

CAMP GOOD DAYS AND SPECIAL TIMES, INC.

EMPLOYEE HANDBOOK

CAMP GOOD DAYS



35 Years of Doing Good!

ONLINE PART 1

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1.0 FOUNDERS'S WELCOME

1.1 *FOUNDERS'S WELCOME*

Welcome! You have just joined a dedicated team of employees and managers. We hope that your employment with Camp Good Days and Special Times, Inc. (CGDST) will be rewarding and challenging. We take pride in our employees as well as the products and services we provide. We consider ourselves as a premier service organization that enriches the lives of children and families whose lives have been touched by cancer and other life challenges

Please take the time now to read this employee handbook carefully. Please date and sign the acknowledgment at the end to show that you have read, understood and agree to the contents of this handbook. It sets out the basic rules and guidelines concerning your employment. Specific provisions contained in an individual employment agreement control over the general provisions of the handbook. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. CGDST reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the work place. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact Wendy Mervis, Tamara Federico and/or Kyle DiMartino. Likewise, if you have any suggestions related to CGDST policies or procedures, please let us know.

We wish you success in your employment here at Camp Good Days and Special Times, Inc.!

All the best,



Gary Mervis
Founder of Camp Good Days and Special Times, Inc.

1.2 AT-WILL EMPLOYMENT

Your employment with CGDST is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave CGDST at any time, with or without notice and with or without cause. As you can see, “at-will” employment is a two-way street.

Nothing in the employee handbook or any other CGDST document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits. Only the Founder and/or Executive Director has the authority to make promises or negotiate regarding guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Founder and/or Executive Director.

2.0 INTRODUCTORY LANGUAGE AND POLICIES

2.1 ABOUT CGDST

CGDST and Special Times, Inc., a 501(c)3 not-for-profit organization is dedicated to improving the quality of life for children, adults and families whose lives have been touched by cancer and other life challenges through summer camping experiences and year-round events and activities.

CGDST and Special Times, Inc. was founded over 35 years ago by Gary Mervis to provide a residential camping program for his daughter, Teddi Mervis, and 62 other children with cancer from Upstate New York, and has grown to become one of the largest organizations of its kind in the world. CGDST was the fourth program of its kind in the country and the first to be started by a layperson.

What was started to provide a residential camping experience for Teddi and 62 other children with cancer from Upstate New York (21 from Rochester; 21 from Buffalo; 21 from Syracuse) in 1979 has grown to become one of the largest organizations of its kind in the country. Many of the programs and services started right here at CGDST have been used as models for cancer treatment centers and organizations throughout the United States and Canada. This past summer, over 1500 children, including children with cancer from several foreign countries, participated and experienced the magic of CGDST firsthand at our own beautiful Recreational Facility, located on the shores of Keuka Lake.

All of the programs and services at CGDST and Special Times, provided to many children and their families, are offered free of charge for the participants. The only reason we are able to continue doing this is because of our many successful fundraising events and the generous donations from very special individuals and organizations in our community.

CGDST maintains our own Recreational Facility, located on the shores of Keuka Lake, where the residential camping programs take place. The CGDST Headquarters & Volunteer Training Center is located in Mendon, NY and CGDST also maintains offices in Buffalo, Syracuse, and Ithaca, NY.

2.2 ETHICS CODE

CGDST will conduct its business honestly and ethically wherever we maintain operations. We will constantly improve the quality of our services, products and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct by officers, managers, employees or affiliates is in CGDST's best interest. We will not compromise our principles for short-term advantage. The ethical performance of CGDST is the sum of the ethics of the men and women who work here. We are all expected to adhere to high standards of personal integrity.

Officers, directors, and employees of CGDST must never permit their personal interests to conflict, or even appear to conflict, with the interests of CGDST, its clients or affiliates. Officers, directors and employees must be careful to avoid representing CGDST in any transaction with others with whom there is any outside business affiliation or relationship. Officers, directors, and employees shall avoid using their CGDST contacts to advance their private business or personal interests at the expense of CGDST, its clients or affiliates.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization to attract or influence business activity. Officers, managers and employees shall not offer or accept gifts, gratuities, fees, bonuses or entertainment, in the course of their employment, except when authorized by their managers to do so.

The officers, managers and employees of CGDST will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained. This information - whether it belongs to our CGDST or any of its clients or affiliates - may include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments, or manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about our CGDST, other companies, individuals and entities must be treated with sensitivity and discretion, and only be disseminated on a need-to-know basis.

- Officers, managers and employees will seek to report all information accurately and honestly, and in conformance with applicable reporting requirements.
- Officers, managers and employees shall not gather competitor intelligence by improper means and not act on knowledge gathered in such a manner.
- Officers, managers and employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.
- Officers, managers and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.
- Officers, managers and employees agree to promptly disclose unethical, dishonest, fraudulent and illegal behavior, or any violation of CGDST policies and procedures, directly to management.
- Violation of the Code of Ethics can result in discipline, including possible termination. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.
- If you ever have any doubt about whether your conduct or that of another meets CGDST's ethical standards or compromises CGDST's reputation, please discuss it with the Executive Director.
- Remember: good ethics is good business!

2.3 MISSION STATEMENT

The mission of CGDST and Special Times is to be internationally recognized as the premier service organization that enriches the lives of children and families whose lives have been touched by cancer and other life challenges.

2.4 HOW TO BE AN EXCELLENT EMPLOYEE

Everything that is done here at CGDST is done for a reason. CGDST reaches out to those we can help and who can benefit from our programs and services. Therefore, there are four essentials that make an excellent employee:

- Raise money
- Directly help participants
- Promote and increase awareness
- Recruit volunteers

2.5 PERSONAL APPEARANCE

Your personal appearance reflects on the reputation and integrity of CGDST. All employees must report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

Much like your appearance, your personal area should also be kept neat and free of debris.

2.6 TEAM COMMITMENTS

There is no substitute for a CGDST playing "team". More often than not, our work is done by teams of employees. We expect team members to assume their fair share of responsibility, to continue to maintain and upgrade their skills, to communicate clearly and politely with one another, and to work together cooperatively. It has been said that team stands for **T**ogether **E**ach **A**chieves **M**ore. Following "team" is an important ingredient of our mutual success.

- No one is more responsible for your performance than you are.
- To be a valuable team member you must possess strong skills and a trustworthy character.
- Use honest, direct and caring communication.
- Focus on empowerment, not control.
- Focus on cooperation, not competition.
- Seek and expect active participation by all team members.

- Differences and disagreements are expected during the decision-making process, but 100% support of decisions is required once they are made.
- Be very clear about CGDST's direction. Know our vision, mission, values and goals.
- Be an active listener. Do not interrupt. First seek to understand and then to be understood.
- The best time to discuss your personal life is on personal time.
- Don't talk behind people's backs.
- Saying "no" is OK. Just make sure you're saying it for the right reason.
- All members of this CGDST have responsibility for enforcing the rules.
- If a team rule is broken, deal with it immediately.

2.7 CGDST FACILITIES

CGDST and Special Times maintain offices in different regions within New York State to have a personal presence in offering our programs and services.

- The CGDST and Special Times Rochester, New York Regional Office is located in Mendon, serving children and their families in the Finger Lakes Region.
- The CGDST and Special Times Western New York Regional Office is located in Depew, just east of Buffalo. This office serves children and their families from Batavia to points west.
- The CGDST and Special Times Central New York Regional Office is located in Syracuse, serving children and their families from Geneva to points east.
- The CGDST and Special Times Southern Tier New York Regional Office is located in Ithaca, serving children and their families from Hornell to Binghamton.
- The CGDST and Special Times Camp Grounds is located in Branchport New York. This is where all of our camping programs are held during the summer months.

2.8 REVISIONS TO MANUAL

This employee handbook attempts to keep you informed of the terms and conditions of your employment, including CGDST policies and procedures. The handbook is not a contract. CGDST reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines, we will communicate them in a timely fashion, typically in a written supplement to the handbook.

3.0 HIRING AND ORIENTATION POLICIES

3.1 EEO STATEMENT AND NON-HARASSMENT POLICY

EQUAL OPPORTUNITY STATEMENT

CGDST is committed to the principles of Equal Employment. We will comply with all Federal, State, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by Federal, State or local laws. CGDST is dedicated to fulfilling this policy regarding all aspects of the employment relationship, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay and other compensation, and all other terms conditions and privileges of employment.

CGDST will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of CGDST's Equal Employment Opportunity Policy in as confidential a manner as possible to take appropriate corrective action, if and where warranted. CGDST prohibits retaliation against any employee who provides information about, complaints, or assists in the investigation of any complaint of discrimination or violation of CGDST's Equal Employment Opportunity Policy.

We are all responsible for upholding CGDST's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of your managers and/or human resource personnel.

Policy Against Workplace Harassment

CGDST has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, sexual identity or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, campers and clients are strictly prohibited and will not be tolerated.

Sexual Harassment Includes:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) continuing to express sexual interest after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to CGDST or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements. The definition of harassment because of sex under these provisions does not require the harassing conduct to be motivated by sexual desire.

Other Workplace Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile, or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) using disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on CGDST's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items associated with hate or intolerance towards any select group.

WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT! Any employee who feels he or she has witnessed, or been subject to, any form of discrimination or harassment **is required to immediately** notify the Executive Director.

CGDST prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer and discharge. If CGDST determines that harassment or discrimination occurred, corrective action will be taken to end the harassment. As necessary, CGDST may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, CGDST will follow up to ensure no retaliation for making a complaint or cooperating with an investigation.

You may file a complaint of harassment or discrimination within 300 days with the Equal Opportunity Commissions (EEOC) at (800) 669-4000; TTY (800) 669-6820; or www.eeoc.gov.

3.2 DISABILITY ACCOMMODATION

Qualified applicants or employees who inform CGDST they have a physical or mental disability, which requires accommodation for them to perform the essential functions of their jobs should inform Executive Director of this so we can together discuss what accommodations are available and appropriate.

Procedure for Reasonable Accommodation Requests:

- Employee advises Executive Director of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his/her supervisor.
- The accommodation request will be discussed with the employee and the employee's manager(s).
- The employee may be required to provide documentation supporting a disability.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

3.3 RELIGIOUS ACCOMMODATION

CGDST is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from CGDST's dress code, schedule, basic job duties, or other aspects of employment. CGDST will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Accommodations may include but are not limited to changes in current job conditions, a change in position, an exception to the dress code, paid/unpaid leave time, etc. CGDST will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will CGDST question the validity of a person's belief.

The Religious Accommodation Request form is available at the end of this handbook

3.4 CONFLICTS OF INTEREST

CGDST is concerned with conflicts of interest that create actual or potential job related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of CGDST and a competitor, supplier, distributor, or contractor to CGDST, must be disclosed by the employee to the Executive Director. If an actual or potential conflict of interest is determined to exist, CGDST will take such steps as it deems necessary to reduce or eliminate this conflict.

3.5 JOB DESCRIPTIONS

CGDST attempts to maintain a job description for each position. If you do not have a copy of a current job description request one from the Executive Director. Job descriptions prepared by CGDST serve as an outline only. Due to the needs of business, you may be required to perform job duties not within your written job description. CGDST may have to revise, add to, or delete from, your job duties according to CGDST needs. While we will try to avoid it, there may be times CGDST must revise job descriptions with or without advance notice to the employee. Please remember that attendance, punctuality, proper conduct and productivity are part of everybody's job description.

If you have any questions regarding your job description, or the scope of your duties, please speak with the Executive Director.

3.6 NEW EMPLOYEES AND INTRODUCTORY PERIODS

The first thirty (30) days of your employment is considered an introductory period. During this period you will become familiar with CGDST and your job responsibilities. We will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. If, at the completion of this introductory period, we believe the quality and value of your performance merits your continued employment, you will become eligible for CGDST benefits. Your introductory period with CGDST can be shorted or lengthened as deemed appropriate by management. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature the "at-will" employment relationship.

3.7 PROOF OF CITIZENSHIP AND RIGHT TO WORK

All new hires and current employees are required by Federal law to verify their identity and eligibility to work in the United States. You will be required to complete Federal form I-9, Employment Eligibility Verification Form, upon application for employment. If you are employed and have not complied with this requirement or if your status has changed, please inform the Executive Director.

4.0 WAGE AND HOUR POLICIES

4.1 INTRODUCTION

An employee's salary or hourly wage paid depends on a wide range of factors, including pay scale surveys, individual effort, CGDST surplus/deficit and market forces. If you have any questions about your compensation, including matters such as paid time off, benefits or paycheck deductions, please ask the Finance Director.

4.2 PAY PERIOD

The standard pay period is bi-weekly for all employees in which you will be paid on Thursday. Special provisions may be required from time to time if holidays fall on paycheck dates. Please inquire with the Finance Director if this type of date arises.

4.3 PAYCHECK DEDUCTIONS

CGDST is required by Federal and State law to make certain deductions from your paycheck. This includes Federal income tax, State income and unemployment tax, FICA contributions (social security and Medicare), and State Disability Insurance (SDI). Depending on your health care selections, deductions may be taken from your paycheck. Any health insurance premiums deducted from your final paycheck must cover the entire month's payment. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W-4 Form. If you do not believe your paycheck is accurate, please immediately contact the Finance Director.

4.4 DIRECT DEPOSIT

Direct Deposit of payroll checks may be available to you upon completion of Direct Deposit Application Form. If you would like to take advantage of Direct Deposit, please contact the Finance Director for an application form. You will need to provide a voided deposit slip for your bank account and complete the application to set up the deposit. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

4.5 RECORDING TIME

Federal and State laws require us to keep accurate records of hours worked by non-exempt (part-time/hourly) employees. Clock in no more than five minutes ahead of time and clock out no later than five minutes after your quitting time. Every non-exempt employee of CGDST must enter his or her hours worked accurately, including all lunch periods and any rest periods of over 10 minutes. Employees must notify CGDST of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntary missed meal or break periods.

You may not fill out the timesheet of any other employee or request they do so for you. Please indicate your days off. Any changes to your time card must be approved of and initialed by management. Time cards are to be turned in to the Finance Director on the Thursday before the end of the pay period.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

4.6 ATTENDANCE POLICY

It is part of everyone's job description to be punctual and meet attendance requirements. All tardiness and absenteeism must be reported and accounted for. If you know ahead of time you will be absent or late, reasonable advance notice must be given. CGDST reserves the right to apply unused vacation, sick time or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation or legal requirements are exceptions to the policy.

4.7 *JOB ABANDONMENT*

If an employee fails to show up for work or call in with an acceptable reason for their absence for a period of five (5) consecutive days, they will be considered to have abandoned their job and voluntarily terminated their employment.

4.8 *REST AND MEAL PERIODS*

All regular part-time employees are provided with a ten minute paid rest period for every four hours worked and 30-minute unpaid meals break by the start of the fifth hour of work. A second meal period will be available if you work over ten hours. CGDST requests that employees accurately observe and record meal and rest periods. You must sign in and out for all meal breaks. You may leave the premises on your meal break. If you know in advance you may not be able to take your allotted break or meal period, please let management know.

5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

5.1 PERFORMANCE IMPROVEMENT

CGDST will try to periodically review your work performance towards the end of the fiscal year as well as throughout the calendar year. The performance improvement process will take place on towards the end of the calendar year or as business needs dictate. You may request that the Executive Director assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and competency of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. CGDST pay raises and promotions are based on numerous factors, only one of which is job performance.

5.2 PROMOTIONS

It is CGDST's policy to promote from within CGDST only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to the results of performance assessment, and an analysis of the education, experience, knowledge, personality and skills required for the available position. All employees promoted into new job positions will undergo a 90-day introductory period as described above. Unlike new hires, however, such employees will continue to receive CGDST benefits for which they are eligible.

5.3 PAY RAISES

Depending on CGDST's financial health, and numerous other factors, efforts will be made to give pay raises consistent with CGDST surplus/deficit, job performance, and the consumer price index. CGDST may also make individual pay raises based on merit or due to a change of job position.

5.4 WORKFORCE REDUCTIONS (LAYOFFS)

From time to time, management may implement a reduction in force ("RIF"). We are quick to acknowledge that RIFs can be a trying experience for management and employees alike. CGDST will try to make sound business decisions while acknowledging the needs of its workforce. Unless specified otherwise with a particular reduction in force, the following procedures will be used.

1. Selection Criteria

In the event of a "RIF", employees will be retained based on skills, experience, and job performance. Depending on the reason for the reduction in force, the nature of the jobs within the affected work unit(s), and the anticipated needs of CGDST following the reduction in force, one of the two methods described in sections two (2) and three (3) will select employees to be retained. RIF decisions will not be based on an individual's salary.

2. Ranking of Employees

Management will rank employees based on the employee's overall ability to contribute to CGDST's ongoing needs. Specific factors to be considered should include, but are not limited to, demonstrated past job performance, resourcefulness, adaptability, teamwork, skill level, ability to perform tasks CGDST anticipates will be necessary following the reduction in force, and dedication and commitment to CGDST and its goals. The weight given to various factors will depend on the specific work unit and the needs of CGDST. It is possible for an employee with unique skills critical to the work unit to be ranked higher than an employee with better performance in a different skill area. Seniority will be considered only where other relevant factors do not allow for differentiation between employees.

The decision on which employees will be grouped together to rank will be subject to the discretion of the corporate officer with responsibility for the affected work unit. Groupings can change depending on the nature and goals of the reduction in force.

Where the employee ranking method of employee selection for reductions in force is used, employees will be selected as candidates to include in the reduction in force in inverse order of their ranking.

3. *Placement in Available Jobs*

Depending on the reason for and nature of a reduction in force, and the jobs included in the work unit, selection of candidates for a reduction in force may be based on an assessment of the positions that will exist in a work unit following the reduction in force, and which employees are best suited to fill those remaining positions.

When this method is used, managements responsible for the affected work unit will identify the skills and abilities necessary for each job remaining after the reduction in force. Employees within the work unit will be evaluated based on their ability to perform the available jobs. Besides the employee's skills and ability to perform the remaining job duties, other factors to be considered include, but are not limited to, resourcefulness, adaptability, teamwork, and dedication and commitment to CGDST and its goals. While it will often be the case that an employee who has performed well in a job will be determined to be the best suited to fill that position following the reduction in force, this may not always be the case.

5.5 *STANDARDS OF CONDUCT*

CGDST wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity and value for all of our employees, clients, campers and donors. Every employee has a shared responsibility toward improving the quality of our work environment. By working at CGDST, you agree to follow CGDST's rules.

The prohibited conduct listed below is not an all-inclusive list. This policy is not intended to limit CGDST's right to discipline or discharge employees for any reason permitted by law. While we value our employees, CGDST retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures in this handbook.
- Possessing, using, distributing, selling, negotiating the sale of, drugs or other controlled substances or being under the influence of alcohol, during working hours, on CGDST property (including CGDST vehicles), in CGDST uniform, or on CGDST business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing inaccurate, incomplete or misleading information in job interviews or preparing any employment related document including, but not limited to, job applications, personnel files, employment review documents, intra-Organization communication, communications with those outside CGDST, or expense records.
- Taking or destroying of CGDST property or that of visitors, clients or fellow employees.
- Possession or custody of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of, any fellow employee, vendor or customer.
- Unauthorized or excessive use of CGDST property, or the property of any visitor, customer, fellow employee. This includes but is not limited to, vehicles, supplies, telephones, mail and computers.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Solicitation of fellow employees on CGDST premises during working time.
- Criminal activity at or outside of the work place.
- Lending keys to CGDST property to unauthorized persons or allowing duplicate keys to be made without prior authorization.
- Harassment of, or discrimination against, an employee, customer or visitor because of that person's race, religion, color, sex, age, sexual preference, disability or national origin.

Nothing in this policy is intended to hinder employee rights under the National Labor Relations Act.

5.6 CRIMINAL ACTIVITY; ARRESTS

Involvement in criminal activity, whether on or off CGDST property, may cause disciplinary action including suspension or termination. Disciplinary action depends upon a review of all factors involved, including whether the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled because of an arrest may lead to disciplinary action, up to and including termination, for violation of attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source if management has reason to view the source as credible.

5.7 DRUG AND ALCOHOL POLICY

CGDST takes drug and alcohol abuse as a serious matter and will not tolerate it. CGDST prohibits employees for using, selling, possessing or being under the influence of illegal drugs, alcohol, any illegal drug or controlled substance or prescription drug not medically authorized while at their job, on CGDST property or while on work time. It also discourages non-work place drug and alcohol abuse.

Therefore, it is CGDST's policy that:

1. Employees shall not report to work under the influence of alcohol, illegal drugs or any controlled substance or prescription drug not medically authorized.
2. Employees shall not possess, sell or provide illegal drugs, alcohol or any controlled substance or prescription drug to any person while on CGDST property or on CGDST business.
3. This policy does not prohibit the possession or use of prescription drugs in a manner approved by a physician, when that usage does not impair the employee's ability to perform his/her job duties safely, efficiently, or effectively.

CGDST recognizes that drug/alcohol testing is a necessary part of a comprehensive program to maintain a drug free workplace. CGDST reserves the right to require a drug or alcohol test of any employee after an accident or based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, the causing of an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination.

CGDST also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his/her job safely or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication used by employees while employed by the CGDST. Please inform management prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the CGDST determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

Violations

Violating this policy will result in disciplinary action up to and including termination. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline including termination.

To learn more about Drug Free Workplace Programs go to <http://www.dol.gov/elaws/drugfree.htm>

5.8 LEAVE FOR DRUG AND ALCOHOL TREATMENT

Employees are permitted time off to participate in drug or alcohol rehabilitation programs. The leave is provided as a "reasonable accommodation" on a case-by-case basis; no particular amount of time off is specified. It cannot be used if the employee has already been "busted" for violating this policy. The leave is unpaid, and employees may use any available sick leave. CGDST will safeguard the employee's privacy regarding enrollment in any treatment program. Please contact the Executive Director to request this leave.

5.9 DISCIPLINARY PROCESS

Violation of CGDST policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination. CGDST encourages a system of progressive discipline depending on the type of prohibited conduct. However, CGDST is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of their work fails to meet expectations. Again, our attempt at progressive discipline does not imply your employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, forced leave or termination. Management will allow you to respond to any disciplinary action taken. Understand that while CGDST is concerned with consistent enforcement of their policies, CGDST is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated with no prior warning or procedure.

5.10 PROBLEM SOLVING PROCEDURE

We strive to provide a comfortable, productive, legal and ethical work environment. CGDST wants you to bring any problems, concerns or grievances about the work place to the attention of management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity by CGDST, management, its employees, vendors, campers, or any other persons or entities related to CGDST, immediately bring this to the attention of management. Please try to approach management at a time and place that will allow management to properly listen to your concern. Most problems can be resolved informally through dialogue between you and management. If you have discussed this matter with management before and do not believe you have received a sufficient response, or if you believe management is the source of the problem, we request you present your concerns to the Finance Director. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

It is the purpose of this problem solving procedure to help maintain a work environment with respect and responsibility towards each other.

5.11 POST-EMPLOYMENT REFERENCE POLICY

CGDST policy provides prospective employers with references only for employees who have worked for CGDST within the past three years.

We will provide prospective employers with the dates of employment and final job position of a former employee. All references are to be given by the Executive Director only.

6.0 GENERAL POLICIES

6.1 CGDST MEETINGS

CGDST encourages your participation in regular CGDST meetings. Since our employees live over a wide area and many have different work schedules, these meetings are very important for maintaining a high level of communication, where valuable information about CGDST is shared. You are responsible for managing your schedule so you can attend all requested meetings.

6.2 DRIVING RECORD

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. CGDST may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to CGDST.

State law requires all motorists to carry Auto Liability Insurance. It is against the law to drive without insurance. Each employee who uses their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

6.3 USE OF CGDST VEHICLES

The following regulations covering the operation of CGDST vehicles are of a general nature. CGDST vehicles are to be used for CGDST business only. Unless the vehicle has been approved for personal use, in writing, by the Executive Director, personal or outside business use is strictly prohibited.

1. No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.
2. Drivers of CGDST vehicles must report all infractions or violations while driving a CGDST vehicle and all restrictions, suspensions or revocations against their driver's license to their supervisor or manager or Human Resources immediately.
3. Before operating a CGDST vehicle the driver shall satisfy himself/herself that the following are in good working order:
 - Brakes
 - Parking brake
 - Steering
 - Lights/signals
 - Tires
 - Horn
 - Wipers
 - Mirrors
4. When a CGDST vehicle cannot be operated, is unsafe for use, or has been damaged a management must be notified immediately.
5. Drivers should operate vehicles carefully and keep them under control at all times and engage in defensive driving. Drivers must observe all local traffic ordinances, give proper warning signals and always be courteous toward other drivers and pedestrians.
6. While driving, an employee may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option.
7. The driver of a CGDST vehicle is responsible for it while in his/her charge and will not permit unauthorized persons to drive it.
8. The driver or operator of a CGDST vehicle receiving a summons for a traffic or parking violation must inform management as soon as possible after the incident.
9. Drivers must turn on the vehicle headlights at all times
10. Drivers must use seat/safety belts and all passengers must use seat/safety belts.

11. The driver is responsible for the daily housekeeping of the vehicle; it is to be kept clean and uncluttered. Vehicles are to be kept neat and tidy at all times inclusive of both the interior and the exterior.
12. No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. If an employee who drives a CGDST vehicle or drives a personal vehicle on business receives a DUI (Driving Under the Influence) on business or personal time, that associate may not drive a CGDST vehicle or drive his/her personal vehicle on CGDST business for three (3) years. A DUI may cause termination if driving a CGDST vehicle is required to perform job responsibilities. Termination is also possible for an employee who must drive a personal vehicle for business as part of their job, if alternative transportation, made at the associate's expense, cannot meet the requirements of that position.
13. Multiple driving moving violations that appear on the annual DMV check, will cause suspension of rights to drive a CGDST vehicle or drive a personal vehicle on CGDST business. Suspension of rights will continue until one (1) year has passed with no infractions. During the time of suspension, alternative arrangements to continue job responsibilities without a CGDST vehicle must be made by the associate at his/her expense. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination is possible.

6.4 REPORTING UNETHICAL, FRAUDULENT OR ILLEGAL ACTIVITY

CGDST wishes to operate according to the highest ethical and legal standards possible. Therefore, we not only request, but require, that you bring to the attention of management any conduct by fellow employees, supervisors, or others, that you believe violates the policies, agreements, ethical standards or obligations of CGDST, or which are unethical, fraudulent or illegal. Failure to report any such activity not only constitutes a violation of CGDST Rules of Conduct but may also needlessly expose CGDST to litigation or governmental sanction, including possible criminal prosecution.

If you believe you have encountered unethical, fraudulent or illegal conduct, you are required to immediately report it to management or someone else in management. If you believe management is engaged in inappropriate conduct, or has not sufficiently addressed your concerns, bring the matter to the attention of the next level of management and/or a board member.

Examples of unethical, fraudulent or illegal acts include:

- Falsification of loan, credit, accounting records or management information.
- Theft or misuse of employee, CGDST or customer property.
- Violation of any federal, state or local laws.
- Offer or acceptance of money or gifts from a customer or vendor in violation of CGDST guidelines.
- Violation of CGDST Code of Ethics, policies or procedures.

6.5 WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee of CGDST who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; this is management's responsibility.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact management and/or a board member. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The CGDST will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the

management and/or a board member immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

6.6 PERSONNEL RECORDS

CGDST maintains a personnel file for every employee. Every effort will be made to keep your personnel and records confidential. Access is on a "need-to-know" basis only. This includes, but is not management reviewing the file for possible promotion or layoff.

If an employee wishes to review their personnel file they may do so after giving CGDST reasonable notice. Inspection must occur in the presence of a CGDST representative. All requests by an outside party for information contained in your personnel file will be directed to the Executive Director which whom is the only individual authorized to give out such information.

6.7 EMPLOYEE PRIVACY AND RIGHT TO INSPECT

CGDST property, including but not limited to, phone/s, computer/s, tablet/s, iPad/s, desks, work place areas, vehicles, machinery, remains under the control of CGDST and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on CGDST premises including that kept on desks.

6.8 VOICEMAIL, EMAIL AND INTERNET POLICY

PURPOSE

This Voicemail/E-mail/Internet policy provides each employee of CGDST with the guidelines associated with CGDST's Voicemail/E-mail/Internet system ("the system").

SCOPE

This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using CGDST's system through on-site or remote terminals.

GENERAL PROVISIONS

- The Voicemail/E-mail/Internet system, and all data transmitted or received through the system, are the exclusive property of CDGST. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for CGDST-related business, and is not to be used for personal business or pleasure.
- Any individual permitted to have access to the CDGST system will be given a Voicemail, E-mail and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- CDGST reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual given access to the system is given notice that CGDST will exercise this right periodically, without prior notice and without the prior consent of the employee. CGDST's interests in monitoring and intercepting data include, but are not limited to: protection of CGDST proprietary and classified data; managing the use of CGDST's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission or storage of data on CGDST Voicemail/E-mail/Internet system.

Any employee who abuses the privilege of access to CGDST's Voicemail, E-mail or the Internet system will be subject to corrective action, up to and including termination. CGDST will also advise law enforcement officials of any illegal conduct.