



Children's Oncology Camp Foundation
(d.b.a. Camp Mak-A-Dream)

2022 EMPLOYEE HANDBOOK

Table of Contents

	<u>Page No.</u>
Introduction	3
Equal Opportunity	4
Employment Classifications.....	4
Corrective Action and Employee Discipline	5
Voluntary Resignation	5
Layoffs	6
Termination of Employment	6
Payroll.....	6
Confidentiality.....	6
Personal Conduct.....	7
Sexual Harassment and Anti-Discrimination	7
Substance Abuse.....	8
Reasonable Accommodation	8
Grievance Procedure	9
Personal Information	9
Personnel Records	9
Attendance.....	9
Dress Code	10
Public Speaking	10
Smoking.....	10
Safety and Accident Rules.....	10
Worker's Compensation	11
Use of Foundation Property.....	11
Using Foundation Computers	11
Mileage and Use of Personal Vehicles	12
Employee Protection (Whistleblower)	12
Acknowledgement Form (copy)	13

INTRODUCTION

Welcome to the Children's Oncology Camp Foundation ("the Foundation") which operates Camp Mak-A-Dream ("Camp") in Gold Creek, Montana. We hope that your employment here will be pleasant and rewarding.

The Children's Oncology Camp Foundation was created in 1991 by Harry and Sylvia Granader when they donated 87 acres from their 10,000 acre ranch and seed money in order to build a camp for children with cancer. Camp Mak-A-Dream opened its doors to the first campers in 1995. The Foundation is an independent, nonprofit Internal Revenue Service 501(c)(3) organization. A volunteer board of directors maintains fiduciary oversight and operational responsibility for the Foundation.

The mission of the Foundation is **to empower survivors and their families to live with and beyond cancer through life-changing Montana experiences where they strengthen life skills, gain resilience and develop lasting relationships.**

Our intent is to provide the best experience ever for our participants, volunteers, donors and everyone else who walks through our doors. We are committed to quality work and superior service in all aspects of our quest to achieve our mission.

On behalf of our Board of Directors and staff, welcome to the team!

Sincerely,



Kim McKearnan
Executive Director/CEO

This Employee Handbook is not intended to be a contract or any part of a contractual agreement between the employer and the employee. It is intended solely as a guide for employees to the policies and procedures of the Children's Oncology Camp Foundation. The Foundation reserves the right to modify, delete or add to any policies set forth herein with advance notice; any changes will be communicated in writing to all employees. The most current version of this handbook can be found in an electronic format in this folder: Company/Foundation/Employee Handbook. A printed copy of the handbook is provided to all new employees during orientation and existing employees at the beginning of each fiscal year.

Section I: TERMS AND CONDITIONS OF EMPLOYMENT

Equal Opportunity

It is the Foundation's policy to provide Equal Employment Opportunity (EEO) to all persons regardless of race, creed, color, religion, sex, national origin, age, physical or mental disability, veteran status, marital status, sexual orientation or gender identity and any other status protected by law except where the reasonable demands of a job require such a distinction to be made.

We pledge that we will not retaliate against you if you file a complaint in good faith or assist another employee with a complaint they may have.

This policy affirms the Foundation's commitment to fair employment and to comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship.

Employment Classifications

The Foundation employs different classifications of employees which allow the kind of flexibility necessary to meet the demands of our business. Because wages and benefits are affected by employment classifications, employees should be familiar with the various definitions of employment classifications. Each employee will be assigned to one of each of the following classifications:

Permanent or Temporary Employee

Permanent or Regular Status Employee: A permanent or regular status employee is scheduled to work on a regular basis for an indefinite period of time.

Temporary Employee: On occasion, the Foundation may find it appropriate to hire someone for a specific period of time to fill-in or to complete a special project. An employee is considered a temporary employee if the anticipated length of employment is less than 12 months. Temporary and Seasonal employees are not entitled to the benefits described by these policies.

Full-time or Part-time Employee

Full-Time Employee: An employee is considered to be full-time if he/she is regularly scheduled to work at least 32 hours per week (has a regular FTE status of .8 or more). Full-time employees earn all of the benefits described by these policies. If an employee is classified as a full-time, he/she will not lose eligibility for benefits solely due to the fact that there is a temporary change in schedule due to business fluctuations.

Part-Time Employee: An employee is considered to be part-time if he/she is regularly scheduled to work less than 32 hours per week (has a regular FTE status of less than .8). Part-time employees may earn some of the benefits provided by these policies on either a prorated basis or according to the benefit table contained in Appendix A of this manual. Each benefit policy provides more information on eligibility and amounts earned. If an employee is classified as part-time employee, he/she will not gain eligibility for benefits solely due to the fact that there is a temporary change in schedule due to business fluctuations.

Exempt or Non-Exempt

Exempt: An employee who is not covered by the minimum wage or overtime provisions of the federal Fair Labor Standards Act (FLSA) or similar provisions of Montana law. An exempt employee is paid an agreed upon amount for the whole job, regardless of the amount of time required to complete the work.

Non-Exempt: An employee who is covered by the minimum wage and/or overtime provisions of the federal Fair Labor Standards Act (FLSA) and similar provisions of Montana law. A Non-Exempt employee must record all time worked on a time record.

Corrective Action and Employee Discipline

If you have been found to have violated generally accepted standards of workplace behavior or other applicable policies or procedures, or if you refuse to carry out the instructions of a person in a position of authority, or; if you are unable to meet our standards of job performance or conduct, you may be subject to disciplinary actions up to and including termination of your employment. When deciding the appropriate actions taken by the Foundation in any situation, we will consider the seriousness of the offense and your prior employment record.

The Foundation will generally adhere to the following procedures when taking disciplinary action:

Informal Action

Verbal warnings or coaching may be used to give informal constructive assistance and/or instructions to you for minor violations of procedure, initial incidents of substandard performance or minor violations of our policies. The purpose of a verbal warning or coaching is to assist you in correcting an observed deficiency short of taking more formal disciplinary action. Verbal warnings or coaching may not be appealed through the Grievance Procedure.

Formal Action

Written counseling and performance plans, suspension without pay, demotion and/or termination of employment are examples of formal disciplinary actions appropriate for more severe performance deficiencies, violations of the Foundation policy and procedure or for repeated lesser offenses. The specific action taken against an employee in any given case will depend on the nature and severity of the behavior or performance deficiency. If an employee is subject to a formal disciplinary action, a written summary of the action and the reasons for the action will be placed in his/her personnel file.

The employee will be given an opportunity to review, sign and respond to any formal disciplinary action. If the employee refuses to sign, a witness to that fact will be asked to sign and date the notice. If the employee is not available to receive the document, it will be mailed to the address on record for the employee.

Voluntary Resignation

The Foundation requests that employees provide at least two weeks written notice and managers/directors provide at least 30 days notice prior to the effective date of resignation to the Executive Director. Generally speaking, the Foundation will not approve a leave of absence

immediately prior to an effective termination date. Failure to give the notice required by this policy may result in ineligibility for reemployment.

Layoffs

Layoffs may occur at any time due to lack of funds, reorganization, or other reasons. When determining employees impacted by a layoff, the Foundation will consider performance, conduct, qualifications and/or other job-related factors. Length of employment will be a factor only if other factors do not differentiate between individuals being considered for layoff.

Termination of Employment

Either an employee or the Foundation's Executive Director can terminate the employee's employment with the Foundation at any time for cause.

Each terminating employee should return his/her building key(s), Foundation credit card (if issued) and other Foundation property to the Business Operations Coordinator before leaving the premises on their last working day. A forwarding address is requested so that the Foundation can send the last payroll check and the withholding statement (W-2) to the correct address.

When employment terminates for any reason, payday will be the earlier of either the next regularly scheduled payday or 15 days from the date of termination.

Section II: COMPENSATION

Payroll

All employees are paid on a bi-weekly basis on Friday. In the event a regularly scheduled payday falls on a day the bank is closed (a weekend or holiday), the paycheck will be dated the previous banking day.

The Foundation will deduct FICA, and State and Federal Income Tax from your payroll check each pay period. All other deduction requests, such as those related to benefits, must be submitted to the Business Operations Coordinator in writing.

Section III: Not Applicable

Section IV: CODE OF ETHICS and GENERAL POLICIES

Confidentiality

The Foundation requires all Employees to agree to confidentiality as a condition of employment. This is due to the possibility of being privy to information that is confidential or intended for Foundation use

only.

As the result of your employment at the Foundation, you will acquire and have access to confidential information belonging to the Foundation and the population we serve. This includes such matters as the Foundation's personnel information, suppliers, procedures, cost of merchandise, sales data, price lists, financial information, records, business plans, prospect names, business opportunities, confidential reports, customer lists and contracts, medical information of participants, as well as any other information specific to the Foundation.

As a condition of employment, you must agree that all such information is confidential, and you will maintain confidentiality, only use information for business related purposes and only share with those who have a legitimate job-related reason to know. Any document with HIPPA or confidential demographic/medical information on must be shredded as well as documents with financial accounts/numbers or passwords. If you are ever unsure of your obligations under this policy, it is your responsibility to consult with the Executive Director for clarification.

Personal Conduct

Employees are responsible at all times for conducting themselves in accordance with The Foundation's policies, all applicable laws, professional standards, good business practices and sound judgment. Employees who do not perform or conduct themselves consistently with this policy may be subject to disciplinary action, up to and including termination.

Sexual Harassment and Anti-Discrimination

The Foundation will not under any circumstances tolerate conduct that may constitute sexual harassment on the part of its management, supervisors, or non-management personnel. All employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in such conduct will be subject to immediate discipline and any action up to and including termination.

Actions consistent with sexual harassment include but are not limited to:

- Making submission to unwelcome sexual advances or requests for sexual favors as a term or condition of employment.
- Basing an employment decision on submission or rejection by an Employee of unwelcome sexual advances, requests for sexual favors or other physical contact of a sexual nature.
- Creating an intimidating, hostile or offensive working environment by either by verbal actions, including using vulgar or demeaning language; or physical conduct that interferes with an Employee's job performance.

If you believe that you have been the victim of sexual harassment, you should take the following steps:

- Discuss the matter with your supervisor or manager; or

- If you believe your supervisor or manager to be the source or a participant in the sexual harassment, report this to the Executive Director &/or the President of the Board of Directors.

The Foundation will investigate and attempt to resolve your complaint as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the Foundation, up to and including the President of the Board of Directors.

Substance Abuse

The Foundation takes seriously the problem of drug and alcohol abuse and is committed to providing a work place free of such substances.

No employee is allowed to consume, possess, distribute, be under the influence of or purchase any alcoholic beverage on Foundation property, except when deemed appropriate at events approved by the Executive Director. Employees are prohibited to consume, possess, distribute, be under the influence of or purchase any alcoholic beverage in any vehicle owned or leased by the Foundation or being used on Foundation business.

No employee may use, possess, distribute, transfer, be under the influence of or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity, unless prescribed by a physician. The legal use of prescribed and over the counter medications is permitted on the job only if it does not impair the employee's ability to perform the job effectively and safely and without endangering other individuals.

The Foundation will not tolerate employees that report for work while using or under the influence of alcohol or drugs. Employees who violate this substance abuse policy, as well as those employees who fail to report alcohol and drug violations, will be subject to disciplinary action, up to and including termination without warning.

Reasonable Accommodation

The Foundation will attempt to make disability-related workplace accommodations consistent with federal and state legal requirements. Any qualified applicant or employee with a disability who requires an accommodation to perform the essential functions of his or her job should contact the Executive Director to request an accommodation. After a request for accommodation is made, the Foundation will discuss the request and any possible alternative ways to make the accommodation with the individual in an effort to find a reasonable accommodation that will allow him or her to continue with the hiring process or to perform the essential functions of the job, without creating undue hardship for the Foundation.

The Foundation may request documentation from a medical provider when evaluating requests for reasonable accommodation.

The Foundation will attempt to reasonably accommodate the sincerely held religious beliefs or practices of applicants and employees pursuant to federal and state law. Any individual who requires a religious accommodation should notify the Executive Director. An employee will be

required to utilize a Personal day, if available, to accommodate a day off for religious observation.

Grievance Procedure

If an employee has a complaint regarding violation of law, policy or express promises, complaints shall be submitted in writing by the grieving employee within five (5) working days of the occurrence to the Executive Director. The Executive Director shall discuss the grievance with the employee within five (5) working days of the receipt of the complaint.

If the employee is not satisfied with the Executive Director's response or the complaint directly involves the Executive Director, the employee may submit the grievance in writing to the President of the Board of Directors. The President shall then appoint a temporary committee comprised of him/herself, one other board officer, one board member, and one staff member to investigate the grievance. Within ten (10) working days of the receipt of the complaint, the committee shall complete an investigation, prepare its findings in writing, and submit these findings to the Board.

After receipt of the committee findings, the President shall place the grievance on the agenda for the next scheduled Board Meeting, where the grievance shall be discussed and a response to it shall be determined. The employee grieving shall not be present at this meeting. The officers of the Board shall then meet with the employee within five (5) working days and present the Board's response. If further negotiations are required, the Board shall call a special meeting for the purpose of addressing the grievance, and shall invite all parties involved in the grievance to attend. If the negotiations at this meeting are not successful, and there appears to be no resolution apparent, any party involved in the grievance may request that the conflict be resolved through arbitration. The arbitration shall be held in accordance with the American Arbitration Association.

Personal Information

It is important that the personnel records of the Foundation be accurate at all times. In order to avoid problems with your benefit eligibility, tax liability, or contact information The Foundation expects that Employees will promptly notify the Business Operations Coordinator of any change in your name, home address, telephone number, number of dependents, or any other pertinent information that may change.

Personnel Records

Personnel records shall be kept for all employees. These records are confidential and kept in a locked cabinet. Current employees may have reasonable access to their own personnel records by notifying the **Executive Director**. Employees may only have access to personnel records to the extent necessary to complete their assigned responsibilities.

Attendance

Employees are expected to arrive at work, on time and for all scheduled hours. For unscheduled absences, employees must provide notice and gain approval from their supervisor before regular starting time.

Vacation and Sick days as well as absences such as jury duty, funeral leave, or military training, should be specifically requested on the Request for Vacation forms (available electronically on the server) and **submitted to employee's immediate supervisor** for approval. Non-approved, excessive absences could result in disciplinary action, up to and including termination.

Dress Code

Due to the public nature of our work, the Foundation strives for a professional atmosphere which at the same time is relaxed and informal. Personal attire is expected to be appropriate whether an employee is working in the office or at Camp.

In general, for staff working in the office, appropriate dress is described as "business casual." Our understanding of "business casual" encourages professionalism and good judgment in a business environment. We discourage wearing jeans on a routine basis as they are not consistent with professional office attire. For staff working at Camp, appropriate dress is described as "clean, neat and modest". Kitchen staff is required to have sleeves (short are fine), closed toed shoes and shorts "knee length". Please see Camp Director to discuss dress code requirements for certain activities. Everything should be clean, unwrinkled, and in good repair. Employees should have a look that is appropriate for a chance meeting with a donor, volunteer, camper or CEO.

Public Speaking

The Executive Director, Board of Directors President and Camp Directors are approved to speak publicly on behalf of the Foundation and/or Camp Mak-A-Dream on a routine basis. Prior to any other employees or board members engaging in a public speaking endeavor on behalf of the Foundation or Camp, the Executive Director and/or Board of Directors President must be made aware of the event or occasion and provide approval.

If any employee is contacted by media outlets, civic groups, etc., they should direct these inquiries to the Executive Director so as to coordinate efforts and maintain consistency in our messaging.

Smoking

The Foundation prohibits any form of tobacco smoked or consumed by employees on Foundation property, which includes the Missoula office and the Camp at Gold Creek. Smoking is also prohibited at all Foundation and/or Camp events.

Safety and Accident Rules

Safety is a priority for the Foundation. As an employee, you are expected to take part in maintaining this environment. You should observe all safety rules; adhere to all safety instructions provided by your supervisor and use safety equipment when required. It is your responsibility to learn the location of all safety and emergency equipment as well as the safety & emergency phone numbers.

Any problems with safety equipment should be reported to your immediate supervisor. As an Employee, you have a duty to comply with the safety rules, assist in maintaining the hazard free

environment, report any accidents or injuries, and report any unsafe equipment or working conditions to your supervisor.

All work related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the state of Montana.

Worker's Compensation

Employees who are injured while on their job at the Foundation are covered by Worker's Compensation Insurance. If you should be involved in an accident that occurs on the job you must, as soon as necessary medical care has been received, obtain and complete the First Report of Injury accident reporting form, even if you believe there are no injuries (available on server).

You should complete and submit the accident report as soon as possible, but in no case later than 24 hours after the accident. The Foundation may, at any time, direct you to see a health care provider to obtain treatment or to obtain a doctor's certificate or other verification of your illness or accident.

Use of Foundation Property

The Foundation will provide you with the necessary equipment to do your job. **All equipment must be used for the purpose it is intended.** No equipment should be removed from Foundation grounds unless approved by the Executive Director. Access to Foundation grounds is limited to work purposes; Foundation property, equipment, etc. is not intended to be used by employees for personal use.

Using Foundation Computers and Internet

Foundation computers and other equipment or electronic devices should be kept at the Foundation and/or Gold Creek office, unless needed for work-related travel. Employee use of Foundation computers should only be used for job related activities. Inappropriate use of Foundation computers and internet could result in disciplinary action, up to and including termination. Inappropriate use includes, but is not limited to, the following:

- Use of Foundation computers to send or receive messages, pictures, or computer files which are illegal, pornographic, sexist, racist, harassing, or discriminatory. If you receive such materials, you should notify your supervisor immediately
- Loading software that is not approved in advance
- Making illegal copies of licensed software
- Using software that would provide unauthorized access to the Foundation's computers or would disrupt our equipment in any way
- Using computers or other electronic equipment for personal use
- Accessing Foundation internet outside of work hours for personal use

Any information, message or file created, emailed, or received using the Foundation's computer is the property of the Foundation. Employees do not have a right of privacy in any information or message that is created, stored, sent, or received using the computers or other communication

equipment belonging to the Foundation. Employees are required to make easily accessible information, files, forms, etc. to colleagues, Board of Directors, committee members and the Executive Director. The exception is for information, files, forms, etc. that is deemed "confidential" by the Executive Director and/or Board of Directors President.

Mileage/Use of Personal Vehicle

If driving is part of an employee's position or responsibility, he/she is expected to maintain a current and valid driver's license and follow all traffic laws and parking rules.

Employees should strive to use a Foundation vehicle when driving for Foundation business.

All employees are required to have a valid driver's license and be eligible for coverage under the Foundation auto insurance in order to drive a Foundation vehicle. When driving a Foundation vehicle, employees are fully covered under the Foundation's automobile policy.

Prior to driving a foundation vehicle, your driving record will be reviewed per our insurance policy requirements (this will be done upon hire and annually at policy renewal). Our driving standards include: 1) No major violations (DUI, hit & run, speeding in excess of 20 mph); 2) No more than 2 moving violations in the past 3 years; 3) No more than 1 at fault accident within the past 3 years. Driver training is available.

In the event that a Foundation vehicle is not available, employees can use their personal vehicle for work related travel. If an employee uses a personal vehicle for work related travel, he/she must maintain insurance on the vehicle. Mileage for use of personal vehicles will be reimbursed at 50% of the standard IRS rate.

Before a personal vehicle can be used, employees must furnish the Foundation with a copy of, and keep current, personal automobile insurance that meets minimum Montana requirements. When driving a personal vehicle for Foundation purposes, the employee's auto insurance is the primary coverage and the Foundation's automobile policy only provides Liability coverage when the employee's liability coverage has been exhausted.

Employee Protection (Whistleblower)

If any employee reasonably believes that some policy, practice, or activity of The Foundation is in violation of state or federal law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of The Foundation to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of The Foundation and provides The Foundation with a

reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Foundation will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of The Foundation, or of another individual or entity with whom The Foundation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Foundation will not retaliate against employees to disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of The Foundation that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature on the Acknowledgement Form indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received and read a copy of the Employee Handbook. I understand that conforming to the policies, procedures, rules and statements stated therein is a condition of employment. I understand that the policies, procedures and statements contained in the employee handbook do not form a contract of employment between me and my employer. I further understand the policies, procedures and benefits described herein may be modified by the Foundation at any time.

Employee's name – printed

Employee signature

Date