UNITED WAY
New York State

Employee Handbook

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Contents

INTRODUCTION 2
- Core Values 2
- Employment-at-Will 2
- Immigration Reform and Control Act 3

EQUAL EMPLOYMENT OPPORTUNITY POLICIES 3
- Nondiscrimination Against Individuals with Disabilities 3
- Domestic Violence Victim Status 4
- Notification of Rights under Section 203-e of the NYS Labor Law 4
- Notification of Rights under Section 201-d of the NYS Labor Law 5

PROTECTING EMPLOYEES 6
- Harassment, Discrimination and Offensive Behavior 6
- Whistleblower Policy 11

EMPLOYMENT AT UWNYS 11
- Application & Hiring Process 11
- Categories of Staff & Payroll Classifications 12
- Overtime 12
- Performance Reviews 12
- Promotions 13
- Your Employment Record 13
- Your Personnel Record 13

TIME AND ATTENDANCE 13
- Work Schedules 13
- Time Records 13
- Attendance 14
- Lunch Periods 14

PAY POLICIES 14
- Pay Periods & Pay Checks 14
- Withholdings From Pay 15
- Salary And Wage Attachments 15

PAID TIME OFF 15
- Paid Holidays 15
- Personal Time 15
- Paid Vacations 26
- Paid Sick Days 26
- Bereavement Pay 27
- Prenatal Leave 28

TYPES OF LEAVES OF ABSENCE 28
- New York State's Paid Family Leave (NYPFL) Policy 28
- Lactating Employees 30
- Statewide Elections 30
- Blood Donation Leave 31
- Bone Marrow Donation Leave 31
- Jury Duty 31
- Military Leave 32

EMPLOYEE BENEFITS 32
- Health Insurance 32
- 401(k) Retirement Planning 32
- Disability Insurance 32
- Unemployment & Workers' Compensation Insurance 32
- Group Term Life Insurance Benefit 33
- Group Disability Insurance 33

CONDUCT IN THE WORKPLACE 33
- Confidential Information 33

Health Information Privacy Policy (HIPAA) 34
Manner of Dress 34
Remote Working 34
Smoking Policy 34
Drug Free Workplace & Substance Abuse 34
Phone Calls, Stationery, Visitors and Cell Phones 35
Community Affairs - Public Relations 35
Anti-Nepotism Policy 35
Business Travel Guidelines & Expenses 35
COMPANY PROPERTY AND TECHNOLOGY 36
Equipment 36
Software Policy 36
Acceptable Uses of the Computer, E-Mail and Internet Systems 36
Email Policy 37
Social Media Policy 37
Notice of Monitoring 39
Privacy/Personal Accounts 39
SAFETY, INJURIES AND REPORTING ACCIDENTS 39
Emergency Closings 39
Office Security 40
RESIGNATION/TERMINATION 40
Resignation 40
Extended Health Care Coverage Upon Termination (COBRA) 40
CONCLUSION 40
Appendix A: Harassment Complaint Form 42
Appendix B: Personal Accounts Employee Authorization 44
Employee Handbook Acknowledgement of Receipt 45

Dear Team Member,

Welcome to the United Way of New York State (*UWNYS*). We are excited to have you on board, and we are a better organization with you here.

This Employee Handbook provides an overview of our policies and practices for all regular full-time and part-time staff. Please take time to review it carefully. While we strive to keep policies consistent, updates may occur as we grow and evolve. We aspire to offer you a balance of work life and personal life.

At UWNYS, our mission is simple but powerful: **To strengthen the capacity of United Ways to lead efforts that improve the lives of all New Yorkers.** Your work is vital to that mission.

We are committed to providing a supportive and collaborative workplace where you can grow and make a meaningful impact. If you have questions about this handbook or anything else, do not hesitate to reach out to your supervisor or to me directly. We are glad you are here and thankful for your contribution to our organization.

Best,

Therese Daly
President & CEO
United Way of New York State

INTRODUCTION

We expect our employees to exercise good judgment, loyalty, honesty, and integrity in their work relationships whether on duty or off duty. Any conduct which could be detrimental or harmful to employees, visitors, or co-workers is unacceptable.

Our contact with the public, telephone skills, and communications with customers, reflect UWNYS's professionalism. Positive customer relations serve to enhance the public's perception of UWNYS. Our highest priority is being courteous, friendly, helpful, and prompt in the attention we give to customers, donors, investors, volunteers, and members of the public.

Core Values

UWNYS embraces the following core values. We expect all employees to reflect these in your work in the community.

INTEGRITY – We act in a manner that is responsible and that inspires the highest level of trust among our stakeholders. We act with the highest level of accountability, we provide fair, accurate and honest disclosure of information and we treat all individuals in a fair and responsible manner.

INCLUSIVENESS – We embrace diversity. We understand that UWNYS is strong as an organization and central to our community because of the respect, dignity, and value we give to all individuals. We aspire to involve people from all segments of our community in every aspect of our work. We believe that to fully understand a problem, it is important to actively listen to community members who are impacted.

STEWARDSHIP – We make efficient use of precious resources by holding ourselves and our partners accountable to ensure that dollars are strategically invested in our care.

SYSTEM LEADERSHIP – We are a successful convener and collaborator, bringing together and working with our members to accomplish common goals. We do this by providing training, collaboration, and initiatives that unify members around issues that are best addressed collectively.

Employment-at-Will

This Handbook contains general information and guidelines only. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Employees who have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to them, should address his/her specific questions to the President & CEO (referred to herein as the "President").

Neither this Handbook, nor any other company document confers any contractual right, either expressed or implied, to remain in the Company's employment. It also does not guarantee any fixed terms or conditions of employment.

Employment with UWNYS is not for a specific time and may be terminated at will, with or without cause and without prior notice, by the Company or by the employee who may resign for any reason at any time. No supervisor, manager or other representative of UWNYS, other than the President, has the authority to enter into any agreement with an employee for employment for a specified period of time or to make a promise or commitment contrary to the foregoing. Furthermore, any employment agreement entered into by the President shall not be enforceable unless it is in writing.

UWNYS reserves the right to review, revise, delete and interpret the policies, procedures, and benefits defined in this Handbook at its discretion. The "at-will" policy may be modified only in writing by the President. While UWNYS will attempt to provide employees with notice of changes, UWNYS reserves the right to do so without

notice. We will do our best to let you know of developments that may affect you. Please remember that it is the employee's responsibility to become familiar with these policies and to comply with them.

The policies in this Handbook are in accordance with New York State law. Where other state laws govern, other policies may apply.

THE POLICIES IN THIS HANDBOOK REPLACE AND SUPERSEDE ALL PRIOR POLICIES.

Immigration Reform and Control Act

We comply with the Immigration Reform and Control Act of 1986, which requires us to attest to the U.S. Government that all persons we hire are legally entitled to work in the United States. To comply with this law, we must verify your identity and your right to work in the United States. We are required to examine certain documents such as, but not limited to, a U.S. Passport, Certificate of Citizenship, Social Security Card, Certificate of Birth, and Driver's License with photograph.

EQUAL EMPLOYMENT OPPORTUNITY POLICIES

UWNYS is an Equal Opportunity and Affirmative Action Employer. UWNYS prohibits discrimination on the basis of age, race, creed, color, citizenship or immigration status, national origin, sexual orientation, military status, sex, gender identity and expression, disability, religion, pregnancy, predisposing genetic characteristics, arrest or conviction record, familial status, marital status, domestic violence victim status, or veteran status, or any other class protected by federal, state or local law.

The business activities impacted by our equal employment opportunity policies include, but are not limited to, hiring, promoting, training, transfers, termination of employment, compensation, benefits, and client and community relations.

Nondiscrimination Against Individuals with Disabilities

We comply with the Americans with Disabilities Act (ADA), the New York State Human Rights Law, and any local laws prohibiting discrimination in employment against qualified individuals with disabilities. We also review reasonable accommodation for such individuals in accordance with these laws.

It is our policy to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner during the pre-employment process and in all terms, conditions, and privileges of employment.
- Administer medical examinations to employees when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
- Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- Provide applicants and employees with disabilities with reasonable accommodation pursuant to the procedure set forth herein.

Procedure for Requesting a Reasonable Accommodation

A qualified individual with a disability may request a reasonable accommodation from the President. On receipt of an accommodation request, the President will engage in an interactive dialogue with the individual to discuss and identify the potential accommodation that may allow the individual to perform the essential functions of the position.

The President, in conjunction with appropriate management representatives identified as having a "need to know", will determine the feasibility of the requested accommodation and whether the requested accommodation causes an undue hardship to UWNYS.

The President will inform the employee of the outcome of the request. If the accommodation request is denied, the employee will be advised of the right to appeal the decision to the Board Chair by submitting a written statement to the Board Chair along with the reasons for the request.

The Board Chair will review all employee appeals. After reviewing an employee's appeal, the individual making the appeal will be notified of the Board Chair's decision, which will be final. The Board Chair will report to the Board President the substance of any appeal and the resolution thereof.

Domestic Violence Victim Status

If you are victim of domestic violence, in addition to being free from discrimination, harassment or retaliation in the workplace as a result of your status as a victim of domestic violence, you will be afforded reasonable time off to attend to certain matters, so long as such time off does not cause an undue hardship to the employer. Those matters are identified as:

a. Seeking medical attention for injuries caused by domestic violence.
b. Seeking medical attention for injuries to a child caused by domestic violence, so long as the employee is not the perpetrator.
c. Obtaining services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence.
d. Obtaining psychological counseling for incidents of domestic violence.
e. Obtaining psychological counseling for a child caused by an incident of domestic violence, so long as the employee is not the perpetrator.
f. Participating in safety planning.
g. Taking actions to increase safety from future incidents, including temporary or permanent relocation.
h. Obtaining legal services.
i. Assisting in the prosecution of the offense.
j. Appearing in court in relation to the incident or incidents of domestic violence.

If you need to take time, you may request accommodation from UWNYS. To the extent feasible, all requests should be made at least one week in advance, particularly with regard to pre-scheduled meetings/appointments. In the event it is not feasible to provide advance notice of your absence, you must, within one week after your absence, provide certification to your employer in the form of either a police report indicating that you or your child were a victim of domestic violence, a court order protecting or separating you or your child from the perpetrator of an act of domestic violence, other evidence from the court or the prosecuting attorney that you appeared in court, or documentation from a medical professional or health care provider, advocate or counselor, that you or your child were undergoing treatment or counseling as a result of an act of domestic violence. If you have any questions regarding information relative to your request for an accommodation and/or certification, you should contact the President.

Notification of Rights under Section 203-e of the NYS Labor Law

New York State Labor Law §203-e is designed to prohibit discrimination and retaliation based upon an employee's or a dependent's reproductive health decision making.

Employers are prohibited from the following actions:

1. accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device, or medical service without the employee's prior informed affirmative written consent; or

2. discriminating or taking any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device, or medical service; or

3. requiring an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

Employees have the following rights and remedies:

An employee may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of this section. In any civil action alleging a violation of this section, the court may:

a) award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff.
b) afford injunctive relief against any employer that commits or proposes to commit a violation of the provisions of this section.
c) order reinstatement; and/or
d) award liquidated damages equal to one hundred percent of the award for damages pursuant to paragraph (a) of this subdivision unless an employer proves a good faith basis to believe that its actions in violation of this section were in compliance with the law.

Please note that employees are protected from retaliation by their employer as a result of employees exercising their rights under this section of law.

Notification of Rights under Section 201-d of the NYS Labor Law

UWNYS complies with its obligations under Labor Law Section 201-d, which prohibits employers from discriminating against an employee in terms and conditions of employment based upon an employee’s:

a) political activities outside of working hours, off employer premises and without employer equipment.
b) legal use of consumable products and legal recreational activities (including cannabis use in accordance with New York State law), outside of working hours, off employer premises and without use of employer equipment.
c) membership in a union or exercise of rights under the National Labor Relations Act or the Taylor Law.
d) refusal to attend an employer-sponsored meeting, the primary purpose of which is to discuss the employer’s opinion concerning religious or political matters, or to listen to speech or view communications, the primary purpose of which is to communicate the employer’s opinion concerning religious or political matters.

Nothing herein permits an employee to possess, use or be impaired by cannabis on UWNYS property or during work hours.

Further, UWNYS may still take action against an employee where required to do so by statute, regulation, ordinance, or other governmental mandate, where UWNYS is acting consistent with UWNYS’s Drug Free Workplace & Substance Abuse Policy, or where the employee’s actions are illegal or constitute habitually poor performance, incompetency or misconduct.

PROTECTING EMPLOYEES

Harassment, Discrimination and Offensive Behavior

I. POLICY

It is the policy of UWNYS to provide and maintain a work environment which is free from unlawful harassment and discrimination based on sex (with or without sexual conduct), race, creed, color, religion, national origin, age, disability, sexual orientation, familial status, marital status, military status, domestic violence victim status, arrest or conviction record, genetic characteristics, gender identity or gender expression ("GENDA"), and any other class protected by law (collectively referred to as "discriminatory harassment" or "harassment"). Discrimination or harassment based on these characteristics is a form of unlawful discrimination and is a form of misconduct that undermines the integrity of the employment relationship and will not be tolerated. Accordingly, such conduct is prohibited in each and every work environment and each and every situation which directly impacts the work environment.

As such, UWNYS expressly prohibits any form of employee discrimination or harassment based on race, creed, color, religion, sex, national origin, age, disability, sexual orientation, familial status, marital status, military status, domestic violence victim status, arrest or conviction record, genetic characteristics, gender identity or gender expression, or an individual's status in any class protected as stated above by applicable federal, state, or local law. Improper interference with the ability of our employees to perform their expected job duties will not be tolerated.

All employees of UWNYS will be expected to comply with this policy and with all applicable laws and regulations prohibiting sexual harassment and other forms of discrimination or harassment and must take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include, but is not limited to, verbal or written reprimand, suspension or termination.

This policy applies to all applicants and employees of UWNYS, as well as any non-employee such as contractors, sub-contractors, vendors, consultants, interns (paid or unpaid), temporary workers, "gig" workers, or anyone providing services in the workplace.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during work trips, work meetings, and work-related social events. Harassment can occur when an employee is working remotely from home, through calls, texts, emails and/or social media.

The interpretation and administration of this policy shall be the responsibility of the President. This includes development of procedures for handling and investigating complaints of sexual harassment and other forms of harassment, and enforcement of appropriate sanctions for such conduct. The President will disseminate information and training, in a manner that is consistent with and in furtherance of this policy. All questions regarding this policy should be directed to the President.

II. DEFINITIONS

A. **Sexual Harassment** is a form of gender-based discrimination. It includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Under New York State law it does not need to be severe or pervasive but must be more than petty slights.

There are two main types of sexual harassment:

1. Quid Pro Quo
   - Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.
   - Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment (e.g., promotion, training, assignments, etc.); or
   - Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.

2. Hostile Work Environment
   - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; however, you do not need to be the intended target of the sexual harassment.

Examples of specific behaviors that may be considered sexual harassment include, but are not limited to:

- Spoken or written words related to an individual's sex.
- Any sexual advance that is unwelcome.
- Sexually oriented comments, gestures, noises or remarks.
- Hostile actions taken against an individual because of that individual's sex, such as interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job.
- Showing or displaying pornographic or sexually explicit objects or pictures in the workplace.
- Physical attacks (i.e., rape, sexual battery, etc.).
- Physical acts of a sexual nature (i.e., kissing, hugging, touching, etc.).
- Offensive touching, patting or pinching.
- Requests for sexual acts or favors.
- Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct.
- Implied or overt threats, demands or suggestions that an employee's work status is contingent upon her/his toleration of or acquiescence to sexual advances.
- Subtle pressure for sexual activities.
- Sexually charged or explicit jokes, stories and comments.
- Leering at a person; or
- Visiting sexual or otherwise inappropriate websites or distributing the same via electronic mail.

Sex stereotyping is a form of sexual harassment and occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

Sexual harassment can occur between members of the same or different gender or sex. It can occur between supervisor/supervise, co-workers, independent contractors, vendors, clients, customers, patients, residents and/or visitors.

It is no excuse that the alleged conduct "meant no harm" or was "a joke."

B. Other Unlawful Harassment

Discrimination or harassment on the basis of any other protected characteristic is also prohibited.

Prohibited discrimination or harassment is verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, national origin, age, disability, or any of the protected statuses enumerated above, and that:

i. has the purpose or effect of creating an intimidating, hostile or offensive work environment.

ii. has the purpose or effect of unreasonably interfering with an individual's work performance; or
iii. otherwise adversely affects an individual's employment opportunities.

Examples of discrimination or harassment include, but are not limited to:

- Distributing derogatory epithets, slurs, jokes, or remarks.
- Stereotyping that is derogatory or demeaning to an individual's or group's characteristics or that promotes stereotypes.
- Threatening, intimidating, or hostile acts; or
- Displaying or circulating in the workplace (including through e-mail, internet, or social networking sites, such as, but not limited to Facebook, TikTok, Instagram, or Snapchat) written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on an individual's protected class.

III. PROCEDURE

A. Reporting Discrimination and Harassment

1. If an individual is subjected to a situation which he/she believes constitutes discriminatory harassment in violation of this policy, UWNYS recommends that the individual advise the harasser that his/her behavior is not welcomed and will not be tolerated. This policy and state/federal law do not require that an individual tell an alleged harasser to stop his/her actions. Employees should feel free to keep written records of any alleged harassment incidents, including the date, time, location, names of people involved, witnesses (if any), and who said or did what to whom.

2. If an individual is subjected to what he/she believes to be discriminatory harassment in violation of this policy, UWNYS encourages the individual to file a written or verbal complaint with the President.

3. In the event an employee does not feel comfortable filing a complaint internally to the President, they may submit a written complaint to any supervisor or manager.

4. Any employee that witnesses harassment as a bystander is encouraged to report it to the President. A supervisor or manager who is a bystander to harassment is required to report it to the President.

B. Investigation Process

1. All harassment complaints, whether reported verbally or in writing, will be investigated as promptly as possible and resolved within a reasonable time after receiving the complaint. UWNYS will coordinate an investigation of the complaint and, as part of the investigation, will collect relevant documents and/or records to be reviewed. Interviews will be conducted with all parties involved, including any relevant witnesses.

2. Following the investigation, a written report of the Findings and Conclusions shall be issued by the investigator to the President. All information gathered during an investigation into a harassment complaint will be handled in a confidential manner, to the extent possible. The documents and interviews of employees will be maintained in a secure location.

3. Based upon the Findings and Conclusions of the investigation, a Determination on the complaint will be issued by the President. Thereafter, the President will communicate the results back to the complainant. In the event the alleged harasser is also an employee, they will also receive notification of the results of the investigation.

IV. RETALIATION

1. No person covered by this Policy shall be subject to adverse action for reporting incidents of harassment or discrimination, assisting in any investigation of such a complaint or testifying in a proceeding involving sexual harassment or discrimination.

2. Retaliation against any individual making a discrimination or harassment complaint or assisting in the investigation of such a complaint is strictly forbidden.

3. Retaliation is a form of misconduct.

4. Retaliation, like discrimination and harassment, is against the law and is a serious violation of this policy.

5. Employees who retaliate against other employees who complain about discrimination or harassment and/or participate in an investigation of discrimination or harassment will be subject to disciplinary action.

6. Individuals subject to this policy who believe they have been subject to retaliation should immediately reports same to the President.

V. MISCELLANEOUS

1. In the event a complaint of discriminatory harassment is determined to be founded, UWNYS will take disciplinary action in accordance with employer policies and procedures.

2. This Policy does not preclude the filing of harassment complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuing of any other remedies as permitted by law, including any applicable local laws. (See VII below) File your complaint as soon as possible as some time limitations may preclude bringing an action in certain forums. The following is contact information for the New York State Division of Human Rights. **General inquiries may also be directed to** info@dhr.ny.gov **and local offices are also available at** infoAlbany@dhr.ny.gov**.** The following is contact information for the Federal Equal Employment Opportunity Commission: www.eeoc.gov.

VI. RESPONSIBILITIES OF MANAGERS/SUPERVISORS

1. All managerial and supervisory personnel of UWNYS shall be responsible for enforcing this Policy and shall be responsible for ensuring that the work environment under their supervision is free from discriminatory harassment, retaliation and their effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.

2. All managerial and supervisory personnel who witness harassment or any violation of this policy are required to report it. Failure to report may result in disciplinary action.

3. All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for immediately forwarding such complaints to the President.

4. UWNYS will conduct annual training for personnel on the issues surrounding discriminatory harassment, its effects and its appearances, and the role and responsibility of managerial/supervisory personnel in preventing incidents of harassment complaints.

5. UWNYS shall distribute this Policy to all employees and all others covered by its parameters. Copies of this Policy will be distributed to new employees as they are hired and provided at each annual training course.

6. Copies of this Policy will be conspicuously posted.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

1. State Human Rights Law (HRL)

   The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, §290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in the New York State Supreme Court.

   If you believe that you have been sexually harassed, you can file a complaint with the New York State Division of Human Rights. The statute of limitations for filing a sexual harassment complaint with DHR is three years.

   If an individual did not file at DHR, they can sue directly in state court under the HRL **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

   Complaining internally to UWNYS does not extend your time to file with DHR or in court. The three years is counted from the date of the most recent incident of harassment.

   You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. Individuals experiencing sexual harassment in the workplace may call the DHR hotline to seek counsel relative to issues of workplace sexual harassment at 1-800-HARASS-3, Monday through Friday, 9:00 AM to 5:00 PM.

   DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

   DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

   Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

2. Civil Rights Act of 1964

   The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. §2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days of the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

   The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

3. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

4. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police or sheriff's department.

Whistleblower Policy

We require our directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of UWNYS, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within UWNYS prior to seeking resolution outside of UWNYS. As such, any director, officer or employee who reasonably believes that that they have knowledge of suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of UWNYS assets or suspected regulatory, compliance, ethics related issues, or other violations of law and/or regulation (collectively referred to as "Violations"), should report the Violation to the President or the Board Chair. A director, officer or employee who reports a Violation pursuant to this Whistleblower Policy shall be protected from retaliation.

An individual who knowingly makes a false complaint of a Violation may be subject to disciplinary action.

EMPLOYMENT AT UWNYS

Application & Hiring Process

All applicants are required to complete United Way's application for employment. United Way provides equal employment opportunity to all qualified applicants and employees without regard to age, race, creed, color, citizenship or immigration status, national origin, sexual orientation, military status, sex, gender identity and expression, disability, religion, pregnancy, predisposing genetic characteristics, arrest or conviction record, familial status, marital status, domestic violence victim status, or veteran status or any other class protected by federal, state or local law.

Notice of Employment: All new staff members shall receive notice of their employment in writing from the President. Such written notice shall include information pertaining to the remuneration that the employee shall receive and other specific conditions related to the employment of the individual. Each staff member is expected to review these documents and be knowledgeable about the contents. Questions concerning these should be directed to their immediate Supervisor.

Employee Orientation: All new staff members shall have orientation within their first week.

Categories of Staff & Payroll Classifications

FULL-TIME EXEMPT SALARIED
Full-time Exempt Salaried employees are regularly scheduled to work a minimum of thirty-five (35) hours per week, excluding meal periods. Employees in this category are paid a salary, which is intended to compensate for all hours worked, and are expected to work pursuant to the needs of UWNYS. This salary will be established at the time of hire. Exempt employees are not eligible for overtime pay, in accordance with applicable wage and hour laws, for work performed beyond forty hours in a workweek.

FULL-TIME NON-EXEMPT OR HOURLY
Full-time Non-exempt or Hourly employees are regularly scheduled to work a range between thirty (30) and thirty-five (35) hours per week, excluding meal periods. A Non-exempt employee is eligible for paid overtime in accordance with applicable wage and hour laws, for work performed beyond forty (40) hours in a workweek. Non-exempt employees are compensated at time and one-half (1 and 1/2) for time worked in excess of forty (40) hours per week pursuant to the Fair Labor Standards Act. Non-exempt employees will be paid only for actual hours worked unless they receive benefits under our paid time off, vacation, sickness, medical, or other leave policies.

PART-TIME NON-EXEMPT HOURLY
Part-time Non-exempt Hourly employees are regularly scheduled to work fewer than thirty (30) hours per week.

Regular Part-time employees employed by the UWNYS are entitled to limited prorated benefits of sick leave, vacation time, personal time, holidays and a floating holiday. Benefits are prorated based on the percentage of time worked and are calculated by the average hours of time worked per week, divided by the hours in a normal workweek.

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Part-Time employees are not eligible for any other benefits, including health insurance, SEP, long-term disability, additional short-term disability (beyond that which is required by NY State) and life insurance. Regular Part time employees also receive those benefits provided to all employees in accordance with local, state and federal law.

Overtime

Non-exempt employees may be required to work overtime when necessary. Overtime may occur when help is needed to cover someone who is absent because of illness, vacation or other reasons. From time to time, we may also ask you to work overtime because of extra workloads, special projects, Board meetings or special events. In all cases, efforts will be made to advise you in advance of overtime. However, there may be emergency conditions, which could prevent advance notice.

Overtime work must be approved in advance by the President or a designated management person and is paid at time and one-half (1 and 1/2) of your regular base hourly rate for all hours in excess of forty hours (40) in a workweek. Exempt employees are not entitled to overtime compensation.

Performance Reviews

You will receive an initial evaluation after your first ninety (90) days of employment and annual evaluation reviews thereafter. The evaluation is a tool that allows supervisors to review an employee's performance and to set annual goals, to review the employee's job description, and address concerns. The employee and his/her supervisor will review and sign the evaluation before it becomes part of the employee's personnel file. An employee's signature on the evaluation form does not mean they are in agreement with the evaluation but simply acknowledges review and receipt of the document. Employees will also be required to review and agree via their signature to their job description during the evaluation.

Promotions

When an opportunity for advancement within the organization becomes available, employees may be eligible for promotion on the basis of merit, qualifications, and ability to assume increased responsibility. UWNYS prohibits discrimination in hiring or promotion on the basis of age, race, creed, color, citizenship or immigration status, national origin, sexual orientation, military status, sex, gender identity and expression, disability, religion, pregnancy-related condition, predisposing genetic characteristics, arrest or conviction record, familial status, marital status, or domestic violence victim status, or veteran status or any other class protected by federal, state or local law.

Your Employment Record

We need accurate information for social security, tax, insurance and business records. If the information in your records is incorrect, problems could arise concerning your taxes, employee benefits or other important matters. Please keep the Operations and Finance Manager informed of all changes to your status, such as:

1. When you change your address and/or telephone number.
2. When you legally change your name or marital status.
3. When there is a change in your income tax exemptions or dependents.
4. When you change your insurance beneficiary.

Your Personnel Record

UWNYS maintains personnel folders for each employee.

Upon request from a third party, UWNYS, we will provide neutral references, which includes current employment status, current job or last job title, and your period of employment.

If you wish to view the contents of your personnel file, contact the President and arrangements will be made for you to have that opportunity. Personnel folders are property of UWNYS and may not be removed from UWNYS premises.

TIME AND ATTENDANCE

Work Schedules

Our hours of operation are Monday through Friday, 8:00 AM to 5:00 PM. Our standard workweek is from Monday to Friday, although due to the nature of our programs, work may occur on evenings and weekends, as is necessary. The standard workweek consists of thirty-five (35) work hours, plus a thirty (30) minute paid lunch each day.

Time Records

In accordance with state and federal laws, all employees are required to maintain accurate records be kept of hours worked in each workday and each workweek. All Non-exempt employees must record their actual hours of work on a time sheet, which is submitted electronically to the President.

Altering the time sheet of another employee or allowing someone else to alter or falsify your time records, or altering or falsifying time records in any way is a violation of our policy. Any employee who violates this rule will be subject to immediate disciplinary action up to and including termination for cause.

Attendance

Our ability to fulfill our mission depends upon all of us working together as a team. Other staff members are dependent upon you to be on the job every workday and on time, to ensure that all tasks are properly accomplished. It is expected that an employee will be at work and be on time every day. If you are working off-site, you must notify your immediate Supervisor of your whereabouts and what you will be working on. Your attendance and lateness record are considered important factors at the time of your performance and salary reviews. Continuous absence and tardiness will subject you to disciplinary action, up to and including discharge.

For the purposes of this policy, any time an employee is not at work as scheduled, excluding vacation or floating holidays, it is considered an absence. An employee is considered late if he/she arrives after his/her scheduled reporting time, or exceeds time allotted for a lunch break as set by management. Employees working remotely are expected to be ready to work at the start of their standard workday.

If you are unable to report for work, you must notify the President, via email, at least one (1) hour prior to the start of your scheduled workday, or as soon as possible, to make certain that any meetings, projects or tasks you were working on are covered.

Employees who fail to show up for work for two (2) consecutive workdays, without notifying UWNYS, will be deemed to have voluntarily resigned, unless the employee can provide valid justification for his or her absence and for failing to call to alert UWNYS to the absence.

Tardiness, excessive absences, or failure to timely call-in to report an absence, will be considered a violation of this policy and are grounds for corrective action up to and including termination. If an employee does not show up for work and does not call in, the absence is considered a serious violation and may result in termination.

In order for any absence to be considered for compensation, it must be authorized and approved by the President. The employee must fill out a *time off request* slip, indicating the number of hours absent and the reason for the absence and submit to the President prior to taking the time off.

It is critical that during work hours, employees are able to participate fully in their work day. This means being receptive to work e-mails and lack of answering and responsive is unacceptable. It is imperative that staff responds to leadership during work hours.

Lunch Periods

All Hourly Non-exempt Employees who are scheduled to work more than six (6) hours in a given day shall receive a thirty (30) minute paid lunch period. Lunch periods must be taken between 11:00 a.m. and 2 p.m. each day. Meal periods may vary depending on job category.

PAY POLICIES

Pay Periods & Pay Checks

Our standard pay period is from Monday to Sunday. Employees are paid bi-weekly on Friday for the previous two (2) week pay period.

Employees are expected to review their payroll stubs. Any errors should be brought to the attention of the President immediately. Adjustments, if necessary, will be made in your next paycheck.

UWNYS offers direct deposit for all employees.

Withholdings From Pay

Certain deductions from your pay are required by law and include FICA deduction for Social Security, Medicare, and amounts withheld for federal and state income tax purposes. Federal and state income taxes are withheld based on your withholding form (W-4) that you file with the President &CEO upon hire. Changes to your withholding status can be made by completing a new withholding form (W-4) and submitting it to the President. Other withholdings from your pay, can be arranged with the President with written consent (i.e., United Way contribution via payroll deduction).

Salary And Wage Attachments

If you do become subject to income executions, wage assignments, liens or other court-ordered wage attachments, the law requires that these be processed and that a portion of your salary or wages be withheld to satisfy the attachment. You will be notified immediately of wage attachments received by the President.

PAID TIME OFF

Paid Holidays

Full-time and Part-time employees are entitled to the following 14 paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran’s Day
President’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year’s Eve

In addition, Full-time and Part-time employees are entitled to one (1) floating holiday. Employees must ask their immediate Supervisor for permission to use the floating holiday at least two (2) weeks in advance.

If a legal holiday falls on a Saturday, it will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

If a holiday falls during an employee's vacation, the holiday will not be considered a vacation day. Holiday pay will not be paid to employees who are on an unpaid leave of absence or sick leave.

Part-time Employees’ holiday pay will be prorated based on the percentage of time worked and are calculated by the average hours of time worked per week, divided by the hours in a normal workweek.

Personal Time

In addition to the holidays listed above, Full-time and Part-time employees receive three (3) paid personal days each calendar year, which may be used for any personal reason including religious holidays. A personal day for a Part-time employee shall be based upon their regularly scheduled hours of work.

Personal time shall not be used in less than one-hour blocks. Personal days cannot be carried over from year to year. Any personal time not used by December 31st will be forfeited. Unused personal time is not payable at termination. Requests for personal time must be submitted via a time off request slip and approved by the employee's immediate Supervisor at least two (2) weeks in advance and require signed approval by the President.

New Full-time and Part-time employees must complete a ninety (90) day waiting period prior to receiving the three (3) days of personal time, which will be prorated the first year based upon the date of hire.

Paid Vacations

We appreciate the loyal support and dedication of our employees. We have therefore designed our vacation program to give employees the opportunity to get away from work and relax while receiving regular pay.

The vacation year is a calendar year that begins on January 1 and ends on December 31. Vacation time, as outlined in this section, is front loaded each January based on years of service as of January 1.

1-3 Years of service - employees are entitled to **10 days** paid vacation.
4-5 Years of service - employees are entitled to **15 days'** paid vacation.
More than 5 Years of service - employees are entitled to **20 days** paid vacation.

Vacation time is not available to new employees until the employee completes a 90-day waiting period unless prior approval by the President.

Vacation may be utilized in a whole or half day increments. Requests for vacation must be submitted via a time off request slip and approved by the employee's immediate supervisor at least two (2) weeks in advance and requires signed approval by the President. Vacation time for Part-time employees shall be pro-rated.

Unused accrued vacation time is payable at termination, provided the employee is not terminated for cause and has provided sufficient notice pursuant to the Resignation Policy as set forth herein. Employees will not receive pay in lieu of unused vacation while still employed. The following is the formula used to calculate the amount of accrued vacation upon termination: number of annual vacation hours divided by accrued vacation each week.

With the written approval from the President, employees may carry over up to five (5) vacation days from one calendar year to the next. However, any carried over vacation time must be used by March 31st of the following year, or it is otherwise forfeited.

An employee who has taken an approved leave of absence during the year will have vacation benefits pro-rated according to the amount of time actually worked during the vacation year.

Paid Sick Days

Full-time employees are eligible to accrue one (1) day per month to a maximum of twelve (12) sick days per calendar year. Part-time employees shall accrue sick time at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty hours.

Reasons for Sick Leave

In compliance with New York State's Sick Leave Law, employees may use sick leave for the following reasons:

1. For a mental or physical illness, injury, or health condition of such employee or such employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave.

2. For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, such employee or such employee's family member; or

3. For an absence from work when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking:

a. to obtain services from a domestic violence shelter, rape crisis center, or other services program.

b. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members.

c. to meet with an attorney or other social services provider to obtain information and advice on and prepare for or participate in any criminal or civil proceeding.

d. to file a complaint or domestic incident report with law enforcement.

e. to meet with the district attorney's office.

f. to enroll children in a new school; or

g. to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

For purposes of the sick leave policy, the following terms are defined as follows:

- “Family member” includes an employee’s child, spouse, domestic partner, parent, sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner.

- “Parent” refers to a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

- “Child” includes a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees requesting and using sick leave for the above reasons are prohibited from retaliation.

1. Sick leave is required to be taken at a minimum of four-hour increments.

2. When sick leave is being utilized for medical appointments, prior supervisor notification and approval is required, absent extenuating circumstances. Employees must submit a time off request slip.

3. Employees shall not be paid for their unused sick time at the time of termination or separation of service.

4. Employees utilizing sick leave and who are absent for three (3) or more consecutive days shall be required to provide a doctor’s note unless it is a pre-scheduled medical absence.

Employees may carry over accrued and unused sick days from one calendar year to the next. However, employees cannot carry over more than ten (10) sick days into the next calendar year.

Bereavement Pay

We understand that the loss of a loved one can be a most difficult and stressful period, and we wish to help you get through such a tragedy. In the event that you should experience a death in your family, all Full-time

employees who have successfully completed three (3) months of continuous employment may take up to four (4) consecutive days off with pay to arrange for and attend the funeral of an Immediate Family Member (defined as an employee's spouse, domestic partner, child, or parents) and up to three (3) consecutive days off with pay to arrange for and attend the funeral of a Family Member (defined as parents-in-law, grandparents, grandchild, or siblings).

If you need bereavement leave, please notify your immediate supervisor or the President promptly so that appropriate arrangements can be made to cover your absence and assist while you are away. Compensation for bereavement leave will apply only to the days an employee would have worked, and not for Saturday, Sunday, holidays or time when you are on leave.

Should additional time be required, or you need to attend the funeral of any other person, the use of vacation or personal days may be used.

Prenatal Leave

Any pregnant employee shall be entitled to twenty (20) hours of paid prenatal personal leave each calendar year, to be used for the health care services received by the employee during their pregnancy or related to such pregnancy including:

1. Physical examinations.
2. Medical procedures.
3. Monitoring and testing; and
4. Discussions with health care providers related to pregnancy.

This leave is in addition to any provided time off as set forth above and employees may take prenatal leave in increments of one (1) hour. Under no circumstances shall accrued and unused prenatal leave be paid out upon separation from employment.

TYPES OF LEAVES OF ABSENCE

New York State's Paid Family Leave (NYPFL) Policy

New York State's Paid Family Leave ("NYPFL") program provides employees with job-protected, paid leave to:

- To bond with a child after birth, adoption, or to welcome a child into foster care,
- To provide care for a close family member with a serious health condition,
- To help relieve family pressures when someone is deployed abroad on active military service.

For purposes of this NYPFL Policy, a close family member includes:

- Spouse
- Domestic Partner (including same and different gender couples; legal registration not required)
- Child and stepchild and anyone for whom you have legal custody.
- Parent and stepparent
- Grandparent
- Grandchild
- Sibling

Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment. Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

An employee of UWNYS may waive coverage of Paid Family Leave and therefore be exempt from payroll deductions when:

- his or her regular employment schedule is 20 hours or more per week, but the employee will not work 26 consecutive weeks; or

- his or her regular employment schedule is less than 20 hours per week, and the employee will not work 175 days in a 52 consecutive week period.

This benefit is paid through employee funded weekly payroll deductions. These deductions are based upon percentages established by NYS and are subject to change as may be issued or determined by New York State, and if so, notification of same will be supplied.

The benefits are as follows:

- 12 weeks of paid leave at 67% of the employee's average wage up to the State Average Weekly wage.

This is subject to change as may be issued or determined by New York State, and if so, notification of same will be supplied.

An employee must provide UWNYS with at least thirty (30) days advance notice before leave is to begin if the qualifying event is foreseeable. Foreseeable qualifying events include an expected birth, placement for adoption or foster care; planned medical treatment for a serious health condition of a family member; the planned medical treatment for a serious injury or illness of a covered service member; or another known military exigency. If 30 days advance notice is not practicable for reasons such as a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. The employee shall advise their immediate supervisor or the President as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If two spouses are currently employed by the Company, only one may take leave at a time for the bonding with a child.

Employees may not collect benefits for short-term disability required by New York State law and PFL concurrently. Additionally, employees who also are eligible for disability benefits may receive only a combined amount of 26 weeks of disability benefits and PFL benefits in a 52-consecutive calendar week period.

Employees may determine to use but are not required to use their paid time off during such leave. However, if you choose to use such leave, you must notify the President prior to your leave or immediately upon leave taken in emergent circumstances.

PFL shall run concurrently with Family Medical Leave Act, if at that time, UWNYS has 50 or more employees and subject to FMLA**.**

UWNYS will continue health insurance coverage for employees during paid family leave, and employees must continue to pay their share of the health plan premiums during the leave, even if the rate changes during the leave. UWNYS reserves the right to terminate health insurance coverage for employees who are more than thirty (30) days late in paying their share of the premium.

Employees whose health insurance coverage lapsed during paid family leave, or employees who chose not to retain health insurance during the leave, shall have their health insurance coverage reinstated upon return to work.

For further information on NYPFL, please contact the President.

Lactating Employees

New York State Labor Law §206-c provides legal rights to employees returning to work following the birth of a child and the right to take paid break time for the purpose of expressing breast milk.

- Any employee wishing to avail themselves of this right must notify UWNYS of their intentions at least one (1) week prior to your return. The written request should include the anticipated return to work date, how many breaks an employee anticipates needing during the workday, as well as a preferred time to express breast milk, if any.
- Exempt employees will arrange with the President designated times for lactating breaks.
- Prior to the employee's return, the employee shall coordinate with their supervisor to determine a schedule for said breaks during the workday to ensure coverage of work and adjustments to schedules, if needed.
- Employees will be afforded a room/office that complies with the requirements of New York State Labor Law §206-c for such lactation to ensure privacy.
- Employees shall post a "Do Not Disturb" sign on the door.
- Employees shall receive thirty (30) minutes of paid break time each time the employee has a reasonable need to express breast milk. If additional time beyond thirty (30) minutes is needed to express breast milk, employee may use existing break or mealtime. In such instances, hourly employees must document that they took an uninterrupted break or mealtime by punching out and in on the timeclock.
- Lactating employees are allowed such time to express milk for their nursing child up to three (3) years following the birth.
- Employees are responsible for ensuring the safekeeping of their own breast milk. All expressed milk must be stored in closed containers and brought home at the end of each workday.
- UWNYS complies with all laws and regulations regarding lactating employees. If you have any questions, contact the President.

Statewide Elections

1. If a registered voter does not have sufficient time outside of his or her scheduled working hours, within which to vote on any day at which he or she may vote, at any election, he or she may, without loss of pay for up to two hours, take off so much working time as will, when added to his or her voting time outside his or her working hours, enable employee to vote.

2. If an employee has four (4) consecutive hours either between the opening of the polls and the beginning of his or her working shift, or between the end of his or her working shift and the closing of the polls, he or she shall be deemed to have sufficient time outside his or her working hours within which to vote. If employee has less than four consecutive hours he or she may take off so much working time as will, when added to their voting time outside their working hours enable employee to vote, but not more than two hours of which shall be without loss of pay, provided that employee shall be allowed time off for voting only at the beginning or end of their working shift, as the employer may designate, unless otherwise mutually agreed.

3. If the employee requires working time off to vote, the employee shall notify his or her employer not more than ten nor less than two working days before the day of the election that employee requires time off to vote in accordance with the provisions of this section.

4. Not less than ten working days before every election, UWNYS shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on Election Day.

5. In the event that this provision of law changes or is amended, the current law shall be controlled.

Blood Donation Leave

UWNYS recognizes the importance of allowing employees to give blood. In accordance with New York State Law, we will provide employees with up to three (3) hours of unpaid leave annually to give blood at an off-site location. Please provide your supervisor with advance notice so that scheduling arrangements may be made. Employees who leave work for blood donation should record the time they leave and the time they return through the time keeping system.

Blood donation leaves do not accrue or accumulate. Employees taking blood donation leave may choose to use benefit time for blood donation.

Bone Marrow Donation Leave

An employee who seeks to undergo a medical procedure to donate bone marrow may request an unpaid leave of absence. The combined length of the leaves shall be determined by the physician but may not exceed twenty-four (24) work hours, unless agreed to by UWNYS. UWNYS may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow.

Jury Duty

UWNYS will cooperate as much as possible to enable employees to fulfill their civic obligation of serving on jury duty. We will pay all Full-time Non-exempt employees their regular rate of pay for the first week of jury duty provided the employee has been employed by us for more than twelve (12) months, and complies with the following rules:

1. Immediately upon receipt of the notice or summons for jury duty, the employee must deliver a copy of such jury duty notice or summons to the President.
2. If the employee is excused from jury duty for any day or half day during the required period of service, the employee shall report for work.
3. Employees will receive their regular pay only upon delivery of proof of jury service to the President which states the number of days served as a juror.
4. An employee shall not receive both jury duties pay from the court and pay from UWNYS for the same day.
5. Jury duty service will not be deducted from allowable sick leave.

Notwithstanding anything above, employees who are not eligible to receive jury duty pay will be paid their daily wage, up to forty dollars ($40) per day for the first three (3) days of jury duty.

Exempt employees will continue to receive their pay during the first week of jury duty service and they will be paid after the first week of service for any week in which they perform any work for us.

Military Leave

Under applicable law employees who are ordered to or voluntarily comply with a government request to enter or return to active-duty service will be granted military leave without losing any employment benefits. The positions of employees on such leave will be held open for a maximum of five years. Employees returning from active duty who comply with the law will be restored to their jobs with full seniority or to a position with the same pay, rank, status and seniority. Employees will not be paid while on military leave, although they have the option of using accrued paid leave. Sickness and vacation time will not accrue during military leave, and health and dental coverage will discontinue, unless the employee elects to continue health coverage under COBRA. Employees must notify the President of their intent to take military leave before going into active duty, or else they will forfeit their protections under USERRA and state military law. Spouses of members of the United States Armed Forces, National Guard or reserves who have been deployed during a period of military conflict, are entitled to ten (10) days unpaid leave to be taken only when the military personnel are on leave.

EMPLOYEE BENEFITS

Health Insurance

Full-time employees who have completed ninety (90) days of consecutive employment are eligible for health insurance benefits. UWNYS will pay either seventy-five percent (75%) of the cost of the lowest available plan, with the remaining twenty-five percent (25%) to be paid for by the employee through payroll deductions, or a monthly stipend in the amount of seventy-five percent (75%) of the cost of the lowest available plan with proof of coverage under another insurance plan submitted to the President.

401(k) Retirement Planning

UWNYS offers a 401(k) to all Full-time employees through the platform of 401GO. UWNYS will contribute 5% of an employee's salary to their 401(k). The plan is available to all Full-time employees who have reached the age of 21. Following enrollment in the 401(k), employees must wait one (1) month prior to commencement of contributions by the employee and UWNYS. It is not required that an individual must contribute 5% to have the contribution- UWNYS will contribute it regardless.

Disability Insurance

Weekly disability coverage is provided under the statutory provisions of New York State laws. It is the employee's responsibility to complete a DBL-450 Form within 30 days after they become disabled. Failure to file a claim may mean a loss in benefits. Before returning to work, a previously disabled employee must provide the UWNYS with a physician's release form indicating that the disability has ended and that normal duties may be resumed without restrictions.

Disability benefits may not be collected concurrently with NYS Paid Family Leave Act benefits.

Unemployment & Workers' Compensation Insurance

All employees are covered under the New York State Unemployment Insurance and Workers' Compensation Laws.

Group Term Life Insurance Benefit

The United Way provides a group term life insurance benefit for all Full-Time employees equal to one hundred and fifty thousand dollars ($150,000.00). The cost is paid in full by UWNYS. Employees are eligible after completion of one (1) month of employment.

Group Disability Insurance

UWNYS also provides all Full-Time employees with disability insurance at no cost to the employee. Information about the coverage and benefits of these policies is available in our offices.

CONDUCT IN THE WORKPLACE

In addition to the following workplace policies set forth in this section and policies elsewhere in this Handbook, employees of UWNYS are subject to any and all policies passed by the Board of Directors, which shall be provided to employees upon implementation.

Confidential Information

All proprietary and financial information related to UWNYS, including that of employees, donors, and other associated individuals, which is not publicly available, is considered confidential and must not be disclosed under any circumstances. This policy applies regardless of whether the information is written or oral. Specifically, employees must refrain from discussing the following information in public settings:

1. Any material pertaining to individuals contributing to UWNYS.
2. Budget, income, or expenditures, except as published in the Annual Report or other publicly available materials.
3. Minutes or content of meetings organized by the President, including discussions involving Board members, committee members, and staff regarding UWNYS policies and operations.
4. Any written or verbal information is designated as confidential.
5. Salaries or other personal data of individual staff members accessible due to job responsibilities. This includes personnel-related materials such as salary information, evaluations, attendance records, application data, references, and other employment-related documents.

Confidential information should only be shared with UWNYS staff who have a legitimate business reason to know said information and any discussion should occur in private.

As the administrator of the 2-1-1 hotline, UWNYS is dedicated to safeguarding the privacy of information received from individuals that contact the hotline. Employees must clearly communicate whether any personal information will be recorded, monitored, or collected by UWNYS and obtain consent from the individual before recording or transcribing any personal data. The collection of customer information is essential for reporting community needs to New York State and identifying areas that may require government assistance. All private information—including, but not limited to, names, addresses, and other personal details shared during a call, must be handled with strict confidentiality. Call recordings must be securely stored within UWNYS internal systems, and any written records containing customer information must also be safeguarded within UWNYS internal systems. Customer data must never be disclosed to individuals outside of UWNYS or discussed with employees unless required for a legitimate business purpose that is directly related to their job responsibilities.

Health Information Privacy Policy (HIPAA)

We are committed to the laws and general principles of employee confidentiality as set forth in the Health Insurance Portability and Accountability Act (HIPAA) with regard to the dissemination of private health information (PHI) of our employees. Any and all HIPAA-protected health information will be stored in a confidential and secure manner.

Manner of Dress

When in the workplace or at an event where the employee is representing UWNYS, UWNYS employees are expected to present themselves in a neat, clean, and professional-looking manner. Your dress reflects your professional attitude and should be appropriate for the setting or event and the type of work you do. When in the workplace or representing UWNYS at events outside of the workplace, all employees are expected to wear business casual attire.

At no time are employees permitted to wear flip-flops, shorts, cut-offs, tank or halter tops, see–through clothing, clothing with questionable graphics or language, or clothing with large logos that are not UWNYS logos.

Failure to dress in accordance with this policy is deemed a policy violation and may result in an employee being sent home for the remainder of the workday or from a work event, and/or being disciplined for said violation.

Remote Working

The President shall determine whether employees may work remotely. If remote working is permitted by the President, the President shall establish the schedules for remote working.

When working remotely, employees are expected to be working and performing any and all job responsibilities during their standard workday hours.

When participating in a video conference as part of your UWNYS work responsibilities or for UWNYS business, employees are expected to utilize the official UWNYS background that has been identified by the President. Use of any other background is prohibited. All employees must appear in professional attire and must ensure that they are in a private setting. Failure to abide by this policy may result in disciplinary action.

Smoking Policy

In accordance with the New York State Clean Air Act and as tenant of the building located at 800 Troy Schenectady Road, Latham, UWNYS has adopted a policy to prohibit smoking anywhere on the premise, including within **any** area of the building's interior, in or around entrances, or within company owned vehicles. Violations of this policy by employees will be handled in accordance with established disciplinary procedures.

Drug Free Workplace & Substance Abuse

We are committed to providing a workplace free from drug and alcohol abuse. We are concerned about the health and safety of our staff and their job performance, which impacts others.

The possession, use, sale, or distribution of illegal drugs, cannabis or alcoholic beverages on company time or facility premises is strictly prohibited. UWNYS may at any time conduct a search of its premises, including any furniture or furnishings, for illegal substances or other articles. Reporting to work under the influence of alcohol, cannabis or any controlled substance is also prohibited.

Staff found possessing, selling, or distributing illegal drugs will face immediate dismissal. Staff reporting to duty under the influence of alcohol, cannabis, or drugs will face immediate disciplinary action including dismissal.

We reserve the right to require a drug/alcohol test if we possess reasonable suspicion to believe an employee is under the influence of drugs or alcohol while at work. We also recognize that alcohol and drug problems are generally treatable and offer information regarding voluntary Employee Assistance Program participation. Voluntary participation in such a program will not jeopardize employment or future advancement, but it also will not exempt employees from disciplinary action for substandard job performance or failure to comply with this policy.

Phone Calls, Stationery, Visitors and Cell Phones

When answering calls, employees should conduct themselves in a courteous, thoughtful, and professional manner. Remember to answer all calls promptly, use the proper greeting, and give the caller your undivided attention.

Telephones are for the sole purpose of conducting UWNYS business. Personal calls on office phones or personal cell phones during working hours are to be strictly limited to the giving or receiving of necessary information and should be kept as brief as possible.

Employees shall not use UWNYS stationery and/or postage for anything other than official business.

Community Affairs - Public Relations

Employees should not speak on behalf of UWNYS without prior authorization from the President. All inquiries or requests from the press or media should be directed to the President.

Anti-Nepotism Policy

Family members and close personal relationships cannot work in positions where they could potentially have a direct or indirect supervisory relationship or be involved in hiring, promotions or disciplinary actions related to one another.

Business Travel Guidelines & Expenses

This policy is intended to provide guidelines and information to assist you in making travel plans when traveling as part of your job responsibilities for UWNYS.

Any travel and related expenses must be preapproved by the President. An employee who anticipates traveling as part of, and/or related to, their UWNYS job responsibilities must submit a Travel Request Form to the President prior to booking any travel. The Travel Request Form must include an itemized budget for all anticipated expenses during travel, including but not limited to transportation, lodging, meals, and conference fees. All alcoholic beverages will be at the employee’s expense. If necessary, the President may review the Travel Request from with the Board of Directors.

All employees are required to submit receipts of expenses from travel to the President within two (2) business days upon return from travel.

COMPANY PROPERTY AND TECHNOLOGY

Equipment

Any equipment provided to employees by UWNYS shall be used only for official purposes. It shall not be transferred to another individual without specific authorization from UWNYS. Employees must promptly return all property upon separation of employment with UWNYS.

Software Policy

UWNYS provides computers for our employees as required to do their jobs. All computers and the software installed on the computers are UWNYS property. If certain software is required, contact your immediate supervisor to inquire about procedures for purchasing new software. No employee may download software on UWNYS computers without prior authorization from UWNYS. Personal software and programs from home are not allowed on UWNYS computers.

Acceptable Uses of the Computer, E-Mail and Internet Systems

UWNYS encourages the use of the computer, email, and internet systems because they make communication more efficient and effective. However, the computer system, including email and internet, are UWNYS property and they are used only to facilitate UWNYS business. As such, employees should not have an expectation of privacy in anything they create, store, send, or receive on UWNYS computer systems.

Every employee has a responsibility to use these systems in a productive and respectful manner. Any un-authorized or improper use of email or the internet is not acceptable and will not be permitted. Violation of this policy may result in discipline.

UWNYS has established the following guidelines for using these systems.

- Do not download and install any software to your computer without prior approval from the President.
- Email and internet access may not be used for transmitting, retrieving, or storing any communications of a defamatory or harassing nature or materials that are obscene, offensive, or inappropriate.
- No messages with derogatory or inflammatory remarks about an individual's sex, race, age, disability, color, sexual orientation, religion, or national origin, or any other protected class status, may be transmitted or forwarded using UWNYS's system.
- No abusive, profane, or offensive language may be transmitted through UWNYS's email or internet systems.
- UWNYS's anti-harassment and discrimination policy applies in full to email and internet use.
- Employees do not have a personal privacy right regarding any matter created, received, stored, or sent from or on UWNYS's e-mail or internet system or computers.
- Solicitation of non-UWNYS business or any use of UWNYS's email or internet system for personal gain or entertainment is prohibited.
- UWNYS's email and internet system may not be used for any purpose that is illegal, against UWNYS policy or contrary to UWNYS's best interest.

UWNYS reserves the right to monitor any and all of the aspects of our computer systems, including, but not limited to, monitoring sites visited by employees on the Internet, reviewing material downloaded or uploaded by employees, and reviewing emails sent and received by users.

Email Policy

Every employee is responsible for using UWNYS's email system properly and in accordance with this policy. When communicating via email, employees are reminded to be courteous and to always to conduct themselves in a professional manner. Any questions about this policy should be addressed to the President.

The email system is the property of United Way. It has been provided for use in conducting our business only. All communications and information transmitted by, received from, or stored in this system are our records and are our property. Use of the email system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over our email system. Employees should never consider electronic communications to be private or secure.

UWNYS reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over UWNYS's email system, for any reason, without the permission of any employee, and without notice.

The use of passwords or other security measures does not in any way diminish our rights to access materials on our system or create any privacy rights of employees in the messages and files on UWNYS's system.

Employees should be aware that deletion of any email messages or files will not truly eliminate the messages from the system. All email messages are stored on a central back-up system in the normal course of data management.

Even though we have the right to retrieve and read any email messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive the prior approval of the President.

Our equal employment opportunity policy and our policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline, up to and including discharge.

The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations or other non-job-related solicitations.

The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the President.

Social Media Policy

UWNYS acknowledges and embraces the fact that today's communities do not only exist in the physical world, but also online through the use of social media (including, but not limited to, Facebook, Instagram, Twitter, YouTube, and Snapchat). In general, UWNYS views social media positively and respects the right of employees to use it as a medium of self-expression.

These guidelines will evolve as needed, as technologies change and new social media tools emerge.

To assist employees in the use of social media in and out of the workplace, the following are UWNYS's guidelines for employee use of social media.

Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your supervisor if you are uncertain.

Taking Care Not to Represent UWNYS
Employees who choose to speak about UWNYS online must make it clear that they are a UWNYS employee but not speaking on UWNYS's behalf or as an official representative of UWNYS unless UWNYS has given express written consent for such online communication by the President. Unless given permission by the President, no employee is authorized to speak on behalf of UWNYS or to imply that he or she does on social media. Where an employee posts a picture at a UWNYS event, the employee must clearly identify themselves as a UWNYS employee.

Similarly, employees may not use "United Way of New York State" in any social media account name and/or URL or utilize United Way logos or trademarks without prior written consent of UWNYS.

As a 501(c)(3) organization, UWNYS is limited in how much lobbying it can participate in and cannot, under any circumstances, support or oppose a candidate for public office. All employees must be very clear in communications on social media on these matters that you do not represent UWNYS's views.

Personal social media activities cannot interfere with work commitments.

Professional Use of Social Media
Any and all professional use of social media or posting by UWNYS staff must be coordinated through the Marketing Coordinator and approved by President. When posting on social media behalf of UWNYS, be mindful of the tone of the post, ensure it reflects positively on the values of UWNYS, that it adds value to UWNYS's business, and complies with the UWNYS Marketing & Social Media plan.

Employees with access to UWNYS social media platforms may not copy, alter, or destroy existing profiles or publications without permission from /President or Marketing Coordinator.

When representing UWNYS, be clear about which business unit, department, or event you are representing and what your role and accountabilities are. Only offer advice, support or comment on topics that fall within your area of expertise and responsibility at UWNYS, following permission to do so by the President and/or the Marketing Coordinator.

Protect Confidential Information
Employees may not use social media in a manner that may cause confidential information regarding a donor, funded partner, client of a funded partner, other employee, Board Member or volunteer, including but not limited to their names, photos, business plans, financial information, or any other personal or proprietary information, to become public. Similarly, employees may not share their fellow employees' personal medical information or private records online.

Harassment
UWNYS will not tolerate the use of social media for harassment. Employees are expected to follow the requirements of UWNYS's Discrimination and Harassment Prevention Policy in their online activities. This includes, but is not limited to, (1) direct online interactions with coworkers; and (2) any content shared online, regardless of whether the employee originally authored said content (e.g., pictures accompanied by humorous text, or "memes"), that are threatening, derogatory to an individual's or group's characteristics, or that promote stereotypes.

If any online activity is found to be unprofessional, confidential, or in violation of this policy, this may lead to corrective action, up to and including termination of employment.

Nothing in this policy is designed to or meant to limit your legal right to use social media to speak about your political or religious views, lifestyle and personal issues, working conditions, wages, or union-related topics or activities with others inside or outside UWNYS, or to restrict any other legal rights. This policy is not intended to interfere with any employee rights provided under local, state, or federal law, including an employee's Section 7 organizational rights under the National Labor Relations Act ("NLRA").

Notice of Monitoring

Pursuant to New York State Civil Rights Law Section 52-C, please be advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photo-electronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Privacy/Personal Accounts

Personal Accounts
Unless otherwise set forth herein, employees shall not be required to disclose to UWNYS any username, password, or other authentication information to access an employee's personal electronic account(s). Further, UWNYS shall not require an employee to access the employee's personal account(s) in its presence, or reproduce photographs, video, or other information contained therein. Nothing prohibits an employee from voluntarily providing this information to UWNYS.

Nonpersonal or Business Accounts and Devices
Upon request, employees shall be required to disclose to UWNYS any username or password to access an employee's nonpersonal account(s) that provides access to UWNYS's internal computer or information systems.

Employees are required to provide access information to any account being utilized for a business purpose.

As per the Personal Accounts Employee Authorization Form, UWNYS reserves the right to request or require that an employee provide usernames, passwords or other means for accessing an account where UWNYS has provided the employee with an account to be utilized for a business purpose, or an electronic communication device that is paid in whole or part by UWNYS. Further, UWNYS reserves the right to restrict an employee's access to certain websites while utilizing the UWNYS network, or on an electronic communication device provided to the employee that is paid in whole or part by UWNYS.

Nothing herein prevents UWNYS from requesting account information when required to do so by federal, state, or local law, or to comply with a court order.

SAFETY, INJURIES AND REPORTING ACCIDENTS

We are committed to providing a safe and healthy work environment. Unfortunately, accidents are often caused when someone is careless or fails to follow proper procedures. With an alert and safe attitude, you can help to eliminate painful and costly accidents. Your safety and the safety of your co-workers is one of our greatest concerns.

If you are injured while working, you must immediately report such injury to your immediate supervisor or the President and complete and submit an accident form to the President and your immediate Supervisor.

Emergency Closings

Keeping UWNYS open and operating is one of our prime concerns. However, under extreme inclement conditions, consideration is given to closing our offices. Any official decision regarding closing will come from the President. In addition, we are subject to the closing of the building by the building management (NYSUT).

In the event of severe weather, we will make sound decisions regarding the restriction of work activity for the safety of all employees. In the event of a snowstorm, it is to be assumed that we are open, and every

effort should be made to be at work on time. You will be notified if we are closed by your immediate supervisor.

Office Security

Employees should exercise caution regarding personal articles left on our premises during or after work hours. We do not accept responsibility for losses which may result. All employees must follow security procedures required by New York State United Teachers, which will be explained upon hire.

RESIGNATION/TERMINATION

Resignation

Should you wish to leave our employ, UWNYS requires Exempt employees to notify the President in writing, at least four (4) weeks in advance and Non-exempt employees to notify their immediate supervisor in writing at least two (2) weeks in advance of your departure date. Use of paid time off is prohibited during the notice period.

Your consideration in this regard will enable us to arrange for a replacement. Employees are required to work during the notice period, unless otherwise directed by management. Employees are not paid for unused sick days or personal time upon separation from employment.

Where an employee has provided proper notice as set forth in this policy, unused accrued vacation time is payable upon separation from employment, unless the employee has been terminated for cause as set forth in the Termination section of this Handbook. Employees will not receive pay in lieu of unused vacation while still employed. The following is the formula used to calculate the amount of accrued vacation upon separation from employment: Number of annual vacation hours divided by accrued vacation each week.

Upon resignation, employees must surrender any UWNYS property, including building and office keys, as well as UWNYS written materials and any confidential information within the employee's possession and/or control.

Extended Health Care Coverage Upon Termination (COBRA)

Under New York State Law, health care coverage may be extended for eighteen (18) months to terminate employees or employees whose hours have been reduced resulting in loss of coverage at their cost. If termination is for gross misconduct, an employee is not entitled to coverage extension. The eighteen (18) month period may be extended to twenty-nine (29) months, if the employee or dependent becomes disabled for social security purposes during the first ninety (90) days extended coverage. Health care coverage may also be extended for thirty-six (36) months to spouses and dependents of deceased employees; divorced or legally separated spouses and dependents of employees covered by Medicare; and dependent children who would no longer be covered under our Group Plan. Employees or dependents who elect continued coverage are required to pay the full cost of coverage. Detailed information about extended coverage will be given to you when you become covered by our Group Plan, when a qualified event occurs, or when you have a question concerning benefits.

CONCLUSION

We hope the guidelines and benefits are clear and understandable. This Employee Handbook is intended to give you a broad summary of things you should know about the UWNYS. Should questions arise, please ask for clarification and established procedures will be consulted for complete detail.

ONCE AGAIN WELCOME AND GOOD LUCK IN YOUR CAREER!

Appendix A: Harassment Complaint Form

Instructions:

If you have a complaint, please complete this form and hand deliver to President. NOTE: You can submit a verbal complaint.

To protect your rights, it is important that you file your complaint as soon as possible after the alleged discriminatory act took place.

A. General Information:

Name: _____
Address: _____
_____

Telephone #: (Work) _____
(Home) _____

Department Employed In: _____

Department Head: _____

NATURE OF HARASSMENT

B. Alleged Harassment Incident:

1. Please describe the incident (If necessary, attach additional sheets to this form.):
_____
_____
_____
_____

2. Specifically:

a. Name(s) of the party responsible for the alleged incident:
_____

b. Date & Time: _____
Place: _____

c. First Incident: Yes, _____ No _____
If not first incident, please list date, time, and place of previous incident(s):
_____
_____
_____

d. Describe your reaction(s) the alleged incident(s):
_____
_____
_____
_____

e. List any witness(es) to the alleged incident(s):
_____
_____

I, _____, affirm that I have read the above complaint and that it is true to the best of my knowledge, information, and belief.

Signature: _____Date: _____

Appendix B: Personal Accounts Employee Authorization

During the course of your employment with UWNYS, you may be provided with:

1. Access to UWNYS's network.
2. Access to electronic accounts that are to be utilized for business purposes.
3. Access to electronic accounts that provide you with access to UWNYS's internal computer or information systems; or
4. An electronic communication device that is be paid in whole or part by UWNYS.

Your access to these accounts and/or electronic communication device is conditioned upon the UWNYS's right to request or require, at any time and without prior notice, that you provide to UWNYS any usernames, passwords, or other means for accessing the above-mentioned accounts and/or electronic communication device.

Further, UWNYS reserves the right to restrict your access to certain websites while utilizing the UWNYS's network, or on an electronic communication device that has been provided to you and that that is paid in whole or part by UWNYS.

Nothing herein prevents UWNYS from requesting account information when required to do so by federal, state, or local law, or to comply with a court order.

By signing below, you acknowledge and agree to comply with the above requirements.

Employe Name (Print): _____

Employee Signature: _____

Title: _____

Date: _____

Employee Handbook Acknowledgement of Receipt

I have received a copy of the United Way of New York State Employee Handbook, which outlines the benefits, policies, rules, and regulations related to my employment with UWNYS. I will read and become familiar with these policies and abide by them during my employment. I understand that any failure on my part to comply with any provision of this handbook, now or as amended, or any other rule or regulation may subject me to disciplinary action. I further recognize that UWNYS reserves the right to modify, supplement, amend or delete any of the policies or benefits contained in this guide and to add additional policies without prior notice at any time. I understand I am to direct any questions regarding the policies or the interpretation of these policies to my immediate supervisor or the President.

I understand that the Employee Handbook constitutes management guidelines only and is neither to be interpreted as a contract between UWNYS and me, nor does it constitute a guarantee that my employment will continue for any specified period of time or end only under certain conditions. I understand that neither this handbook nor any other communication by a management representative is in any way intended to create an expressed or implied contract of employment. I also understand that my employment is voluntarily entered into with no definite period of time and I am free to resign at any time. Similarly, UWNYS may terminate my employment at any time, for any reason, with or without cause, where and when it believes it is appropriate.

No provision in this guide is intended to be considered a contract of employment. Employment at UWNYS is *at-will employment* and is not guaranteed for any length of time.

_____ _____

Employee Signature Date