



Employee Handbook

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- No provision in this Employee Handbook should be considered a contract of employment, whether express or implied.
- WPOA Board of Directors reserves the right to alter, amend, or change any handbook policy at any time and for any reason.
- This handbook does not include all policies and procedures in effect for the operation of the WPOA.

Section 1: Wildwood Property Association: Overview and Organizational Structure

1.1 Wildwood Property Association Overview

Wildwood Property Owners Association [WPOA] is a not for profit corporation organized and existing under the laws of the Commonwealth of Massachusetts and operating as a private community of property owner/members (hereinafter "Owners") in the area known as Wildwood in the town of Tolland, Massachusetts. The purpose of the WPOA is to manage its properties and activities for the benefit of its owners and to make Wildwood an attractive, enjoyable community in a natural environment.

Section 2: Policies

2.1 Employment At Will Statement

Massachusetts is an "employment-at-will" state. Therefore, all employees of the WPOA are employed at will, which means that either the employee or the WPOA may terminate an employment relationship at any time, with or without cause or notice, for any legal reason or for no reason at all.

2.2 Anti-Discrimination Policy

It is the policy of the WPOA to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, WPOA will provide reasonable accommodations for qualified individuals with disabilities.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees may raise concerns and make reports without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.3 Ethics and Standards of Conduct

WPOA's reputation is built upon the principles of fair dealing and ethical conduct. Preserving this reputation requires careful observance of laws, policies and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. Employees are expected to behave in a responsible and professional manner, while preserving the trust of Owners and their families, as well as the confidence of business and community leaders. Employees are required to report suspected illegal, dishonest or immoral conduct to their supervisor. Employees found to be engaging in dishonest, illegal or immoral conduct will be subject to disciplinary action, up to and including termination of employment.

2.4 Confidentiality and Non-Disclosure

Confidential information (verbal, written, or machine readable) accessible to employees through the course of employment, is proprietary and non-public information of the WPOA, and is considered confidential. Confidential information includes personnel records, administrative and financial information, and information owned by or in the custody or possession of the WPOA. WPOA takes reasonable precautions to maintain

confidentiality and to restrict unauthorized access to records regardless of form or storage media. Personnel files are kept in a locked cabinet at all times.

Employees shall not disclose any confidential information related to WPOA matters to any person who does not have a legitimate need to know. Employees shall take all reasonable steps to protect confidential and proprietary information from disclosure, e.g., refraining from discussions in open areas, password protecting computers and/or storing/filing confidential paperwork in a locked drawer, etc.

2.5 Conflict of Interest

Employees, their family members or co-owners who own property in Wildwood, shall not serve on the WPOA Board of Directors or serve on committees that establish work standards, review employee work performance or compensation, or committees that establish budgetary priorities due to the potential conflict of interest.

Employees may engage in personal business transactions or social activity or relationships with Owners or family members of Owners outside of the employee's regularly scheduled work hours.

2.6 Communications [including use of Internet] Computers & Technology

All electronic forms of communication via WPOA facilities are the property of WPOA. These include internal and external e-mail, voice mail, facsimile (FAX), cellular phones, pagers and the Internet (collectively "electronic communication systems"). Employees are prohibited from using WPOA electronic communication systems to operate a business, solicit money, gamble, disseminate or promote religious or political views, or to engage in activity or transmit content that is illegal, including obscene, threatening, harassing, discriminatory, defamatory or otherwise offensive material.

Employees have no reasonable expectation of privacy when using WPOA electronic communication systems. All messages sent, retrieved or stored within the WPOA's system remain, at all times, the property of the WPOA, and may be reviewed without notification or permission of the employee. WPOA Board of Directors or their appointee[s] may periodically audit files, messages or phone records to ensure compliance with the policy regarding use of WPOA computers and other technology.

Employees who are issued a cellular phone, pager or other device, are reminded that the equipment is property of the WPOA. The employee is responsible for safeguarding the equipment in the same manner as any other WPOA issued property. A receipt will be provided to the employee detailing what the equipment is and its replacement value.

Any violation by an employee of any part of the Communications guidelines outlined above may result in disciplinary action, up to and including termination.

2.7 Freedom from Harassment

WPOA is committed to providing a work environment that is free from unlawful harassment. Harassment, under this policy, includes verbal or physical conduct that denigrates or shows hostility or aversion toward

individual(s) because of their race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veterans status, citizenship or any other class or status protected by law. Harassment is prohibited in any form, including jokes, slurs, comments, graphics, emails or any other speech or behavior that creates an intimidating, hostile or offensive work environment based on an individual's race, color, religion, sex, national origin or ancestry, citizenship, age, disability, marital status, sexual orientation, gender identity or any other class or status protected by law.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related settings including WPOA property and/or job sites or outside of the workplace setting where the employee represents the WPOA such as business meetings, business trips, seminars, training and /or business-related social events.

Employees who believe they have been subject to harassment, or have observed harassment of another, should report the alleged act to their supervisor, whether the alleged harassment has been perpetrated by an employee, vendor, member of the Board of Directors, member of a committee, or an Owner or family member or guest of an Owner. A confidential investigation will be conducted.

An employee who is found, after appropriate investigation, to have engaged in harassment of another employee, Owner, guest or vendor will be subject to disciplinary action, up to and including termination of employment.

Retaliation against an employee, who may allege or formally complain about harassment under this policy, or assist in any investigation, is prohibited and will result in termination.

2.8 Sexual Harassment

Sexual Harassment in the workplace is illegal under the Anti-discrimination laws of Massachusetts as a form of sex discrimination. Massachusetts Law prohibits sex discrimination in the workplace, including same-sex sexual harassment. There are two main categories of sexual harassment: "quid pro quo" harassment and "hostile work environment" harassment.

Quid Pro Quo Harassment

Massachusetts law describes Quid Pro Quo harassment as sexual advances, requests for sexual favors, and other verbal or physical conduct, which the submission or rejection thereof become the basis for employment decisions or a term or condition of employment.

Hostile Work Environment

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Violations of this law/policy will be addressed immediately and appropriately. Employees who believe they have been sexually harassed, or have observed sexual harassment of another, should report the alleged act to their supervisor who will conduct an investigation. If it is determined that the harassment has occurred, the individual who engaged in such harassment will be subject to discipline, up to and including termination.

In addition to the above, if an employee believes they have been subjected to sexual harassment, they may file a formal complaint with either or both of the government agencies noted below. Using the WPOA complaint process does not prohibit employees from filing a complaint with the United States Equal Employment Opportunity Commission ("EEOC") or the The Massachusetts Commission Against Discrimination ("MCAD").

Retaliation against an employee, who may allege or formally complain about sexual harassment under this policy, or assist in any investigation, is prohibited and will result in termination. Also, a complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including termination.

2.9 Drug Free Workplace

In compliance with the federally enacted "Drug-Free Workplace Act", (10 USCS 701 et seq.) the WPOA is a drug-free work site and is committed to maintaining a work site free from illegal substances and the effects of drug abuse. This includes the abuse of alcohol and legal substances such as prescription drugs, marijuana, as well as the use of all forms of illegal drugs.

The WPOA reserves the right to send employees for testing if reasonable suspicion exists that the individual is under the influence of an intoxicating substance. The purpose of the evaluation is to determine the employee's fitness for duty.

Employees found to be under the influence of an intoxicating substance are subject to discipline, up to and including termination.

2.10 Violence Free Workplace

The WPOA is committed to providing a safe and healthy workplace for its employees. Acts of violence and physical assaults, verbal threats, harassment or intimidation of co-workers or anyone who WPOA does business with inside or outside the workplace is prohibited. Employees should immediately report anything that may indicate a potential violent situation their supervisor. All incidents will be investigated and acted on as appropriate. Depending on the incident, local law enforcement may also be involved.

If it is determined that an act of violence has occurred, the individual who engaged in such violence will be subject to discipline, up to and including termination.

2.11 Health and Safety in the Workplace

Creating a healthy and safe work environment is a priority of the WPOA. The WPOA makes every effort to provide safe working conditions for employees. Any unsafe work area or hazardous condition should be reported to the employee's supervisor.

All work-related injuries must immediately be reported to the employee's supervisor. Accident reports are required of the injured employee, witness(s) and direct supervisor. The reports must be completed on the date of the injury and filed with their supervisor unless doing so is not reasonable given the nature of the injury. The WPOA President and the Executive Operations Committee will be notified in writing of all accidents.

The reports must be completed and filed with the Operations Manager. The employee may also be referred to the WPOA designated Occupational Medicine service for evaluation and treatment.

2.12 Employment Classification

Employees are classified as either exempt or non-exempt in accordance with the federal Fair Labor Standards Act as well as state labor laws.

Exempt

Employees who are salaried and whose duties and responsibilities are of an executive, administrative or professional nature are classified as exempt. These employees meet the legal requirements for exemption in compliance with Federal and Commonwealth law and thus, WPOA is exempt from paying these employees overtime.

Non-Exempt

Employees who are not entitled to exemption are classified as non-exempt. Non-exempt employees must receive overtime pay at the rate of one and one-half times their regular rate of pay for hours worked in the excess of forty (40) hours per week. Paid time off such as vacation, sick or personal is not counted for the purpose of determining eligibility for overtime.

Each employee is also further classified as full-time regular or part-time regular depending upon the number of months the employee is regularly scheduled to work per year and the number of hours they are regularly scheduled to work per week.

Full-Time Regular Any employee regularly scheduled to work twelve (12) months per year and at least twenty-five (25) hours per week over a five day period on a weekly basis.

Part-Time Regular Any employee regularly scheduled to work less than twelve (12) months per year or less than twenty-five (25) hours per week over a five-day period on a weekly basis.

Seasonal Temporary workers are hired for a general pre-established period to assist with a special project or fill in for an employee on leave and may work a full-time or part-time schedule on a temporary basis. Temporary workers are not eligible for benefits. Additionally, temporary workers in positions requiring state or federal licenses or certification must meet requirements and submit current copies of licenses and/or certifications prior to the start of their assignment (i.e. Commercial Driver's license, Massachusetts Passenger's License, etc.)

All employees/workers, regardless of classification, status, or length of service are expected to meet and maintain WPOA policies and standards for job performance, safety, confidentiality, professional conduct and behavior.

Section 3: General Employment Information

3.0 Time Reporting

Time worked and approved time off must be recorded daily and submitted to your supervisor. See policy regarding time cards.

3.1 Attendance

Employees are expected to be at work on time as scheduled. Employees who are going to be late or absent must notify their supervisor at least one hour before the start of their shift. If no one is available a message may be left.

Employees who are going to be absent for more than one day must notify their supervisor each day unless other arrangements have been made in advance. If more than 3 days of unscheduled time off occur, a written certification from the employee's health care provider that he or she used sick time for an allowable purpose will be required within 7 days of the sick leave. If the employee fails to do so, without reasonable justification, the WPOA may recoup the amount paid for earned sick leave from the employee's future pay. The WPOA may also delay or deny the future use of an equivalent amount of earned sick time until such certification or documentation is provided.

Employees may have no more than 4 separate occurrences (occurrence = one or more consecutive days) of unscheduled time off (e.g, illness) in a given 3 month period within a calendar year. If an employee exceeds the number of occurrences within a 3 month time period, a warning letter will be issued. If two warnings occur within a calendar year, a review by the Executive Operations Committee will be required.

Failure to give advance notice of an absence or tardiness, will be considered in determining whether or not the absence is excused, and whether or not discipline will be imposed.

3.2 Employee/Personnel Records and Information Notification

The WPOA maintains records [personnel files] related to the employment history of its employees. Included in the personnel file are the original job application, job description, compensation data, (rate of pay, variable compensation) offer of employment letter, including resume(s) and other related documents submitted in the recruitment process; performance expectations, performance reviews, including signed performance improvement plans, written warnings, lists of probationary periods, where applicable, etc.

Access is limited to the direct supervisor or, on a case-by-case basis, members on the Board of Directors who have a specific and legitimate need to review the materials. Written notification must be given to the employee whose records are being accessed, and the employee may be present during the review of the records. It is the responsibility of employees:

- to promptly notify the Operations Manager of any changes in personal data: name change, marital status, personal mailing address, telephone numbers, and tax filing status or changes in deductions.
- to immediately report to the WPOA Operations Manager any citations for a moving violation, a suspension, or revocation of drivers' license, should the employee drive WPOA vehicles.
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Current or former employees may request a copy of their personnel file. Massachusetts law requires an employer to give access to personnel records to employees and former employees upon written request within five business days of an employee's written request. WPOA must provide the employee with a paper copy of her personnel record AND the opportunity to view her records at the place of employment during business hours. If an employee disagrees with any statement in their personnel file, they may submit a written rebuttal that will be placed in their file. Once a document is entered into the file, it becomes a permanent record in that file. A member of the WPOA the Executive Operations committee will be present during the review.

3.3 Meal Breaks

Employees who work for a period of 6 hours must take a one-half hour, unpaid meal break. Employees on meal breaks will be relieved of all duties during this period.

3.4 Emergency On-Call Procedures

Employees who are required to check weather conditions at the WPOA property from home will be paid for one hour up to a maximum of 2 hours in one night.

Employees called to work on off hours for weather or emergency related work:

- will document (punch in) the actual arrival time to WPOA property and add one-half hour for travel; this time must be recorded on the next time card.
- will be paid a minimum of two hours; travel time is included in the two-hour minimum if the employee work less than two hours.

3.5 Dress Code

Employees should note that their appearance matters when representing the WPOA. Employees who are uniformed [t-shirt] will be provided with an adequate number of t-shirts by the WPOA. Clothing must project professionalism, be clean, unaltered [eg., removal of sleeves] and presentable. Employees are required to wash their own t-shirts. If the supervisor feels the employee is dressed inappropriately, they may ask the employee to change. Employees may face consequences up to and including termination for repeatedly violating the dress code.

Section 4: Performance

4.1 Performance Appraisals

A performance appraisal is a systematic, general, and periodic process that assesses an individual employee's job performance and productivity. Performance Appraisals are conducted annually for full-time regular and part-time regular employees. The performance appraisal process provides a means for discussing, planning and reviewing the performance of employees.

The supervisor is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees. The completed evaluations are retained in the employee's personnel file. Performance appraisals also influence promotions where appropriate.

Performance appraisals are conducted in January of each year for the preceding twelve month period. The Performance appraisals and merit raise and bonus awards are reviewed by the Executive Operations Committee prior to being awarded.

Note: Pay increases and bonuses are determined and based on WPOA annual budget as approved.

4.2 Progressive Discipline

Progressive discipline is designed to provide a structured process to improve and prevent a recurrence of undesirable employee behavior and/or performance issues after being given a reasonable time to do so. Employees may be terminated without prior notice or disciplinary action.

Steps

1. Discussion and Verbal Warning

The supervisor will discuss with the employee the performance issue or the violation of policy(s) or procedure(s). The supervisor will clearly describe expectations and steps the employee must take to improve the performance issue. The supervisor will prepare written documentation of the Step 1 meeting, including expectations, steps, and timeline for correcting the performance issue. The employee will acknowledge the discussion in writing and receive a copy of the discussion document. The supervisor will review the WPOA progressive discipline policy. The supervisor will also review the next steps - timeline for discontinuing the verbal warning or the consequences should the performance not improve. The signed discussion document will be placed in the employee's personnel file.

2. Written Warning

The supervisor will discuss with the employee the performance issue or the violation of policy(s) or procedure(s). The supervisor will reference the verbal warning discussion. This step involves more formal documentation of the performance issue. A formal performance improvement plan (PIP) will be documented by the supervisor in advance and will be reviewed with the employee.

The employee will acknowledge the discussion in writing and receive a copy of the discussion document. The supervisor will review the WPOA progressive discipline policy. The supervisor will also review the next steps - timeline for discontinuing the written warning or the consequences should the performance not improve. The signed discussion document and PIP will be placed in the employee's personnel file.

The supervisor will report to the BOD President who will notify the WPOA Executive Operations Committee of the disciplinary actions taken at this step.

3. Suspension and Final Written Warning

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The supervisor will work in consultation with the BOD President and the WPOA Executive Operations Committee when taking disciplinary actions at this suspension and final written warning step. This does not mean a suspension cannot occur immediately with review and finalization following via the Executive Operations Committee.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee. If the conduct addressed by a written warning is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension. However, a single incident may be so severe as to merit an immediate final warning, suspension without pay, or dismissal. The supervisor will work in consultation with WPOA Executive Operations Committee when taking disciplinary actions at this suspension and final written warning step.

4. Termination

The last step in the progressive discipline process is termination. See section "Termination" for additional detail. The supervisor will finalize termination actions in consultation with the WPOA Executive Operations Committee.

Appeal Process

Employees have the opportunity to present information that may challenge information used in the progressive discipline process. The purpose of the appeal process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution. If the employee does not present this information during any of the step meetings, he or she will have five business days after each meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, discrimination, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Notes

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between WPOA and its employees. WPOA reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

Section 5: Compensation

5.1 Pay

All full-time regular and part-time regular employees are provided an annual performance review and consideration for pay increases. Employees overall performance and pay level relative to position responsibilities will be evaluated annually to determine whether a pay increase is warranted. All pay increases approved will be retroactive to January 1.

5.2 Bonuses

At the time of the annual evaluation, the supervisor may recommend a bonus for exceptional performance to be approved by the Executive Operations committee. The supervisor also has the flexibility to award a bonus throughout the year in response to specific, exceptional performance (e.g., extended response to storms).

Section 6: Benefits

6.1 Medical

Full-time regular employees are eligible for medical benefits after completing 90 days of employment. Coverage will begin on the first of the month following the completion of 90 days.

6.2 Life Insurance

Term life insurance policies with a face value approximating his/her annual salary are offered as a benefit to full time employees by the WPOA.

6.3 Retirement

IRA, Roth IRA or Retirement Annuity: WPOA will make an annual contribution to the financial institution holding the retirement account of full-time regular employees based on a percentage of the employee's base pay for the preceding calendar year.

6.4 Sick Time

Eligible new hires or newly benefit eligible employees, will earn ten (10) paid sick days per year provided the employee maintains continuous employment. Eligible employees begin to accrue sick leave on their first day of work and may begin using accrued leave after they have been employed for 90 days. Five unused sick days may be carried over to the next year, allowing a maximum of 15 banked sick days per in addition to those earned in any given calendar year. No payment will be made for earned, unused sick leave upon separation from employment.

An employee may use sick leave to:

1. Care for the employee's child, spouse, parent, or spouse's parent who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;

2. Care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3. Attend the employee’s routine medical appointment or a routine medical appointment for the employee’s child, spouse, parent, or spouse’s parent;
4. Address the psychological, physical or legal effects of domestic violence; or
5. Travel to and from an appointment, pharmacy, or other location related to the purpose for which the sick leave was taken.
6. Any other instances in accordance with the law.

Employees may use earned sick leave in hourly increments. Any sick leave taken will run concurrently with time off provided under other state and federal laws that allow employees to take leave for the purposes listed above. Employees must give the WPOA notice of any use of sick leave. For pre-scheduled or foreseeable absences, employees must give notice seven days in advance. If the need for sick time is unforeseeable, employees must report this need as soon as is practicable by telephone call or email to the employee’s manager or supervisor.

6.5 Vacation Time (regular full-time employees)

Years of Service	Vacation Days
1 - 2	5 vacation days are accrued in each year of employment. [Vacation days will be available for use during the first year of service after the employee has completed the first 90 days of employment]
2 - 5	10 vacation days are accrued in each year of employment.
5 - 15	20 [non-exempt employees will cap at 20 vacation days] vacation days are accrued in each year of employment.
20	25 [exempt employees only] vacation days are accrued in each year of employment.

Notes:

1. Vacation days are contingent upon the employee maintaining continuous employment.
2. Vacations are typically granted for one week at a time; however, vacation days may be taken singly or in a group of days at the discretion of the employee’s supervisor.

3. Employees are required to complete a request for time off no later than February 28th of each year. While the WPOA will try to honor employee's request for a specific time period in which to take vacation, not all requests may be approved, as it is necessary for the community to continue to run safely, effectively and efficiently at all times. Vacations will generally not be approved during peak periods.
4. Vacation time can be carried over with a maximum of 5 days per year. If the employee does not use the carryover days in the following calendar year, the time will be lost.
5. Accrual Schedule: Pro-rated accrual

6.6 Holidays

Full-time regular employees are eligible for eight (8) paid holidays per year. Holidays are paid at a rate equivalent to one regularly scheduled workday. The paid holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and two (2) floating holidays. Employees are expected to give one week's notice for use of floating holidays.

6.7 Personal Time [unpaid]

Unpaid personal days off within a calendar year may be granted by the employee's supervisor. Personal days may not be carried over.

6.8 Bereavement

Bereavement leave for a death in the family is available after the first thirty days of employment. WPOA provides up to three paid bereavement days for the death of an immediate family member (mother, father, brother, sister, wife, husband, civil union partner, child). WPOA provides one paid bereavement day for the death of a grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, aunt, uncle, niece, or nephew. Employees may use their accrued vacation days to supplement the paid bereavement leave benefit.

Section 7: Other

7.1 Workers' Compensation

The WPOA strives to maintain a safe work environment and expects all employees to take safety measures and use caution when at work. WPOA provides Workers' Compensation insurance to cover the cost of the medical treatment for work-related injuries or illnesses as well as income replacement for days lost as determined under the Workers' Compensation Act.

All work-related injuries must immediately be reported to the employee's supervisor. Accident reports are required of the injured employee, witness(s) and direct supervisor. The reports must be completed on the date of the injury and filed with their supervisor unless doing so is not reasonable given the nature of the injury. The supervisor should notify the WPOA Board President in writing of all accidents.

If an employee is unable to return to work or light duty work, WPOA will place the employee on leave. Employees on Workers' Compensation leave may, with the physician's release indicating specific limitations, return to modified or light duty status until they are cleared for full duty.

Employees who have been involved in a work-related accident should receive additional safety training to prevent future injuries. Training will be coordinated by the supervisor.

7.2 Jury Duty

WPOA recognizes the importance of fulfilling civic responsibilities. Therefore, employees are granted a leave of absence for Jury Duty. The first three (3) scheduled work days of Jury Duty are 100% reimbursable by WPOA. Employees must present proof of service, not just the summons, to receive pay for the days served. Employees are required to provide the original Jury Duty summons to their supervisor so arrangements can be made for coverage. Employees must notify their supervisor of any anticipated changes in the length of Jury Duty.

7.3 Military Duty

Military Duty leave will be granted in compliance with all applicable laws or by special agreement with WPOA. Military Reserve Duty leave will be approved, with prior written notification, when active annual training duty or temporary special service is required.

Employees who are ordered to or volunteer to take part in weekend, weekly, or monthly training may take an unpaid leave of absence for the length of the training.

Employees who are ordered to or volunteer to report for extended military training or active duty in the Armed Forces of the United States, the U.S. Coast Guard, the U.S. Public Health Service, or a National Guard component may take a leave of absence for the length of the service. Military leaves for extended tours are without pay.

Military leave is permitted during the first 90 days of employment is unpaid unless otherwise specified. Employees may opt to use vacation days for all or part of the leave.

WPOA will abide by the applicable state and federal laws in the restoring an employee to work after the completion of their military leave.

Section 8: Termination

8.1 Voluntary

Employees have the right to terminate their employment at any time. An employee who wishes to resign should provide a written letter of resignation.

Final wages will be paid in full no later than the next regular pay period following resignation and will include any earned, unused, vacation pay, as well as any deductions taken out in advance for applicable insurance premiums. In some instances, earned but unused vacation pay may be issued in a separate check. Employees will be provided with COBRA notification for medical insurance, where applicable.

8.2 Involuntary

Final wages will be paid in full to terminated employees on the day of discharge and will include any earned, unused, vacation pay, as well as any deductions taken out in advance for applicable insurance premiums. In some instances, earned but unused vacation pay may be issued in a separate check. Employees will be provided with COBRA notification for medical insurance, where applicable..

Notes:

1. Employees are required to return all WPOA property on their last day of work or at the time of their exit interview.

2. Employees relinquish all rights associated with employment by the WPOA as well as access to our property, unless the party is a member/owner or a guest of a member/owner.
3. The last day of work will be the termination date.

Section 9: Summary

Now that you have read the Wildwood Property Owner's Association Employee Handbook, you should have an understanding of the WPOA, policies and practices, and available benefits. The contents of this handbook are general and intended solely as a guide. The language used and the information contained in this handbook are not intended to constitute or create the terms of any employment contract between the Wildwood Property Owner's Association and its employees. If you have any questions about any of the policies in this Handbook, please contact your supervisor.

The terms and provisions of the WPOA policies and procedures are subject to change from time to time pursuant to the Board of Director's review.

Section 10: Acknowledgment of Receipt of Employee Handbook and Understanding of At-Will Employment Status

I have received a copy of the Wildwood Property Owners Association (WPOA) Employee Handbook and understand that it is my responsibility to read the Handbook completely and thoroughly and to become familiar with its provisions.

I understand that I am an At-Will employee of the WPOA and that both I and the WPOA are free to terminate my employment at any time, with or without cause or notice, for any reason or for no reason at all.

I understand that WPOA reserves the right to modify, suspend, interpret, cancel in whole or in part, at any time, with or without notice, any personnel policies, whether contained in this Handbook or otherwise, according to its business judgment and sole discretion.

If I have any questions about the meaning or significance of any of the provisions in this Handbook, I understand that I should speak to my supervisor or to a representative from the WPOA Executive Committee, who will answer my questions for me.

I understand his Handbook is not a contract of employment, either express or implied.

Name _____

Date _____

Section 11: Acknowledgment of Receipt of Anti-Harassment Policy

I have received a copy of the Wildwood Property Owner's Association (WPOA) Anti-Harassment Policy, including its policy on Sexual Harassment, and I understand that it is my responsibility to read this Policy completely and thoroughly and to become familiar with its provisions.

I am aware that the WPOA has complaint procedures for me to follow if I experience any prohibited harassment, and I agree to follow those procedures if I believe I am being subjected to harassment based on any protected characteristics.

Name _____

Date _____