



**MIIN (MIDWEST INDIGENOUS IMMERSION NETWORK)  
PERSONNEL POLICIES AND PROCEDURES**

**Adopted and Approved by the Board of Directors**

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# TABLE OF CONTENTS

## Section Title

<b>I. Introduction.....</b>	<b>Page 5</b>
A. Code of Ethics and Conduct	
B. Confidentiality Agreement	
C. Conflict of Interest	
<b>II. Personnel Governance.....</b>	<b>Page 7</b>
A. Adoption of Policies	
B. Evaluation and Revision of Policies	
C. Hiring Staff	
<b>III. Anti-Discrimination and Harassment.....</b>	<b>Page 8</b>
A. No Tolerance Policy on Sexual, Racial, or Other Harassment	
B. Equal Employment Opportunity and Nondiscrimination	
C. Disability Discrimination and Accommodation Policy	
D. Employment At-Will	
E. Whistleblowing	
F. Gender Identity	
<b>IV. Compensation and Work Schedule.....</b>	<b>Page 11</b>
A. General Expectations	
B. Work Hours	
C. Breaks	
D. Flexible Work Schedule	
E. Telecommuting	
F. Attendance and Punctuality	
G. Pay	
H. Timesheets	
I. Salary Adjustment	
J. Overtime	
K. Outside Employment	
L. Honoraria and Fees Paid	
M. Performance Review	
N. Administrative, Inclement Weather/Snow Days	
<b>V. Travel.....</b>	<b>Page 16</b>
A. Reimbursement for Travel and Other Business-Related Expenses	
B. Overtime During Travel	
C. Approved and Allowable Expenses	
D. Payment Process	
E. Utilizing MIIN Vehicles	

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page 2 of 44

**VI. Conduct Standards..... Page 22**

- A. Conduct Standards and Discipline
- B. Misconduct
- C. Ethical Business Practices
- D. MIIN Property
- E. Conflict of Interest
- F. Ownership of Employee Work Product
- G. Non-Fraternization Policy
- H. Dating in the Workplace
- I. Children in the Workplace
- J. Dress Policy
- K. Drug and Alcohol Policy
- L. Smoking Policy
- M. Conflict Resolution

**VII. Leave..... Page 26**

- A. Paid Time Off
- B. Unpaid Time Off
- C. Accruing/Earning Paid Time Off
- D. Requesting Paid Time Off
- E. Unplanned Absences or Emergencies
- F. Illness or Injury
- G. Bereavement
- H. Military Leave
- I. Jury Duty
- J. Voting
- K. Holidays

**VIII. General Employment..... Page 30**

- A. Fair Treatment of All Applicants
- B. Employee Classification
- C. Job Description
- D. Orientation
- E. Security and Confidentiality of Employee Records
- F. Employment Sequence
- G. Introductory Probationary Period
- H. Vacancies, New Positions, and Promotions
- I. Reference/Background Check
- J. Staff Meetings
- K. Training
- L. Nepotism
- M. Contract Approval and Legally Binding Action

**IX Termination, Resignation, Discharge..... Page 35**

- A. Disciplinary Action and Termination
- B. Misconduct
- C. Immediate Termination
- D. Voluntary Termination/Notice of Resignation
- E. Procedure for Terminating Employees
- F. Exit Interviews

**X Safety..... Page 37**

- A. Workplace Safety
- B. Fire Safety
- C. Security
- D. Weapon Free Workplace
- E. Inclement Weather

**XI Communications and Technology..... Page 39**

- A. Communication with Press and Media
- B. Use of Company Equipment
- C. Social Media
- D. Telephone Use
- E. Email
- F. Personal Mail

**XII Employee Benefits..... Page 41**

- A. Benefits Offered
- B. COBRA
- C. Maternity and Paternity Leave
- D. Workers Compensation
- E. FMLA
- F. Employees with Life Threatening Diseases
- G. Nursing Mothers

**XIII Appendices..... Page 42**

- A. Certification (by Board of Directors)
- B. Acknowledgement of Receipt and Understanding (by Employee)

## SECTION I: INTRODUCTION

### A. Code of Ethics and Conduct

“MIIN” is a nonprofit Corporation committed to the revitalization and reclamation of Ojibwe language, culture and community ethics. Headquartered in Hayward, Wisconsin, MIIN exists to assist Ojibwe language programs to communicate and collaborate to collectively address common needs.

Our operations are made possible through the generosity and good will of corporations, foundations, associations, government agencies and individuals. Our clients and donors place trust in the Board of Directors (the “Board”) and staff to disburse their dollars with prudence to achieve MIIN’s goals and objectives. To accomplish this, the Board, and staff must work together in mutual trust. The Board relies upon the honesty, loyalty, and cooperation of its staff. In return the Board strives to provide fair personnel policies, in the best interests of all.

Every staff member is expected to apply creativity, initiative, and responsibility in responding to new situations that arise each day. Willing individual performance and excellent teamwork are essential attributes of any staff member. Employees who cannot function in this manner will be happier elsewhere. Thus, the personnel policies represent a minimum standard of performance.

These policies are made available to the entire staff of MIIN and contain general information about MIIN employment policies and practices, and the benefits you receive as a staff member. Each person is asked to read the policies immediately before accepting employment with MIIN. The Board charges the Executive Director with the responsibility for administration of these policies with the expectation and understanding that they will be administered in a manner consistent with sound and efficient management practices, respecting the rights and dignity of each employee, and creating an environment that enhances the contribution of each. Please discuss any questions with the Executive Director or the member of the Board that has been delegated to address questions related to these policies.

The general policies herein are not intended to create, nor are they to be construed to create, a contract between MIIN and any staff member. All MIIN staff are employees at will; therefore, MIIN and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause.

No set of policies can anticipate every condition that may arise. Should a situation arise which reveals a gap or inconsistency, the Executive Director will make a determination, considering the intent of the policies as a whole. Major, recurring, or emerging issues will be developed, and the Executive Director will make a policy recommendation for the Board. In addition, these policies grant considerable flexibility that will be welcomed by mature, professional, highly motivated employees in balancing work and other obligations. Employees who prove unable to manage this flexibility responsibly will be subjected to strict interpretation of the policies.

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page 5 of 44

The policies stated in this manual may be modified, terminated, or suspended in whole or in part at the discretion of the Board. As policies and practices change, employees will be given policy updates. This handbook supersedes and replaces any and all personnel policies and manuals previously distributed to staff. The staff may suggest changes to this manual by writing a memo to the Executive Director. We welcome and value your thoughts and comments as we seek to make MIIN a premier employer in our community.

## **B. Confidentiality Agreement**

Our clients and other parties with whom we do business entrust MIIN with important information both personal and relating to their businesses. All information considered confidential will not be disclosed to external parties or to other staff members except on a “need to know” basis. If a staff member or board member is unsure whether certain information is considered confidential then that staff member or board member should check with their immediate supervisor.

This policy is intended to alert the staff and board to the need for discretion at all times and is not intended to inhibit normal business communications. The purpose of this Confidentiality Agreement is intended to ensure that the organizational integrity of MIIN is not compromised.

## **C. Conflict of Interest**

Employees shall avoid relationships or activities that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be in a situation where the activities of MIIN might benefit an employee personally, in which case the Executive Director or another member of the Board should be notified to ensure a fair transaction occurs. If a staff member believes that there may be a conflict of interest, the staff member has a duty to report the conflict to their immediate supervisor and the matter will be addressed by the Executive Director to ensure an arm’s length transaction occurs. Violations of this policy will result in disciplinary action up to and including termination. For more information staff should refer to MIIN’s [conflict of interest policy](#) and seek guidance where necessary.

## **SECTION II: PERSONNEL GOVERNANCE**

### **A. Adoption of Policies**

The Board is responsible for formulating and adopting policies, including personnel policies affecting the staff of MIIN.

### **B. Evaluation and Revision of Policies**

The Executive Director shall study all matters pertaining to personnel policies and procedures, at least bi-annually and more often should the growth or direction of MIIN require an earlier evaluation. The Executive Director will report the results of such study to the Board and will make recommendations to the Board for approval of revisions or additions to personnel policies.

### **C. Executive Director**

The Executive Director directly reports to the Board. The Executive Director is accountable to the Board for all aspects of management of MIIN and shall provide a personnel report quarterly to the Board. The Executive Director has overall strategic and operational responsibility for the MIIN's staff, programs, expansion and execution of MIIN's mission. Terms and conditions of employment for the Executive Director are those agreed upon by the Board and are to be specified in writing. The Board delegates all administration of and responsibility for MIIN business operations, internal and external, to the Executive Director, subject to any limitation contained in approved delegations. The Executive Director is authorized by the Board to delegate responsibility where appropriate. Should the Executive Director decide it is in MIIN's best interest to delegate authority, that authority must be in writing and on file in MIIN's records. The Board will review with the Executive Director, at least annually, at the end of the fiscal year, the Board's evaluation of the Executive Director's performance. Evaluation will be developed and approved by the Board.

### **D. Hiring Staff**

All staff members are hired by the Executive Director, in accordance with the policies established by the Board, and with approved job classifications. The staff are all ultimately accountable to the Executive Director within the internal organizational structure of MIIN.

### **E. Waiver of Policies**

No set of policies can anticipate every condition that may arise. There may be situations that arise which in the best interest of MIIN require temporary deviation from these policies. These situations should be the extreme minority but if they do arise the Executive Director is authorized to waive a portion of these policies in a limited instance upon written request to the Board, of which the Board shall make a final decision on the request.

## **SECTION III: ANTI-DISCRIMINATION AND HARASSMENT**

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page **7** of **44**

## **A. No Tolerance Policy on Sexual, Racial, or Other Harassment**

MIIN will not tolerate sexual, racial or other harassment. The Equal Employment Opportunity Commission guidelines define sexual, racial, and other forms of harassment as a violation of Title VII of the Civil Rights Acts of 1964. MIIN has a long-standing policy barring creation of an intimidating, hostile or offensive work environment. Any harassment of employees including, but not limited to, religion, ethnic background, race, persons with disabilities, unfavorable discharge from the armed services, sexual preference or any other basis protected by applicable law is illegal and is strictly forbidden.

Any staff member who feels that they are being subjected to harassment, sexual, racial, or otherwise is urged to immediately contact their immediate supervisor or, if the staff member is not comfortable with contacting their immediate supervisor, then the Executive Director will determine the appropriate course of action for inquiry and resolution. If the Executive Director's actions are in question, the staff member should contact any Board member directly for an inquiry and resolution.

After a staff member contacts their immediate supervisor or the Executive Director with a complaint of sexual, racial or other harassment, the staff member shall be entitled to an update as to the process and status of their complaint within five (5) business days of making their complaint. If the staff member has not received an update, from their immediate supervisor, as to their complaint within five (5) business days the staff member may directly request an update from the Executive Director or if the complaint was made about the Executive Director, the staff member may request an update from any Board member. The investigation and its results will be treated as confidential to the extent possible.

Any staff member who is determined by the Executive Director to have sexually, racially, or otherwise harassed another employee shall be subject to disciplinary action in proportion to the level of harassment, as determined by the Executive Director, up to and including termination of employment. Likewise, any false or malicious complaints of harassment or discrimination may be subject to appropriate disciplinary action and will be investigated following the same procedures a harassment claim is investigated.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Nothing in this policy should be construed to relieve anyone of the duty to notify police or other authorities should a violation occur which arises to that level.

## **B. Equal Employment Opportunity and Nondiscrimination**



Equal employment opportunity and non-discrimination are the law of the United States and, as a nonprofit business and anticipated recipient of federal funds, MIIN is fully committed to providing equal opportunities in all employment-related activities including, but not limited to, recruiting, hiring, advancement, compensation, training, benefits, transfers, terms of employment, and physical access to facilities.

It is the established policy of MIIN not to discriminate against any individual employee, group of employees, or prospective employee because of race, color, religion, national origin, sex, age, ancestry, marital status, physical or mental disability, or unfavorable discharge from military service. A prior criminal conviction will not automatically disqualify candidates for employment consideration, convictions may be evaluated based on applicability to position responsibilities. Arrest records and expunged crimes will not be considered in hiring decisions.

To achieve equal employment opportunity in filling a staff position, MIIN announces available positions publicly. MIIN complies with Title 8 United States Code, Section 1324 A, which requires employers to verify employment eligibility of individuals on Form I-9.

### **C. Disability Discrimination and Accommodation Policy**

Under the Americans with Disabilities Act (ADA) MIIN will provide reasonable accommodations to qualified individuals with disabilities who are staff members of MIIN or applicants for employment with MIIN so that they may perform the essential job duties of the position. MIIN will comply with all federal laws concerning the employment of persons with disabilities.

It is MIIN policy not to discriminate against any qualified individuals with disabilities. MIIN will make reasonable accommodations to facilitate any physical or mental disability that interferes with a staff member's ability to perform the essential functions of his/her job; to the extent MIIN is aware of those disabilities.

### **D. Employment At-Will**

Staff of MIIN are employees at-will; therefore, MIIN and/or the employee are free to terminate that employment at any time and at either party's discretion, with or without cause or prior notice. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only the Executive Director is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing and approved by the Board.

### **E. Whistleblowing**

A person who reports activities that he or she believes to be illegal or dishonest shall not be discriminated against for making such reports. No Director, officer or staff member of MIIN who, in good faith, reports a violation of organizational policies, procedures or public appearance, shall suffer harassment, retaliation or adverse employment consequences. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. If a report is filed against an employee's direct supervisor, the employee may be placed under alternate supervision pending investigation of the report.

## **F. Gender Identity**

MIIN does not discriminate in any way on the basis of sex, sexual orientation, gender identity, or gender expression. Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. Our organization will change an employee's official record to reflect a change in name or gender upon request from the employee to the extent allowed by the law. A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. Employees who transition on the job can expect the support of management and human resources staff, any questions can be directed to the Executive Director. It is unlawful and violates company policy to discriminate in any way against an employee because of the employee's actual or perceived gender identity.

## **SECTION IV. COMPENSATION AND WORK SCHEDULE**

### **A. General Expectations**

MIIN expects a great deal from its employees in return for fair and equitable compensation and a flexible work schedule that allows for a balance between work and non-work activities. Likewise, we are committed to making the work environment as safe, comfortable, and healthy as possible.

Regular, full-time employees generally work forty (40) hours a week, based on the current workload of the organization. Regular, part-time employees generally work based on their current workload and should discuss work schedules with their immediate supervisor. MIIN expects all employees to report to work every workday they are scheduled, on time and fit to perform their job duties.

### **B. Work Hours**

MIIN maintains normal working hours between 8:00 a.m. to 4:30 p.m., Monday through Friday. Hours may vary depending on work location, job responsibility, and prior flexible work agreements with MIIN as approved by the Executive Director. Regular full-time employees are normally expected to complete an eight (8) hour workday, Monday through Friday, unless approved by their immediate supervisor, the Executive Director or his/her designee. If an employee has a question regarding a work schedule the employee should contact their supervisor.

MIIN wishes to grant staff members all possible flexibility to manage personal affairs. However, it is imperative that the office be adequately staffed during business hours. Except in emergencies, time out of the office should be cleared with supervisors at least two weeks in advance so flexibility does not become chronic tardiness or absenteeism, compromising the mission of the organization.

### **C. Lunch and Breaks**

MIIN would like to create a balanced, wellness minded, workplace, while also ensuring strong stewardship of organization funds. Staff members are allowed an hour for lunch (unpaid) and are expected to take at least a 30-minute lunch break, to be reflected on employee timecards, unless otherwise instructed by your supervisor.

Lunch breaks may be taken at employee discretion but coordinated between and among staff members to ensure the office can remain open to the public during lunch hour.

Staff members are encouraged to take short breaks throughout the day (paid), ideally utilizing this time to cultivate or strengthen a healthful practice such as walking, connecting with other staff, or resting. Total breaks throughout a workday should not exceed 30 minutes.

Staff members leaving the office during the day, other than for lunch or MIIN business should leave word with a co-worker of their expected time of return, where they can be reached, and should clock out prior to departure.

#### **D. Flexible Work Schedule**

MIIN offers an informal atmosphere and work schedules that are flexible when possible. An alternative work schedule will be considered on a case by case basis, if it does not adversely impact the staff member's ability to perform his/her work, availability to other staff members, clients, other important parties, or the public, as needed.

#### **E. Telecommuting**

The general policy of MIIN requires that staff work from the MIIN offices in Hayward, WI, however, MIIN may consider telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Teleworking is a privilege, not a universal benefit or employee right. Staff members that wish to telecommute must get approval from their immediate supervisor. Once the immediate supervisor has approved the plan, the Executive Director must sign off on the plan.

MIIN has the right to offer telework to a staff member and to modify or terminate a teleworking arrangement at any time. Telework is voluntary; no staff member will be compelled to telework. Telework may be temporarily suspended due to the organization's operational needs.

#### **F. Attendance and Punctuality**

MIIN will not tolerate absenteeism without excuse. Employees who are late or have an unplanned absence, illness or emergency, should call or email the office within thirty (30) minutes of their scheduled start time. If a staff member anticipates being more than thirty (30) minutes late for work, they should call and indicate the reason for the delay and their expected arrival time. Staff members who need to leave early, for illness or otherwise, should inform a supervisor before departure.

Chronic absenteeism or tardiness affects job performance and others in the office. If tardiness or absenteeism becomes chronic, you will be subject to disciplinary action, up to and including termination.

Not reporting to work and not calling to report the absence is a serious matter. Absences without calling in or contacting an immediate supervisor will result in an initial verbal warning and further absences will result in a written warning. A pattern of tardiness or absenteeism may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment at the sole discretion of the Executive Director.

## **G. Pay**

Payday is bi-weekly (every two weeks) on Friday. MIIN has a mandatory direct deposit policy after the first month of employment.

MIIN is under no legal obligation to make a pay advance to an employee for any reason, and at this time does not allow for pay advances or payroll deductions.

## **H. Time Records**

Staff members are required to keep their time using the MIIN time system to reflect regular, overtime, and total hours worked. Hourly, non-exempt employees should clock in and clock out, to include a lunch break, on a daily basis. Salaried, exempt employees should ensure completion of their bi-weekly time record. Both hourly and salaried employee time records should reflect any time away from work, to include, Personal Time Off (PTO), and/or unpaid leave.

Employees shall submit time records to their immediate supervisor, by 12:00 p.m. on Monday immediately following the close of the pay period. An employee who fails to submit a properly prepared time record by 12:00 p.m. risks having their check delayed. Falsifying time records is grounds for disciplinary action, up to and including termination.

The immediate supervisor and/or staff member(s) charged with running payroll will review each employee's time record for accuracy, and then approve. After approval, all-time records are used as the basis for employee absence records, payroll authorization, PTO accrual and tracking, and, when appropriate, overtime pay for non-exempt employees.

Employees may not log-in/access another employee's time record or clock in/clock out for another employee. This is considered a serious matter and disciplinary action, at the discretion of individual supervisors, will be taken.

Once time records are approved by supervisors, those hours will be paid exactly as outlined, without any rounding (up or down) of hours.

## **I. Salary Adjustment**

Salaries are reviewed annually, before the end of each fiscal year. Salary increases take into account performance and cost of living increases and are subject to budgetary constraints as determined by the Executive Director. Further, the Executive Director reserves the right not to make an adjustment if he/she determines an adjustment is unwarranted. Salary reviews are generally conducted in December for January implementation. Performance-oriented salary increases may be granted at other times of the year at the Executive Director's sole discretion. Staff members must complete at least 6 months of employment to be eligible for an annual salary adjustment, unless otherwise specified at the time of hiring. Performance evaluation and salary review for the Executive Director will be conducted by the Board.

## **J. Overtime**

Overtime is defined, by law, as hours worked by a nonexempt (hourly) employee in excess of forty (40) hours in a workweek. The various classes of employees are described in Section VIII, General Employment. MIIN generally prohibits staff members from working schedules that result in overtime; however, there are times where overtime may be authorized to meet unusual workload demands. MIIN strives to establish job descriptions and work parameters that can be carried out by staff members in a time frame equal to the number of hours included in their job classification. However, nonexempt (hourly) employees may from time to time be asked to work overtime.

Nonexempt (hourly) employees will be paid at one and one-half times their hourly rate for time worked in excess of forty (40) hours a week. If an hourly employee thinks he/she will have to work more than forty (40) hours in a given week, the employee must submit a request, with justification of additional hours in excess of forty (40) hours, to their immediate supervisor or the immediate supervisor is unavailable, to the Executive Director, or his/her designee at least one week in advance, for written approval. For purposes of computing overtime, Sunday is the first day of the workweek. Payment of overtime will be reflected in the paycheck following the period in which the overtime occurred.

In no case shall a nonexempt (hourly) employee work overtime without prior approval from his/her supervisor, the Executive Director, or his/her designee. Failure to notify appropriate management of expected overtime in writing can lead to disciplinary actions, including written discipline that will be included in the employee's file and up to termination for repeated offenses.

## **K. Outside Employment**

Staff members are permitted to engage in outside employment, as long as the outside business or work activities do not compete or interfere with the staff member's performance or obligations to MIIN. This competition and/or interference will be determined by the Executive Director. For the Executive Director, it is determined by the Board.

From time to time, it may be appropriate for a staff member to provide to clients or others specific services that are outside the scope of the staff member's work at MIIN, but similar or related to work the employee performs for MIIN. Providing these services is appropriate if it 1) does not interfere in any way with their work for MIIN, and 2) it is approved in advance by the Executive Director.

For instance, on occasion, an employee may be hired to cater an event that MIIN is hosting, in which case the staff member may be paid under a contract. No outside work shall be performed during time paid by MIIN. If MIIN determines that a staff member's outside work interferes with performance, the staff member may be asked to terminate the outside employment. For more information on conflicts of interest, refer to MIIN's conflict of interest policy.

## **L. Honoraria and Fees Paid**

If a staff member is paid a fee for a task performed that falls within the scope of the work for which he/she is paid by MIIN, or while serving as a representative of MIIN, the fee shall be paid to MIIN.

If an employee is concerned that payment may be falling within the scope of their work, and/or while serving as a representative of MIIN, they should review the situation with their direct supervisor.

## **M. Performance Reviews**

### *90-day Evaluation:*

MIIN employees deserve to be informed as to the effectiveness of their workplace performance. Every new MIIN hire shall receive a 90-day evaluation from their direct supervisor. This evaluation shall be conducted within 10 business days of the employee's 90th day of employment. The evaluation shall be returned to the employee within 10 work days of it being conducted.

The evaluations used shall be determined by the Executive Director of MIIN.

### *Yearly Evaluation:*

MIIN employees deserve to be informed as to the effectiveness of their workplace performance. Every new MIIN hire shall receive a yearly evaluation from their direct supervisor. This Evaluation shall be conducted during the first month of each calendar year. Any and every employee who has been employed by MIIN for 6 months or more shall receive an evaluation during this week.

For the Executive Director, their evaluation shall be conducted by the Chair of the Board of Directors, in collaboration with the next highest ranking employee on the MIIN employee Organizational Chart.

The evaluations used shall be determined by the Executive Director of MIIN.

## **N. Administrative, Inclement Weather/Snow Days**

In any instance of office closure, due to snow/inclement weather, or any other reason necessitating office closure, employees will be paid administrative leave at an hourly or salary rate equivalent to their current rate of pay, for the number of hours they would have worked had the offices been open. Employees who have been provided with access to technology should

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page **15** of **44**

make reasonable efforts to continue contributing to the mission of MIIN on office closure days (Ex: continue with pre-scheduled virtual meetings / calls).

MIIN follows the inclement weather/snow policy of the local school district where an employee resides. Any day(s) that the local school district announces a delayed start, an early release, or a closure, MIIN will follow the same procedure. For example, if LCO Schools announces a two-hour late start, MIIN offices will also open two hours later than normal, meaning employees who regularly report to work at 8:30am would report to work at 10:30am instead. Part-time employees or employees not regularly scheduled to work during any administrative office hours/closures, will receive a prorated pay rate based on hours that would have been worked, if an employee was not scheduled to work they will not receive administrative pay. Any employee who had previously requested and received approval for PTO during hours that are paid as “administrative hours” will receive a reimbursement of those PTO hours.

### **O. Professional Development**

MIIN values the continuous growth of its employees. Each employee will be allowed, at the discretion of the Executive Director, up to 4 hours per week for professional development.

Accepted professional development opportunities may include continuing education coursework, and/or language learning opportunities.

To access this opportunity, employees must submit a written request to the ED along with any associated documentation of enrollment and/or attendance. This leave will be granted so long as it does not interfere with the employees ability to complete their job duties as determined by their supervisor.

## **SECTION V: TRAVEL**

### **A. Reimbursement for Travel and Other Business-Related Expenses**

MIIN staff members are entitled to reasonable comfort and convenience while traveling on MIIN business. Good judgment dictates that expenses be reasonable. MIIN acts in a fiduciary manner when receiving money from its funders and expects its staff members to exercise the same level of discretion with MIIN funds as they would with their personal funds. Neither MIIN nor its employees should profit from the use of travel or business expenses.

This policy describes the expenses for which MIIN will reimburse employees, the Board, and persons providing contract services to MIIN; the limitations on reimbursement; and procedures for receiving reimbursement. The objective of this policy is to fairly reimburse individuals for



the documented cost of allowable expenses incurred in the performance of their duties; control MIIN costs; and conform to Internal Revenue Service (IRS) rules, rates and regulations.

**1. Travel:** When a staff member must perform job duties in a location other than Hayward, WI MIIN will reimburse actual costs of round-trip transportation between that location and MIIN offices; required overnight lodging; meals during the period of business travel; and other reasonable travel-related expenses.

i. When possible or appropriate, employees traveling to the same location should share transportation, and must share one car. Airline, lodging and car rentals should be charged to the MIIN credit card.

ii. MIIN expects employees to use the most economical means of travel, unless the Executive Director approves alternative means considering the circumstances of the travel. Travel arrangements should be made as soon as feasible, to take advantage of fare discounts.

iii. When automobile travel is most economical, and a MIIN vehicle is not used, mileage will be reimbursed at the current IRS rate, plus tolls and parking.

iv. When use of a rental car is required by travel location(s), meeting times, or other business necessity, MIIN will pay for or reimburse the actual business-related cost for compact or midsize cars only, except where the number of employees traveling or other conditions dictate a larger vehicle must be rented, plus fuel.

v. Any person involved in a travel accident must report it promptly to proper legal authorities, then to that person's supervisor. Vehicles rented by MIIN may not be driven for personal use without prior approval from the Executive Director.

## **B. Overtime During Travel**

Salaried, exempt employees are generally not eligible for overtime. Exempt employees will not be paid overtime, unless it is extensive and is approved by the Executive Director. The various classes of employees are described in Section VIII, General Employment. Any time worked over and above normal business hours by non-exempt (hourly) employees will be handled through the payroll system, not as expense reimbursement. During travel, non-exempt employees will be considered on the clock for one full day of work, or eight (8) hours, for each day worked during travel. Each employee's supervisor must approve all overtime in advance. See the Compensation and Work Schedule section of these policies for more information on overtime policies

## **C. Approved and Allowable Expenses**

Prior approval of all travel expenses is required. An employee's supervisor must pre-approve all travel expenses and travel plans. An employee who has not received prior approval may not receive reimbursement for travel expenses.

**1. Reasonable travel-related expenses include:**

- i. Public transportation, cab fare or other ground travel; airport and meeting location parking fees;
- ii. Charges for business calls, faxing and copying;
- iii. Reasonable gratuities paid to servers, baggage handlers, cab or limousine drivers, and hotel staff;
- iv. Laundry and/or dry cleaning when away from home for 5 or more consecutive days;
- v. Charges for reasonable personal calls when required to travel overnight.

**2. The following travel expenses will NOT be reimbursed:**

- i. Amusements, recreation, toiletries and personal items, gifts, and any expenses deemed by the Executive Director to exceed reasonable limits.
- ii. Entertainment, except in specific and limited cases, and with prior approval from the Executive Director.
- iii. Expenses of family members or guests accompanying MIIN travelers on business trips. Family members may accompany employees on their MIIN travel, however family members must pay their own expenses (i.e. air fare, difference for double-occupancy lodging, meals, etc.), and must not interfere with the employee's job duties.
- iv. Alcohol.

**3. Meals:** Meals should be no more elaborate than would be eaten at the traveler's own expense. In addition to regular meals during out-of-town travel, MIIN will reimburse the following:

- i. For meals involving a business meeting or professional obligation, MIIN will reimburse travelers for their own meals and the meals of approved business-related guests and their spouses or significant others, with prior approval from the Executive Director whenever

possible. Reimbursement requests must list names and organizations of all diners and the business purpose of the meeting, as required by the IRS.

ii. When MIIN provides a working lunch or a meal for work beyond normal working hours, MIIN will not reimburse meals purchased elsewhere unless the employee has special dietary needs.

4. **Lodging:** MIIN will pay for, or reimburse employees for, lodging according to the Federal Standard.

5. **Conference Fees:** MIIN will pay for or reimburse staff for conference fees and other similar expenses, with prior approval of the Executive Director. Employees should obtain approval, where feasible, a minimum of two weeks in advance of the conference.

6. **Professional Membership Dues:** MIIN encourages regular full-time staff members to join professional associations related to their job duties, and will reimburse such memberships, subject to funding availability and Executive Director approval. Membership reimbursement will be evaluated on an individual basis.

7. **Long-distance Telephone:** MIIN will reimburse business calls made from home or approved out-of-town locations.

8. **Purchases made on behalf of MIIN:** Should be completed utilizing a MIIN check or credit card whenever possible and should reflect the appropriate tax-exempt rate when applicable. When utilizing a MIIN check or credit card is not possible, MIIN will reimburse staff members for purchases made on behalf of MIIN provided prior approval is obtained from the Executive Director. Prior approval is required. In the event that a purchase is made without prior approval, the staff member risks refusal of their reimbursement request. Staff members must submit reimbursement requests to the Executive Director or his or her designee, along with a receipt for the purchase to be reimbursed.

All purchases and reimbursements must follow current finance department policies and procedures to include:

- a. Submitting a fully complete Check/Credit Card Request form or Reimbursement Request form.
- b. Receiving signed approval for request forms from appropriate signatory(ies).
- c. Complete purchase, ensuring tax-exempt status honored when possible and that receipt is issued.

d. Attached receipt and/or invoice to request form and turn in to the Finance Department for allocation and processing. In the absence of a Finance Department, attachment shall be turned into Executive Director.

When utilizing company credit cards associated with Program or Initiative, employees will be responsible for completing monthly credit card reconciliation, and ensuring all necessary request forms, receipts, and/or invoices are completed, turned in, match card statement, and are accounted for in correlating grant-sheets.

In the instance of a lost or missing receipt MIIN employees must attempt to obtain a copy of the original receipt from the merchant when at all feasible. When a receipt is unable to not available MIIN employees must complete a Missing Receipt Acknowledgement and Approval form, detailing the purchase, why the receipt is missing, and with all necessary signatures in lieu of a receipt.

**9. Outside of the Office, In-Town Expenditures:** Employees who have business to conduct within the area are also encouraged to keep expenses to a minimum. Employees will be reimbursed for non-travel expenses under \$100 generally without prior written approval from a supervisor, as long as there is verbal approval beforehand. For expenses in excess of \$100, approval from the supervisor should be in writing. The request should state the purpose, date, amount and vendor for the expenditure. Receipts for all expenses, regardless of amount, including requests for reimbursement through petty cash, are required in order for an employee to be reimbursed. MIIN expense reimbursement sheets, or petty cash receipts when appropriate, should be filled out for every reimbursement request. In-town meal and entertainment expenses for out-of-town guests require the same documentation as out-of- town expenses.

**10. Other Job-related Expenses:** Employees may request reimbursement for expenses not described in this policy that they believe are business related. MIIN may or may not reimburse these costs, at the discretion of the Executive Director. In the case of the Executive director, these costs are at the discretion of the Board.

#### **D. Payment Process:**

Payment of travel or job-related expenses may be requested in one of three ways with direct payment through MIIN by means of check or credit card always being preferred when purchases qualify for tax exemption.

**1. Check request for advances** may be granted for travel based on an expense approved by the traveler's supervisor, or for purchases based on an estimate of the cost of the item(s). The advance will be reconciled with actual receipts, and individuals will repay MIIN for any amount not documented by receipts. Any employee with an outstanding travel balance will not be given any additional travel advances. All receipts must be submitted to MIIN's designated finance person within five (5) working days of the completion of travel. If the travel statement is not completed at this time, the employee will have it deducted from the next payroll check.

**2. Request for direct payment:** When job-related expenses can be paid directly by MIIN in advance, and especially when early payments earn a discount or qualify for tax exemption, the covered individual shall submit a Request for Payment through the Executive Director. Expenses such as professional dues and conference fees should be paid in this manner. The individual should complete a Request for Payment form, secure his/her supervisor's approval, and attach appropriate supporting documents. MIIN will pay the appropriate organization or vendor directly, not the individual requesting the payment.

**3. Request for reimbursement:** For allowable expenses already incurred, individuals shall submit a request for reimbursement, signed by the individual and the approving supervisor, to the Executive Director for approval. Receipts must be attached for all expenses claimed, regardless of amount. Requests should be submitted within five (5) days of incurring the expense or returning from travel, whichever is later.

When making purchases employees are responsible for coordinating with their supervisor for MIINs tax exemption whenever applicable and may be responsible for managing refunds or credits when purchases are made at the incorrect tax rate. Abuse of this reimbursement or purchase policy, including falsifying expense reports to reflect costs not incurred by the employee, or misuse of MIINs tax-exempt status can be grounds for disciplinary action and potentially legal action.

#### **E. Utilizing MIIN Vehicles:**

Employees may be eligible to utilize MIIN vehicles for travel after receiving approval. Employees must update the vehicle log outlining all travel/mileage for each trip. Those using a company vehicle will not be reimbursed for mileage.

1. Drivers must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving.

2. Company vehicles are to be driven by authorized employees ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees and family members are not authorized to drive the Company vehicle.

3. Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited. No unauthorized persons are allowed to ride in company vehicles.

4. Any employee who has a driver's license revoked or suspended shall immediately notify the Executive Director and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.

5. All accidents involving Company vehicles, regardless of severity, must be reported to the police and to the Executive Director. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
6. The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
7. All drivers and passengers operating or riding in company vehicles must wear seat belts.
8. Report any mechanical difficulties or repair needs to your supervisor as soon as possible.
9. Drivers are responsible for the security of Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
10. Under all circumstances, employees shall obey all motor vehicle laws. Violations or fines incurred by employees shall be the full responsibility of the employee and may affect future driving privileges of company vehicles.
11. Smoking is not allowed in any company vehicles.

## **Section VI: Conduct Standards**

Violations of the following policies may result in disciplinary action, up to and including termination.

### **A. Conduct Standards and Discipline**

MIIN expects its staff to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected.

### **B. Misconduct**

Misconduct is defined as conduct showing disregard for MIIN's interests. Some examples of misconduct are: violation or disregard of standards of behavior that MIIN has a right to expect of the employee; carelessness or negligence of such a degree or recurrence as to show culpability or wrongful intent; and disregard of MIIN's interests or of the employee's duties and obligations to

MIIN. Misconduct by an employee is grounds for disciplinary action, up to and including termination.

### **C. Ethical Business Practices**

MIIN's ethics and conduct standards require directors, officers and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

If a staff member has a question, concern, suggestion or complaint they are required to put it in writing (Write-up) and give it to the Executive Director for review. A copy will be kept in the personnel files of the individual. The Executive Director will review the Write-up and decide upon the appropriate action to address the issue. If the Executive Director is the subject of the Write-up the staff member should provide the Write-up to any Board Member who will then notify the full Board who will select a neutral party Board member to participate in the review. Within two (2) weeks of the receipt of the Write-up, the Executive Director will provide a written response, or if the Executive Director is the subject of the write up the Board will provide the written response, to convey the review and action, and a meeting will occur to review and agree that the matter is resolved. If additional action is required, the Executive Director or Board will create a plan to address and will share the plan with the reporting individual. This policy and procedure is intended to encourage and enable directors, officers and staff to raise serious concerns within the organizations prior to seeking resolution outside the organization.

### **D. MIIN Property**

Office expenses are a significant part of MIIN's cost and, as a non-profit organization with a charitable purpose; we must exercise tight control over all costs. MIIN property may only be used for job related functions and on MIIN property unless authorized by the Executive Director.

MIIN staff are expected to exercise fiscal responsibility in all areas. Any staff member who needs a particular office product or supply should notify their immediate supervisor. MIIN maintains an inventory of ordinary office supplies and, in general, the need for special orders should be infrequent.

Bulk mailing, large photocopy jobs, or special supplies require notice as soon as the need is known so adequate resources can be provided and low-cost sources utilized.

All staff members are expected to properly use and maintain any MIIN equipment or property used in the performance of their job duties. Please immediately notify the Executive Director should any office equipment need repair or replacement. Upon termination, employees are

required to return any MIIN property in their possession. Failure to return MIIN property may result in employee's final paycheck being withheld or docked until all property is returned.

### **E. Conflict of Interest**

All MIIN Board members and staff, prospective and existing, shall be informed about MIIN's conflict of interest policy. Violations of this policy will result in disciplinary action up to and including termination. Refer to MIIN's conflict of interest policy for more information.

### **F. Non-Fraternization Policy**

During the administration of any MIIN's programs, it shall be prohibited for any MIIN staff member who directly supervises a program participant to begin, conduct, or participate, in any way, in a non-professional, romantic or otherwise inappropriate relationship with that program participant. This policy applies to all staff members except for MIIN staff who have a prior existing relationship with a participant; however, any pre-existing, current relationship must be disclosed to the MIIN leadership prior to the commencement of the participant's participation in the program or selection for the program.

### **G. Dating in the Workplace**

Relationships in the workplace are not strictly prohibited; however, MIIN strongly believes that a work environment where staff maintain clear boundaries between personal and business interactions is most effective for conducting business and enhancing productivity. However, should a consensual romantic relationship between co-workers exist or develop, the relationship should be disclosed to the Executive Director. Staff in supervisory positions should not begin a romantic relationship with employees who are direct subordinates.

### **H. Children in the Workplace or on the Job**

Bringing a child to the office may be unavoidable when a staff member's regular childcare is unavailable, and as a result the staff member must either bring the child(ren) to work or stay home. This should be an exception to normal business practice, not the rule. In each case, the employee should call his/her supervisor to request permission to bring the child(ren) to work or work out alternative arrangements for the day. In making a decision, the supervisor should consider whether it is/is not a particularly busy time, whether large meetings are scheduled in the office, and whether the employee's presence is essential on that particular day. This privilege should not be abused. As MIIN develops programs and activities the involvement of children in the programs and activities will further MIIN's purpose and as such appropriate inclusion of children will be encouraged.

### **I. Dress Policy**



It is important for all MIIN's staff to project a professional image while at work by being appropriately attired. Employees are expected to be neat, clean and well-groomed while on the job and dress appropriately for their work responsibilities, to include any safety equipment as may be necessary for position responsibilities or when on the MIIN activity sites.

### **J. Drug and Alcohol Policy**

MIIN is a drug free workplace, consistent with MIIN's commitment to provide a safe and healthy work environment. In accordance with the Drug-Free Workplace Act of 1988; the following policy has been adopted.

MIIN policy prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of drugs on MIIN property or while on duty. For the purpose of this policy, drugs are defined as any drug not legally obtainable and/or any legally obtainable drug, such as a prescription drug, which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

Any employee convicted of violating any federal, tribal or state criminal drug statute in the workplace must notify the Executive Director in writing within five (5) days of such conviction. Furthermore, MIIN is responsible for notifying any federal agency from which grants, including cooperative agreements, have been received, of any criminal drug statute conviction of a MIIN employee for a violation occurring in the workplace, within ten (10) calendar days after receiving notice of such conviction if the grant agreement or applicable law requires notification. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation or a criminal statute involving the unlawful manufacture distribution, dispensation, possession or use of drugs in the workplace.

Compliance with this policy is a condition of continued employment. Consequently, MIIN must within thirty (30) calendar days of receiving notice of such conviction, take appropriate action for a violation of any aspect of this policy.

No one may bring or use alcohol on the MIIN premises, indoors or outdoors. Disciplinary action, up to and including termination will be taken against employees violating the above Drug-Free Workplace policies. Nothing in this policy is intended to relieve individuals of a duty or the ability to call the proper authorities where a crime has occurred.

### **K. Smoking Policy**

Staff may only use tobacco outdoors while on MIIN property, except for ceremonial purposes. Employees must refrain from smoking near office entrances.

### **L. Conflict Resolution**

MIIN believes that conflicts are most easily resolved by dealing directly with the problem when it first arises. Therefore, all staff are strongly encouraged to resolve conflicts by talking directly with one another when a problem first surfaces. There are times, however, when informal communication may be insufficient to resolve conflict.

A conflict resolution procedure is available to all staff when there is a dispute over interpretation or application of any rules, regulations or procedures governing personnel practices or working conditions as outlined in the personnel policies, or other administrative guidelines and procedures. This procedure is only part of an overall system of employment relations that ensures fairness to all parties. Open, honest, and fair communications among staff will minimize grievances and improve employee morale.

Any staff member who has a complaint concerning any matter related to his or her employment with MIIN will receive prompt consideration in accordance with the conflict resolution process stated in this provision. An employee having a problem, complaint, or dispute should first discuss it with his or her immediate supervisor in an attempt to resolve the matter. If the supervisor cannot solve the problem, the employee should submit the problem in writing to the Executive Director. The Executive Director will make every attempt possible to have a meeting between the parties involved within five working days and will provide the employee with a prompt written response addressing the issues complained of, not later than fourteen (14) working days after the meeting between the parties.

If a conflict exists between an employee and the Executive Director, the employee may submit the problem in writing to the Chair of the Board of Directors who will follow this policy.

## Section VII: Leave

### **A. Paid Time Off**

Paid Time Off (PTO) is available in accordance with this policy. PTO should be utilized for personal illness, medical appointments, short-term care of family members, vacation, personal leave, emergencies, or any other event taking an employee away from work that is not otherwise protected by the Fair Labor Standards Act (FLSA) or other employment regulations or laws.

### **B. Unpaid Time Off**

Unpaid time off may be used for personal reasons when the employee has not accrued sufficient Paid Time Off for his/her needs, provided the employee's responsibilities at MIIN are not compromised. Requests for unpaid time off shall be subject to the same notice requirements as requests for paid time off.

### **C. Accruing Paid Time Off**

Paid Time Off is based on your regular rate of pay. Your annual allotment of 160 PTO hours will be available for use on January 1<sup>st</sup> of each year. Employees hired after January 1<sup>st</sup> will have PTO hours available for use prorated from their date of hire through December 31<sup>st</sup> of that year. These PTO hours are fully accrued if you work the entirety of the year.

**If an employee terminates employment (voluntary or involuntary), any accrued but unused PTO will be paid on the last paycheck. If the employee has used more hours than earned, those hours will be deducted from the employee's last paycheck. Employees who voluntarily terminate employment without two weeks' notice forfeit any claim to PTO allowance and shall lose all PTO eligibility.**

PTO pay will be processed with the regular bi-weekly payroll period and will be paid based upon your hourly rate or salary at the time your PTO is taken or paid, and all normal payroll deductions will be taken out accordingly.

Paid time must be used before any unpaid time will be considered.

Salaried, exempt employees are expected to maintain an average of 40 work hours per week over the course of a year and may be re-categorized as hourly, non-exempt employees if regular working hours are not maintained. Exempt employees will be expected to utilize PTO when out of the office for personal reasons, illness, medical appointments, short-term care of family members, vacation, personal leave, emergencies, or any other event taking an employee away from work that is not otherwise protected by the Fair Labor Standards Act (FLSA) or other employment regulations or laws. Exempt employees are charged with managing their lump sum of PTO over the course of each year, ensuring they allocate PTO for anticipated time off (vacation, medical appointments etc...) as well as unexpected time off (illness, emergencies, etc...) in order to maintain the expected 40-hour per week average through worked time and/or PTO use.

MIIN

Personnel Policies and Procedures  
Last amended and approved on 03.23.2022

All employees (exempt and non-exempt) eligible for paid time off may carry over a maximum of eighty (80) hours of unused Paid Time Off from one year to another.

#### **D. Requesting Paid Time Off**

Paid Time Off must be requested in advance, through the submission of a Paid Time Off request. In general, a minimum of one (1) month notice is required for paid time off in excess of one week and at least two weeks prior for less than one week's worth of Paid Time Off. Paid Time Off requests will be submitted by employees and reflect the requested dates of leave and provide any additional information for the employee's supervisor to make a decision. Supervisors will approve or deny employee leave requests and timely notify the employee, and decisions will be based on MIIN's needs.

Requests may also be approved or denied by the Executive Director. Once submitted, requests should be approved or denied by supervisors within one week.

Employees must submit a written Paid Time Off request for advance use of paid time off, stating a plan for repayment through the employee's accumulated paid time off and submitted to the Executive Director for approval.

#### **E. Unplanned Absences or Emergencies**

Unplanned absences or emergencies require prompt notice, as indicated in the attendance policy.

Excessive unscheduled absences may result in disciplinary action. An employee that is not heard from for 3 consecutive workdays, except for scheduled time off, is deemed a voluntary termination.

#### **F. Illness or Injury**

An unexpected illness or injury may occur and cause a staff member to be absent from work creating a situation where planning ahead and submitting a Paid Time Off request may not be realistic. Use of Paid Time Off due to illness, injury, personal appointments including, but not limited to, medical, dental, or optical appointments during working hours should be charged to Paid Time Off. If an employee leaves work due to illness, the remaining hours of scheduled work time will be charged Paid Time Off or in the absence of enough Paid Time Off will be unpaid time off. Paid Time Off may be utilized by an employee to care for an immediate family member, limited to spouse, child(ren), or parents.

Employees using Paid Time Off due to illness must inform their supervisor as soon as possible. An employee who is ill or injured and is unable to attend work should call or email their immediate supervisor as soon as practical, preferably prior to the start of the workday that the employee will be taking time off.

If Paid Time Off granted to the employee by MIIN is insufficient, the employee may also use unpaid time off. If an employee is suspected of abusing the use of time off due to illness or

injury, the Executive Director may request a note from a physician. Abuse of this policy will result in disciplinary action.

Employees may contribute Paid Time Off to other employees in extreme circumstances with approval of the Executive Director.

### **G. Bereavement**

Employees may take leave with pay for four (4) business days for the death of an immediate family member. In order to take bereavement leave, an employee must provide notice to his/her supervisor and the leave must be approved by the Executive Director. Immediate family means parents, spouse, siblings, biological and legally adopted children, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, and sister-in-law and foster children. Employees may take additional time off using their accumulated paid time off or requesting leave without pay.

### **H. Funeral Leave**

Employees may use leave to attend a wake and/or funeral if they are officiating, assisting the officiator, and/or assisting the family. This leave also applies to the attendance of funerals for close friends/family who are not listed as immediate family in the section titled 'Bereavement'.

Additional time may be granted at the discretion of the Executive Director.

### **I. Military Leave**

Military Service leave is provided, as required by law. Regular, full-time employees are eligible for a leave of absence without pay for active duty or training in the Reserves of the U.S. Military Forces or the National Guard. Upon honorable discharge, employees can apply for reinstatement (within 90 days after discharge) in their former position and may be reinstated to the same position or to a similar position for which they are qualified. This provision does not apply to the regular active-duty personnel of the U.S. Military Forces.

### **J. Jury Duty**

Jury duty is a civic duty, and MIIN encourages its staff to participate if called. Employees summoned for jury duty must report the summons immediately to their immediate supervisor. Employees will not be demoted or removed from their position for serving on a jury.

### **K. Voting**

Employees are encouraged to participate in elections (tribal, state and federal). All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, every employee who is eligible to vote in an election has

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page 29 of 44

the right to be absent from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of the election, without penalty or deduction from salary or wages because of the absence.

## **L. Holidays**

MIIN provides the following paid holidays for all regular, full-time employees:

- o New Year's Eve
- o New Year's Day
- o Good Friday
- o Easter Monday
- o Memorial Day
- o Juneteenth
- o Independence Day
- o Labor Day
- o Indigenous People's Day
- o Thanksgiving Day
- o Friday following Thanksgiving Day
- o Christmas Eve
- o Christmas Day
- o Day after Christmas

When a holiday falls on Saturday or Sunday, the MIIN offices are closed on either the Friday or Monday closest to the holiday. Employees may elect to take holiday pay within the same workweek as the holiday but on a different day of the week, subject to the Executive Director or their immediate supervisor's approval.

All regular full-time employees are eligible for holiday pay. Regular part-time employees, working at least thirty-one (31) hours per week on average over the period of the last three months, are eligible for holiday pay on a prorated basis equal to the number of hours they would normally work on that day. Temporary employees are eligible for holiday pay if they would have been normally scheduled to work that day.

## **M. Ceremony & Harvesting Leave**

MIIN promotes and secures spiritual and mental health and any leave taken for ceremony and/or harvesting are at the discretion of the Executive Director. In the case of the Executive Director, they shall receive permission from the Board Chair.

Employees may request Ceremony and/or Harvesting leave as long as no deadlines or general work expectations are being impeded on. Either the Executive Director or Board may deny Ceremony and/or Harvesting Leave if it may reasonably impede on employees work expectations.

In no way will an employee's attendance/non-attendance at ceremonies and/or harvesting affect their job status.

## **Section VIII: General Employment**

### **A. Fair Treatment of All Applicants**

MIIN will endeavor to treat all applicants fairly and to base all hiring decisions on individual qualifications and past performance. In addition, MIIN fully supports a program of equal opportunity for all.

### **B. Employment Classification**

All MIIN's employees fall into one or more of the following employment classifications. Volunteers and consultants are not considered employees under these policies.

1. Regular, Full Time Employees are those who are regularly scheduled to work at least forty (40) hours each week, computed by taking an average over the preceding three months.

2. Regular, Part-Time Employees are those who are regularly scheduled to work at least thirty (30), but less than forty (40) hours each week, computed by taking an average over the preceding three months.

3. Temporary Employees are hired for an assignment where work is not continuous and/or may be irregular. Temporary employees are not eligible for insurance, paid time off, or any type of compensatory time.

4. Exempt or Nonexempt Employees are so designated in accordance with federal and state wage and hour laws and the Fair Labor Standards Act.

5. Exempt (Salary) employees are excluded from specific provisions of applicable wage and hour laws and the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond normal work hours when necessary to accomplish the work of the MIIN. Exempt employees are not eligible to receive overtime. Salaried, exempt employees are expected to maintain an average of 40 work hours per week over the course of a year. Those who do not maintain an average of 40-hours per week may be removed from exempt status and re-categorized as non-exempt, hourly employees.

6. Nonexempt (Hourly) employees are entitled to and must be paid; overtime pay for overtime hours worked in excess of forty (40) hours a week as required by applicable law. Generally, overtime is not allowed at MIIN. All overtime must be approved in advance or the employee may be subject to certain disciplinary action.

### **C. Job Description**

The job description describes the major and essential duties and responsibilities of the job function you are employed to perform. It does not reflect everything you do and bring to the position but is a generic description. It also indicates the level of education and experience required, and the skills and abilities needed to perform the job. From time to time, duties and responsibilities change even if the job title does not. If you feel your job description does not accurately describe the duties you are performing, please see your supervisor to discuss a job reevaluation.

### **D. Orientation**

An orientation will be given to all new employees, to include MIIN's history, program directions and future goals. Orientation will also cover all employee benefits and payroll information, as well as company expectations. New employees will receive a copy of this manual and be given the opportunity to ask questions about MIIN policies and procedures. In addition, the new employee's supervisor will review his/her job description and duties and ensure his/her familiarity with the equipment and resources necessary to perform the job.

### **E. Security and Confidentiality of Employee Records**



Security and confidentiality of employee records is of the utmost importance at MIIN. Personnel files will be maintained and kept in the custody of the Executive Director, or his/her designee, in compliance with all applicable laws. The privacy and accuracy of employee information shall be carefully protected. All requests for information regarding former or current staff should be referred to the Executive Director, or his or her designee. MIIN will only verify dates of employment, salary, and title when inquiries are made of MIIN for credit checks, job applications, or for other similar requests. Under no circumstances should other employees provide references or verify employment. Upon request and in accordance with applicable laws, staff will be given a reasonable opportunity to review their individual personnel files by appointment, with the exception of references that were obtained in confidence.

It is the staff member's responsibility to notify the Executive Director of any changes in their personal status. Examples include, but are not limited to, the following: phone number, home address, marital status, name, and the birth or adoption of a child. Certain changes may affect benefits; therefore, in order to avoid any penalties and delays, employees should act promptly to update their information.

#### **F. Employment Sequence**

1. Applicants for employment must complete an application form and/or submit a resume.
2. The Executive Director or a designee will review all applications. Prior to employment, the person supervising the position and at least one member of the Board will interview applicant(s). Applicants for certain positions may be given appropriate skill or proficiency tests, and references for all employees will be checked prior to employment, by telephone or in writing. Responses to reference checks shall become part of the personnel file.
3. The applicant selected shall be given an opportunity to review the job description and these Policies before deciding whether to accept the job.
4. If accepted, employment will begin with a letter of employment signed by the Executive Director or designee and new employee, which includes:
  - a. Job title;
  - b. Classification (part-time vs. full-time; permanent vs. temporary);
  - c. Compensation and benefits;
  - d. Special conditions of employment, if any; and
  - e. Name and title of supervisor.

#### **H. Vacancies, New Positions, and Promotions**

Vacancies and new positions shall be filled giving equal consideration to the promotion or transfer of qualified persons within MIIN. Under certain circumstances vacancies and new positions may be offered to qualified internal candidates rather than being posted for public

solicitation. Promotions from one job category or position to another are based on evaluations of past performance and on the candidate's qualifications to fill the vacant position.

### **I. Reference/Background Check**

MIIN reserves the right to conduct reference and background checks on all current employees and on potential employees prior to employment. Reference checks should not be conducted with family, friends, or personal acquaintances of applicants, but rather should be conducted with professional contacts, prior employers/supervisors, co-workers, or subordinates. Prior to extending an employment offer, and any time after employment, MIIN reserves the right to complete a National Sex Offender Public Website (NSOPW) search on applicants or employees. Additional background checks (such as, but not limited to State, Tribal, National/FBI, or credit) may be completed depending on position responsibilities and/or Tribal, Federal or State requirements. If information becomes available causing concern to MIIN management (e.g. falsification, omission, or misrepresentation of information, conviction of a crime, etc.), the applicant or employee will be immediately advised of the situation. If appropriate, disciplinary action up to and including termination may occur if information that would likely have altered the hiring decision is learned after hiring has occurred. A felony conviction or criminal record prior to employment does not automatically disqualify applicants from consideration, rather, a hiring decision will be made based on possible impact of criminal record as it relates to the position an applicant is being considered for. Arrest records and expunged crimes will not be considered in hiring decisions.

### **J. Staff Meetings**

Staff meetings and MIIN organizational update meetings are held on a regularly scheduled basis.

Staff should always attempt to keep their calendars clear on staff meeting days in order to participate. Consistent failure to attend staff and organizational update meetings shall be grounds for disciplinary action by the immediate supervisor or Executive Director.

### **K. Training**

MIIN is committed to the development and growth of its staff. Training opportunities are available to staff interested in developing skills in a particular area. Staff members should work with their immediate supervisors to develop a training plan and to identify areas where training will be useful. MIIN attempts to send all employees to trainings as funds allow.

### **L. Office Supplies/Purchases**

Day-to-day office supplies will be ordered at the frequency needed and/or as requested by Program, Initiative, or Department Leads through the office supply request process. All supply and equipment requests must be appropriately coded on request forms (handwritten or electronic requests), to include program/initiative grant(s) and account code. Request forms that are not complete will not be approved and purchases will not be made.

All purchases made on behalf of MIIN outside of the standard ordering schedule should be completed utilizing a MIIN check or credit card whenever possible and should reflect the appropriate tax-exempt rate when applicable. When utilizing a MIIN check or credit card is not possible, MIIN will reimburse staff members for purchases made on behalf of MIIN provided prior approval is obtained from the Executive Director. Prior approval is required. In the event that a purchase is made without prior approval, the staff member risks refusal of their reimbursement request.

When utilizing company credit cards associated with Program or Initiative, Program Managers and Initiative Directors will be responsible for completing monthly credit card reconciliation, and ensuring all necessary request forms, receipts, and/or invoices are completed, that purchases match card statement, are accounted for in correlating grant-sheets, and are turned in by the end of each month to the designated finance person.

All purchases and reimbursements must follow current finance department policies and procedures.

### **M. Nepotism**

Staff members are prohibited from directly participating in the hiring process of individuals in their immediate family to paid professional positions as employees/contractors of MIIN, unless approved by the Board in accordance with applicable policies.

Immediate family includes a staff member's parents, spouse, siblings, biological and legally adopted children, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, and sister-in-law. Whenever possible staff members should not be employed, promoted or transferred to a position in which, as a result, the staff member would be supervising or receiving supervision from a member of their immediate family.

Family members of staff are not barred from utilizing services of MIIN, provided they follow the same rules and procedures as any other client.

### **N. Contract Approval and Legally Binding Action**

Employees, other than the Executive Director, are prohibited from binding MIIN to contractual obligations without written approval from the Executive Director. Violation of this policy will result in disciplinary action up to and including termination.

## **Section IX: Termination, Resignation, Discharge**

### **A. Disciplinary Action and Termination**

The intent of MIIN disciplinary policy is to correct substandard performance or misconduct by providing the staff with clear warnings and identification of the precise changes they need to make to alter the situation. Disciplinary action can take any number of forms, including oral warnings, written warnings, probation, suspension, demotion, discharge, or removal.

#### **A. Progressive Discipline**

A staff member will receive a written warning from their Direct Supervisor or the Executive Director if he/she feels that the staff member's actions qualify as misconduct. This written warning will specifically explain the behavior that qualified as misconduct and the definite actions needed to correct it. The staff member will have a "reasonable amount of time" to correct his/her actions to conform to appropriate conduct. If, in the opinion of the Executive Director, the actions of the staff member have not improved over a "reasonable amount of time," he/she will issue a second written warning. The second warning will continue to explain the behavior that needs to be corrected and will specify an exact deadline for improvement. If, in the opinion of the Executive Director, the staff member's behavior is still categorized as misconduct by the established deadline, the Executive Director shall take further action, up to and including termination.

#### **B. Immediate Termination**

Employment with MIIN is on an at-will basis and staff may be immediately terminated when necessary in certain instances but may occur with or without cause. The conditions in which immediate termination are applicable include, but are not limited to, those listed below:

1. Unauthorized use or misuse of MIIN property or equipment;
2. Insubordination (refusal to comply with a direct request or order by a MIIN supervisor);
3. Falsification or misrepresentation of self either in person, or on your application or resume;
4. Dishonesty, theft or embezzlement;
5. Vandalism;
6. Illegal or immoral conduct or behavior on company time or property, at a MIIN function, or when representing MIIN;
7. Non-medically-prescribed drug use, or inappropriate alcohol use or possession on MIIN property or time;
8. Gross misconduct;
9. Causing, provoking, or becoming involved in a physical fight on MIIN time or premises or at a MIIN function;
10. Carrying an unauthorized weapon on MIIN property and/or on MIIN time;
11. Conviction of a crime that causes concern for MIIN property or the safety and welfare of other MIIN employees;

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page **36** of **44**

12. Poor/bad references or uncovering false information through a reference or background check after employment has commenced;
13. Continued performance, attendance and/or behavior problems which fail to improve to and/or remain at a satisfactory level after warning;
14. Unauthorized use or misuse of company credit cards; or
15. Repeated absences. See absence policy for more information.

### **C. Voluntary Termination/Notice of Resignation**

If and where appropriate employees should strive to provide advanced notice of intent to terminate or resign.

### **D. Procedure for Terminating Employees**

The employee's last physical day in the office will be the date of termination. The employee may not utilize unused Paid Time Off beyond the termination date.

1. Employees who resign are encouraged to submit to their immediate supervisor a letter of resignation. A copy of this letter will be placed in the employee's personnel file.
2. Employees will be asked to leave a forwarding address for W-2 purposes.
3. If the employee owes MIIN money, i.e., travel advances, telephone, insurance premiums, postage, the employee will be asked to either write a check for the amount owed or consent in writing to have money deducted from his/her final paycheck.
4. If the employee has any MIIN property, the employee will return the item(s) or risk having their final paycheck withheld until all property is returned.

### **E. Exit Interviews**

All terminating employees are encouraged to have an exit interview with their supervisor and/or HR/Operations. The exit interview will consist of the following:

1. Any property of MIIN, i.e., handbooks, desk keys, office keys, telephone or credit cards must be given to the supervisor.
2. Eligible employees will be notified of their rights and procedures under applicable benefit plans. This will include any applicable law for continuance of medical insurance at the employee's expense, since MIIN is exempt from the federal COBRA continuation.
3. Employee will have the opportunity to share feedback about experience working with MIIN, to include, but not limited to areas for development, growth, and improvement, as well as areas of success that should be continued.

## **Section X: Safety**

### **A. Workplace Safety**

MIIN complies with the Federal Labor Law posting requirements and the OSHA notification recommendations for the state of Minnesota. Employees should report any work-related injury or illness immediately to the Executive Director, within twenty-four (24) hours of its occurrence.

Attention to workplace safety contributes to employee wellbeing, and keeps MIIN's headquarters safe, clean and attractive. Staff members are expected to assist, and to maintain their workstations and the surrounding area in an orderly manner suitable to their work requirements, and especially the impression they will make on visitors. Staff members that observe an unsafe practice or condition should report it to their immediate supervisor.

On a MIIN construction site all MIIN employees, and their guests, must adhere to site safety requirements to include, but not limited to: appropriate attire/safety gear, posted notices or warnings, and instruction from site manager/superintendent.

### **B. Fire Safety**

Staff should recognize any potential fire hazards and be aware of fire escape routes and participate in fire drills. Staff members may not block fire exits, tamper with fire extinguishers, or otherwise create fire hazards.

### **C. Security**

Staff should not leave items of value on their desk or in the office unless they are locked up in their desk or file cabinet. MIIN will not assume responsibility for personal items lost or stolen from its offices. Any suspicious activity should be reported to the staff's immediate supervisor. As a part of orientation staff members will receive training on building security processes and are expected to comply with those processes when securing buildings and grounds.

### **D. Weapon Free Workplace**

MIIN prohibits the use of any unauthorized weapons on MIIN property. Weapons include but are not limited to firearms, explosives, and knives. Staff members may transport or store a lawfully possessed weapon in their privately-owned vehicle while on MIIN property.

### **E. Inclement Weather**

Emergency situations such as inclement weather affect different employees in different ways, depending upon their residence location, vehicle type or condition, school or work situation of family members, particular road conditions, etc.

MIIN expects our staff to exercise good judgment regarding personal safety, while making a

reasonable effort to report to work. If the Executive Director determines, after assessing road condition reports, that there is an emergency situation and the office should be closed, Paid Time Off will be granted to employees.

If weather or traveling conditions delay or prevent a staff member from reporting to work on time on a day where MIIN has not closed the office, the staff member should notify the office as soon as possible. The staff members will be expected to use their personal Paid Time Off for the day or, if he/she has no time off available, take leave without pay for the day.

## **Section XI: Communications and Technology**

Violation of any of the following policies may result in disciplinary action, up to termination.

A. **Communication with Press and Media Staff:** Members authorized to write or speak on behalf of MIIN should take care that their utterances reflect positively on MIIN and are made in the fullest spirit of providing excellent service. Employees, who speak or write publicly, other than on behalf of MIIN, should be sure that their statements do not imply endorsement by MIIN.

From time to time, members of the press may call the MIIN office. All press inquiries should be referred to the Executive Director. If he/she is not available, refer the caller to the next designee in the MIIN organizational chart. Always assume you may be quoted. A violation of this policy may result in disciplinary action, up to and including termination.

B. **Use of Company Equipment:** All company equipment, including computers, cell phones, tablets, video cameras, recorders, etc. that are provided by MIIN are the property of MIIN. This equipment may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature. MIIN's equipment may not be used to create, view, or display disparaging, abusive, profane or offensive materials. Additionally, MIIN equipment may not be used in any activity contrary to MIIN's best interests or for engaging in any illegal activities, including piracy, cracking, extortion, blackmail, and copyright infringement.

Staff may use MIIN's equipment for personal use in limited circumstances using common sense judgment. Staff must adhere to the guidelines listed above when using MIIN's equipment for personal use. Additionally, any employee who chooses to use MIIN's equipment for personal use assumes responsibility for any damage to the equipment and may be held financially responsible for any damaged property.

### **C. Social Media**

MIIN employees should refrain from posting about anything job-related on social media. Likewise, staff may not post obscenities, slurs or personal attacks that would reflect negatively on MIIN. Policy violations may result in discipline up to and including termination.

### **D. Telephone Use**

A phone is a necessary and important tool in the workplace, as well as a major interrupter. MIIN understands that personal telephone calls must occasionally be made or received during normal business hours. If the Executive Director determines that any employee or volunteer has abused this privilege, disciplinary action will be taken, including revocation of permission to use the telephone for personal reasons, except in an emergency. All personal long-distance calls should be placed using a personal cellular phone. Please keep personal calls courteous, businesslike, brief, and infrequent to minimize distraction of other employees. Texting unrelated to work should be kept to a minimum.

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page **40** of **44**



**E. Email**

Employees may use email for limited personal use while at work. However, employees are reminded that an employee should have no expectation of privacy when using MIIN's computers or other electronic equipment such as smartphones whether at home or at the office.

**F. Personal Mail**

Personal mail may be handled at the office, but staff should use their own stamps and non- work time to take care of personal mail. Should the need arise to use the MIIN postage meter, please reimburse MIIN immediately. Staff may have personal mail delivered to the MIIN office but MIIN assumes no risk in the loss or damage of such deliveries.

**G. Photo, Media & Marketing Release Form**

As a part of employee orientation all employees will be given the opportunity to provide their consent for MIIN to record, videotape, and/or photograph their image, and publish/print written or spoken words for public viewing. Employees are not required to provide consent and will face no adverse employment consequences if the consent form is not signed. Employee may revoke consent by submitting a written statement to the Executive Director.

## **Section XII: Employee Benefits**

**A. Benefits Offered:** Please refer to Section VIII for a description of employee classification descriptions. Benefits include:

- Medical Insurance
  - Voluntary medical coverage for yourself and any eligible dependents is offered by MIIN. Due to the ever-increasing costs of providing insurance and the potential for state/federal legislation changes, MIIN reserves the right to change insurance carriers, change plan administrators, modify plan benefits, and change the premiums charged employees at any time as necessary for current business conditions. More details on the medical insurance plan will be provided as you near your eligibility date.
- 3% employee salary to an employer sponsored IRA

MIIN also provides the following benefits, which are required by law:

- Social Security and Medicare, for which MIIN matches employee payroll deductions; and
- Workers' Compensation and Minnesota Unemployment Insurance paid by MIIN.

### **B. COBRA**

MIIN's employees qualify for coverage under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Under COBRA a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility generally extends for a period of eighteen (18) months from the qualifying date.

### **C. Maternity and Paternity Leave**

In addition to applicable maternity and paternity benefits required by law, maternity and paternity leave shall be granted to new parents of a biological child. Maternity leave shall be granted to an eligible employee and shall consist of up to twelve (12) weeks of paid leave. Paternity leave shall be granted to an employee whose biological child has just been born for up to twelve (12) weeks of paid leave. Efforts should be made by the employee to assist in the planning of their job functions during their maternity or paternity leave. Should an employee legally adopt a child under the age of 12 months old during their employment that employee shall be eligible for up to twelve (12) weeks of paid leave. Employees are able to utilize this time as best suits their schedule/needs for up to 12 months after the first paternity/maternity leave is taken. Employees taking maternity/paternity leave should follow standard leave requests policies when requesting extended periods of time out of the office.

### **D. Workers Compensation**

MIIN

Personnel Policies and Procedures

Last amended and approved on 03.23.2022

Page **42** of **44**

MIIN complies with applicable worker compensation requirements. Workers compensation is government-mandated insurance that protects employees against job-related illnesses or injuries. Employees injured while at work or on MIIN business shall immediately report such injury to the Executive Director. Staff members should report every injury because minor injuries neglected may develop complications that threaten health and involve medical expenses. Failure to report an injury may also jeopardize insurance coverage.

#### **E. FMLA**

The FMLA exempts small businesses for the practical reason that they do not have staff redundancy and cannot afford to hold a position open indefinitely for an absence of indefinite duration. MIIN will commit to work with a staff member encountering a difficult medical situation to the greatest extent possible, but we cannot commit to compliance with the FMLA unless applicable law requires such.

#### **F. Employees with Life Threatening Diseases**

MIIN recognizes that staff members with life-threatening illnesses and disabling medical conditions including, but not limited to, cancer, heart disease, tuberculosis, epilepsy, may wish to continue as many of their normal activities as their condition allows, including work. As long as an employee is able to perform essential job functions, with or without "reasonable accommodation," and his/her condition is not a health and/or safety threat the employee or others, the employee may continue employment if he/she chooses, and no discrimination will occur.

A staff member's medical condition is personal and confidential. Information regarding an employee's condition will be maintained as confidential to every possible extent, consistent with state and federal law.

#### **G. Nursing Mothers**

MIIN respects mother's choices and privacy and will provide reasonable accommodations for the employee to express breastmilk in private as long as the mother chooses.

## **Section XV: Appendices**