**ONBOARDING/NEW HIRE**

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

ONBOARDING/NEW HIRE: CLASSIFICATION OF EMPLOYMENT

| **POLICY:** | Classification of Employment |
| --- | --- |
| **REVISION DATE:** | 8/1/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD |
| **PROCEDURE STEPS/POLICY:** | West Valley Arts assigns positions, determines wages and compensates employees for all work performed including overtime in accordance with state and local laws and the Fair Labor Standards Act (FLSA). FLSA – Exempt: Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the West Valley Arts. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee. FLSA - Non-Exempt: Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee. Status: Part-Time / Full-Time / or Temporary Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 40 hours per week receive part-time classification. Part-time employees are paid on an hourly basis and may not be eligible for employee benefits as described in this handbook.From time to time the West Valley Arts may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only the Executive Director may change an employee’s temporary status. Temporary employees are not eligible for employment benefits.  |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: DRUG FREE WORKPLACE

| **POLICY:** | Drug Free Workplace  |
| --- | --- |
| **REVISION DATE:** | 8/30/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | As part of its commitment to safeguard the health of its employees, to provide a safe place for employees to work, and to promote a drug-free community, the West Valley Arts has established this policy on the use or abuse of illegal drugs and alcohol impairment by its employees. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health care and benefit costs,increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided by the West Valley Arts.It is our policy to prevent the use and/or presence of those substances in the workplace, and to assist employees in overcoming any dependence on drugs and/or alcohol in accordance with the following guidelines. The use, sale, purchase, possession, manufacture, distribution, or dispensing of illegal drugs on the West Valley Arts property or during work time is against policy and is prohibited and is cause for immediate termination of employment.It is also against policy for any employee to report to work or work with the presence of illegal drugs in the employee’s body. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.Use or possession of illegal drugs off premises is prohibited if such use or possession adversely affects an individual’s work performance, employee safety on West Valley Arts premises, or the organization’s reputation within the community. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.Legal drugs may also affect the safety of the employees or fellow employees or members of the public. Therefore, any employee who is taking any legal drug that might impair safety, performance, or any motor functions, must advise his or her supervisor of such impairment before reporting to work under such medication. A failure to do so may result in disciplinary action. Improper use of “legal drugs” is prohibited and may result in disciplinary action up to and including termination.Alcohol use prohibitionsIt is against policy to report to work or to work impaired by alcohol. If an employee is impaired by alcohol during work time, that employee is subject to disciplinary action. TobaccoWe are a completely tobacco-free environment, including building interiors and exterior parking lots, driveways, sidewalks, grass, and plant areas.  |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: EMPLOYMENT AT WILL

| **POLICY:** | Employment at will |
| --- | --- |
| **REVISION DATE:** | 8/30/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees |
| **PROCEDURE STEPS/POLICY:** | This handbook is not intended to be and should not be taken by employees as a contract or guarantee of employment for any specific or unspecified period of time. Employment at the West Valley Arts is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This means that the employment relationship may be terminated at any time by either the employee or employer for any reason not expressly prohibited by law. Nothing in this manual shall be interpreted to be in conflict with, or to eliminate or modify in any way, the “at will” employment status. Any verbal or written representations are invalid and should not be relied upon by any prospective or existing employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only the Executive Director, interim or permanent, is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing. By accepting employment, employees agree to follow the statements, policies and procedures outlined in this manual. It is expressly understood that the contents of this manual may be amended at any time, or varied from, at the sole discretion of the West Valley Arts. Employees will be notified of changes. Any subsequent interpretation and application of these policies and procedures is final and binding on all employees. |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: EQUAL OPPORTUNITY EMPLOYMENT

| **POLICY:** | Equal Opportunity Employment |
| --- | --- |
| **REVISION DATE:** | 8/30/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All  |
| **PROCEDURE STEPS/POLICY:** | The West Valley Arts is an Equal Opportunity Employer that takes action to employ, advance in employment, and otherwise treat qualified individuals without regard to race, color, national origin, sexual preference, religion, age, sex, physical or mental disability, marital status, veteran status, or any other classification protected by applicable discrimination laws. This policy of non-discrimination and equal opportunity applies to all employment practices including recruitment, advertising, the job application process, hiring, upgrading, promotions, demotions, transfers, layoffs, termination, rehires, compensation practices, benefit plans, leaves of absence, training, social, recreational events, and other terms, conditions, and privileges of employment.It is the policy of the West Valley Arts to actively recruit, refer and employ qualified applicants in compliance with Executive Order 11246 and Section 503 of the Rehabilitation Act of 1973 as amended. It is also the policy of the organization to actively recruit, refer and employ qualified veterans in compliance with Section 492 of the Vietnam Era Veteran’s Readjustment Assistance Act as amended. Whenever possible, the West Valley Arts makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a accommodation should contact the Executive Director. Employees and applicants that file an equal employment opportunity complaint, assist or participate in an investigation, compliance review or hearing shall not be subject to harassment, retaliation, intimidation, threats, coercion, or discrimination.If you have reason to believe that there are any discrepancies in the operation of the organization, please discuss the situation with the Executive Director or assigned Board Member. |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: EXPECTATION OF PRIVACY

| **POLICY:** | Expectation of Privacy |
| --- | --- |
| **REVISION DATE:** | 8/30/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all time |
| **OWNER:** | All Employees |
| **PROCEDURE STEPS/POLICY:** | The West Valley Arts retains the right to access all of its property including computers, desks, file cabinets, storage areas, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not hold any expectations of privacy when on our grounds or while using our property. All documents, files, voicemails, and electronic information, including e-mails and other communications, created, received or maintained on or through the West Valley Arts property are the property of the West Valley Arts, not the employee.We also reserve the right to inspect all personal property brought on to our property including vehicles, packages, briefcases, backpacks, bags, and wallets.  |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: GENERAL WORKING HOURS

| **POLICY:** | General working hours |
| --- | --- |
| **REVISION DATE:** | 8/30/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees |
| **PROCEDURE STEPS/POLICY:** | Our public facing business hours are Monday through Thursday 9:00 a.m. to 5:00 p.m. Gallery Hours fluctuate depending on the season but typically include Wednesday-Saturday 10:00 a.m. to 5:00 p.m. Due to the nature of our work which includes evenings and weekends, we will build schedules that provide coverage and equity for staff.If your role is non-exempt, you will be paid for all hours worked, and time and a half for hours worked over 40 in a work week. If your role is exempt, you are not paid by the hour, but we will work with you to provide schedule flexibility as needed. |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: WORKPLACE VIOLENCE

| **POLICY:** | Workplace Violence |
| --- | --- |
| **REVISION DATE:** | 8/1/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | We are committed to providing a workplace where acts of workplace violence are neither tolerated nor excused. Any physical assault or threat against person or property made by an employee while on our premises, during working hours, or at a West Valley Arts sponsored event is a violation of this policy. Employees must immediately report any incident involving a threat of violence, act of violence or workplace security hazard to their direct supervisor or the Executive Director.  |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: MORALS CLAUSE

| **POLICY:** | Morals Clause |
| --- | --- |
| **REVISION DATE:** | 8/1/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | All the time |
| **OWNER:** | All Employees |
| **PROCEDURE STEPS/POLICY:** | Employees shall not commit any act or do anything which might reasonably be considered: (i) to be immoral, deceptive, scandalous, or obscene; or (ii) to injure, tarnish, damage, or otherwise negatively affect the reputation and goodwill associated with West Valley Arts. Violation of this could be cause of immediate termination. |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE: NON DISCRIMINATION/ANTI HARRASMENT

| **POLICY:** | Non Discriminatoin/Anti Harassment |
| --- | --- |
| **REVISION DATE:** | 8/1/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | The West Valley Arts prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including but not limited to harassment. Consistent with its workplace policy of equal employment opportunity, the West Valley Arts prohibits and will not tolerate harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, discrimination, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.Discrimination includes but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law. Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.Examples include, but not limited to:- Creates an intimidating, hostile, or offensive work environment.- Unreasonably interferes with an individual’s work performance; or- Otherwise adversely affects an individual’s employment opportunities- Harassing conduct may include a range of subtle and not so subtle behaviors such as: epithets; derogatory comments or slurs; negative stereotyping; derogatory posters, notices, bulletins, cartoons or drawings circulated in the workplace on paper or electronically; or assault or physical interference with normal work or movement Sexual harassment is a form of unlawful sex discrimination that violates both state and federalemployment discrimination laws. Sexual discrimination demeans and offends individuals whoare subject to such conduct.Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, andother verbal or physical conduct of a sexual nature when, for example: (1) submission to suchconduct is made either explicitly or implicitly a term or condition of an individual’s employment;(2) submission to or rejection of such conduct by an individual is used as the basis foremployment decisions affecting such individual; or (3) 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. Examples of specifically prohibited conduct include, but not limited to: ● Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any physical contact considered unacceptable by another individual. ● Requests or demands for sexual favors, including subtle or blatant expectations, pressures, or requests for any kind of sexual favor accompanied by an implicit or negative consequence concerning one’s employment status. ● Verbal abuse or kidding that is sex oriented and considered unacceptable by another individual. This includes innuendoes, jokes, sexually oriented comments or any other tasteless action that offends the reasonably sensitive employee.● Displaying an intimidating, hostile, or offensive attitude because of rejected sexually oriented demands, requests, physical contacts, or attentions.● Interfering with a co-worker’s performance by exchanging unwanted sexual attentions, sexually oriented conduct that reduces personal productivity or safety during work hours.● Circulating, whether in print or in electronic form, literature, or communication (articles, magazines, or emails) of a sexual nature.● Condoning a work environment that is not free of sexually oriented innuendoes, or any other tasteless action that could offend the reasonably sensitive employee.If you are unsure whether the unwanted behavior directed at you constitutes unlawful harassment based on any of the protected categories mentioned above, you are encouraged to contact the Executive Director.Reporting Harassment: Every employee has an affirmative duty to maintain a workplace free of sexual harassment and intimidation. If employees feel they have been harassed, they must immediately report any incidents to the Executive Director. Both males and females can be sexual harassment victims; both males and females can be guilty of sexual harassment. Timeliness in Reporting: The West Valley Arts supports the immediate reporting of complaints so that rapid and constructive action can be taken. The very nature of harassment makes it virtually impossible to detect unless the person being harmed reports his or her discontent. Employees are encouraged to report harassment before it becomes severe or persistent. Investigation Process: Any reported allegations of harassment will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with parties involved, and where necessary, with other individuals who may have observed the alleged conduct or may have relevant knowledge. Confidentiality: The complaint and investigation will be handled with confidentiality, which will be maintained throughout the investigation process, to the extent practical and appropriate under the circumstances, in light of the important privacy interest of all concerned, and with due regard for the rights and wishes of all parties. It is important to recognize though that in the process of investigating a complaint of harassment, complete confidentiality is not always possible. Moreover, a supervisor might be legally obligated to take action once he/she is informed that harassment or retaliation has occurred or may be occurring. Protection Against Retaliation: The West Valley Arts encourages reporting of all perceived incidents of harassment. Retaliation against an individual for reporting a harassment claim or assisting in providing information relevant to a claim is a serious violation of this policy and will be treated with the same strict discipline, as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated.Responsive Action: Harassment is a form of employee misconduct. Misconduct constituting prohibited harassment will be dealt with immediately and appropriately. Responsive action may include, for example, training, referral to counseling, and disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension with or without pay, compensation adjustments, non-renewal, or termination, as the West Valley Arts may believe appropriate under the circumstances.  |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE:OPEN DOOR POLICY

| **POLICY:** | Open Door Policy |
| --- | --- |
| **REVISION DATE:** | 8/1/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | The West Valley Arts has an open-door policy and takes your concerns and problems seriously. The West Valley Arts values each employee and strives to provide a positive work experience. You are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or another member of management. If the concern is related to the Executive Director, or resolution is not achieved, you may escalate to the Board Chair. |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE:OUR RESOURCES

| **POLICY:** | Our Resources |
| --- | --- |
| **REVISION DATE:** | 7/4/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | Our resources, including time, material, equipment, and information should be utilized for organizational use only. Occasional personal use is permissible as long as it does not affect job performance, cause a disruption to the workplace, or result in an expense to the West Valley Arts. We reserve the right to monitor or review all data and information contained on your company issued computer, contained on an electronic device, the use of the Internet, the use of our Intranet, with or without employee notice. The use of our resources to create, access, store, print, solicit, or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate will be grounds for discipline up to and including termination. During employment, you may be issued company property including a computer, laptop, cell phone, printer, pager, or handheld mobile device. You are expected to take proper precautions to care for this property. Upon termination, you are expected to return all company equipment in proper working order. |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE:USE OF COMPANY EQUIPMENT

| **POLICY:** | Use of Company Equipment  |
| --- | --- |
| **REVISION DATE:** | 7/4/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | Employees are trusted to behave responsibly and use good judgment to conserve company resources. Company resources, including time, material, equipment, and information should be utilized for company use only. Occasional personal use is permissible as long as it does not affect job performance, cause a disruption to the workplace, or result in an expense to the company.In order to protect the interests of the company and its employees, West Valley Arts reserves the right to monitor or review all data and information contained on an employee’s company issued computer, contained on an electronic device, the use of the Internet, the use of the company’s intranet; with or without employee notice. The use of company resources to create, access, store, print, solicit, or send any materials that are harassing, threatening, abusive, sexually explicit, or otheDuring employment, employees may be issued company property including a computer, laptop, cell phone, printer, pager, or hand-held mobile device. Employees are expected to take proper precautions to care for company equipment. Upon termination, employees are expected to return all company equipment in proper working order. Failure to return equipment may be considered theft and may lead to criminal prosecution. Questions about the proper use of company resources should be directed to the Executive Director.  |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE:WEAPONS

| **POLICY:** | Weapons |
| --- | --- |
| **REVISION DATE:** | 7/4/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | Weapons are not allowed in any building owned or leased by the West Valley Arts. Weapons are also not allowed on the person of any employee, or in any vehicles located in any of the parking lots occupied by the West Valley Arts |
| **RESOURCES:** |  |

ONBOARDING/NEW HIRE:WORKPLACE SAFETY AND SECURITY

| **POLICY:** | Workplace safety and security |
| --- | --- |
| **REVISION DATE:** | 7/4/2022 |
| **SYSTEM:** | N/A |
| **FREQUENCY:** | At all times |
| **OWNER:** | All Employees/BOD/Volunteers/Contractors |
| **PROCEDURE STEPS/POLICY:** | We take every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees should use all safety and protective equipment provided to them, if required, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to the Executive Director immediately.In the event of an accident or injury, regardless of how minor, employees must notify their supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported.Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and West Valley Arts property. Report any suspicious activity to a supervisor immediately.In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the |
| **RESOURCES:** |  |