



STURGEON CITY OF JACKSONVILLE, NC INC.

EMPLOYEE HANDBOOK

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SECTION I: INTRODUCTION

About this Handbook

This Employee Handbook (“Handbook”) is expressly intended for the use of the employees of Sturgeon City of Jacksonville, NC Inc. (hereinafter referred to as “Sturgeon City”). This Handbook sets forth basic policies and expectations for employee conduct and also contains important summary information regarding employee benefits. The contents of this handbook are created and reviewed by a combination of the Director, the Personnel Committee and the Sturgeon City Board of Directors. The Personnel Committee is made up of the standing Executive Committee of the Sturgeon City Board of Directors or others as appointed by the Executive Committee.

Unless otherwise specified or required by law, the benefits described in this Handbook apply only to regular, full-time employees of Sturgeon City. By contrast, the policies outlined in this Handbook apply to all employees – introductory, regular full-time, regular part-time and temporary. In all cases of interpretation of this Handbook, management decisions are final. Sturgeon City may modify any part of this Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Sturgeon City employee handbooks or personnel policy manuals.

All employees are expected to follow the policies and procedures outlined in this Handbook. Any violation of these or any other Sturgeon City policy, practice or procedure will subject an employee to discipline, up to and including separation.

Employment with Sturgeon City is at-will. Sturgeon City may discharge an employee at any time, for any reason, with or without cause, and with or without notice. Nothing within this Handbook or within the Company’s policies, practices or procedures is intended to create a contract for employment, express or implied, a guarantee of continued employment for a specific duration or interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of employment. Sturgeon City recognizes that laws, rules and regulations upon which this Handbook is based are dynamic and change more often than these materials are updated and revised. In every case, this Handbook shall be interpreted and enforced with such applicable laws, rules and regulations as may from time to time apply.

Employees should refer questions regarding Sturgeon City’s benefit plans to the Director. Employees should contact the Director with questions concerning the contents of this Handbook.

Sturgeon City Background

Sturgeon City operates at the site of the former wastewater treatment plant for the City of Jacksonville. For more than 40 years, the City discharged treated wastewater into Wilson Bay on the New River. Rapid growth, a failed design forced onto the City, and an aging infrastructure contributed to overuse of the plant, leading to environmental degradation and damage to Wilson Bay and the New River.



The site: About 1990

Sturgeon City has its origins in the successful Wilson Bay Initiative. The initiative used grant funds to seed restoration efforts focused on improving the water quality in Wilson Bay and helping bring life back to the New River. These efforts included the use of oysters for filtration, aeration units to increase water flow, restored wetlands for runoff filtration and stormwater mitigation to decrease runoff into Wilson Bay.



Many community members and area youth got involved in the various volunteer activities that were part of the Wilson Bay Initiative. Such was the interest of the community, that those working with the project saw an opportunity to attract young people who could use the hands-on activities as a backdrop for science, leadership and community education. It was a success and the Sturgeon City Environmental Education Center opened during the 21st edition of the Sturgeon City Institutes in the summer of 2019.

Over the years, Sturgeon City expanded to be able to serve all ages through year-round environmental education programs covering a wide range of Science, Technology, Engineering and Mathematics topics. The Sturgeon City Environmental Education Center now allows the Sturgeon City non-profit to expand and better achieve our mission to become the model for inspiring youth leadership, civic involvement, habitat restoration, environmental education and stewardship of the New River and coastal wetlands.



Aerial view of The Sturgeon City Environmental Education Center 2019.

SECTION II: BOARD APPROVED PERSONNEL POLICIES

Equal Employment Opportunity

Sturgeon City is an equal opportunity employer and actively seeks to promote access, equity, and inclusiveness. We are committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity and do not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status or other protected status. This Policy extends to all terms, conditions and privileges of employment, as well as the use of all Sturgeon City facilities.

All Sturgeon City programs celebrate the diverse nature and composition of our community. Students and adults are recruited with the spirit of inclusiveness. A demographic analysis of the students who attend demonstrates an above-average participation of minorities (females, African-American males and females, and other minority races and ethnicities). The above-average participation of these minorities is a demonstration of the power of Sturgeon City programs to attract previously disenfranchised and underrepresented youth. The Board of Directors has endorsed a board recruitment program that includes specialized recruitment activities in underserved and under-represented sectors.

Consistent with its commitment to equal employment, Sturgeon City will work to accommodate disabled employees in keeping with applicable law. If an employee believes he/she needs an accommodation because of a disability, he/she should make a request to the Director and Sturgeon City will discuss with the employee to determine the best course of action.

No form of unlawful discrimination, including unlawful harassment, will be tolerated.

Communicable Disease Policy General Guidelines

Sturgeon City is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. Sturgeon City recognizes the serious implications that the spread of communicable disease, as defined by the Centers for Disease Control and Prevention (CDC), has on the health, safety, and welfare of the program participants, staff, and general public. Therefore, Sturgeon City is committed to ensuring that each employee and program participant be provided with a safe and healthy working/learning environment. This communicable disease policy is based on scientific, medical, and legal information currently available. It is also consistent with guidelines issued by the CDC, OSHA standards, and other national/state health-related organizations' recommendations. Since scientific information is prone to frequent change, Sturgeon City will review this policy annually, or as necessary, as new information on infectious diseases becomes available. Any student who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to the Director. Any employee who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to the Director. A serious public health threat is one that has been declared by the State Public Health

Director or the Governor. In the event of a reported occurrence of a communicable disease at Sturgeon City, the Director will seek guidance and direction from the appropriate public health authorities.

Admission and Employment

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from attending programs or being employed by Sturgeon City, or restricted in their access to Sturgeon City's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other employees or program participants of Sturgeon City.

Harassment

Sturgeon City employees have the right to work in an environment free from unlawful workplace harassment and retaliation in the form of unwelcome and unsolicited speech or conduct based on race, sex, creed, religion, national origin, age, color, or handicapping condition that create a hostile work environment or circumstances involving quid pro quo.

For these purposes, the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability, genetic information, veteran status or other protected status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature.

SO THAT YOU KNOW . . .

Harassment on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior which could be construed as harassment include, but are not limited to, the following:

- degrading any group or class of people;
- assigning less desirable work or working conditions to members of such protected groups based solely on their group membership; or,
- treating protected individuals in a demeaning fashion.

Title IX

What is Title IX

Title IX is a federal law that protects all program participants, employees, vendors, visitors and volunteers of Sturgeon City from sex discrimination, sexual misconduct, and sexual harassment. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal

financial assistance.” Sturgeon City is dedicated to creating a safe and welcoming environment that is conducive to academic excellence and personal growth. All Sturgeon City program participants, staff, volunteers, and visitors must comply with Title IX.

What qualifies as sexual harassment?

Sexual harassment refers to behavior of a sexual nature that is not welcome, is personally offensive, debilitates morale or interferes with the work performance or academic performance and effectiveness of its victims.

What happens when harassment or sexual misconduct is reported?

The Director or designee will meet with the reporting party to discuss the Title IX concern (subject to confidentiality requests except in limited cases). Sturgeon City is committed to a prompt, fair and equitable investigation.

Retaliation is prohibited

Retaliation against any reporting party or anyone who participates in an investigation is strictly prohibited by Sturgeon City policy and by law. Individuals are encouraged to report any retaliatory action taken by Sturgeon City employees, responding party and/or others. If retaliation occurs, Sturgeon City will take appropriate action.

NOTE: Conduct prohibited by Title IX may also implicate other state or federal laws. Making a complaint to the Director does not replace the complainant’s right to pursue other options or remedies under the law, nor does it satisfy any timeliness requirements for asserting a claim under state or federal law.

How to report Title IX violations at Sturgeon City?

All Sturgeon City staff members or program participants with knowledge of sex-based discrimination, including sexual harassment/violence should speak with or contact the Director 910.938.6456 pfarnell@sturgeoncity.org.

Community Resources

The following agencies have extensive experience investigating and/or providing resources concerning sexual misconduct and sexual violence.

Jacksonville Department of Public Safety (910) 455-1472 or 911 in case of an emergency

Onslow County Sheriff Department (910) 455-3113

Onslow County Health Department (910) 347-2154

Onslow Memorial Hospital (910) 577-2345

Onslow County Women’s Center, Inc. (910) 347-4000

MCAS New River Counseling Center (910) 449-6110

CLNC Counseling Center (910) 451-2864

WHAT TO DO ABOUT HARASSING CONDUCT . . .

An employee who believes they and/or another Sturgeon City employee have been subjected to harassing conduct should tell the person to stop the behavior and say that it is unwelcome. If the person feels uncomfortable talking to the harasser, they should immediately contact the Director. A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Employees are required to participate in all Sturgeon City investigations. Complaints will be handled confidentially, to the extent possible. The Director or his designee has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the Director, the Personnel Committee should be notified and will fulfill the investigatory role in this process. The employee may also file a written complaint through the grievance procedure within 30 calendar days of the alleged harassing act. Since harassment is a form of discrimination, the employee may simultaneously file a Title VII Complaint with the Equal Opportunity Commission.

No Retaliation or Reprisals

Employees have a duty to report any harassment they either experience or observe, regardless of whether the alleged harassment is being perpetrated by a Sturgeon City employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report of harassing conduct.

Disabilities

If an employee is a qualified individual with a covered mental or physical disability, Sturgeon City will make reasonable accommodations as long as they do not involve extensive or substantial costs or fundamentally alter the nature of operation. Reasonable accommodations may include: making facilities readily accessible, restructuring jobs so non-essential duties can be assigned to other positions, acquiring or modifying equipment and devices, or providing readers or interpreters.

Disabilities and accommodations are evaluated based on the facts of each case. Employees are responsible for requesting reasonable accommodations through their supervisors and may do so at any time during the application process or during the period of employment. When the disability is not obvious, employees may be required to provide reasonable documentation about the disability and functional limitations.

Perceived Violations Policy

It is the policy of Sturgeon City to comply fully with the spirit and letter of all federal, state and local laws, rules or regulations that apply to Sturgeon City and its business operations. If an employee believes that any employee of Sturgeon City may be acting in violation of any such law, rule or regulation – or in violation of a Sturgeon City policy – the employee has a duty to report the perceived violation, preferably in writing, to the Director within 24 hours of observing of such conduct. All inquiries pertaining to perceived violations will be handled in the strictest confidence possible.

Examples of perceived violations of law include violations of child labor laws or wage-hour regulations.

Examples of perceived violations of Sturgeon City Policy include falsifying attendance records, employee theft or breach of Sturgeon City's Confidentiality or No Solicitation Policy.

Sturgeon City also expects and encourages its employees to report any questionable accounting or auditing concerns to the Board of Directors. Employees may confidentially and anonymously submit their concerns, in writing, to **Sturgeon City Attention: Mary Anne Williams**. When necessary, appropriate or when financial irregularities are involved, employee concerns will be forwarded to Sturgeon City's Finance Committee.

If employees have any questions with regard to their duty to report perceived violations, they may contact the Director. Under no circumstances will Sturgeon City retaliate against an employee who reports conduct that the employee perceives to be a violation of law or policy.

Political Activities of Employees

1. As an individual, each Sturgeon City employee retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, Sturgeon City encourages employees of the system to exercise their rights and obligations of citizenship.

2. As such, the Sturgeon City Executive Committee has developed a policy on political activities of employees which is outlined below.

a. Employees who decide to run for public offices shall notify the Executive Committee through the Director and the Personnel Committee of their intentions to run and certify that they will not campaign or otherwise engage in political activities during their regular work hours or involve Sturgeon City in their political activities.

b. Any employee who is elected to a part-time public office shall certify through the Director and the Personnel Committee to the Executive Committee that the office will not interfere with his/her carrying out the duties of the position with Sturgeon City, or request leave.

c. Any employee who is elected or appointed to a full-time public office or the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Personnel Committee.

d. Any employee who becomes a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee in question is prohibited from soliciting support on Sturgeon City property unless otherwise authorized by the Personnel Committee.

3. Definitions as used in this rule.

e. **Public office** means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by Constitution, statute, or ordinance.

f. Membership in the General Assembly is a full-time public office under this rule.

Employment of Relatives

For purposes of this Policy, a relative is any person who is related by blood, marriage or adoption or those who live in the employee's household. Under no circumstances will relatives be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to employment, performance reviews, work assignments, transfer, salary, promotion or discharge of another relative. No relative shall be assigned to a position where a potential conflict of interest exists.

Outside Employment

This section applies only to full time and part-time permanent employees.

All Sturgeon City employees, including regular part-time and introductory employees, must receive permission from the employee's appropriate supervisor and the Director before accepting regular full-time, part-time or temporary/seasonal employment outside of Sturgeon City. Outside employment is considered performance of any service for an employer other than Sturgeon City, before, during or after an employee's regular working hours or while the employee is out on approved leave.

Classification

Positions that are subject to the Federal Labor Fair Standards Act (FLSA) are administered under Sturgeon City's classification and salary plan. Each position has an approved classification and salary range that provides minimum and maximum salary rates. Supervisors are responsible for assigning duties and ensuring that position descriptions reflect actual duties. Every Sturgeon City employee should receive a copy of the job description with the specific duties. Positions are grouped under the same title if the required duties and the level of work are similar and require the same skills and knowledge. These groupings are called classifications. Individual positions are periodically reviewed to ensure that salaries are competitive with other public and private employers.

Pay Cycle, Payroll Deductions and Paychecks

The Sturgeon City workweek begins on Sunday, ends on Saturday and is considered to be forty hours per week. The normal work schedule is five days per week, eight hours per day plus a meal period. These guidelines are mandated by the Fair Labor Standards Act (FLSA) and Sturgeon City of Jacksonville Incorporated. Every other Friday is payday. Any changes due to holidays or other events that may interfere with this pay schedule will be announced in advance. If payday falls on a holiday, the checks will be issued the preceding business day. Paper checks will be issued.

The Director receives checks for part-time employees and distributes them to the supervisor. If an employee is not working on a payday, the supervisor will secure checks in the safe. Employees will be notified that checks are ready and they will be able to pick them up on payday if they choose or

checks will be mailed if requested by the employee. Should a staff member's employment end, and there were no forwarding instructions, the employee's final check will be mailed to the last known address.

Variable Work Schedule

Supervisors may choose to utilize a variable work schedule that allows employees to choose a daily work schedule and meal period which, subject to agency necessities, is most compatible with their personal needs. Supervisors are responsible for arranging operating procedures that are consistent with the needs of the organization and the public it serves, and at the same time can accommodate, as far as possible, the employee's choice of daily work schedule within the established limits. If any adjustments of employee work schedules are necessary, this should be done as fairly and equitably as possible. This adjustment to the work schedule must be approved by the Director or the Personnel Committee.

When an employee's work schedule is permanently changed from the standard 8-5 work day, it must be approved by the supervisor, the Director, and the Personnel Committee.

Deductions

Sturgeon City is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much the employee earns, marital status, government employment regulations, and other factors. Mandatory withholdings include federal income tax and social security, and any other taxes or deductions required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, Sturgeon City is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders. All deductions from an employee's pay shall be in keeping with the requirements of the FLSA. Employees should refer any questions regarding deductions from their pay to the Director.

Employees will receive a paystub with each paycheck detailing deductions. Employees must verify that their paychecks are correct every payday. If an error does occur, employees must inform the Director immediately so that the payroll department can obtain the correct information and determine whether an adjustment is in order. Periodically, employees should also verify that the personal information on their paychecks is correct. Any changes must be immediately communicated to the Director so that the proper information can be forwarded to payroll.

Overtime and Compensatory Time

The Fair Labor Standards Act (FLSA) determines whether an employee is subject to overtime compensation or is exempt. If a non-exempt employee works more than 40 hours in a week, he/she will either be given time off or be paid for the overtime. Both times off and pay are at a rate of one and a half hours for each hour worked over the 40 hour work week. Sturgeon City normally gives the time off or adjusts the staff member's schedule. Supervisors must authorize all overtime in advance.

Executive, administrative, and professional employees who are exempt from FLSA are not paid overtime compensation but are awarded compensatory time only when pre-approved by the

appropriate supervisor or Director. Positions associated with these departments may require more flexibility to their schedules. At the discretion of the Director, usage of compensatory time may be delayed up to twelve pay periods from when the compensatory time was earned.

Compensatory time will be tracked on a spreadsheet that describes the activity, time worked, and recorded time used.

Timekeeping

Biweekly time records must be maintained by all Regular Part-Time employees. Employees must record all hours worked on their timesheets. Employees must sign their timesheets and verify that the hours are accurate; employees must also initial all changes or corrections to their timesheets.

Timesheets must be completed on a daily basis. Each employee is responsible for correctly recording and properly submitting his/her hours of work on his/her timesheet. Time records must be submitted to The Program Coordinator every other Friday. Employees are not permitted to record another employee's time or let another employee record their time.

Employees should consult their supervisors for additional information on timesheet completion.

Personnel Records

All Sturgeon City employees may examine their personnel file including all information except pre-employment letters of reference and information about a mental or physical medical disability a doctor would not give the employee. A personnel file includes information related to an application, selection, promotions, demotions, transfers, leave, salary, suspensions, performance evaluations, disciplinary actions, terminations, vacation, and sick records.

Employees must keep their personnel records up to date. Sturgeon City employees should notify the Director immediately if there is a change in status, including but not limited to the following:

- Name and social security number
- Home address or telephone number
- Cellular or Mobile telephone number
- E-mail address
- Marital status
- Number of dependents
- Beneficiary(ies)
- Emergency contact information
- Driver's license status
- Additional education and training

Employees are required to report any situation or incident that may affect their employment with Sturgeon City including but not limited to any criminal charges, whether occurring on or off duty, to the Director as soon as possible, and in any case no more than 5 days from the event.

All personnel records are the property of Sturgeon City.

Performance and Salary Reviews

All full time and part-time permanent Sturgeon City employees will participate in a performance management program based on individual and group work plans. The plan includes job expectations and feedback about performance. A work plan listing job expectations is presented to the employee within 90 days of employment. Revisions can be made if the work plan changes. At the end of the year, the employee's supervisor will complete a performance evaluation which will be provided to the employee. Both parties will discuss accomplishments and the supervisor will assign an overall summary rating based on performance and completion of expectations.

Salary Increases

The Sturgeon City of Jacksonville Incorporated Executive Committee determines general salary increases dependent upon available funding. Comprehensive compensation includes provisions for cost-of-living adjustments, career growth recognition awards, and performance bonuses based on the employee's work plan rating.

Performance Pay Dispute Process

When the Sturgeon City of Jacksonville Incorporated Executive Committee approves a salary increase, it can be based on the employee's performance and the annual rating. If the employee does not agree with the overall summary, he/she may use the Performance Pay Dispute process to file an appeal. The first step is to discuss the evaluation with the supervisor. If the supervisor believes that the rating is correct, the employee files a dispute with the Director. The employee may appear before the Director or Personnel Committee as applicable to explain his or her position. After the case is heard, a written recommendation is given to the Sturgeon City of Jacksonville Incorporated Board of Director's Executive Committee who either accepts the recommendation or makes a different decision, and the appeal process is over.

Employee Benefits

Sturgeon City provides certain Health & Welfare benefits to all eligible employees. Sturgeon City may modify or terminate any of its current insurance policies and contribution requirements at any time.

Employees should refer questions regarding Sturgeon City's benefit plan to the Director.

Medical Insurance

Sturgeon City offers medical coverage for all full time employees. Employees will obtain their own personal health plan and Sturgeon City will reimburse up to \$265/month unless otherwise agreed upon during the hiring process.

Adverse Weather

Employees not working in mandatory operations who anticipate problems in transportation, may be permitted to use vacation leave, leave without pay, or make up the time within the following 12-month period, with their supervisor's approval.

Holidays

Sturgeon City normally observes the following holidays to match the City of Jacksonville holiday calendar:

<i>New Year's Day</i>	<i>January 1st</i>
<i>Martin Luther King, Jr. Day</i>	<i>Third Monday in January</i>
<i>Memorial Day</i>	<i>Last Monday in May</i>
<i>July 4th</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>First Monday in September</i>
<i>Veteran's Day</i>	<i>November 11th</i>
<i>Thanksgiving</i>	<i>Fourth Thursday of November and the following Friday</i>
<i>Freedom Day</i>	<i>Monday near December 9th</i>
<i>Christmas Eve and Christmas Day</i>	<i>December 24th and 25th</i>

Generally, if one of the above holidays falls on Saturday, the holiday will be observed on the preceding Friday; if one falls on a Sunday, it will be observed on the following Monday.

Regular full-time employees are eligible to take paid holidays as of their first day of work. Eligible employees will receive a regular day's pay for each holiday. Employees must be at work or be on paid approved leave the day before and the day after the holiday in order to be paid for the holiday.

If an employee observes religious holidays other than those set aside by Sturgeon City, the supervisor will work with the employee to exchange another holiday for the religious holiday, adjust the work schedule, or allow the employee to use vacation leave.

Part-time employees and employees with temporary appointments are not eligible for paid holidays.

Vacation Leave Policy

Vacation leave must be pre-approved by the supervisor. The employee's workload is an important consideration in granting vacation leave so employees should request time off as far in

advance as possible. Vacation leave is calculated according to the employee's start of employment date. Regular full-time employees are granted vacation leave on a 1.9 hours/pay period basis.

Employees have the flexibility to use vacation time for personal reasons, medical reasons, absences due to adverse weather, personal illness instead of using sick leave, or the illness of an immediate family member. Vacation pay will not be granted in lieu of taking the actual time off.

Any qualifying vacation leave will be charged against an employee's family and medical leave entitlement.

Requests for vacation leave should be submitted at least two weeks in advance to the employee's supervisor using the Request for Leave form. These forms are available from the Director. When possible, vacation leave will be approved as requested based on work demands. Length of employment will be considered in scheduling vacation time where there are conflicting requests.

Sick Leave

Regular full-time employees are eligible to take paid sick leave each year. Sick leave is calculated according to the employee's start of employment date. Regular full-time employees are granted sick leave on a 1.9 hours/pay period basis.

With the supervisor's approval, employees may use sick leave for the following:

- Illness or injury preventing the employee from doing his/her job;
- The period of temporary disability connected with child bearing if the employee is the biological mother or to care for an immediate family member during temporary disability due to childbirth;
- Adoption of a child (up to 30 days for each parent);
- Medical appointments for the employee or immediate family;
- Illness of one of the immediate family members;
- Death of an immediate family member, and

An immediate family member is defined as:

- Spouse;
- Parent (biological, adoptive, stepparent, in-law, or person who acted as a parent when you were a child);
- Child (biological, adopted, step, foster, legal ward, in-law, or one the employee has been standing in for as a parent);
- Siblings (biological, adoptive, step, half, or in-laws);
- Grandparents or grandchildren (including step and great-grand- relationships), and
- Other dependents living in the home.

Employees who cannot come to work because of illness or injury should be in contact with the supervisor to report progress. The employee may have to submit a doctor's certificate or other evidence to verify the reason for taking sick leave.

Any qualifying sick leave will be charged against an employee's Family and Medical Leave entitlement.

Special Community Service Leave Provisions

Other leave provisions may be used for the following situations:

- The Director may establish policies for time off with pay for employees participating in volunteer emergency and rescue services defined as real or eminent danger to life and property.

Bereavement Leave Policy

Regular full-time and regular part-time employees may take up to 5 paid days off for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandparents, grandchildren, brothers-in-law, sisters-in-law and parents-in-law.

Civil Leave and Job Related Proceedings

Non-job Related Civil Leave

As a jury member, the employee will receive leave with pay and may retain any fees for jury duty.

When subpoenaed or directed by proper authorities to appear as a witness, the employee may use civil leave with pay. Any fees received will be turned in to Sturgeon City. The employee also has the option to use vacation leave and keep the fees. If the employee is the plaintiff or defendant, vacation leave, or leave without pay, must be used.

Job-Related Civil Leave & Other Job-Related Proceedings

If the employee's official job duties require him/her to attend court or a job-related proceeding, the employee receives leave with pay. Any fees received will be turned into the agency.

Other Types of Leave Without Pay

Leave without pay may be taken for educational purposes, illness, vacation, or other reasons approved by the Director. If the employee has vacation leave, it should be taken before leave without pay. Leave without pay is normally not longer than six months, but it may be extended. The employee must apply in writing and give a written 30-day notice of the intent to return to work. If the employee does not return to work as scheduled, it may be considered a resignation

Military Leave

Sturgeon City employees who serve in any branch of the Armed Forces of the United States or the State of North Carolina or are engaged in military reserve service shall receive those benefits and rights as provided by applicable federal and state laws.

Workers' Compensation

Workers' compensation is provided in accordance with applicable state law. Work-related accidents and injuries, no matter how small, must be immediately reported to the Director. Following a work-related injury, an employee is required to return to work as soon as possible. [Any qualifying workers' compensation leave will be charged against an employee's Family and Medical Leave entitlement.]

Voting Leave Policy

Sturgeon City believes that each employee should exercise his right to vote in federal or state primary, general or special elections, and each regular full-time employee shall be granted two hours paid time off at the beginning or the end of the workday to participate in such elections.

Unemployment Compensation

Sturgeon City employees may be eligible for unemployment compensation.

Any employee who separates from employment and is qualified to receive unemployment benefits must be registered with the nearest Division of Employment Security. It is the employee's responsibility to apply for benefits. There are specific guidelines the employee must meet in order to qualify for benefits. (Contact the Division of Employment Security for details.)

Employee Professional Development

Purpose

The purpose of Sturgeon City's professional development program is to support the mission and vision of Sturgeon City through professional memberships for employees and employee travel to workshops, training, and educational opportunities for employees. Emphasis is placed on encouraging employees to develop their professional and personal skills and attributes to achieve excellence in their job performance.

The purpose for these guidelines is to provide the conditions under which employees are able to pursue professional development. Employees are expected to take the initiative in promoting their own growth by identifying and participating in professional development activities that will meet their needs and enhance their performance, as documented by individual work plans.

Definition

Professional development is an identified program of professional affiliation and travel that provides for and contributes to the personal and professional improvement of Sturgeon City employees. Professional development is a total institutional effort that provides opportunities for all full-time personnel in all job categories.

Implementation

The professional development program is administered by the Director or supervisor. Decisions about the appropriateness of an organization which an employee wants to join and about the appropriateness, cost, and timing of professional development travel are primarily left up to the employee's supervisor. Sturgeon City's Director or supervisor will assist each employee in tracking funds for dues and travel. The first twelve months of this program will be considered a transition period in which decisions may be inconsistent with these guidelines but still meet the intent of the program.

Identifying Professional Development Needs

When annual work plans are being developed, the employee's individual professional development needs will be assessed and discussed with the supervisor. The general professional development goals of the employee will be included in the annual work plan. An additional outcome of the assessment should be the creation of a list of professional development needs and activities pertaining to the individual. The list of needs should guide the employee towards the type of professional membership and travel that will be desired over the next few years. Professional membership and travel should be related to the employee's job description, work plan, unit goals, Sturgeon City goals and mission, professional upgrading and certification, or community service.

Funding

The expenses incurred for joining a professional organization and for registration, transportation, and subsistence may be paid, funds permitting, from professional development funds.

Process

Requests for membership dues to professional organizations and for professional development travel will be approved through an application submitted to both the supervisor and the Director. Supervisors will accept applications for membership and plans for travel, determine if the membership meets the guidelines, determine who is eligible to travel, return signed forms to employees, and align membership and travel budgets accordingly. Specific travel authorization requests must be related to the professional development travel plans submitted by the employee, unless fully justified even though not mentioned in the professional development travel plans. Once the employee receives in-house approval for professional membership and/or travel, the employee must follow the current payment and travel requirements including prior travel authorization, limits on per diem, registration, and related costs.

1. Attendance in professional workshops, conferences, training, etc.

Each year permanent employees can receive reimbursement from available funds to travel once for professional development purposes. Additional travel by employees in their respective travel year is at the discretion of the supervisor and Director and dependent upon available funds. Approval of the travel plan by the supervisor and Director does not guarantee that all travel will be funded. Employees should provide the necessary registration and information and submit it to the supervisor and Director.

2. Participation on professional boards, committees, etc. dealing with applicable subject matter.

Priority considerations used in determining whether professional development membership/travel should be approved:

- Previously identified in the employee's work plan
- To upgrade employee for expanded job role
- To satisfy a request of the Board of Directors
- To maintain a certification or license necessary to the employee's duties

When may an employee hold more than one annual membership?

- If needed to maintain a certification or license required for employee's position
- If required to implement employee's assigned duties
- If employee pays for additional membership(s)
- If a third party pays
- If requested by the Board of Directors

Non-Fraternization Policy

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all Sturgeon City employees at the supervisory level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Sturgeon City employee. In addition, all Sturgeon City employees are strictly prohibited from socializing with program participants while off duty or dating or pursuing romantic or sexual relationships with any Sturgeon City program participants.

Sturgeon City strictly prohibits one-on-one closed door meetings.

Staff Supervision Policy

Sturgeon City values the role of all staff and believes that they play a key role in providing quality programs and services that are in line with the values and reputation of the organization. Therefore, Sturgeon City has put in place the following staff supervision policy.

1. All staff will be routinely monitored by a supervisor to ensure safety
2. Staff are encouraged to speak with supervisors at any time regarding any issue that they feel requires attention
3. Supervisors will schedule conversations with staff as needed to address any concerns found during supervisory observations
4. Records will be kept of all meetings between supervisors and staff and these will be completely confidential

Standards of Employee Conduct and Disciplinary Actions

General Information

Sturgeon City expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization. The reputation of Sturgeon City has been built on excellent youth science programs, quality work, and a dedication to high standards of conduct. To maintain this credibility requires the vigilance and active participation of every employee. The opinions and perceptions that people have toward Sturgeon City may be influenced for a long period of time by the behavior and actions of one employee. At all times, each Sturgeon City employee must be sensitive to the importance of providing fair and courteous treatment in all working relationships, projecting a professional image, and maintaining the standards of conduct expected of all Sturgeon City employees.

Sturgeon City operates under the Employment at Will Doctrine. Discipline will be based on the severity of an offense or failure, the repetitive nature of an offense or failure, the circumstances surrounding an offense or failure, and the frequency of the current and previous offenses and failures. In all events, disciplinary decisions will be made in the best interests of Sturgeon City. All disciplinary actions, with the exception of oral warnings, should be noted in the employee's personnel file. Disciplinary actions may include an oral warning, a written warning, being placed on disciplinary probation, forfeiture of an individual's pay, suspension with or without pay, demotion, and involuntary termination. These actions are not required to be taken altogether or in any particular order. For purposes of this policy, "the site" shall include the buildings, grounds, and parking lots of the Sturgeon City campus, or any other location where Sturgeon City programs are being performed or carried out, and Sturgeon City equipment and vehicles. "Students" of Sturgeon City shall include program participants, volunteers and applicants for participation in Sturgeon City programs and services.

Prohibited Conduct

Disciplinary actions, up to and including dismissal, may be taken in response to the following offenses:

FALSIFYING personnel or other Sturgeon City records or documents or obtaining employment on the basis of false or misleading statements.

REFUSAL or inability to perform assigned duties (including the duties and responsibilities imposed on an employee by the General Statutes of the State of North Carolina), deliberately neglecting assigned duties, or unsatisfactory performance of assigned duties.

REPEATED discourtesy to or difficulty in dealing with Sturgeon City program participants, fellow employees, or the public, including a consistent pattern of unremediated program participant or parent complaints.

THEFT from Sturgeon City, from a fellow employee, or from any program participant.

VIOLATION of safety practices, failure to observe health and safety rules, negligence, or intentional conduct which results or could result in damage to Sturgeon City property or serious injury to self, program participants, or fellow employees.

FAILURE to report to work, being absent from work without timely notification of the appropriate supervisor, repeatedly being late to work or in reporting back to work following breaks or the meal period, or unauthorized leaving of Sturgeon City premises during working hours or failing to immediately report an on the job injury.

DISCLOSURE of confidential information concerning Sturgeon City, program participants, or fellow employees.

WILLFUL or unnecessary waste, damage, abuse, or misuse of equipment, materials, supplies, or other property of Sturgeon City or that of a program participant or fellow employee, or removing equipment, materials, supplies, or other property of Sturgeon City or that of a program participant or fellow employee from the Sturgeon City premises without permission.

POSSESSION of illegal weapons, ammunition, firearms, firecrackers, or other explosives on Sturgeon City premises at any time.

INSUBORDINATION to supervisors or management personnel.

PERFORMING personal tasks or attending to personal business during working hours.

USING vulgar, profane, or abusive language toward a program participant, another employee, a supervisor or any other management person, or a member of the public at any time, whether on or off Sturgeon City premises.

PROVOKING or instigating a fight or fighting on or off Sturgeon City premises while engaged in Sturgeon City duties, or while at any Sturgeon City-sponsored event.

VIOLATION of Sturgeon City's Drug and Alcohol-Free Workplace Policy.

FALSIFICATION of hours worked or falsification or omission of information requested on Sturgeon City documents or records.

GAMBLING in any form on Sturgeon City premises.

OFFENSIVE personal hygiene, or creating or contributing to unsanitary conditions.

ALLOWING, directly or indirectly, anyone other than employees of Sturgeon City and other authorized persons to drive or ride in Sturgeon City-owned vehicles or using a Sturgeon City-owned vehicle or Sturgeon City-owned equipment without authorization.

ENGAGING in sexual harassment.

CONVICTION of a felony or a crime involving moral turpitude.

USE of Sturgeon City property, resources, or labor for personal gain.

ENGAGING in incompatible employment or serving a conflicting interest.

FAILURE to follow the policies and procedures adopted by the Sturgeon City Board of Directors or other rules and regulations applicable to the employees of Sturgeon City.

These offenses are not all-inclusive, but serve to illustrate certain types of unacceptable behavior which may result in disciplinary action, including dismissal for just cause if deemed serious enough to require termination. Moreover, appropriate disciplinary action will be taken for violations of other policies and procedures adopted by the Sturgeon City Board of Directors or of any other rules and regulations applicable to employees of Sturgeon City, up to and including dismissal for just cause.

Procedure

All disciplinary actions will be administered in accordance with the Discipline Procedure section of Sturgeon City's Discipline and Grievance Procedure.

Right To Appeal

Employees who wish to appeal any disciplinary action taken against them should refer to the Grievance Procedure section of Sturgeon City's Discipline and Grievance Procedure. Review of the disciplinary action may be requested in accordance with the Discipline and Grievance Procedure, from the level where the decision to administer discipline was made.

Discipline and Grievance Procedure

Purpose

The purpose of this Discipline and Grievance Procedure is to ensure that, where appropriate, employees will be afforded adequate notice and an opportunity to respond to any charges that may result in disciplinary action and to assure employees that their grievances (including those relating to disciplinary action) will be considered fairly, rapidly, and without reprisal.

Sturgeon City operates under the Employment at Will Doctrine.

General Definitions

- a. A **fiscal year** runs from July 1 through June 30 of the following calendar year.
- b. **Disciplinary action** includes an oral warning, a written warning, disciplinary probation, forfeiture of an individual's pay, suspension with or without pay, demotion, and involuntary termination.
- c. A **grievance** is any matter of concern or dissatisfaction arising from the working conditions of an employee, including any disciplinary action taken against the employee, subject to the control of Sturgeon City.
- d. **Workday** is a normal workday during which the administration of Sturgeon City is open for business, unless otherwise defined.

Discipline Procedure

Employees may be disciplined for any of the reasons described in Sturgeon City's policy on Disciplinary Actions and in other policies and procedures applicable to Sturgeon City employees. Any supervisor administering discipline other than an oral warning shall consult first with the personnel committee. This is for the purpose of achieving reasonable uniformity in administering discipline by

coordination through appropriate managerial personnel.

a. Oral Warnings

Oral warnings may be administered by any supervisor. While not required, the supervisor may submit a written report to the Personnel Committee describing the disciplinary action taken.

b. Written Warnings

Written warnings must be approved by the Personnel Committee before being administered. The written warning should describe the offense(s) with which the employee has been charged, the supervisory expectations, and the consequences should the prohibited conduct continue. A copy of the written warning should be provided to the Personnel Committee. The Personnel Committee will determine whether or not the warning will be placed in the disciplined employee's personnel file. Prior to a written warning being placed in an employee's file, he/she will be given an opportunity to file a rebuttal statement.

c. Disciplinary Actions Requiring a Pre-Disciplinary Conference

Prior to any disciplinary action other than an oral warning or a written warning, an employee will be afforded the opportunity to participate in a pre-disciplinary conference, at which the employee will be provided with notice of the charges against him/her and an opportunity to respond to those charges. Sturgeon City officials participating in the conference shall include the supervisor of the employee or the Director unless one of these persons is disqualified because of his/her involvement in the alleged charges; in which case, the Personnel Committee shall appoint another designee. Any response by the employee to the charges will be considered by these said Sturgeon City officials prior to their decision regarding any disciplinary action against the employee. The employee then will be notified in writing of the final decision regarding disciplinary action within five (5) workdays.

A copy of the notice of final disciplinary action should be provided to the Personnel Committee, who will place it in the employee's personnel file. The employee does not have the right to be represented by an attorney at this stage of the discipline procedure.

d. Special Rules Relating to Suspension

Notwithstanding the foregoing, an employee may be suspended with or without pay and without notice by the Director or in their absence, their designee, in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons. In the event of a criminal act, City of Jacksonville Police shall be authorized to remove the individual from the premises. When an employee is suspended without notice, he or she shall be required to leave the Sturgeon City premises at once. The Sturgeon City official responsible for the suspension shall notify the Director and the Personnel Committee immediately. A written summary describing the circumstances and facts leading to the immediate suspension shall be prepared and mailed via certified mail to the suspended employee, and a copy provided to the Director and Personnel Committee, who will place it in the employee's personnel file. In the event suspension is without pay, an employee shall have a right to a hearing under Step 3 of Section 5 of this policy.

In the event of an employee's suspension without pay for disciplinary reasons, benefits will not accrue or be recoverable during the suspension period. If, following an employee's disciplinary conference or further appeal, a determination is made that the suspension of the employee without pay was improper, the employee will be reinstated to his/her position, and all pay and benefits applicable to his/her job (including back pay, leave time, or other benefits) that would have accrued had the employee not been suspended without pay will be restored.

e. Right to Appeal

Employees who wish to appeal any disciplinary action taken against them may have the decision reviewed under Sturgeon City's Grievance Procedure from the step where the decision was rendered.

Grievance Procedure

Sturgeon City's goal is to find solutions at the lowest possible level and to keep proceedings relating to employee grievances as informal and confidential as possible. Supervisors and employees are expected to make every effort to resolve any problems as they arise. An employee's immediate supervisor will be in the best position to handle the employee's grievance satisfactorily.

Sturgeon City recognizes that not all grievances will be settled satisfactorily between an employee and his/her supervisor, and for this reason, has adopted procedures to assist in the formal resolution of grievances. This grievance procedure is open to all Sturgeon City employees. Supervisors are responsible for making certain that employees under their jurisdiction understand Sturgeon City's Discipline and Grievance Procedure, and that employees feel free to use the grievance procedure without fear of criticism or action being taken against them affecting the terms and conditions of their employment. All grievances will be given prompt and objective consideration in an atmosphere of mutual assistance.

Concerning those grievances that cannot be resolved informally by the employee and his or her immediate supervisor, the following procedure is established to ensure fair and impartial review:

Step 1: Within five (5) workdays following his/her knowledge of an event giving rise to a grievance, including receipt of a notice of disciplinary action, an employee must present the grievance in writing to his/her supervisor, who will make a careful inquiry into the facts and circumstances of the grievance. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten (10) workdays of the date presented. When dealing with disciplinary action, this step is equivalent to a pre-disciplinary conference.

If the employee's grievance involves the conduct of or the decision of his/her immediate supervisor, the employee may submit the grievance directly to the Director or the Personnel Committee as applicable.

Step 2: An employee who is dissatisfied with the decision of his/her supervisor may submit the grievance in writing to the Director within five (5)

workdays after the decision is made known to the employee. The grievance must include the date of the incident that gave rise to the grievance, a brief description of the grievance, and the relief that the employee is seeking. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 1 of this grievance procedure.

If the procedures set forth in Step 1 have been followed, and further review of a decision made at Step 1 of this grievance procedure is requested, the Director will make such investigations as he/she deems appropriate, and will make an independent determination on the merits of the grievance. No additional evidence will be taken unless the Director deems it appropriate. The Director will inform the employee in writing of his/her findings and decision within ten (10) workdays after receipt of the employee's grievance. In appeals from oral or written warnings, the Director will be assisted by the Personnel Committee in the above-described investigation and grievance determination process.

Step 3: At any time within five (5) workdays following receipt of the decision of the Director or within five (5) workdays after the date of involuntary termination from employment, the employee may submit a written request for further review of his/her complaint to the Personnel Committee.

The Personnel Committee will conduct a hearing within thirty (30) workdays of the date on which the written request for hearing is received by the Personnel Committee, unless extenuating circumstances exist, which said circumstances shall be left solely to the determination of the Personnel Committee. The Personnel Committee shall notify the employee of the time and place of the hearing. The employee shall have the opportunity to appear before the Personnel Committee and shall have the right to have witnesses testify on his/her behalf and present any evidence he/she wishes. The hearing need not be conducted strictly according to rules of law relating to the examination of witnesses or presentation of evidence. Any relevant matter on which responsible persons customarily rely in the conduct of serious affairs shall be considered, regardless of the existence of any common law or statutory rule which might make evidence inadmissible over objections in a civil or criminal action.

The employee for whom the hearing is being held shall, prior to or during the hearing, be entitled to submit memorandum(s) concerning any issue, procedure, or fact, and such memorandum(s) shall become a part of the hearing record. The hearing may be transcribed or recorded. Within thirty (30) workdays after the conclusion of the said hearing, the Personnel Committee shall make a final and binding decision whether or

not to uphold or reverse the disciplinary action taken against the employee and will provide the employee with written notice of his/her decision. The decision shall be immediately effective and final and shall not be subject to further administrative review.

Failure to request review of a decision relating to disciplinary action or a grievance, in accordance with the provisions of this grievance procedure, shall be deemed to be a waiver of the opportunity to receive such review; unless the Sturgeon City official, at the level where review is sought, determines that extenuating circumstances have prevented the employee from requesting review in a timely manner. In such case, the Sturgeon City official, at his/her sole discretion, may extend the applicable deadline for requesting review.

Reduction In Force

Financial exigency, or the reduction in size, consolidation, or elimination of programs or services may necessitate a reduction in the number of personnel employed by Sturgeon City.

The Director and Personnel Committee shall monitor the availability of financial resources, program needs, and staffing requirements and when necessary, shall initiate a reduction in force.

Abuse Crisis Management Plan

1. Per NC General Statute 7B-301, anyone who suspects a child has been abused or neglected is mandated to report to Child Protective Services.
2. All suspected cases of abuse are to be reported to the Director and the Operations Committee and they will report to the appropriate reporting agencies.
3. The Director and the Committee will coordinate in order to deal with the suspected employee in a clear, calm, straightforward manner and make sure that they are informed that there has been an allegation made against them.
4. Reporting Requirements:
 - a) Contact Jacksonville Department of Public Safety and Onslow County Department of Social Services Child Protective Services
 - b) Ensure that employee leaves the premises while the matter is under investigation.
 - c) Notify the child's parents. Report facts in a neutral manner and inform the parents that the incident has been reported to the proper authorities.
 - d) Plan a response and notify the other parents in a timely manner appropriate to the situation. Names of the alleged perpetrator and the children involved must remain confidential.
5. The Director will handle all news media and all other staff will refer media to the Director. Make sure other staff are prepared in case media approach them when the Director is not present.
6. Documentation will be kept on all actions taken and all records will be maintained in a manner which follows all legal requirements and protects confidentiality.

SECTION III: GENERAL ADMINISTRATION GUIDELINES

Drug and Alcohol Free Workplace

Sturgeon City is committed to protecting the safety, health, and well-being of its employees and all individuals who come into contact with its workplace, and property, and/or use its products and services. As part of this mission, Sturgeon City is committed to maintaining a Drug-Free Workplace.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol and prescription drugs, will not be tolerated. Sturgeon City also prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

Employees who are experiencing an alcohol or drug problem should seek help before it begins to affect job performance. If needed, call the Substance Abuse Treatment Facility Locator at 1-800-662-HELP (4357). Sturgeon City has specific policies and procedures for establishing and maintaining a drug-free workplace and may require alcohol and drug testing.

Drug Testing

Applicants

All applicants will be tested for illegal drugs prior to employment.

Sturgeon City reserves the right to test for illegal drugs and alcohol in all applicants in the same job category who have received an offer of employment conditioned on the results of the post offer test. Screening test will be done at a facility designated by Sturgeon City and all results will be kept confidential.

For Cause

Current employees may be asked to submit to testing if there is reasonable indication that an employee is using drugs or alcohol in violation of this policy.

Reasonable cause could be indicated by the following:

- Odor of alcohol or other controlled substance on or about the employee;
- Direct observation of employee in drug related activity;
- Disorientation, irrational or erratic behavior;
- Unexplained or excessive negligence or carelessness;
- Discovery or presence of drugs in employee's possession, workplace or belongings;
- Sudden decline in work performance or unexplained increased/excessive absenteeism;
- Post-accident (see below);
- Repeated, unexplained failure to follow instructions;
- Arrest or conviction for drug-related crime;
- When an employee reasonably appears to be under the influence.

Post-Accident

Employees may be tested after an accident or injury on the job that appears to have been caused or contributed to by the employee.

Compliance Testing

Employees who have agreed to participate in alcohol or drug rehabilitation as a condition of continued employment may be tested to determine employee's compliance with rehabilitation.

Random

All employees are subject to random testing to determine whether the employees can safely and effectively perform the essential functions of his position.

Testing Required by Law

Employees may be required to submit to drug testing to meet federal or state law, regulation, or by contractual obligation.

Other Provisions

Testing for drugs may be done by urine or blood sample or any other sample permitted by applicable law. Testing for alcohol will be completed by Breathalyzer and may be done by urine. Drug screening tests for applicants may only be completed by Sturgeon City approved facilities.

- All confirmation tests required by law will be done by a Sturgeon City approved facility. Sturgeon City and/or the approved facility shall notify examinees (whether applicant or current employee) of any positive test result(s) in writing within thirty days after the results are delivered to Sturgeon City.
- Employees with a confirmed positive test result for legal drugs or illegal drugs may, at their option and expense, have a second confirmation test made on the same specimen. Any employee wishing to obtain a sample for purposes of having a second confirmation done must request the release of the sample in writing designating the certified laboratory where the sample will be sent. An employee will not be allowed to submit another specimen to replace the original specimen submitted for testing. An employee with a confirmed positive test result awaiting pending test results may be placed on probationary status, and may be sent home without pay during the time required for a specimen to be evaluated.
- Any employee selected for or asked to submit a sample for a drug and/or alcohol test must do so as a condition of employment. Refusal to provide a sample lawfully requested will be considered grounds for discipline up to and including immediate separation.
- All applicable and required federal and state laws will be followed while implementing this policy. Should any law change, the law will take precedence over this policy.
- Tests used to determine whether employees are under the influence of legal drugs or alcohol at work and action taken on the results thereof will be job-related and consistent with business necessity.
- Sturgeon City will keep confidential the results of the drug/alcohol testing, information provided by examinees about their medical histories and lawful prescription drug use, records of any qualifying disabilities under the Americans with Disabilities Act and accommodation of such disabilities, and will disclose such information only on a need to know basis as permitted under applicable state and federal law. Sturgeon City may, for example, disclose information regarding an employee's disability and accommodations of such to the employee's supervisors, human resource personnel, safety personnel if the employee has a condition that might require emergency treatment, insurers or governmental agencies to the extent that they need to know

the information. As another example, Sturgeon City may disclose the results of testing for employment related reasons such as performance evaluations and discipline.

- Upon reasonable suspicion of a violation of this policy, Sturgeon City may conduct unannounced searches of employees and their personal property while on Sturgeon City premises. An employee's refusal to consent to and cooperate with such searches can result in disciplinary action up to and including separation. Sturgeon City employees have no reasonable expectation of privacy in property brought onto Sturgeon City premises, including the Sturgeon City's parking lots.
- Surveillance equipment may be used at any time and any place Sturgeon City so chooses, provided it is in the boundaries of the law.
- Any areas on the premises of Sturgeon City are under the control of Sturgeon City and employees have no reasonable expectation of privacy with respect to such areas.
- Sturgeon City reserves the right to seize all drugs, alcohol, paraphernalia, or other contraband found on Sturgeon City premises. Sturgeon City may also turn such evidence over to the appropriate authorities.
- Acceptance of employment or continued employment after the effective date of this policy constitutes consent to all of the provisions in this policy.

Criminal Background Checks

Criminal background checks will be performed on ALL applicants for employment with Sturgeon City. In addition, any former or returning employees are required to have a criminal background check conducted if they have been away from Sturgeon City for 60 days or longer. Annual disclosure statements will be obtained from all employees in order to keep all information up to date. Current employees may be randomly checked throughout their employment with Sturgeon City.

By completing and signing an application for employment with Sturgeon City, applicants are submitting consent for a criminal background check. Each applicant consents to a pre-employment criminal background check AND an annual random criminal background check. All applicants must satisfactorily clear the background check as a condition of employment and failure to do so will result in withdrawal of the employment offer, and for existing employees, may result in separation.

Sturgeon City will evaluate the results of all criminal background checks for applicants, returning employees, or existing employees based on the age and time of the offense, the seriousness and nature of the offense, and the nature of the candidate or employee's position with Sturgeon City.

Automatic bars from employment include any of the following felonies:

- Sexual abuse or assault
- Violence
- Theft/embezzlement
- Drug related convictions

No Solicitation

Sturgeon City does not permit solicitation of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non-Sturgeon City literature and other similar types of activity during working time by either employees or outsiders.

Travel Reimbursement Policy

On occasion employees are required to travel as part of their official duties or to attend training sessions, meetings and conferences. If an employee must travel and no expense will be incurred, the supervisor can verbally approve the trip.

If travel plans will incur a reimbursement, the employee must submit a reimbursement form to the supervisor. Upon return from travel, the employee will submit receipts for reimbursement with dates to the bookkeeper within ten (10) business days. The bookkeeper will prepare the employee's reimbursement request, and the employee will receive the check.

Job Postings

Qualified employees are encouraged to apply for promotions or transfers to new or vacant positions. Whenever possible, Sturgeon City will promote from within; however, Sturgeon City also recruits externally when job openings do occur.

Job posting/vacancy notices are posted on our website, under Job Opportunities. An employee who has completed his introductory period, meets the minimum job requirements and is interested in a particular opening, should submit the appropriate, timely application materials in accordance with the posted process.

Attendance

Employees must appear fit to work each day and remain fit to work throughout the day. Employees must notify their supervisors immediately if, for any reason, they are not able to work safely.

Sturgeon City's normal business hours are Monday through Friday 8am-5pm. Attendance and punctuality are important factors for an employee's success within the organization. Employees are expected to report to work on time. Excessive absenteeism and tardiness will not be tolerated. Program schedules and exigent circumstances may demand fluctuation of Sturgeon City's business hours from time to time.

Notice of Absence

All employees are required to provide notice of absence for illness, tardiness or other reasons, unless the absence is due to prescheduled leave, such as vacation leave.

If an employee will be absent, the employee is required to contact his supervisor at least 30 minutes prior to scheduled work time. Employees are responsible for ensuring that proper notice is provided. Only under exceptional circumstances will notice from a family member or friend satisfy the notice requirement. Please use these telephone numbers when calling: Program Coordinator (910) 938-5079, Director (910) 938-6456.

If an employee fails to provide proper notice of absence for 2 consecutive workdays, he will be deemed to have abandoned his job.

Unexcused Absences

Failure to provide notice of an absence, as described above, will result in an unexcused absence regardless of the reason. Unexcused absences will be noted in personnel files and may result in disciplinary action.

Open Lines of Communication

Employees are encouraged to bring their comments, questions or complaints to their supervisor's attention as soon as possible. Open communication is encouraged. Employees should feel free to voice ideas, suggestions or complaints to their supervisors, without fear of reprisal or retribution. If issues are not resolved by the employee's supervisor, the employee may request a meeting with the Director or Personnel Committee as applicable.

Any complaint of harassment or discrimination must be reported in keeping with Sturgeon City's Harassment policy. In the event of a complaint involving the Director, the Personnel Committee will fulfill the investigatory and decision making role in this process.

Office Procedures

Office Supplies

The Director or supervisor will maintain the facility's office supply inventory to include general office supplies necessary to effectively operate office procedures. Employees should speak with the Director or supervisor to request office supplies. Employees will be notified if the requested item(s) is not available and when it will be.

Copier/Fax

One copier is located in the administrative office and one copier is located in the Environmental Education Center. The copiers are to be used for Sturgeon City tasks only.

Mail

The Director or supervisor in the administrative office is responsible for retrieving, sorting, and distributing the mail to appropriate staff. All bills should be brought to the attention of the Treasurer of the Board of Directors and the bookkeeper.

Safeguarding Cash

The following policy is to be used when employees of Sturgeon City receive, handle, or in any way come into custody of cash, checks, and/or any other negotiable instrument on behalf of Sturgeon City.

1. Cash and cash equivalents are received throughout the site and off-site locations. Detailed records (numbered receipts or rosters) are maintained by the individual collectors of the funds. Each collector performs reconciling procedures and maintains the funds in either a locked filing cabinet, cash register drawer, or locked cash box. These receipts are transported to the Bookkeeping Office by an authorized employee.
2. Sturgeon City employees who come into custody of funds which are of a negotiable nature will exercise precautionary measures sufficient to ensure their security, whether on site or offsite.
3. Regular deposits will be prepared and transported to the bank by an authorized employee.

Use of Sturgeon City Network and Devices

Sturgeon City may provide equipment, computers, printers and other electronic and mobile devices (hereinafter collectively referred to as “devices”) to its employees to perform their job functions. These devices and all related materials, including Sturgeon City’s Network and software, are Sturgeon City property and are intended for Sturgeon City business.

Only software that is authorized by Sturgeon City may be used, copied or installed on Sturgeon City devices. Employees may also not insert and/or attach personal electronic storage media, *e.g.*, external hard drives, flash drives and memory cards, to any drive on a Sturgeon City device. All data contained on Sturgeon City’s electronic devices belong to Sturgeon City and may not be altered without specific written authorization from the Director. No data stored on Sturgeon City devices may be released to any person outside Sturgeon City.

Employees who access Sturgeon City’s Network or electronic files from remote locations are governed by the terms of this Policy and may not download Sturgeon City’s electronic files to their own personal devices or other remote locations. Employees who are authorized to work on Sturgeon City business either from home or remote locations must virus check any CD’s, external drives or other media storage devices before using them on Sturgeon City devices and/or Network. During working hours, outside computer services such as the Internet, e-mail, instant messaging, blogging, or use of social media or social networking, may be accessed and used for Sturgeon City business only. Sturgeon City’s devices and/or services may not be used to solicit or create any threats of violence or messages that are obscene, false and malicious, or bullying. Sturgeon City devices and/or services

shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, financial data or similar materials or information. All messages composed, sent or received on Sturgeon City's devices are and remain the property of Sturgeon City; they are not the private property of any employee. Sturgeon City may review, audit, intercept, access and disclose all messages created, received or sent using the Company's e-mail domain or Network for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed.

All computer-related passwords must be disclosed to the Director or they may not be used. Computer-related passwords and security codes assigned to employees may not be communicated to any other employee or third party unless specifically authorized by the Director. Employees may not retrieve or read any electronic messages that are not sent to them. Any exception to this Policy must receive prior approval from the Director

Social Media

Sturgeon City recognizes that its employees, members and business associates may use online social networking, social media or other online venues for networking and discussion; however, the use of social media presents certain risks and carries with it particular responsibilities. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to posting to a personal website, blog, social networking web site, web bulletin board or chat room. While Sturgeon City does not intend to limit its employees' lawful use of social media, employee use of social media must be consistent with all of Sturgeon City's policies and procedures, as well as all applicable laws, rules and regulations.

Additionally, when using social media:

- Employee conduct that adversely affects their job performance, the performance of their co-workers or otherwise adversely affects members, suppliers, people who work on behalf of Sturgeon City or Sturgeon City's legitimate business interests will not be tolerated.
- Employees may not post discriminatory or harassing remarks, threats of violence or similar inappropriate or unlawful conduct.
- Employees may not post statements, photographs, video or audio that could be reasonably viewed as malicious, obscene, threatening or intimidating, that could disparage Sturgeon City, its members or business associates, or that might constitute harassment or bullying.
- Photographs of program participants may only be posted by the Program Coordinator or Director.
- Employees must be honest and accurate; if a mistake is made, it should be immediately corrected.
- Employees may not post information or rumors that are known to be false about Sturgeon City, its employees, members, business associates or people working on behalf of Sturgeon City or its competitors.
- Employees may not post or otherwise disclose unlawful, private, or confidential information related to Sturgeon City, its employees or members – private or confidential information is information protected by law or privilege.

- Employees may not represent themselves, Sturgeon City or Sturgeon City's members or business associates in a false or misleading way.
- Employees must disclose their employment with Sturgeon City when posting information about Sturgeon City, its products or services. Employees must make it clear that the views and opinions they express about work-related matters are their own, and are not portrayed as being those of Sturgeon City; they may not claim to be a spokesperson for Sturgeon City. If Sturgeon City is a subject of the content being created, employees must be clear and open that the views presented do not represent those of Sturgeon City, its employees, members, business associates or those working on behalf of Sturgeon City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Sturgeon City."
- Employees may not use social media while on work time unless it is work-related and authorized in advance.
- Employees may not use Sturgeon City's email addresses to register on social networks, blogs or other online tools utilized for personal use.

This policy shall in no way be construed to limit or obstruct concerted activity protected by the National Labor Relations Act. Sturgeon City prohibits taking negative action against any employee for reporting a possible deviation from this Policy or for cooperating in an investigation.

Any exceptions to this Policy must receive prior approval from the Director. Employees should refer questions regarding this Policy to the Director.

Cell Phones and Electronic Devices

Cell phones and other electronic devices should not be allowed to distract employees from business tasks. They should not be used for surfing the internet, gaming, or posting on social media during **work** hours. Cell phones should never be used while driving, operating equipment, or in any situation where they can cause accidents. You may use cell phones to contact other staff during work hours when necessary and if a personal call is necessary, please ask other staff to stay with students while you step away.

Copyright and Fair Use Guidelines

Sturgeon City employees are advised to become as knowledgeable as possible regarding copyright law and procedures. Sturgeon City directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.

It is the policy of Sturgeon City to adhere to the doctrine of "fair use" as incorporated in the United States Copyright law of 1976, Section 107 as amended (Title 17, U.S. Code). This section addresses the needs of scholars, teachers, and researchers, and applies to all media.

To determine whether the use of a work is within fair use, the law defines four factors to consider:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit, education purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. the effect of the use upon the potential market for or value of the copyrighted work.

Sturgeon City employees have the ultimate responsibility to adhere to the law and to produce written documentation of permission granted if copying or duplicating exceeds fair use. Individuals who willfully disregard these procedures and guidelines do so at their own risk and may be subject to personal liability.

Sturgeon City regards violation of these procedures as a serious matter. Any such violation is without Sturgeon City's consent and is subject to disciplinary action, up to and including termination.

Media Relations

Public statements on behalf of Sturgeon City may only be made by the Director or members of the Board of Directors; please direct all calls accordingly.

Employees may occasionally be asked by the Director or the Board Member responsible for public relations to address the media about specific topics that require their knowledge and expertise. Staff members are discouraged from disclosing financial information especially in areas in which they are not involved. Requests for financial information or budget issues should be referred to the Director or appropriate Board Member.

Communication and Interactions Between Employees and Youth

Sturgeon City has an obligation to protect youth program participants. Sturgeon City employees should not communicate or have any contact with youth program participants (under age 18) outside of Sturgeon City programs. Contact and communication include electronic communication such as email, texting, blogging, social networking, etc. The purpose of this policy is for the protection of program participants and employees.

- Employees should not initiate personal phone calls with or receive personal phone calls from youth. Any call received from youth on a non-Sturgeon City phone and/or regarding non-Sturgeon City business should be reported immediately.
- Text messaging with youth is strictly prohibited.
- No personal e-mail addresses or social media information is to be shared with youth. Employees should not initiate or respond to e-mail or other electronic communication from youth on any personal device or connection.
- Communication with youth via social networking sites is only permitted if using a Sturgeon City-sponsored or approved site.

- Employees will not have pictures of or make reference to any youth and should not accept or request to be linked to any youth via social networking sites.
- Employees and youth should only communicate through Sturgeon City e-mail accounts and phones. Any such communication should be immediately reported to a supervisor unless previously authorized.

Any employee violating this policy or improperly using electronic communication systems will be subject to disciplinary action, up to and including separation. Any employee using Sturgeon City electronic communication systems for defamatory, illegal, or fraudulent purposes will also be subject to potential civil liability and/or criminal prosecution.

Pets in Cars Policy

Sturgeon City could experience occasions when visitors arrive with pets, mostly dogs. Pets could be left in cars unattended in the parking area. To address this problem, Sturgeon City, in cooperation with the Onslow County Animal Shelter, developed the following policy:

Prevention through education is essential to keep animals safe while visitors tour Sturgeon City. Alternatives to leaving the pet in the car are to have an adult family member remain outside with the animal or board the pet at a local veterinarian for the duration of the visit.

If a pet is left unattended in a parked vehicle, staff should be notified immediately. The initial report should include the following information: time, location of the vehicle, make/model and color of the car, state and/or license plate number, and condition of the animal, particularly if the animal appears to be in distress.

Staff should locate the vehicle and assess the urgency of the situation. Staff should look carefully inside the vehicle, paying particular attention to the floor areas in front and back. Dogs in heat distress sometimes move to the floor, out of direct sunlight where the air may be a bit cooler.

If the animal is experiencing signs or symptoms of heat distress, immediate rescue is required. Symptoms include excessive and rapid panting, best described as wide-open mouth panting, excessive salivation, heaving chest cavity, and an anxious or staring expression.

Staff should notify the Director or supervisor to begin announcing the situation on property and request that the owners report to the vehicle immediately. Staff in each room and/or building on site will be notified to help announce to their group and will ask the owner of a (color, make, model) car with license plate number X to please report to the Director or supervisor. The Director or supervisor will notify the owner that “We have a report that your pet is in immediate danger in your vehicle. Staff will escort you to your vehicle and offer first aid assistance.”

If the owner does not report after the first announcement, or is not responsive to the request, the Director will immediately call City of Jacksonville Police Department (455-4140) and request that a police officer and animal care and control officer respond to the scene. While waiting for assistance, available staff will attempt to keep the pet as calm as possible by asking spectators to stand back while continuing to observe the pet from a distance.

If the owner arrives on scene before the police officer or animal control officer, advice and assistance is offered to mitigate the pet's condition of distress. The name and address of the owner is recorded for an incident report and follow-up letter from the Onslow County Animal Shelter.

The animal receives attention for the distress. The pet is placed in a shady area or air-conditioned room and offered cold water to drink. Cool water can be poured on the animal, or ice packs may be applied. Attention is given to the top of the head and underneath where the hair coat is thin. If the pet is in extreme distress, it is immersed in cool water or cool water is poured all over the body rubbing it thoroughly through the coat of hair. If the pet does not respond to first aid methods for heat stroke, the animal will require emergency veterinary intervention. The owner is advised to transport the pet to the closest veterinarian. Staff should call the clinic and advise them of the type of emergency that is on its way.

Dress Code and Personal Appearance Policy

Personal appearance plays an important role in the public's perception of an employee as an individual as well as in Sturgeon City as an organization. Employees are expected to use good judgment in selecting apparel appropriate to their functional position, and avoiding extremes in make-up, hairstyles and clothing.

1. Hair, beards, and nails should be kept neat, clean, trimmed, and combed. Visible body art such as tattoos and body piercings, except ears, are inconsistent with the wholesome family image desired by Sturgeon City. Any tattoos that are not covered with clothing and that are visible to the public must be non-controversial, inoffensive and modest in size and arrangement. Facial posts or rings (nose, eyebrow, tongue, etc.) are prohibited. Any employee with facial piercings other than ears will be expected to remove the ring or stud during working hours or when representing Sturgeon City.
2. Sunglasses may be needed on occasions when in the field or on Sturgeon City grounds. They should never be worn indoors. When speaking to visitors, field trip participants, etc., sunglasses should be removed whenever possible so that eye contact can be maintained. Sunglasses should be removed before speaking on camera to a reporter.

Employees who come to work dressed in a manner that is inconsistent with this Policy will be sent home to change and any time missed will be considered an unexcused absence. Employees should consult their supervisors and/or the Director for counseling on proper attire and personal appearance.

Conflicts of Interest

Employees must avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of Sturgeon City or in any way damage Sturgeon City business.

Any employee who wishes to engage in outside professional, business or volunteer activities must be certain that the proposed activity does not:

- interfere with the employee's effective performance of his duties;

- make use of any of Sturgeon City's proprietary or confidential information; or,
- require the use of Sturgeon City time, resources, facilities or equipment.

Whenever there is a possible conflict of interest, it must be discussed with the employee's supervisor.

Required Trainings

All employees will be made aware of opportunities to participate in the below trainings and should make every attempt to complete these trainings within a reasonable amount of time from their date of hire.

- CRP/First Aid/AED
 - New Staff Orientation with Director
 - Social Media
 - Child Sexual Abuse
-

Search, Theft and Audit Policy

Sturgeon City will from time to time conduct internal investigations including inspections, searches and audits on Sturgeon City premises.

Sturgeon City may conduct a routine inspection, search or audit at any time for Sturgeon City property or Sturgeon City-related information. Sturgeon City may inspect the following items, including, but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; and, all Sturgeon City vehicles, desks, cabinets, lockers, computers, satchels, etc., that are within the employee's possession or control.

A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to management. Generally, Sturgeon City will attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so.

If an employee becomes aware of any theft, misuse or unauthorized removal of Sturgeon City property, he is directed to notify the Director immediately.

No Smoking

Sturgeon City is a smoke-free workplace. No person may smoke in any indoor area of Sturgeon City or inside Sturgeon City vehicles. Smoking is only permitted in designated outside smoking areas.

Visitors

Sturgeon City provides quality hands-on science education for students and adults in Onslow and surrounding counties. Upon request, and subject to the approval of the administration, staff will provide site tours for groups or individuals, by appointment, on weekdays between the hours of 8:30 a.m. and 4:00 p.m. Visits that are determined by the administration to be disruptive to Sturgeon City's provision of educational programs will not be permitted.

Confidentiality Policy

Information learned regarding Sturgeon City and its operations during the course of employment at Sturgeon City shall be kept confidential and remain confidential. For purposes of this Policy, "Confidential Information" shall mean all non-public information about Sturgeon City and program participants and shall include trade secrets, as well as proprietary, financial, marketing, strategic and other confidential business information. Under no circumstances should any Sturgeon City employee use confidential information that he learned in the course of his employment with Sturgeon City for personal gain, personal use or personal business. Disclosing confidential information to persons not entitled to such information and/or assisting others in gaining unauthorized access to Sturgeon City's records or information are clear violations of this Policy. The communication of false and malicious information about Sturgeon City, program participants or its employees is also a violation of this Policy.

Except with the express permission of the Director, employees may not at any time during or after their employment, use, duplicate, or disclose by any means, any information regarding current or past program participants to any unauthorized person or Sturgeon City entity. Moreover, the very fact that an individual is served by Sturgeon City must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling Sturgeon City's mission. As such, employees shall not disclose any information about a person, including the fact that he is or is not served by Sturgeon City, to anyone outside of Sturgeon City unless authorized by the Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

No program participant information requested by someone outside Sturgeon City may be given over the telephone.

Workplace Violence

Sturgeon City is interested in providing a safe and healthy work environment for its employees and for visitors to conduct their business. The organization has developed a workplace violence policy for the prevention and management of incidents and threats of violence.

Prohibited Conduct

Sturgeon City does not tolerate any type of workplace violence committed by or against our employees, contractors, program participants or vendors. Employees are strictly prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that are prohibited in the workplace:

- Threatening an employee or any other person, either physically or verbally;
- Causing physical injury to another person;
- Engaging in aggressive, threatening or hostile behavior that reasonably creates a fear of harm to another person;
- Intentionally damaging Sturgeon City property or property of another person;
- Possessing a weapon while on Sturgeon City property or while on Sturgeon City business, except as specifically permitted by applicable law.

Reporting Procedures

All employees are responsible for assisting in maintaining a safe and secure work environment. Employees must immediately report any potentially dangerous situations to the Director; all reported situations will be investigated as soon as possible. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. If it is determined that a violation of this policy has occurred, Sturgeon City will take appropriate action to help ensure the safety of all employees, contractors and vendors. This includes, but is not limited to, seeking the assistance of law enforcement officials. Sturgeon City prohibits retaliation against any employee who, in good faith, reports a violation and will protect the anonymity of a reporting employee.

While we do not expect every employee to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Director if any individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors include: displaying overt signs of extreme stress, resentment, hostility or anger, making threatening remarks or displaying threatening behavior, or displaying irrational or inappropriate behavior.

Verification of Employment and Reference Checks

All inquiries about employees or requests for verification of employment or comments on an employee or former employee shall be referred to the Director and Personnel Committee for response. No other employee may respond. Sturgeon City will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation.

Leaving Employment

Resignation

When it becomes necessary for an employee to leave the organization, it is expected that a responsible employee will provide at least a two-week notice so that a smooth transition can be accomplished. Professional, executive, and administrative level employees should give as much notice as possible so that appropriate coverage can be made for pending projects.

Voluntary Resignation Without Notice

Not reporting to work three or more days in a row without approved leave can be considered voluntary resignation without notice. There is no right of grievance or appeal.

Separation Due to Unavailability

Once all sick and vacation leave is used, if the employee does not return to work and has not been approved for leave without pay, the employee may be separated from his/her position due to unavailability for reasons that the organization deems sufficient.

Reasons for separation may include budget constraints, lack of temporary assistance to fill in for the employee, and the critical nature of the position. This is considered an involuntary separation and not a disciplinary dismissal. This separation can be appealed to the Personnel Committee.

Exit Interview

Employees whose employment with Sturgeon City is ending will be asked to complete an exit interview prior to their last day of work.

Employee Exit Interview

1. What did you like best and least about your job?

2. Do you think your job has changed since you were hired?

3. What suggestions do you have for Sturgeon City as an organization? How could we improve?

SECTION IV: SAFETY AND SECURITY

Health and Safety

The mission of Sturgeon City is to become the model for inspiring youth leadership, civic involvement, habitat restoration, environmental education and stewardship of the New river and coastal wetlands. To fulfill our mission, it is imperative that our nonprofit ensure a healthy and safe environment for our employees, visitors, volunteers, and youth/adult groups served through our nonprofit organization.

Authority of Sturgeon City Staff Members

Sturgeon City staff members have the authority to:

- Ask persons for identification and to determine whether individuals have lawful business related to the Sturgeon City site; and
- Serve as a designee (on behalf of the non-profit Board of Directors) in determining the need for an emergency removal of an individual from the site and designated properties of Sturgeon City. An emergency is defined as a behavioral situation under which the continued presence of the individual at the site poses a danger to persons or property or constitutes an ongoing threat of disrupting the activity/event.

Note: Sturgeon City staff are authorized to dial 911 at any time to seek the assistance of the Jacksonville Department of Public Safety with safety and/or security matters.

All criminal related incidents are referred by the Director of Development and Operations to the appropriate law enforcement agency (Jacksonville Department of Public Safety or the Onslow County Sheriff's Department) who have authority to arrest and/or provide appropriate law enforcement assistance depending on the location of the incident.

Should a crime or emergency incident occur on site, victims and witnesses are strongly encouraged to immediately contact the Jacksonville Department of Public Safety at (910) 455-4000. Contact information to local law enforcement agencies is provided below.

Missing Child Plan

“Code Adam”

The purpose of this plan is to establish a protocol for finding a missing child at Sturgeon City. The plan will be implemented when a child is reported missing to a Sturgeon City staff member.

Emergency Action Plan

1. When a parent or guardian tells a staff member that his/her child is missing, the staff member should immediately notify other staff via radio and /or cell phone—and meet with the

parent(s) at the administration building. The senior most staff member will serve as the emergency coordinator. All available staff should report immediately to the administration building with their radios and/or cell phones, looking for the child along the way.

2. The senior staff member should obtain a detailed description of the child, including name, age, hair color, eye color, approximate weight and height, what the child is wearing (color and type of clothing, especially the shoes), etc.

3. The Director or supervisor will page all staff who have not reported via radio and/or cell phone to report the Code Adam and give the child's description. For example: "Attention all staff: We have a Code Adam. We have a lost 5-year old boy wearing a red shirt, blue jeans, and Nike tennis shoes. He has blonde hair and weighs about 40 pounds."

4. Upon arriving at the administration building, each staff member will be handed a prioritized card explaining his/her responsibility. For example: Whoever receives card #1 will be responsible for monitoring the main entry area on Court Street. Staff should be looking for the child on the way to their designated areas. Other staff members may be asked to look for the child throughout the immediate grounds, then the park, and the boardwalks.

5. If the child is not found within 10 minutes, the senior staff member calls the Jacksonville Police Department at 911.

6. If the child is found and appears to have been lost and unharmed, staff reunites the child with the parent or guardian.

7. If the child is found with someone other than the parent or guardian, the staff member should notify staff that will call the sheriff's department at 911 immediately or use their mobile telephone and describe the would-be abductor. In this situation, staff members are not expected to place themselves or the child in a potentially harmful physical situation. If it is not reasonable to detain the suspected abductor or cause him/her to abandon the child, the staff member should get a description of the person, car type, license plate number, departure route, and related information.

9. When the Jacksonville Police Department arrives, the incident becomes their responsibility.

10. Security concludes the incident by notifying all staff by radio and/or cell phone that the "Code Adam" has been cancelled.

Code Adam on Weekends and During Special Events/Activities

1. If a Code Adam is reported on a weekend or during a special event or activity, the staff member responsible for the weekend or event will serve as the emergency coordinator.

2. The same procedures should be followed on weekends and during special events as far as available staffing allows.

3. In the event that a child is not found and the Jacksonville Police Department has been dispatched, the Director or supervisor should be contacted at home.

Prioritized Card Responsibilities

1. Main entry area: Any person attempting to leave this exit with a child matching the description shall be asked to be detained until the missing child's parent/guardian can identify the child. No child should be allowed to leave this exit without a parent/guardian.

2. Search for missing child: Begin searching for the missing child at the last place the child was seen. Be sure to check restrooms along the way.

3. Park exit: Any person attempting to leave this exit with a child matching the description shall be asked to be detained until the missing child's parent/guardian can identify the child. No child should be allowed to leave this exit without a parent/guardian.

4. Parking lot: Look for any suspicious activity with adult and child. Stop vehicles leaving the parking lot with a child matching the description and ask them to be detained until the missing child's parent/guardian can identify the child. Be ready to write down a description of a vehicle and license plate number if necessary.

Working Relationships with Local Law Enforcement Agencies

Sturgeon City of Jacksonville greatly benefits from excellent working relationships with the Jacksonville Department of Public Safety and the Onslow County Sheriff's Department. All criminal related incidents occurring on the site are referred to the Jacksonville Department of Public Safety (JDPS). Within the designated city limits of Jacksonville, JDPS has the appropriate authority to investigate and/or arrest. Should a crime or emergency incident occur on the Sturgeon City site, victims and witnesses are strongly encouraged to immediately contact the appropriate local law enforcement agency provided below:

Law Enforcement Agency	Contact Information	Geographic Area of Support
City of Jacksonville Department of Public Safety (Police and Fire)	City Police Dispatcher Emergency – 911 Non-emergency – (910) 455-4000	Designated on-site locations of Sturgeon City as well as public property locations within the city limits of Jacksonville
Onslow County Sheriff's Department	Sheriff's Office Dispatcher Emergency – 911 Non-emergency – (910) 455-3113	Designated public property locations utilized by Sturgeon City within Onslow County

Facility Access and Security Considerations Used in the Maintenance of Facilities used by Sturgeon City

Most buildings and facilities are generally accessible to members of the community, guests, and visitors during normal operating hours. Normal operating hours are 8:00 a.m. until 5:00 p.m., Monday through Friday (excluding holidays). Certain facilities may also be open for designated hours on weekends. Interior and exterior doors on buildings are locked and secured

each evening by designated staff. Anyone needing to be on-site during the hours that Sturgeon City is normally closed should notify the Director of Development and Operations by calling (910) 938-6456. This not only ensures the individual's safety, but also ensures the Sturgeon City Director of Development and Operations is aware of his/her presence on site. Sturgeon City must be notified in advance by anyone desiring to leave an automobile in any of the on-site parking lots after hours. Any vehicle left on-site without proper authority is subject to being towed at the owner's expense.

The Director of Development and Operations and key Sturgeon City staff inspect facilities regularly. Any conditions that affect the safety and security of the site such as broken windows, defective locks, burned-out lights, and malfunctioning fire safety equipment are reported immediately and repaired. Outside inspections of site lighting are conducted on a regular basis during the evening hours by designated personnel. Lighting problems are reported for corrective action. Landscaping is maintained by trimming shrubbery and trees to enhance safety and security. Please report unsafe conditions immediately to the Director of Development and Operations at (910) 938-6456.

Facilities are regularly checked by full time staff for cleanliness and safety. Any items noticed are corrected by on-site staff if possible and if necessary are reported to City of Jacksonville Facilities Maintenance Services for assistance.

Reporting of Incidents

Accidents, criminal actions, emergencies, and suspicious persons should be reported to the Director of Development and Operations and/or designated staff as soon as possible. Information may be conveyed by:

- Phoning the number for Sturgeon City at (910) 938-6456;
- Reporting directly to any Sturgeon City staff member;
- Visiting the Director of Development and Operations located in the Sturgeon City Administration Building

Reporting of incidents does not in any way commit an individual to taking legal action; however, such reports may help law enforcement agencies reduce further incidents within the community.

Sturgeon City of Jacksonville recognizes the Director of Development and Operations as the lead person to which individuals should report non-criminal and criminal incidents. If an individual is unable to establish contact with the Director of Development and Operations (regardless of reason), he or she may contact the Jacksonville Department of Public Safety by dialing 911.

Safety Awareness

The following simple precautions can reduce the likelihood that staff or visitors will become the victim of crime:

- Be alert. Your safety depends largely upon your own attitude and actions. Use common sense and do not place yourself in a location or situation to become a victim.
- Report suspicious activity or criminal acts.
- Report police, fire, or medical emergencies. Call the Director of Development and Operations at (910) 938-6456 during normal hours of operation, after hours and weekends. You may also contact Jacksonville Department of Public Safety.
- Be an active bystander. If you become aware of a crime, observe a suspicious person or situation, or are a victim yourself, promptly report it to the Director of Development and Operations. Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered, and the offender will be successfully prosecuted. A prompt report to law enforcement agencies will ensure that you are made aware of all available victim support services.
- Avoid walking alone at night. Make arrangements to walk in groups. If you must travel alone at night, stay on well-lit paths and sidewalks.
- Report all security-related maintenance problems. Locks, doors, windows, and exterior lights in need of replacement, shrubbery in need of trimming, or other unsafe conditions should be reported immediately to the Director of Development and Operations at (910) 938-6456. Facilities and landscaping are maintained in a manner to minimize hazardous conditions.
- Park locked vehicles in well-lit areas. Lock all valuables in your trunk/out of sight. Do not leave your keys in the vehicle.
- Utilize Jacksonville/Onslow County Crime Stoppers. Report crime on the Sturgeon City site or within the community on the 24-hour hotline at (910) 938-3273. Any caller to Jacksonville/Onslow County Crime Stoppers need not reveal his/her identity. Cash awards up to \$2,500 may be paid to callers with accurate information which leads to arrest and conviction of the criminal(s).

Sturgeon City Emergency Notification and Response Procedures

In the event of an emergency situation Sturgeon City will execute appropriate plans and procedures to expedite appropriate communications for community response services and to provide for safe and orderly evacuation of facilities when deemed necessary. Emergency plans support the protection of property and, most importantly, the saving of lives.

Emergency situations may include fire, medical emergencies, adverse weather, hazardous material spills, threats and/or acts of terror, utility emergencies and bomb threats.

Upon encountering an emergency or threatening situation, staff and visitors shall immediately contact the Director of Development and Operations at (910-938-6456) for assistance in communicating with appropriate law enforcement agencies.

The Director of Development and Operations or next available Sturgeon City staff member shall:

- Evaluate the emergency or threat and determine the appropriate action to be taken;
- Initiate communications with appropriate law enforcement, fire and rescue

response teams (if deemed necessary);

Note: Sturgeon City will cooperate with appropriate city and/or county emergency response officials regarding the notification of communities which surround the site.

Fire Safety Procedures

1. When a fire occurs, pull the nearest fire alarm.
2. Notify staff by cell phone or 2-way radio and give location of fire, then dial 911 (Fire Department).
3. Staff will check specified zone for source of fire or smoke and ensure the Fire Department has been called.
4. Upon hearing audible fire alarm or seeing flashing alarm light, all staff and visitors should immediately proceed to the open area adjacent to clarifier tanks one and two.
5. Staff working in the administrative building should immediately begin vacating visitors from that area and proceed to the outside designated fire alarm check point. As soon as all visitors have left, exit the building.
6. Visitors being evacuated should be instructed to leave the building and courtyard but not to leave the parking lot in their cars until emergency vehicles have arrived.
7. After all visitors have been evacuated from the building, staff should proceed out the nearest fire exit to the exterior of the facility and report to the designated fire alarm check point. All supervisors should account for their personnel and notify the senior staff member that all personnel are accounted for.
8. When the Fire Department arrives on the scene, staff will inform the Fire Chief of the type of emergency and relinquish on-scene control to the Fire Chief.
9. All visitors and staff will remain outside and clear of the building until fire personnel indicate that the building is clear and safe to reenter.
10. Upon approval from the Director, or in his/her absence the next ranking supervisor, will authorize the building to reopen.

Fires that Occur on Weekends

1. The same procedures should be followed as far as weekend staffing allows.
2. The staff member responsible for the weekend or event will serve as the emergency coordinator.
3. Contact the Director at home. The staff member on duty must use best judgment on allowing visitors to return inside the buildings.

Fires that Occur during Special Events/Activities

5. The same procedures should be followed as far as special events staffing allows.

6. The staff member responsible for the special event/activity will serve as the emergency coordinator.
7. Contact the Director at home. The staff member on duty must use best judgement on allowing visitors to return inside the building.

Fire Drills

Fire Drills will be conducted on a quarterly basis.

Emergency Medical Procedures – First Aid

All Sturgeon City employees who are expected to give first aid in an emergency shall be properly trained and will follow universal precautions or body substance isolation (BSI) which assumes that all blood and certain body fluids pose a risk for transmission of hepatitis B virus (HBV) and human immunodeficiency virus (HIV). The risk of exposure to blood-borne pathogens shall be controlled by wearing the proper personal protective equipment (PPE). Vinyl/latex gloves shall be worn by any employee administering first aid. These gloves can be found in all Sturgeon City first aid kits.

1. Upon discovery of a sick, injured, or unconscious visitor, staff should immediately assess the severity of the situation. This should include quickly checking for a pulse and breathing of the unconscious individual and/or determining the severity of the injury and/or sickness.
2. If no pulse or breathing is found, staff should immediately use his/her radio and/or cell phone to call the Director or supervisor to have them request medical personnel (911) and then begin administering CPR. All staff should proceed immediately to the identified location and provide assistance. When calling 911, the staff person calling should request medical personnel and instruct them where to park at Sturgeon City.
3. If the responding staff does not have a radio and/or cell phone, he/she should immediately locate another staff member or quickly proceed to the Administration Building to request assistance and have 911 called. The responding staff member should immediately return to the aid of the visitor.
4. If CPR is necessary, then visitors should be removed from the immediate vicinity of the injured person.
5. A staff member should proceed to the specified arrival location of the medical personnel, await their arrival, and lead them directly to the visitor.
6. If a visitor's sickness or injury is deemed to be serious (bleeding profusely, broken bones, head injuries, neck and spinal injuries, etc.), then medical personnel should be contacted. Steps 2, 3, and 5 above should be followed.
7. If a person's sickness or injury is not deemed to be serious, the responding staff member should offer to request medical personnel assistance both to the injured/sick visitor as

well as to members of his/her party. If medical personnel assistance is declined, then the responding staff member should direct the injured/sick visitor to the Administration Building for first aid.

8. Staff should offer any medical supplies or treatments available to the sick/injured visitor. Staff should not force any visitor to take medical treatment or supplies. In addition, staff should not administer the application of medical treatment to any visitor. Any application of medical treatment/supplies should be done by the visitor or his/her accompanying party.

9. The responding staff should gather as much information as possible about the visitor and his/her injury or sickness. They should collaboratively complete an injury report form after the event has concluded.

10. A completed injury report form must be submitted to the Director or supervisor within 24 hours of the event.

Occupational Exposure Incidents Or Accidents

Occupational exposure incidents or accidents includes, but are not limited to, contact with hazardous materials, blood borne pathogens, and hazardous waste. The following protocol applies to any occupational exposure incident or accident:

For the purposes of this protocol, the following definitions shall apply:

Definitions:

Exposure Incident: An event where blood or other potentially infectious body fluid comes into contact with skin, mucous membranes (via inhalation) or subcutaneous tissue (via percutaneous injury).

Exposed Person (Recipient): The person into whom blood or other potentially infectious material was introduced. Depending upon the circumstances, the recipient could be a patient, client, patron, student, faculty or staff.

Source: The person whose blood or other potentially infectious material has come in contact with another individual. Depending upon the circumstances, the source could be a patient, client, patron, student, faculty or staff.

Standard Panel of Tests: A series of Human Immunodeficiency Virus (HIV), Hepatitis B Surface Antigen (HBSAG), and Hepatitis C Surface Antigen (HCSAG) tuberculosis and/or meningitis testing, as appropriate, which shall be recommended for the source and the recipient involved in an exposure incident.

Procedure

The following procedure will be followed when an exposure incident occurs on campus:

1. The exposure incident will be immediately reported to the instructor or supervisory authority

on site.

2. The instructor or supervisory authority on site will administer emergency care/first-aid, as necessary.

3. After making certain there is no medical emergency requiring immediate attention, the educator or supervisory authority on site will contact the Director at 910-938-6456 for the completion of an Incident/Investigation Report.

4. The educator or supervisory authority on site will separately and confidentially discuss the incident with the source and the recipient and will notify each that a standard panel of tests is recommended as soon as possible but not later than seventy-two (72) hours after the incident. The educator or supervisory authority on site will also advise the source and the recipient that each has the right to sign a waiver and refuse testing.

5. The educator or supervisory authority on site will notify the source and the recipient that testing, at Sturgeon City's expense, is available from the Occupational Health Department of Wilmington Health located at 1000 Bradham Avenue, Jacksonville, N.C. 28546 (910) 347-1515.

6. The educator or supervisory authority on site will complete and sign a separate standard Exposure Incident Authorization for Testing Form for the source and for the recipient.

7. The educator or supervisory authority on site will provide the original and one copy of the standard Exposure Incident Authorization for Testing to the source and the recipient, one copy to the Director, and one copy to the personnel committee.

Emergency Evacuation Plan

1. Sturgeon City staff, volunteers and participants will follow posted evacuation routes based on which building they are in once an evacuation is called for.
2. Staff and volunteers will assist in guiding students to appropriate gathering areas once evacuated.
3. Lead staff person in each building will conduct a final sweep to ensure all staff, volunteers and participants have been evacuated.

Listing of Local Emergency Response Organizations

<u>Law Enforcement</u>	
City of Jacksonville Department of Public Safety Emergency: 911 Non-Emergency: (910) 455-4000	Onslow County Sheriff's Department Emergency: 911 Non-Emergency: (910) 455-3113
<u>Fire Protection</u>	
City of Jacksonville	

Department of Public Safety Emergency: 911 Non-Emergency: (910) 455-8080	
<u>Emergency Medical and Rescue Services</u>	
City of Jacksonville Department of Public Safety Emergency: 911 Non-Emergency: (910) 455-4000	Onslow County Emergency Medical Services Emergency: 911 Non-Emergency: (910) 347-4270
Onslow Memorial Hospital Emergency: (910) 577-2240 Non-Emergency: (910) 577-2345	

RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK

I have this day received a copy of the Sturgeon City of Jacksonville (“Sturgeon City”) Employee Handbook, and I understand that I am responsible for reading the policies and procedures described within it.

I understand that the policies, procedures and benefits contained in this Handbook may be modified by Sturgeon City at any time.

I understand that I am expected to follow the policies and procedures outlined in this Handbook. I also understand that any violation of these or any other Sturgeon City policy, practice or procedure will subject me to disciplinary action, up to and including separation.

I understand that my employment is at-will, which means that Sturgeon City may discharge me at any time, for any reason whatsoever, with or without cause and with or without notice. I understand that Sturgeon City will not modify its policy of employment-at-will in any case.

I understand that nothing within this Handbook or within Sturgeon City’s policies, practices, or procedures is intended to create a contract of employment, express or implied, or a guarantee of continued employment for a specific duration or interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of employment.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the immediate attention of the Director.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____