interest and the interest of the Organization. No member of LNA should benefit personally from any purchase of goods or services by the Organization, nor derive personal gain from action taken as a representative of Lyndale.

It is your responsibility to refrain from engaging in activities that pose a conflict of interest, or that interfere with your job at Lyndale. Review with your supervisor any personal or outside business activities that might result in a conflict of interest. Employees may have outside business interests or employment so long as these do not interfere with job performance. Employees may not earn additional income from their affiliation with Lyndale.

Definition: A conflict of interest includes, but is not limited to:

1. Any situation where the employee uses information or personal contact normally not attainable except through employment with LNA to derive personal gain, or shares confidential information related to the Organization's fundraising, donors, grant processes or decision-making to an unauthorized individual or organization.
2. Any situation that may serve as a detriment to LNA or to its public image.
3. Any situation where the employee's relationship with a grant applicant or a grantee could reasonably be expected to compromise the employee's objectivity.
4. Serving on the Board of Directors of an organization applying for a grant from the Organization.
5. Any outside employment or activity which may interfere with the operations of the Organization, including employment with an organization whose mission conflicts with LNA's mission.
6. Acceptance of gifts, fees, services or entertainment from grantees, grant applicants, vendors, suppliers or companies or individuals desiring to do business with LNA.
7. Participation in any partisan political activity without clearly identifying that such activity is personal and not representative of LNA, including ensuring that all personal involvement in such activities takes place off LNA's premises and does not involve the use of the Organization's resources and/or funds.

Should any of the above occur, it is LNA's expectation that employees will first disclose the conflict, then disqualify themselves from the grant-related decision, financial, or other activity. Employees who are in doubt as to whether a specific activity violates this policy must discuss the matter in advance with the Executive Director.

TERMINATIONS

Employment with Lyndale Neighborhood Association is at will. As such, employment is not for any definite period and may be terminated at any time, for any reason, through voluntary resignation by the employee or by LNA initiating the termination of an employee.

Voluntary Resignations: Employees who choose to resign from the Lyndale Neighborhood Association are encouraged to inform their supervisor in writing at least two (2) weeks before the effective termination date. At the discretion of LNA, we may ask you to leave before the expiration of the notice. In this event, you will be paid as if you had worked during the notice period. This enables LNA to make arrangements to find a suitable replacement. Supervisors must inform the Executive Director immediately upon being notified of an employee resignation.

Employees who are absent for a period of three (3) consecutive days without contacting their supervisor to make a proper request for time off is considered by the Lyndale Neighborhood Association to be a voluntary resignation. This includes employees who fail to return from approved absences (e.g., personal, medical, or parental leave).

LNA Property: Employees must return all outstanding property belonging to the Organization (such as keys, computer equipment, etc.) to their supervisor before leaving LNA.

Involuntary Termination: Refer to the Rules of Conduct section of this handbook for information on involuntary termination of employment.

Exit Interviews: We recognize the importance of receiving comments and insight from our employees. Additionally, it is important to communicate with the exiting employee information regarding the handling of their benefits packages. As such, exit interviews are available to anyone who leaves LNA for any reason. Employees may request exit interviews. Under most circumstances, employees will be asked to participate in an exit interview with the Executive Director, or an outside party, during the employee's last week of employment.

**RULES &
PERSONAL CONDUCT
Section**

INTRODUCTORY/PROBATION PERIOD

The Lyndale Neighborhood Association has established a ninety-day (90) introductory or probation period for all new employees.

During this period, the Lyndale Neighborhood Association recognizes that the employee is learning the job. As such, they will receive orientation, training, performance metrics, and regular feedback from the immediate supervisor. Additionally, prior to the completion of the period, the supervisor will evaluate the job performance of the employee, to include the following criteria:

- Quality of Work
- Dependability
- Cooperation
- Performance of Job Duties
- Alignment with mission, values, and team norms

If the employee's job performance is unsatisfactory at any time during or following the introductory period, action can include, but is not limited to, demotion, reassignment, or termination of employment. Employees in the introductory period are not eligible to participate in grievance procedures.

Employees in the introductory period accrue PTO but may not use it until the probation period is complete. They also are not eligible for benefits (including health or life insurance, retirement match, or paid holidays until the period is complete. All benefits eligible with their employment classification can be accessed once this period is over.

Completion of the introductory period creates no future guarantees of employment. Employment is always, during and after the introductory period, at-will.

RULES OF CONDUCT

In accordance with our mission, values, vision and standards, the Lyndale Neighborhood Association requires that all employees always observe proper personal standards of conduct.

Employees who violate rules, policies, or practices – whether written or verbal, posted or not -- may be subject to corrective action that may, depending on the circumstances and the Organization's discretion, include verbal or written warnings, paid or unpaid suspension, or immediate discharge.

Although the Lyndale Neighborhood Association supports the theory of corrective or progressive discipline, it retains the discretion to take any disciplinary action that it believes is appropriate to the circumstances. Termination may result with any violation at any time depending on the nature and severity of the incident, circumstances, and factors.

GRIEVANCES

Employees should try to resolve professional disagreements or differences of opinions directly with their coworker or supervisor they are having difficulties with. If the problem cannot be resolved after taking this step, the employee should bring it to the attention of the Executive Director. If the issue is related to unjust treatment, harassment, and/or health or safety concerns in the workplace or an employee is negatively affected by violations of workplace policies or contract term, a formal complaint can be filed. This grievance procedure policy outlines the process for these instances to ensure that all of our employees are heard and treated equally.

Employees can file grievances when:

- They have been victims of workplace harassment.
- Their health and safety have been compromised.
- There are unjust changes made to the employment agreement.
- Policy guidelines are violated.

Grievance Procedure:

When filing a grievance it is required that it be in writing. A grievance complaint must include:

- Your name, address, phone number, email, and the date.
- Name of the staff person you are filing a grievance against.
- Date of the incident.
- Declaration of the type of grievance: harassment, health or safety concern, unjust changes to your employment agreement, or a violation of LNA policy.
- Description of the incident.
- Please include any supporting documentation.

Rights of the Accused:

When a grievance is filed against another employee, the accused also reserves the right to:

- View and request a copy of the official grievance complaint.
- Formally respond to the complaint.
- Attend all formal meetings.
- Appeal the final decision.

LNA's Responsibilities:

- Accept and thoroughly investigate all Grievance Complaint Forms.
- Treat all parties fairly throughout the grievance process.
- Adhere to the no-retaliation policy when employees file a complaint against management.
- Practice a high level of confidentiality throughout the grievance process.
- Ensure that the final decision is implemented.
- Maintain accurate and comprehensive records of each grievance.

WHISTLEBLOWER POLICY

PURPOSE

The Organization, state and federal law require all of Organization's directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and representatives of the Organization must practice honesty and integrity in fulfilling their responsibilities and comply with the laws.

Therefore, the Organization will investigate complaints of suspected fraudulent or dishonest use or misuse of its resources or property by staff, board members, consultants, volunteers, or members. To maintain the highest standards of service, the Organization will also investigate complaints concerning its programs and services.

This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Organization can address and correct inappropriate conduct and actions appropriately.

It is the responsibility of all board members, officers, employees, members, and volunteers to report concerns about violations of the Organization's Conflicts of Interest Policy, code of conduct or suspected violations of law or regulations that govern the Organization's financial operations.

NO RETALIATION

An employee, director or officer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

DESIGNATED COMPLIANCE OFFICER

The Organization's Executive Director, Treasurer, or another individual designated by the Board's will serve as Compliance Officer and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution. They will also report at least annually to the Board on compliance activity relating to accounting or alleged financial improprieties.

The Compliance Officer may be a third party designated by the Organization to receive, investigate, and respond to complaints or a particular complaint.

REPORTING PROCEDURE

LNA has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or any board member.

CONFIDENTIALITY

Violations or suspected violations may be submitted anonymously or confidentially by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Accounting and Auditing Matters

The Organization's Compliance Officer will immediately notify the Board or Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the appropriate body or committee until the matter is resolved.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

HANDLING OF REPORTED VIOLATIONS

The Organization's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

HARASSMENT

Lyndale expects that its employees will treat each other and everyone dealing with our organization with respect and courtesy. Lyndale does not tolerate harassment based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status regarding public assistance, age, or any other classes protected under applicable law.

Sexual harassment is unlawful discrimination and is totally unacceptable. Sexual harassment is any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature when:

1. Submission to conduct is made, explicitly or implicitly, a term or condition of employment.
2. Submission to, or objection to, such conduct is used as a factor in an employment decision affecting an individual; or
3. Such conduct has the purpose or effect of unreasonable interference with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

We will take all reasonable steps to ensure that our policy prohibiting harassment is followed by all employees, independent contractors, and anyone else who has contact with our employees.

REPORTS OF DISCRIMINATION OR HARRASSMENT

Violation of the equal employment opportunity or harassment policies will result in corrective action or discipline, up to and including termination of employment.

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to your supervisor and the Executive Director.

We will promptly investigate and attempt to resolve your concerns. Your concerns will be kept confidential to the extent possible.

If you do not believe reporting the matter to the Executive Director is satisfactory, please refer the problem in writing to the Personnel Committee.

ATTENDANCE

When an emergency or illness prevents you from coming into the office, please notify your supervisor as soon as possible.

If you are absent for more than five (5) consecutive workdays because of illness or injury, a statement from a physician may be required before you will be permitted to return to work.

Repeated absenteeism or tardiness that is unexcused or excessive in the judgment of Lyndale may be subject to corrective or disciplinary action, up to and including termination of employment. Employees who are absent for a period of three (3) consecutive days without contacting their supervisor to make a proper request for time off is considered by LNA to be a voluntary resignation. Proper notification includes a statement of the reason for your absence and an estimated date or time of return. For extended absences, employees must call in each day unless prior notice has been given by the employee and approved by the supervisor.

TECHNOLOGY POLICY

PHONE POLICY

Making and receiving personal phone calls is permitted during office hours, but you should attempt to limit such calls. Personal phone calls must not disrupt your work or the work of others.

SOFTWARE

In order to avoid the introduction of computer viruses on our system and, in order to avoid legal problems with copyrighted software, any software installed on the computer system must be approved in advance by your supervisor.

OFFICE EQUIPMENT

Office equipment, including computers, and copying machines are intended for business purposes only. Excessive use of office equipment for personal use may be grounds for disciplinary action.

COMPUTER CONDUCT

As an employee or associate of Lyndale, you are required to comply with the strictest ethical and legal standards in your use of our information resource and company-provided equipment.

Computer resources are intended to be used only for authorized business. This includes the use of information systems such as the Internet and E-mail. The Internet is intended to be used for business purposes. This also means that our Internet access cannot be used at any time to access pornography, sexually orientated materials, communications regarding drug use or distribution, or communications regarding any other unlawful activities. By using Lyndale's computer to access the Internet, you agree to abide by our restrictions on the type of activities you engage in while on the Internet.

LNA reserves the right to access, monitor, and disclose the use of its systems and the contents of files and communications created, sent, or received on the Company's systems at any time to determine whether there have been any breaches of security, violations of LNA policy, or other system misuse.

Accordingly, users have no expectation of privacy vis-à-vis the company in anything they create, store, send, or receive using the Company's electronic data and communications systems. This includes the storage of media files (audio, video, and images) on company equipment, including the hard drives or company network drives. LNA reserves the right to regularly monitor company owned storage devices and remove non-business-related files without notice.

Notwithstanding LNA's right to access electronic files and communications that make use of its systems, such records should be treated as confidential by other users and accessed only by the sender and intended recipient(s).

Any violation of these policies will result in disciplinary action, up to and including termination.

AUTHORITY TO EXECUTE CONTRACTS

No employment agreement or contract can be entered into without the written approval of LNA's Executive Director.

The Lyndale Neighborhood Association President and Executive Director have authority to carry out the Organization's goals and policies and are therefore authorized to execute documents in the name of the Lyndale Neighborhood Association. In addition, the President and Executive Director are authorized to delegate signing authority. Delegation must occur in writing and be recorded in minutes. Delegates include the Vice President, Secretary, and Treasurer. Such delegated authority may not be further sub delegated.

Staff members are not authorized to execute any document binding the Lyndale Neighborhood Association in any way, except as authorized above.

Documents relevant to this policy include but are not limited to any document obligating the Lyndale Neighborhood Association to incur expenses or perform certain obligations such as contracts, equipment leases, deeds, bills of sale, and real estate leases. A contract could come in many different forms and may be called an agreement, license, letter of intent, invoice or order form, memorandum of understanding, grant application, or amendment.

CONFIDENTIAL INFORMATION

As an employee, you have an obligation to ensure the confidentiality of the individuals we serve. Employees should not disclose any information to anyone about individuals served by this Organization without prior approval. Confidential information is all information concerning the Organization and its operations and not generally known by LNA personnel. None of this information should be repeated or discussed with anyone, including donors, funders, grant applicants or recipients, vendors, relatives or friends outside the Organization, or employees not authorized to receive certain information.

An employee shall not release, copy, or remove from the Organization's premises confidential information, use confidential information to further the employee's private interest, or accept outside employment or involvement in a business activity that requires to disclose or use confidential information.

Confidential information must never be revealed to non-current employee or in any other way used by employees for any purpose outside the scope of their employment, except as required by law or with the express written consent of the President. These obligations for confidentiality shall continue even after employment or association with the Organization has ended.

Disclosure of confidential information is grounds for corrective action up to and including termination of employment.

Confidential information includes, but is not limited to the following types of information and other information of a similar nature:

- LNA's business practices
- Correspondence, internal discussions, information, records, and transactions concerning grants, donors, and potential donors, to include the contents, deliberations and decisions related to grant proposals and advance notice of grant considerations and results
- Financial information and board lists received with grant applications, unless previously published by the applicant
- Proprietary information, such as potential donor lists, or grant research developed by staff and volunteers in the performance of duties for LNA
- Personnel and payroll records including, but not limited to, compensation, corrective action, performance evaluations, health related information
- Personal or family information regarding a co-worker, applicant, or donor

TOBACCO USE, SMOKING DEVICES AND OTHER CONTROLLED SUBSTANCES

Lyndale maintains a smoke free environment; this includes tobacco, electronic delivery devices (e-cigarettes and vaping), and marijuana, medical or recreational. Employees are not permitted to use these items on Lyndale Neighborhood Association property.

Lyndale prohibits and will not tolerate the use, possession, sale, or transfer of any illegal drug while conducting business for Lyndale or on Lyndale's premises. Employees who consume alcohol during the course of their work should do so in moderation. Excessive use of alcohol during the course of an employee's work may result in disciplinary action, up to and including termination.

You must notify your supervisor of the use of prescribed medications or over-the-counter medications which may affect your ability to work with or operate motor vehicles, machinery, or equipment, or in any other way affect your ability to function while on the job.

Violation of any of these rules may result in discipline, including, at the discretion of the management, immediate termination of employment.

COMPANY AND PERSONAL PROPERTY

LNA Property: It is expected that every employee will take precautions to guard against loss, negligence and damage to the Organization's property. LNA's property, time, supplies or equipment may not be appropriated for personal use without written or verbal approval of the Executive Director.

All LNA property must be returned when an individual ceases to be an employee. This includes, but is not limited to: office supplies, keys, files, laptops, cell phones, and other equipment. Should any items fail to be returned upon leaving the Organization, the value of the non-returned item will be deducted from the employee's final paycheck.

LNA reserves the right to search and inspect all work areas without prior notice to its employees. This includes searching desks, credenzas, files, bookshelves, drawers and all other Organization-provided public and private work areas, containers or equipment.

Personal Property: We are not responsible for the damage, loss or theft of employees' personal property. This includes loss or damage to items in the building as well as in vehicles during the course of LNA business.

Building Security: The office is secured before and after work hours. It is each individual employee's responsibility to maintain that security as they leave and enter the office.

COMPUTERS, INTERNET & EMAIL

COMPUTER USAGE

As an employee or associate of Lyndale, you are required to comply with the strictest ethical and legal standards in your use of our information resource and company-provided equipment. Computer resources are intended to be used only for authorized business. This includes the use of information systems such as the Internet and E-mail. The Internet is intended to be used for business purposes. This also means that our Internet access cannot be used at any time to access pornography, sexually orientated materials, communications regarding drug use or distribution, or communications regarding any other unlawful activities. By using Lyndale's computer to access the Internet, you agree to abide by our restrictions on the type of activities you engage in while on the Internet.

LNA reserves the right to access, monitor, and disclose the use of its systems and the contents of files and communications created, sent, or received on the Company's systems at any time to determine whether there have been any breaches of security, violations of LNA policy, or other system misuse.

Accordingly, users have no expectation of privacy vis-à-vis the company in anything they create, store, send, or receive using the Company's electronic data and communications systems. All messages composed, sent, or received on the e-mail system are and remain the property of LNA. This also includes the storage of media files (audio, video, and images) on company equipment, including the hard drives or company network drives. LNA reserves the right to regularly monitor company owned storage devices and remove non-business related files without notice. Since the computers, Internet access and E-mail system are and remain the property of LNA, employees should not assume any rights to privacy or ownership of any documents or activity on the Organization's computers. LNA reserves the right to read, access, copy, monitor, and review all traffic, files, documents, and/or other activities occurring on Company computers.

Notwithstanding LNA's right to access electronic files and communications that make use of its systems, such records should be treated as confidential by other users and accessed only by the sender and intended recipient(s).

SOFTWARE

In order to avoid the introduction of computer viruses on our system and, in order to avoid legal problems with copyrighted software, any software installed on the computer system must be approved in advance by your supervisor.

Any violation of these policies will result in disciplinary action, up to and including termination.

SOCIAL MEDIA POLICY & GUIDELINES FOR SOCIAL MEDIA PARTICIPATION

To be developed.

TIME-OFF PERSONNEL POLICY
Section

HOLIDAYS & OFFICE CLOSURES

Paid Holidays: The Lyndale Neighborhood Association typically offers eight (8) paid holidays that result in an office closure each year to active regular full-time and active regular part-time employees and have worked during the pay period.

Full-time regular employees will be paid eight (8) hours for each holiday. Part-time regular employees will be paid four (4) hours for each holiday. All regular employees enjoy this benefit immediately upon hire.

LNA typically recognizes the following holidays and the LNA Office and all activities are closed:

- New Year's Day (January 1)
- MLK Day (3rd Monday in January)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Friday After Thanksgiving (4th Friday in November)
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday will be observed on the previous Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. A paid holiday does not count toward overtime for the week.

This schedule may vary; check the Annual Benefits List for the Paid Holidays each year.

Unpaid Office Closures: LNA periodically schedules office closures and/or teaching breaks during the year. These breaks are not considered holidays, and are not paid. Employees may choose to work on planning or administrative tasks up to their typical hourly allotment, use PTO, or can simply enjoy the closure or break as unpaid time off.

PTO (Paid Time Off)

Permanent full-time, exempt employees with LNA will accrue PTO 104 hours over the year (2 hours per week). This can be used for vacation or illness and can be used after the Probation Period. Full-time hourly employees who are regularly scheduled to work less than 40 hours per week receive PTO on a pro-rata basis at the same rate of accrual as full-time exempt employees. Part-time employees accrue PTO at the rate of .033, or 1 hour for every 30 hours worked.

All employees may accumulate up to a maximum of 80 hours of PTO but then will stop accruing PTO until time is used. All employees may carry over 64 hours of PTO from one year to the next.

Using PTO

Exempt employees must use PTO in full-day (8 hours) or half-day (4 hours) increments. Non-Exempt (hourly) employees may use PTO in one-hour increments. Employees are expected to find staff to cover their duties while they are using PTO, whether they are on vacation, ill, or taking a wellness break. Employees are also expected to notify their supervisor as to who will be filling the gaps.

Using PTO for Vacation: Employees are allowed to use PTO for vacation. Employees are not allowed to borrow from future vacation. Scheduling for vacation and discretionary time off must be approved in advance by your supervisor. While Lyndale will make every effort to allow the use of PTO at the employee's request, permission for discretionary use of PTO will be based on Lyndale's business needs and other staff's requests for time off.

Using PTO for Illness: Employees are allowed to use PTO for illness. The need for leave due to illness may be sudden, however, employees should notify the Organization as soon as is possible (and, ideally, before the start of the work shift). If the need to use PTO is foreseeable (for example a scheduled doctor's appointment), then employees must provide notice as soon as possible, prior to the absence.

Absences due to illness lasting 5 days or more may require reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional. All time accrued due to illness is counted against the employees PTO, unless it is determined that there is a need for Short Term Disability at which time the full-time regular employee has the option to call LNA's insurance broker.

Using PTO for Wellness: Using PTO for mental health, wellness, and life-balancing is acceptable.

Unused leave

Upon termination of an employee-employer relationship, the Organization will not compensate "unused" leave.

PROFESSIONAL DEVELOPMENT POLICY

LNA supports and encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. LNA recognizes that for development purposes, all employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields.

The purpose of this policy is to outline company parameters for attending external training functions (as a learner) and joining/renewing memberships in professional associations. Employees may be permitted to attend off-site seminars, conferences or workshops that will be paid for by the company. The training event to be attended must have a direct relationship to the job the employee performs. For work scheduling purposes, the employee's request for attendance must be received at least one month in advance of the event, and the employee's supervisor must approve the request.

For approved trainings, the employee will be paid at their regular rate. If there are fees for a training, or memberships associated with the training provider, LNA will cover the cost of those as well, if this information is presented to the supervisor at the same time the request to attend is presented. In accordance with the Conflict of Interest Policy, no employee can also collect a stipend for attending a training or conference from another entity if LNA is paying for the event. Trainings that don't overlap with set responsibilities of the employee, are more likely to be approved.

If the employee is attending a training as a presenter their time is not billable to LNA, although they could use their accrued PTO to cover the time to prepare and present; exceptions to this policy can be discussed with your supervisor, if the employee is presenting information that pertains exclusively to the work of LNA.

Employees will have to provide proof of attendance to their supervisor in a manner that is mutually agreed upon.

PARENTAL &/or MEDICAL LEAVE

Although LNA is not required to comply with the Family and Medical Leave Act (FMLA) due to the small size of the organization, the Organization understands the purpose of the law is to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

LNA adheres to the FMLA principles and is willing to make a plan for up to 12 weeks of unpaid leave for an eligible employee for any of the following reasons:

- The birth and care of the newborn child of an employee;
- Placement with the employee of a child for adoption or foster care;
- Care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- A medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for unpaid leave if they have worked for LNA for at least 12 months, and for at least 1,250 hours over the past 12 months.

UNPAID PERSONAL LEAVE

Unpaid personal leaves of absence are intended to accommodate special personal circumstances. These leaves are granted at the discretion of the Lyndale Neighborhood Association. LNA reserves the right to handle each request for personal leave on a case-by-case basis.

If you need time off from your job, you may request a leave of absence from the Executive Director. The terms and conditions of this leave will be determined in accordance with Lyndale's business needs and applicable laws.

MILITARY LEAVE

If you go on active military duty for two weeks or less per year, you will be paid the difference between your military pay and your normal pay. If you are on military duty for more than two weeks per year, you are considered to be on a military leave of absence. To determine the status of your pay and benefits during military leave of absence, please contact your supervisor.

SCHOOL CONFERENCE AND ACTIVITIES LEAVE

Lyndale will provide up to sixteen (16) hours per year of unpaid time off for school conferences and activities related to your children's preschool or school activities that cannot be scheduled during non-work hours. This leave applies to attendance for activities related to children who are under the age of eighteen (18) years old or under the age of twenty (20) years old and attending secondary schools.

BEREAVEMENT, GRIEF & FUNERAL LEAVE

Permanent full-time employees will be given up to three additional days of paid time off in the event of a death in such employee's immediate family. Part-time employees who have been employed for twelve (12) consecutive months prior to the leave will be eligible to receive two days of paid time off. For part-time employees, the daily pay will be the same as the Holiday rate. PTO accrued by the employee can also be used and added to the time above, if more time is needed.

For purposes of this policy, immediate family includes your spouse or partner, children, siblings, parents, parents-in-law, grandparents, or grandchildren. Depending on the circumstances, Lyndale may, at its discretion, provide bereavement leave for the death of an individual not in your immediate family. If such leave is needed, contact your supervisor.

CIVIC DUTY

The Lyndale Neighborhood Association encourages employees to fulfill their civic responsibilities.

Jury Duty

You are allowed the necessary time off if you are selected for jury duty. Please contact your supervisor if you receive a call for jury duty so a plan can be put into place.

Voting

Lyndale encourages you to participate in elections. Therefore, if you will otherwise be unable to vote, adequate paid time off is allowed from the beginning or end of the workday to exercise this right.

PAY & PERFORMANCE PRACTICES

PAY & TIMEKEEPING

Pay: Employees are paid wages according to the agreement signed at time of hiring, or according to the most recent employee performance review.

Payroll: Employees are paid biweekly (26 payrolls per year).

If a regular payday falls on a holiday, paychecks will be issued the day before the holiday.

Direct deposit of paychecks is the method of wage payment for all employees.

Payroll Deductions: Various deductions are made from employees' wages and reflected on each paycheck stub. Payroll deductions may include the following required items: federal income tax, Social Security and Medicare, state taxes, local taxes, facilitated parking payments, benefit payments, child support withholding and wage garnishments. Some deductions are optional, such as those employees designate for their portion of the insurance premiums, other employee benefits and donation deductions.

Employees are responsible for notifying the Executive Director of any changes to or errors in their deductions. Appropriate corrections are generally completed in the next paycheck.

Timekeeping: On a daily basis, all employees are required to complete a timesheet, allocating their time across programs and departments. A timecard provides an accurate record of hours worked and hours to be paid. The timecard is an official Organization record used for several purposes including compiling of reports and records required by law.

Non-exempt or "hourly" employees will be required to maintain a written record of all hours worked. Employees are responsible for completing and signing an accurate record of hours each pay period. Under no circumstances may an employee record another employee's time or alter a time card.

Exempt employees will also be required to track their hours on a per-pay period basis for internal record and funding allocation purposes.

Failure to keep accurate time records may result in disciplinary action up to and including termination of employment.

TELECOMMUTING POLICY

Sometimes employees are required to be present in the office or at an off-site location to perform their work. Occasionally, work can be performed from home or another off-site location. LNA seeks to find a balance that works for its employees. At this time when there is not yet an official LNA policy regarding telecommuting, LNA encourages you to speak with your supervisor to establish a schedule that recognizes the employees desires to work from home and the Organization's needs to have regular face-to-face interactions.

PERFORMANCE EVALUATION

The performance evaluation, also referred to as a review, serves a variety of objectives. Evaluations provide an opportunity for employees to share their insights into their skills, performance, and responsibilities as well as how LNA leadership is supporting their professional development. Reviews are also management's opportunity to identify and communicate the employees' strengths and development areas. Satisfactory performance evaluations do not alter the employment at will relationship.

PERFORMANCE AND DEVELOPMENT

At Lyndale, we believe that performance is enhanced when expectations are openly communicated. Before meeting with supervisors, employees receive a copy of the Self-Appraisal form to complete and hand-in to her/his supervisor ahead of the review.

We strongly support ongoing discussions between you and your supervisor to:

1. Translate Organizational goals into individual job objectives.
2. Communicate expectations regarding performance.
3. Provide feedback about performance.
4. Provide coaching on how to achieve objectives.
5. Diagnose individual strengths and development needs.
6. Determine what kinds of activities and experience might improve performance.

Lyndale will strive to schedule performance evaluation/developmental meetings at least annually. You and your supervisor are encouraged to meet to discuss these evaluations and your goals for the coming year. Supervisors may conduct informal (verbal and undocumented) or formal (verbal and documented) performance evaluations at any time to advise employees as to their job performance or to address disciplinary problems.

CORRECTIVE / DISCIPLINARY ACTION

At Lyndale, we want to create an environment where you can perform your job to the best of your ability. If your performance and/or behavior are not acceptable, we want to provide you with the opportunity to resolve your performance problems.

Corrective or disciplinary action for unacceptable performance or behavior may include, but is not limited to, verbal warning, written warnings, suspension without pay, demotion, and termination. Lyndale reserves the right to take whatever action it deems appropriate in each circumstance. All employees must understand that feedback, written or verbal, relating to unacceptable performance or behavior is serious and that termination may be the result if behavior is not corrected, and improvement sustained.

Employee Background Checks

All full and part time regular employees working with students in the ESL program will have a background check performed at the cost of the Lyndale Neighborhood Association.

ESL volunteer background checks are mandatory at some sites, depending on the funder.

Mandatory Proof of COVID-19 Vaccination Policy

Purpose

Nothing is more important to us than the health and safety of our employees and meeting our obligation to provide and maintain a workplace that is free of known hazards. Accordingly, the Organization is adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable. Now that COVID-19 vaccines have been approved for Emergency Use Authorization by the US Food and Drug Administration (FDA) and are readily available to the general public over the age of 12, we are implementing a mandatory vaccination policy, subject to the exceptions in this policy (explained below). Compliance with this policy is a condition of your continued employment. Please read this policy carefully.

Information About COVID-19 Vaccines

The CDC publishes information about the benefits and safety of approved COVID-19 vaccines. In addition, the State of Minnesota recommends that all individuals who can safely do so get vaccinated against COVID-19. According to the CDC:

- COVID-19 vaccines currently approved or in development in the US do not contain the COVID-19 virus and will not make you sick with COVID-19.
- Getting the COVID-19 vaccine will not make you test positive for COVID-19.
- COVID-19 vaccinations have been shown to be highly effective at preventing you from getting sick with COVID-19.
- COVID-19 vaccines do not change your DNA.
- COVID-19 vaccinations are an important tool in helping to stop the pandemic.
- COVID-19 vaccines will be free to you, though some charges could be billed to your insurance company.

More information about COVID-19 vaccines and the vaccine approval process is available and frequently updated on the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/>.

Additional information from the State of Minnesota, Department of Health is available at: <https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html>

Continued Applicability of Other Policies and Protocols

This Mandatory Vaccination Policy is a key part of our overall strategy and commitment to maintaining a safe and healthy workplace in light of the COVID-19 pandemic. This policy is designed for use together with, and not as a substitute for, other COVID-19 prevention measures, including the Organization's COVID-19 Preparedness and reopening plan, or other related health and safety policies and protocols. We need your full cooperation and compliance with this and other health and safety workplace policies to make them effective.

Vaccination Requirements

Consistent with the CDC's guidance and State public health guidance, to prevent the infection and spread of COVID-19, and as an integral part of its public health and safety measures, the Organization requires that all employees and individuals entering the workplace, including temporary or seasonal workers and independent contractors, for whom the COVID-19 vaccine is authorized by the FDA, get vaccinated against COVID-19 and show proof of an FDA-approved COVID-19 vaccination before returning to the workplace, unless an exemption from this policy has been granted as an accommodation or otherwise. For more on the accommodation and exemption process, see Accommodation and Exemption Requests below.

Employees who fail to comply with these requirements will be barred from entering the worksite and subject to disciplinary measures, up to and including termination of employment, subject to reasonable accommodation and other requirements of applicable federal, state, and local law.

Vaccine Administration

You are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine. You may get the vaccine during your regularly scheduled work hours, if needed.

The Organization will pay any non-exempt employees for time travelling to or spent getting the vaccine if the appointment is during your regular work hours. The State of Minnesota has made vaccination free and easy to obtain at locations convenient to most people. In the event your ability to obtain a vaccine is limited by financial factors to pay for transportation, parking, etc. you may request reimbursement of the additional amount by submitting your receipts with a completed Reimbursement Request Form to the KFNA Executive Director.

Proof of Vaccination

If you already have received a vaccine, you must provide written proof of vaccination from the vaccine administrator or a CDC-issued vaccination card, including the vaccination place, date(s), and name, before returning to the workplace. Do not include any other medical information with your proof of vaccination. The Organization will review the documentation and will not retain any copies of your vaccination records, other than to note that the documentation was inspected and deemed satisfactory.

Accommodation and Exemption Requests

Disability Accommodation: In accordance with the Organization's disability accommodations policies, we will provide reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including this Mandatory Vaccination Policy. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the Executive Director.

Religious Accommodation: In accordance with the Organization's religious accommodations policies, we will provide reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from the Executive Director.

Exemption for Other Medical Reasons: Exemptions for other substantiated medical reasons may be available on a case-by-case basis/for conditions such as history of certain allergic reactions, or other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. The Organization will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship on the Organization or posing a direct threat to you or others in the workplace.

Interactive Process: The Organization will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this mandatory vaccination policy and explore potential reasonable accommodations that could overcome those limitations. We encourage employees to suggest specific reasonable accommodations. However, the Organization is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization or posing a direct threat to you or others in the workplace.

How to Request an Accommodation or Other Exemption

You may request a reasonable accommodation or other exemption from this policy by contacting the Executive Director. You will need to provide all relevant information, including:

- A description of the accommodation or exemption requested.
- The reason for the requested accommodation or exemption.
- Proposed accommodations (if you have any)

The Organization has the right to request additional documentation supporting the need for an accommodation or request for any other exemption. The Organization will keep confidential any medical information obtained in connection with your request for a reasonable accommodation or other exemption.

Determinations

The Organization makes determinations about requested accommodations and exemptions on a case-by-case basis considering various factors and based on an individualized assessment in each situation. We strive to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination. If you have any questions about an accommodation or exemption request you made, please contact the Executive Director.

Policy Administration and Questions

The Executive Director is responsible for administering and enforcing this policy. If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact the Executive Director.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The Organization reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with or enforce this policy may result in discipline, up to and including termination of employment. The Organization prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and the Organization will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

ACKNOWLEDGMENT - HANDBOOK COPY

I hereby acknowledge receipt of a copy of the Lyndale Neighborhood Association, and understand that it is my responsibility to read and become familiar with its contents.

I understand that this handbook is not a contract, does not contain all of the Lyndale Neighborhood Association’s policies and procedures, and that the Lyndale Neighborhood Association reserves the right to change, modify, suspend, interpret, or cancel, in whole or in part, any of its published or non-published policies, practices and procedures without advance notice.

I agree that this handbook supersedes all prior handbooks and any information, policies, statements or promises, whether written or verbal, previously received from or made to me by the Lyndale Neighborhood Association.

I also understand that nothing in this handbook modifies the at will employment relationship between me and the Lyndale Neighborhood Association and that I have the right to terminate my employment at any time for any or no reason and that the Lyndale Neighborhood Association retains the same right.

I agree by accepting or continuing employment with the Lyndale Neighborhood Association to abide by its policies, procedures and practices and understand that failure to comply with the Lyndale Neighborhood Association’s policies, procedures and practices may result in my termination of employment.

Employee’s Full Name & Signature	Date
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LNA Executive Director	Date
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ACKNOWLEDGMENT - PERSONNEL FILE COPY

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Employee's Full Name & Signature

Date

LNA Executive Director

Date

LNA Employer Provided Benefits 2023

Approved by the LNA Board _____

3% retirement match to a Simple IRA

Permanent full-time and part-time employees earning \$5,000 or more per year are eligible to participate in the retirement plan through Mutual of America.

Paid Holidays (8) and Office Closures for LNA in 2023 will include:

- New Year's Day (observed Monday January 2nd)
- MLK Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and
the day after Thanksgiving
- Christmas

Optional Benefits to all employees for Dental and Vision paid for by the employee directly through payroll using pre-tax dollars. See attachments. Additional employees who might be hired throughout the course of the year could be added to this policy following their Probationary Period, they do not need to wait for the 1st of the new year.