



# **Employee Handbook**

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# Welcome!

Interfaith Food Ministry (IFM) feeds the hungry in Nevada County, helping to sustain health, human dignity, and the opportunity for individuals to realize their full potential. We are pleased to welcome you to our team and know that you will bring added energy, productivity and compassion to our efforts. IFM is governed by a Board of Directors comprised of fifteen representatives of the local churches that support our mission. We hope that you will find your position with the Company rewarding, challenging, and productive. As an employee of Interfaith Food Ministry, you are an important member of a team effort.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

# Employee Information

## Right to Revise

This employee handbook contains the employment policies and practices of Interfaith Food Ministry in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Interfaith Food Ministry reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the President of Interfaith Food Ministry

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Interfaith Food Ministry as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other Company document creates, or is intended to create, a promise or representation of continued employment for any employee.

## At-Will Employment Status

Interfaith Food Ministry employees are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President of Interfaith Food Ministry has the authority to make any such agreement, which is binding only if it is in writing.

## Equal Employment Opportunity

Interfaith Food Ministry is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is **unlawful**.

The Company is committed to compliance with all applicable laws providing equal employment

opportunities. This commitment applies to **all** persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the President of the Company. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to the President or to any member of the Board of Directors. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your The Company will immediately undertake complaint, or if you prefer to make a complaint in person, contact the President or any member of the Board of Directors. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

## Anti-Harassment Policy

Interfaith Food Ministry is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, or directors, officers, volunteers of the company, as well as vendors, customers, and any other persons. Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and

- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, bring your complaint to the Company President or any member of the Board of Directors as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The Company will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the Company determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or volunteer determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers. Every complaint that is reported will be taken seriously and investigated thoroughly. If possible policy violations are not reported, than they cannot be investigated. Every employee's cooperation is essential.

The Company encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## Involuntary Termination

Any incident of gross misconduct, physical violence during work hours, mis-use of alcohol or illicit drug use during work hours are grounds for immediate termination. Violation of Interfaith Food Ministry policies and rules may warrant disciplinary action. The Company has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and Interfaith Food Ministry may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

## **Voluntary Termination**

There may come a time when you decide to leave the employment of Interfaith Food Ministry either through retirement or voluntary termination.

Your employment is based on an “at-will” agreement which simply means that you or the company can terminate your employment, with or without cause, at any time. If you choose to voluntarily terminate your employment with Interfaith Food Ministry we ask the courtesy of a two-week notice period.

## **Reference Requests**

All requests for references must be directed to the President. No other manager, supervisor, or employee is authorized to release references for current or former employees. By policy, Interfaith Food Ministry discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Interfaith Food Ministry will also inform prospective employers of the amount of salary or wage you last earned.

## **Paid Time Off**

At the time of this writing, Interfaith Food Ministry does not offer any paid time off to its employees.

## **Performance Evaluations**

The goal of a performance evaluation system is to foster effective communication around both team and individual objectives, to recognize success and demonstrated contribution, identify areas for focused development and agree on performance standards and goals for the upcoming performance period. Each of us should strive for effective communication as a part of our daily working lives. In addition, each employee will participate in the performance evaluation process annually.

## **Performance Management**

There may be times when an employee’s performance is not maintained at an acceptable level. If that situation arises, the employee and manager will work together to agree on a plan for bringing the performance up to an acceptable and ultimately successful level. This process may include verbal counseling, written agreements on performance goals, written warnings and terminations. Each performance management situation varies and therefore may require any or all of these steps.

## Salary Administration

As a part of the performance evaluation process you may receive a merit pay review. This review will be conducted annually and will be based on your individual performance and demonstrated contribution during the evaluation period. We will also consider the performance of the company as a whole and any compensation changes in our competitive labor market.

You will be assigned a pay classification based on the following criteria:

\* **Exempt employees** are exempt from the overtime provision of the Fair Labor Standards Act (FLSA). Exempt employees are generally held responsible for delivering a specific outcome.

\* **Non-exempt employees** are eligible for overtime pay and as such we are required to keep records of hours worked. Accurate bi-weekly time reporting is required so that any necessary overtime can be paid. The company allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. The use of makeup time is intended to be used only when other options have been exhausted. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

## Paid Holidays

At the time of this writing, Interfaith Food Ministry does not offer any paid holidays.

## Insurance Benefits

At the time of this writing, Interfaith Food Ministry does not offer any insurance benefits.

## Client Relations

Employees are expected to be polite, courteous, prompt, and attentive to all clients and fellow employees and volunteers. Customers are to be treated courteously and given proper attention at all times. Never regard a client's question or concern as an interruption or an annoyance. You must respond to inquiries from our clients, promptly and with kindness.



## **Electronic Media Policy**

Interfaith Food Ministry uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, and the Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Interfaith Food Ministry and are to be used only for Company business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on Company computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Interfaith Food Ministry and remains the property of Interfaith Food Ministry. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information. Interfaith Food Ministry will override all personal passwords if necessary for any reason.

Interfaith Food Ministry reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management.

Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about Interfaith Food Ministry that will appear in the electronic media about the Company must be approved by the President of the Board of Directors before the information is placed on an electronic information resource that is accessible to others.

## **Drug and Alcohol Abuse**

Interfaith Food Ministry is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Interfaith Food Ministry also may bring the matter to the attention of appropriate law enforcement authorities.

Interfaith Food Ministry reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the President of such use before starting or resuming work.

## **Safety and Health**

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report any work-related injuries or illnesses immediately to the President of the Company.

## Confirmation of Receipt

I have received my copy of the Company's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. Interfaith Food Ministry reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President of Interfaith Food Ministry, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President has the authority to make any such agreement and then only in writing, signed by the President.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Interfaith Food Ministry is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Interfaith Food Ministry and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with company.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_