

HUMAN RESOURCES

(these all need to be reviewed and acknowledged by every employee)

1. COMPENSATION

HUMAN RESOURCES: Pay Days

<u>POLICY:</u>	Pay Day Calendar
<u>REVISION DATE:</u>	6/1/2022
<u>SYSTEM:</u>	QuickBooks
<u>FREQUENCY:</u>	All pay periods extend over a two-week period (starting on a Saturday and ending on a Friday) with paychecks distributed on alternate Fridays.
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	To check your hours for pay: <ol style="list-style-type: none">1. Log into your Email (typically personal)2. You will receive an email bi weekly from Workforce3. Login to Workforce using your registration credentials4. View/Print your paystub portal (optional)
<u>RESOURCES:</u>	DRIVE: Time Off Request Policy DRIVE: Timekeeping Policy <u>WVAC Observed Holidays/Pay Period Schedule</u> https://drive.google.com/drive/u/0/search?q=holiday%20calendar

2. PERFORMANCE/CODE OF CONDUCT

HUMAN RESOURCES: PERFORMANCE/CODE OF CONDUCT

<u>POLICY:</u>	Unacceptable Actions
<u>REVISION DATE:</u>	8/1/2022
<u>SYSTEM:</u>	N/A

<u>FREQUENCY:</u>	At ALL times
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	<p>The following actions are unacceptable and considered grounds for disciplinary action up to and including termination. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct the West Valley Arts does not tolerate.</p> <p>These actions include, but are not limited to:</p> <ul style="list-style-type: none"> - Engaging in acts of discrimination or harassment in the workplace - Possessing, distributing or being under the influence of illicit controlled substances - Being under the influence of a controlled substance or alcohol at work, on our premises, or while engaged in West Valley Arts business - Unauthorized use of our property, equipment, devices, or assets - Damage, destruction or theft of West Valley Arts property, equipment, devices or assets - Removing our property without prior authorization or disseminating West Valley Arts information without authorization - Falsification, misrepresentation or omission of information, documents or records - Insubordination or refusal to comply with directives - Failing to adequately perform job responsibilities - Excessive or unexcused absenteeism or tardiness - Disclosing confidential or proprietary organization information without permission - Illegal or violent activity - Falsifying injury reports or reasons for leave - Possessing unauthorized weapons on premises - Disregard for safety and security procedures <p>The course of action will be determined by the West Valley Arts at its sole discretion as it deems appropriate.</p>
<u>RESOURCES:</u>	

3. TIME AWAY

HUMAN RESOURCES: OBSERVED HOLIDAYS

<u>POLICY:</u>	Observed Holidays
<u>REVISION DATE:</u>	8/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	2022
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	<p>We offer the following eleven paid holidays each year, a paid floating holiday, Thanksgiving break (non-holiday days), plus two paid weeks (non-holiday days) in late December:</p> <ol style="list-style-type: none">1. Martin Luther King, Jr. Day2. President's Day3. Good Friday4. Memorial Day5. Juneteenth (June 19th)6. Floating Holiday *replacing Columbus Day*7. Independence Day8. Labor Day9. Thanksgiving<ol style="list-style-type: none">a. Day before Thanksgivingb. Day after Thanksgiving10. Christmas Day11. New Year's Day<ol style="list-style-type: none">a. Winter Break, generally last two weeks in December for non holiday days
<u>RESOURCES:</u>	

HUMAN RESOURCES: SICK TIME

<u>POLICY:</u>	Sick Time
<u>REVISION DATE:</u>	8/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	2022

<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	Employees start accruing sick time from their first day of work. All employees must have accumulated sick time in order to use it. Full-time employees will be granted 12 days per year (one each month) for personal illness, surgery or hospitalization. Unused days may be accumulated up to a maximum of 30 days of leave. Unused days will not be paid upon termination. Part-time employees will be granted sick leave in an amount correlating to the scheduled hours per week. For example, if a part-time employee is scheduled for 24 hours, they are entitled to .6 days per month or 7.2 days per year.
<u>RESOURCES:</u>	

HUMAN RESOURCES: VACATION

<u>POLICY:</u>	Vacation												
<u>REVISION DATE:</u>	8/1/2022												
<u>SYSTEM:</u>	N/A												
<u>FREQUENCY:</u>	2022												
<u>OWNER:</u>	All Employees												
<u>PROCEDURE STEPS/POLICY:</u>	<p>All full-time and part-time employees are eligible for paid time off after the successful completion of a three-month introductory period of service. Accrual of vacation for full-time employees is based on the years of service as follows:</p> <table border="1"> <thead> <tr> <th>Years of Service</th> <th>Days Per Year</th> <th>Days Per Month</th> </tr> </thead> <tbody> <tr> <td>0 – 2</td> <td>10</td> <td>0.83</td> </tr> <tr> <td>3 – 9</td> <td>15</td> <td>1.25</td> </tr> <tr> <td>10 +</td> <td>20</td> <td>1.67</td> </tr> </tbody> </table> <p>Unused vacation, not to exceed eighty hours, may be carried over to the next year. Employees must earn and accrue vacation benefits before they may be used. Part-time employees are eligible for vacation based on the above chart; however, hours paid are</p>	Years of Service	Days Per Year	Days Per Month	0 – 2	10	0.83	3 – 9	15	1.25	10 +	20	1.67
Years of Service	Days Per Year	Days Per Month											
0 – 2	10	0.83											
3 – 9	15	1.25											
10 +	20	1.67											


	<p>based on hours per week the employee is normally scheduled to work. Vacation days may not be scheduled in excess of the amount earned unless approved by the Executive Director. We expect you to make every effort not to schedule vacation time during scheduled major events. All accrued but unused vacation hours will be paid to the employee at the time of termination. Vacation benefits do not accrue during any period of extended leave of absence. Forward requests for time off in advance to the Executive Director, who may approve or deny the request based on West Valley Arts resources. We intend to be flexible in approving time off when doing so would not interfere with operations. Vacation days may be granted on an hourly basis for non-exempt employees</p>
<u>RESOURCES:</u>	

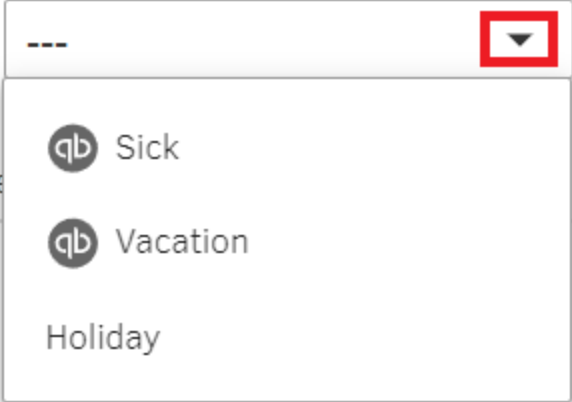
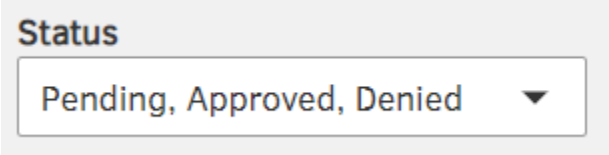
HUMAN RESOURCES: VOTING TIME

<u>POLICY:</u>	Voting Time
<u>REVISION DATE:</u>	8/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	2022
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	You are encouraged to participate in elections. If needed, we can grant up to two additional hours of paid time to cast a ballot in an election.
<u>RESOURCES:</u>	

HUMAN RESOURCES: TIME OFF REQUEST POLICY

<u>PROCESS:</u>	<p>Time Off Request</p> <ul style="list-style-type: none"> - Holiday - Sick - Vacation
<u>REVISION DATE:</u>	6/29/22

<u>SYSTEM:</u>	QuickBooks Time
<u>FREQUENCY:</u>	As needed
<u>OWNER:</u>	ALL Employees (Exempt & Non Exempt)
<u>PROCEDURE STEPS:</u>	<ol style="list-style-type: none"> 1. Log into QuickBook time 2. On left side menu, click TIME OFF 3. Click ADD TIME OFF Button 4. Select CODE (Holiday, Sick, Vacation) 5. Select Date that you will be requesting off OR WVAC Observed Holiday 6. Input Hours and minutes based on your request (Holidays are paid 8 hrs for Full Time employees/40 plus hours a week, and 7 hrs for Part Time employees/30 or less hours per week. 7. To Add multiple/consecutive days, click the ADD DAY + button and repeat step 6. 8. Add/Type NOTES in as needed (being specific and detailed is suggested) 9. Click the SEND REQUEST button 10. Send an EMAIL INVITE to both Director & Operational Manager (add 1 hour on the calendar invite per day you are requesting PTO) <p><u>ADDITIONAL FUNCTIONALITIES:</u> (Must Save time off request)</p> <ol style="list-style-type: none"> 1. Managing accruals and balances for PTO, Sick time and Holiday time off: <ul style="list-style-type: none"> - Repeat steps 1 and 2 above. - Click on Accruals and Balances <div style="text-align: center; margin: 10px 0;">  <p>The screenshot shows a grey header bar with the text "Time Off". Below it, there are two blue text options: "TIME OFF LIST" and "ACCRUALS AND BALANCES". The "ACCRUALS AND BALANCES" option is enclosed in a red rectangular box.</p> </div> <ul style="list-style-type: none"> - From this screen, click the carrot and toggle between the three options to see what your accruals and balances are.

	<p>Time Off code</p>  <p>2. Viewing the Approval/Decline Status: - Repeat steps 1 and 2 above. You will see your request listed.</p> <p>All the way to the right, you will see Status ↓ and it will say one of the three in the process.</p> 
<p><u>RESOURCES:</u></p>	<p><u>QuickBooks Time:</u> https://tsheets.intuit.com/#w_time_off_requests</p> <p><u>WVAC Observed Holidays/Pay Period Schedule</u> https://drive.google.com/drive/u/0/search?q=holiday%20calendar</p>

HUMAN RESOURCES: TIMEKEEPING POLICY

<p><u>POLICY:</u></p>	<p>Timekeeping Entries (non exempt)</p>
<p><u>REVISION DATE:</u></p>	<p>6/30/22</p>
<p><u>SYSTEM:</u></p>	<p>QuickBooks Time</p>
<p><u>FREQUENCY:</u></p>	<p>Daily</p>
<p><u>OWNER:</u></p>	<p>All Non Exempt Employees</p>
<p><u>PROCEDURE STEPS:</u></p>	<p>1. Log into QuickBook time 2. On left side menu, click Time Clock 3. Click Log In when your shift starts</p> <p>Lunch:</p>

	<ol style="list-style-type: none"> 1. Log into QuickBook time 2. On left side menu, click Time Clock 3. Click Log Out 4. Take your 30 minute allotted lunch break 5. Upon returning to work, repeat steps 1 and 2 6. Click Log In <p>4. At the end of your shift, repeat steps 1 and 2.</p> <p>5. Click Log Out</p> <p>**You will see the total hours worked for the day and the week accruing after each time clock in or out**</p> <p>Holiday Timekeeping</p> <p>1. Refer to TIME OFF REQUEST POLICY LINK*****</p>
<p><u>RESOURCES:</u></p>	<p><u>QuickBooks Time:</u> https://tsheets.intuit.com/#w_time_off_requests</p> <p><u>WVAC Observed Holidays/Pay Period Schedule</u> https://drive.google.com/drive/u/0/search?q=holiday%20calendar</p>

HUMAN RESOURCES: LOA's/LEAVES OF ABSENCE

<p><u>POLICY:</u></p>	<p>Leave Of Absence</p>
<p><u>REVISION DATE:</u></p>	<p>6/30/22</p>
<p><u>SYSTEM:</u></p>	<p>QuickBooks Time</p>
<p><u>FREQUENCY:</u></p>	<p>As Needed</p>
<p><u>OWNER:</u></p>	<p>All Employees</p>
<p><u>PROCEDURE STEPS/POLICY:</u></p>	<p>Bereavement Leave Each employee will be granted up to 5 days paid leave upon the death of an immediate family member, defined: Immediate Family Member means a child, stepchild, grandchild, parent, stepparent, grandparent, spouse, sibling, mother-in-law, father-in-law, son-in-law,</p>

	<p>daughter-in-law, brother-in-law, or sister-in-law, including adoptive relationships, of a natural person referred to herein. For a death outside of the immediate family, the employee must use vacation or personal leave time.</p> <p>Jury Duty Leave If you are selected for jury duty, you must provide a copy of your jury summons to your supervisor. Time taken for jury duty is granted on a paid basis.</p> <p>Military Leave Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To be eligible for a leave of absence, you must provide notice and a copy of your report orders to your immediate supervisor. Military leave is granted on an unpaid basis. Upon return with an honorable discharge, you may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.</p> <p>Personal Leave Beyond sick leave allotment and vacation time, if there is a situation that requires additional time away on a partial or full basis, please talk with your supervisor to see what options might be available to support you and maintain our mission. Leave of absences that are granted are unpaid and will not be considered until an employee has exhausted all appropriate accrued leave balances. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.</p>
<p><u>RESOURCES:</u></p>	<p><u>QuickBooks Time:</u> https://tsheets.intuit.com/#w_time_off_requests</p>

4. HIRING/TERMINATION

HUMAN RESOURCES: VOLUNTARY RESIGNATION

<u>POLICY:</u>	Voluntary Resignation
<u>REVISION DATE:</u>	7/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	2022
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	<p>As an at-will employee you may resign at any time, with or without cause and with or without notice. As a courtesy, we ask that you do provide written notice to your supervisor with as much notice as is possible given the circumstances.</p> <p>Your final pay will be provided on the next scheduled pay date.</p> <p>Returning Property, Offboarding, Non-Disclosure An existing employee must return all files, documents, equipment, keys, access cards, software, or other property belonging to West Valley Arts that are in the employee's possession, custody or control, and turn in all passwords to the Executive Director, or their designee. An offboarding checklist, including a non-disclosure acknowledgment will be reviewed with terminating employee on last day of scheduled work.</p> <p>Continuation of Benefits (COBRA) Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the</p>

	qualifying date.
<u>RESOURCES:</u>	

HUMAN RESOURCES: INVOLUNTARY TERMINATION

<u>POLICY:</u>	Involuntary Termination
<u>REVISION DATE:</u>	8/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	2022
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	<p>There are circumstances when the West Valley Arts would need to end your employment relationship. An example may be due to external circumstances such as funding for your position not being renewed. Other examples may be due to your performance, attendance, or behavior. As at-will employer we can terminate our employment relationship at any time, with or without cause and with or without notice.</p> <p>Returning Property, Offboarding, Non-Disclosure An existing employee must return all files, documents, equipment, keys, access cards, software, or other property belonging to West Valley Arts that are in the employee's possession, custody or control, and turn in all passwords to the Executive Director, or their designee. An offboarding checklist, including a non-disclosure acknowledgment will be reviewed with terminating employee on last day of scheduled work.</p>
<u>RESOURCES:</u>	

5. BENEFITS

HUMAN RESOURCES: MEDICAL/DENTAL/VISION HEALTH CARE

<u>POLICY:</u>	Medical/Dental/Vision Healthcare
<u>REVISION DATE:</u>	7/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	Yearly/Life Changes
<u>OWNER:</u>	All employees who work 30+ hours weekly
<u>PROCEDURE STEPS/POLICY:</u>	<p>We offer employees working 30 hours or more (on a regular basis) a health insurance benefit package (Health, Vision, Dental, Critical Illness) after they have worked 60 days.</p> <p>You will receive an enrollment packet detailing the specifics of the coverage available. (Links to all Insurance options are below as well)</p> <p>Aetna Coverage: Policy #: 0173770 (Copy the below link and paste into a separate browser to view)</p> <p>file:///C:/Users/Operations/Downloads/AZ%20Banner%20Broad%20PPO%20Gold%202500%2090%2050-14048353%20Summary%20Of%20Benefit%20Coverage.pdf</p> <p>Delta Dental/Vision Coverage: Group #: 1107 (Copy the below link and paste into a separate browser to view)</p> <p>file:///C:/Users/Operations/Downloads/2-9%20Plan%204%20Lite%20(1).pdf</p> <p>file:///C:/Users/Operations/Downloads/DDAZ_DeltaVisionEyeMed_InsightGold_RateSheet_0617%20(1).pdf</p> <p>It is our intent to subsidize most of the employee's premium. Each year we assess the annual cost of the premium with our organization's budget then determine the amount we can subsidize for the upcoming</p>

	<p>plan year. The portion for which the employee is responsible is withheld from their paycheck before taxes are calculated (pre-tax).</p> <p>***Policy info will be updated yearly***</p>
<u>RESOURCES:</u>	<p>Aetna Application: (Copy the below link and paste into a separate browser to view)</p> <p>file:///C:/Users/Operations/Downloads/banner-ee-2-50%20(3).pdf</p> <p>Delta Dental/Vision Application: (Copy the below link and paste into a separate browser to view)</p> <p>file:///C:/Users/Operations/Downloads/Employ ee%20Application%20(1).pdf</p>

HUMAN RESOURCES: OTHER PERKS

<u>POLICY:</u>	Other Employee Perks
<u>REVISION DATE:</u>	7/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	Yearly
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	<p>We also offer - whenever budget allows – various benefits that include:</p> <p>Membership with the Americans for the Arts under West Valley Arts Council, an Employee Discount Program, West Valley Arts sponsored Costco membership, and more.</p> <p>Please refer to the reach out to the Operations Manager for a full, current listing</p>

	and eligibility criteria.
<u>RESOURCES:</u>	<u>Membership/American for the Arts</u> <u>Employee Discount Program: Working Advantage</u> https://www.workingadvantage.com/ Employee Registration Code: WVACPERKS <u>Costco Membership</u>

HUMAN RESOURCES: TUITION REIMBURSEMENT

<u>POLICY:</u>	Tuition Reimbursement
<u>REVISION DATE:</u>	7/1/2022
<u>SYSTEM:</u>	Salesforce
<u>FREQUENCY:</u>	As Needed
<u>OWNER:</u>	Any Employee taking advantage of Tuition Reimbursement
<u>PROCEDURE STEPS/POLICY:</u>	<p>West Valley Arts will administer the tuition reimbursement program for eligible employees subject to available funding.</p> <p>To be eligible for tuition reimbursement, an employee must:</p> <ol style="list-style-type: none"> a. Be a full-time employee in good standing and have completed their probationary period (if applicable). b. Be enrolled in an educational institution accredited by one of the national or regional accreditation councils recognized by U.S. Department of Education - http://ope.ed.gov/accreditation/Search.aspx c. Pursue a degree, course, or certification in a field relevant to a position WVAC utilizes in business operations. d. Submit the course approval form to the Executive Director no sooner than 60 calendar days before beginning the course or no later than 60 calendar days after course completion. e. Funds for this program are for tuition expenses actually incurred by the

employee. Any financial assistance (monies received through grants or scholarships) should be deducted from the employee's tuition reimbursement amount.

f. Courses should be taken outside of work hours. However, upon Executive Director approval, employees may be granted the ability to use no more than two hours of work time each work week to attend courses in-person that are scheduled during work hours.

g. Any requests for flexible work schedules must also be approved by supervisors.

h. Homework is not allowed to be done during work time, unless granted by the Executive Director during any approved down-time.

i. Classes must be completed. Audits, incompletes, and withdrawals are not eligible for reimbursement. Any grade of "C-" or below, including fail, is not eligible for reimbursement.

Acceptance or Denial

a. Executive Director must review and approve requests for tuition reimbursement. Approval is contingent upon satisfactory job performance and availability of WVAC funds.

b. The Executive Director will notify the applicant of approval or denial within three weeks of receiving the Course Approval Form.

Reimbursement Guidelines

a. Subject to department approval and availability of funds, an employee will receive 100% reimbursement up to \$1,500 for tuition, fees (excluding late fees) for approved coursework and books per calendar year.

b. An employee must submit a report of grades indicating a "C" or higher for each course, or other evidence of satisfactory completion.

c. An employee must submit a receipt showing proof of payment.

d. College Level Examination Program (CLEP) will be treated the same as tuition.

	<p>e. Employees approved for tuition reimbursement will be required to sign an agreement that will include repayment terms and conditions.</p> <p>f. If an employee receives an overpayment for their tuition, they will be required to reimburse WVAC.</p> <p>g. Any claim in error can be collected by WVAC.</p> <p>h. An intentional failure to abide by these rules will be reported to the fraud, waste, and abuse committee.</p> <p>i. Employees who leave WVAC for any reason except layoff or termination within one (1) year of receiving tuition reimbursement are required to repay the total amount of tuition reimbursement received in the last 12 months of employment. Such repayment amounts due may be deducted from the employee's paycheck</p> <p>j. or employee may pay WVAC within 30 days from last day of employment. If not paid within 30 days, the employee will be sent to collection.</p> <p>Exclusions</p> <p>a. Employees are not eligible for tuition reimbursement while on leave-without-pay status. b. Training or courses required and paid for WVAC are not covered under this program. c. Other educational costs such as transportation and room and board are the responsibility of the employee. d. Unless approved by the Executive Director, test or exam fees are the responsibility of the employee. e. Employees may not be reimbursed for tuition paid by another financial grant or scholarship.</p>
RESOURCES:	Submitting Expense Policy

HUMAN RESOURCES: SUBMITTING EXPENSE POLICY

<u>PROCESS:</u>	Expenses <ul style="list-style-type: none"> - Gallery - Reimbursement - Office Supplies - Programs - Misc.
<u>REVISION DATE:</u>	6/29/22
<u>SYSTEM:</u>	Salesforce
<u>FREQUENCY:</u>	Within 24 hours of purchasing
<u>OWNER:</u>	ALL Employees/Board Members (Exempt & Non Exempt)
<u>PROCEDURE STEPS:</u>	<ol style="list-style-type: none"> 1. Make purchase & keep itemized receipt 2. Log into Salesforce 3. Click on Expenses Tab 4. Create NEW expense (upper right hand) 5. Fill in required fields for the INFORMATION & EXPENSE DESCRIPTION AND AGREEMENT sections (Be as SPECIFIC as possible with details) 6. Click SAVE or SAVE AND NEW <ul style="list-style-type: none"> - If you clicked SAVE: proceed to step 7. (Your Expense has been saved and you will be auto re routed to Salesforces Expense landing page) - If you clicked SAVE AND NEW proceed to step 8. (Your Expense has been saved and you will be auto re routed to enter another Expense) 7. Upload your Receipt document (upper right). You may upload using Upload File BUTTON or click and drag the document <ul style="list-style-type: none"> - PDF formatting required 8. Follow Steps 1 - 6 <p><u>ADDITIONAL FUNCTIONALITIES:</u> (Must Save Expense to use these additional functionalities)</p> <ol style="list-style-type: none"> 1. Edit Functionality: <ul style="list-style-type: none"> - Click checkbox <input type="checkbox"/> to the left of your entered and saved expense - Click EDIT - Make your necessary edits - Click SAVE 2. Delete Functionality: <ul style="list-style-type: none"> - Click checkbox <input type="checkbox"/> to the left of your entered and saved

	<p>expense</p> <ul style="list-style-type: none"> - Click Delete (a pop up will appear that asks “Are you sure that you want to delete this expense?”) - Click Delete or Cancel (delete will remove your entered expense permanently. Cancel will allow your expense to stay in the expense tab to be reviewed approved or denied) <p>3. Change Owner Functionality: (you can assign your Expense to a specific person. By default, all expenses will be approved by Michael Denson)</p> <ul style="list-style-type: none"> - Click checkbox <input type="checkbox"/> to the left of your entered and saved expense - Click Change Owner (upper right hand corner) - Select who you would like to reassign the expense to in the provided drop down menu - Click Submit or Cancel (submit will reassign your expense for approval or denial. Cancel will cancel the request and keep the Expense assigned to Michael Denson)
<p><u>RESOURCES:</u></p>	<p><u>Salesforce:</u> https://westvalleyartscouncil.lightning.force.com/lightning/page/home</p> <p><u>Dashlane:</u> chrome-extension://fdjamakpfbddfdjaooikfcpapjohcfmg/credentials</p> <p><u>Training:</u> ZOOM LINK?</p>

HUMAN RESOURCES: 401k RETIREMENT PLAN

<u>POLICY:</u>	401K Retirement Plan
<u>REVISION DATE:</u>	7/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	Yearly/Open Enrollment/New Hire
<u>OWNER:</u>	All Eligible/Full Time Employees
<u>PROCEDURE STEPS/POLICY:</u>	This benefit is available for all full-time employees after the introductory period of three months of service. The Plan allows you to defer a pre-determined amount of your salary, up to the amount allowed by law.

	<p>Deferral amounts are withheld bi-weekly from your paycheck on a pre-tax basis and automatically submitted to the plan administrator. The West Valley Arts will match your deferrals at a rate of 2% of the first 6% of your contributions to the plan. The West Valley Arts' portion of the contribution is given to you "vested" at a rate of 33% per year, making the employer contributions fully yours after three years of service.</p> <p>Summary of Plan: (Copy the below link and paste into a separate browser to view)</p> <p>file:///C:/Users/Operations/Downloads/Summary%20Plan%20Description.pdf</p> <p>Participant Login Portal: (Copy the below link and paste into a separate browser to view)</p> <p>file:///C:/Users/Operations/Downloads/SWP%20Participant%20Login%20Assistance.pdf</p>
RESOURCES:	

HUMAN RESOURCES: MILEAGE REIMBURSEMENT

<u>POLICY:</u>	Mileage Reimbursement
<u>REVISION DATE:</u>	7/20/2022
<u>SYSTEM:</u>	Salesforce
<u>FREQUENCY:</u>	All Employees/As Needed
<u>OWNER:</u>	All Employees
<u>PROCEDURE STEPS/POLICY:</u>	<ol style="list-style-type: none"> 1. Track mileage & fill out form (follow steps below) 2. Log into Salesforce 3. Click on Expenses Tab 4. Create NEW expense (upper right hand) 5. Fill in required fields for the INFORMATION & EXPENSE DESCRIPTION AND AGREEMENT sections (Be as SPECIFIC as

possible with details)

6. Click SAVE or SAVE AND NEW

- If you clicked SAVE: proceed to step 7. (Your Expense has been saved and you will be auto re routed to Salesforces Expense landing page)
- If you clicked SAVE AND NEW proceed to step 8. (Your Expense has been saved and you will be auto re routed to enter another Expense)


7. Upload your Receipt document (upper right). You may upload using Upload File BUTTON or click and drag the document

- PDF formatting required


8. Follow Steps 1 - 6

ADDITIONAL FUNCTIONALITIES: (Must Save Expense to use these additional functionalities)

1. Edit Functionality:

- Click checkbox  to the left of your entered and saved expense
- Click EDIT
- Make your necessary edits
- Click SAVE

2. Delete Functionality:

- Click checkbox  to the left of your entered and saved expense
- Click Delete (a pop up will appear that asks "Are you sure that you want to delete this expense?")
- Click Delete or Cancel (delete will remove your entered expense permanently. Cancel will allow your expense to stay in the expense tab to be reviewed approved or denied)

3. Change Owner Functionality: (you can assign your Expense to a specific person. By default, all expenses will be approved by Michael Denson)

- Click checkbox  to the left of your entered and saved expense
- Click Change Owner (upper right)

	<p>hand corner)</p> <ul style="list-style-type: none"> - Select who you would like to reassign the expense to in the provided drop down menu - Click Submit or Cancel (submit will reassign your expense for approval or denial. Cancel will cancel the request and keep the Expense assigned to Michael Denson)
<u>RESOURCES:</u>	Submitting Expense Policy

HUMAN RESOURCES: WORKERS COMPENSATION

<u>POLICY:</u>	Workers Compensation
<u>REVISION DATE:</u>	8/1/2022
<u>SYSTEM:</u>	N/A
<u>FREQUENCY:</u>	
<u>OWNER:</u>	
<u>PROCEDURE STEPS/POLICY:</u>	<p>Workers' compensation insurance provides coverage to employees who are injured or become ill as a result of his/her job. It is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. Your report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses. Failure to report a work-related illness or injury promptly could result in denial of benefits. Your supervisor will advise you of the procedure for submitting a workers' compensation claim. If necessary, you will be referred to a medical care facility. You should retain all paperwork provided to you by the medical facility.</p>
<u>RESOURCES:</u>	

