

**Iowa Swimming, Inc.**

# **EMPLOYEE HANDBOOK**



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# INTRODUCTION

## **Purpose of the Handbook**

We have created this handbook as a written tool to give employees an overview of the organization and some guidelines for employment with Iowa Swimming Inc. (IASI). This handbook does not create an employment contract and should not be considered a contract.

Additionally, statements or promises made by a board member or officer of IASI may not be interpreted as a change in our policy and do not constitute an agreement with any employee.

While we will strive to keep all employees updated on policy changes, it is the employee's responsibility to seek out information when you are unclear about a policy or unsure how to conduct yourself. Such questions should be directed to the IASI Administrative Vice-Chair (the "Admin. Vice-Chair").

## **Introduction to Iowa Swimming, Inc.**

Mission Statement: Iowa Swimming Supports Swimmers, Clubs, Coaches, Officials, Parents, and Volunteers by providing resources for excellence

Vision Statement: Striving for Excellence in Swimming

The success of Iowa Swimming, Inc. ("IASI") is attributed to the people who are committed to promoting our mission and vision statement and supporting the development of the athletes involved with IASI.

This handbook outlines the general employment policies that IASI has created for its employees. It should answer many of your questions and guide you in making good decisions while employed by IASI. It is your responsibility to thoroughly review the information in this handbook. If you have questions or are unclear about what is contained in the handbook, please talk with the Admin. Vice-Chair.

## **Summary of IASI**

IASI supports all aspects of competitive swimming within the area designated to it by United States Swimming ("USA Swimming"). This area is known as the Local Swimming Committee ("LSC"). The LSC's program extends beyond the pool into other areas associated with swimming to help athletes and volunteers of USA Swimming meet their full potential.

### **Organization**

IASI is an Iowa non-profit corporation to whom USA Swimming has delegated certain governing and supervisory responsibilities within a certain geographic area. IASI has jurisdiction over the sport of competitive swimming as delegated to it in the USA Swimming Rules and Regulations to conduct swimming programs consistent with the policies and procedures of US Swimming and to sanction, approve, observe, oversee and conduct on behalf of US Swimming competitive swimming events within the LSC's geographic boundaries.

IASI qualifies under US Swimming's group exemption as a tax-exempt organization described in 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and as an organization described in Sections 170(c)(2) and 2522 of the Code that may accept bequests and gifts deductible for income, gift, and estate tax purposes, respectfully.

### **Board of Directors and Officers**

IASI is governed by a Board of Directors some of whom are elected by IASI Club Members and some of whom are appointed by the General Chair of IASI. The General Chair, Admin. Vice-Chair and Treasurer

are elected each year that ends in an even number. Other IASI officers are elected every other year that ends in an odd number. A copy of the corporation Bylaws is available on IASI's Website.

The Board of Directors is responsible for the overall direction of IASI. The responsibilities for supporting operations of the LSC are assigned to individual Board members, officers, and committees, all of which are outlined in IASI's Bylaws. The Officers of the Board are the General Chair, Admin. Vice-Chair, Finance Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Secretary, Treasurer, and Diversity, Equity, and Inclusion Chair. Board meetings are held frequently. The dates, times, and places of the meetings are published on IASI's website. All members of IASI are welcome to attend any Board meeting, that is not closed pursuant to the Bylaws.

### **Employment Goals**

IASI is focused on the continuous improvement of the programs and services provided to our LSC and its members. In general, our employment goals include:

- Helping every swimmer reach their full potential
- Satisfying our members by providing tangible value and exemplary support
- Providing equal opportunities for all employees
- Providing fair compensation as well as feedback on ways to improve
- Creating a safe working environment that follows all safety and USA Swimming rules and regulations as well as federal and state laws
- Encouraging and acting on constructive suggestions that will help us continually improve
- Creating an environment of open communication

# COMPENSATION/TIME OFF/RECORD KEEPING

## Compensation

Pay increases are not automatic. When given, they are based on demonstrated performance and are granted by the Admin. Vice-Chair. You will receive written notification from the Admin. Vice-Chair of any change in your compensation.

You will be paid on the tenth of the month for the prior month's work. If the tenth of the month falls on a weekend or holiday, payroll will be paid on the prior business day. Employees will enter their actual hours worked each week via the Gusto payroll system. Timesheets will be reviewed and approved by the Admin. Vice-Chair. Payroll deductions will be taken from your check to fulfill federal and state tax withholding and social security requirements. You will be asked to complete a payroll deduction authorization form which will list all deductions that will be deducted from your paycheck. This form may be amended from time to time as necessary.

If your employment is terminated, you will receive your final paycheck on the next regularly scheduled payday.

## PTO (Paid Time Off)

Employees will be credited with PTO on January 1 for the upcoming calendar year. Employees will receive a prorated amount of PTO based on their agreed to/set hours per week.

The following table determines the number of hours that will be credited on January 1 for the upcoming year:

Months of Service as of January 1	Hours of PTO (Based on FT)
0-11 months	Prorated based on starting month
12 to 60	80
61 to 120	100
121+	120

You may not use any PTO days during the week that immediately precedes any IASI Championship meet or the week of an IASI Championship meet without prior written consent of the Admin. Vice-Chair or the Board of Directors.

PTO cannot be carried into another calendar year. Credited but unused PTO time will not be paid out at the end of the calendar year or upon the termination of employment.

While every effort will be made to give you the PTO dates you desire, the Admin. Vice-Chair has the sole right to approve and disapprove PTO time. Employees who are scheduling PTO time should notify the Admin. Vice-Chair as soon as possible in advance of any day they desire to take PTO time.

You are required to work with all IASI employees to ensure the public calendar of IASI reflects any date in which all IASI employees are on PTO and no employee is available to answer telephone calls or reply to emails.

## **Work Hours and Overtime**

While we allow you to set and maintain your own schedule, due to the nature of our business, the Admin. Vice-Chair or the Board of Directors may adjust your hours and schedule to fit the needs of our membership and IASI-sponsored activities. We may also change the hours of operation to accommodate holidays, special promotions, the needs of our membership, or for other reasons. You are not permitted to incur more than your planned number of hours without permission from the Admin. Vice-Chair.

The work week is from 8:00 am on Monday to 7:59 am the following Monday for the purpose of calculating overtime worked during the week. Holidays and PTO time will not count toward the calculation of overtime hours.

While isolated instances of emergencies or delays may occur, regular tardiness is not acceptable and will result in discipline up to and including termination. Conducting personal business during work time should be a rare occurrence.

From time to time, we will have meetings outside of regular work hours and on weekends. In addition, some travel may be necessary. These meetings and travel expectations are as much a part of your job as your regularly scheduled duties, and attendance is required.

As a member organization, it is vitally important that we meet the needs and schedules of our members.

If you are not able to work, you are required to notify the Admin. Vice-Chair and your coworkers as soon as possible. Failure to notify of your absence could result in discipline up to and including employment termination. If you are absent from work and do not notify the Admin. Vice-Chair of your absence for more than three consecutive business days, we will assume you have voluntarily resigned from your position.

## **Holidays**

The LSC office will observe the following holidays, and you are not expected to maintain your working schedule for any of these days. The scheduled holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas Eve Day
- Christmas Day

If the scheduled holiday falls on a Saturday, we will observe the holiday on the preceding Friday. If the scheduled holiday falls on a Sunday, we will observe the holiday on the following Monday.

Part-time employees will receive holiday pay on a prorated basis based on the assigned hours per week before any overtime.

## **Company Travel & Expenses**

### **Travel Expense Reimbursement Policy**

Travel may be necessary to accomplish organization objectives. All travel must be authorized in advance. IASI will reimburse employees for expenses related to this travel if an expense report is submitted to the IASI Treasurer within 30 days after the expenses are incurred. The minimum expense information shall include the date of the travel, the purpose for the travel, a description of the expenses incurred and itemized receipts to document the expenses. IASI will reimburse employees for mileage at the current Internal Revenue Service standard mileage rate. IASI will reimburse meals up to the Meals and Incidental Expense allowance as published for by U.S. General Services Administration Office, except for alcoholic beverages.

### **Purchases and Expenses incurred on behalf of IASI**

Occasionally, you may need to incur expenses on behalf of IASI. However, absent an unforeseeable need, all expenses of more than \$250 need to be pre-approved by the Admin. Vice-Chair or Board of Directors. To be reimbursed, employees must submit an expense reimbursement request to the IASI Treasurer within 30 days after the expense is incurred. The reimbursement request shall include a description of the expense incurred and an itemized receipt to document the expense.

Normal processing time for expense reports is 10 business days. Requests that are incomplete or that lack backup documentation will be returned and may have a longer processing time. A completed request includes a description of the expense, the necessity of the expense, the purpose for the expense, written approval of the Admin. Vice-Chair, and itemized receipts documenting the amount of the expense.

### **IASI Issued Credit Cards and Debit Cards**

IASI may issue credit cards or debit cards to employees for use in their jobs. The use of IASI issued cards is a privilege. Any IASI issued cards must be used for business purposes only, and in conjunction with the

employee's duties. Employees must not use the cards for non-business or non-essential purposes. IASI allows the use of an IASI issued card for expenses incurred while traveling, such as for lodging and meals while on IASI approved business trips, for business purpose if such expenses are consistent with the above-described travel and expense reimbursement policy.

# EMPLOYEE CONDUCT

## Expectations of Employees

As you read through this handbook, you'll get an overview of the policies and procedures of our workplace. In general, IASI employees will:

- Approach their jobs with a positive and professional demeanor and put forth their best efforts
- Treat all co-workers, swimmers, coaches, swim-parents, board members, and volunteers with respect and courtesy
- Act and dress professionally
- Maintain the confidentiality of all information regarding our business
- Look for opportunities to improve themselves and the organization, and provide suggestions for changes
- Follow the policies contained within this handbook and ask questions when a policy is unknown or unclear.

## Employee Status

You are an employee with no contractual commitments from or to IASI. As such, you are known as an "at-will" employee. As an at-will employee you are free to resign your employment at any time for any reason with or without notice. Likewise, IASI reserves the right to terminate your employment at any time with or without prior notice for any reason not prohibited by law. Nothing within this handbook or any other organization document or verbal communication is intended to create a contract of employment.

This policy of "at-will" employment may not be modified or changed by any officer, Board Member, or employee of the organization.

IASI defines employment classifications so that employees understand their employment status and benefit eligibility. If you are unsure about your job description, classification, or status, please ask the Admin. Vice-Chair. The Admin. Vice-Chair will discuss any changes in your status with you.

All employees will be designated as either exempt or non-exempt employees for the purposes of federal and Iowa wage and hour laws. Exempt employees are excluded from specific provisions of the applicable wage and hour laws. Exempt employees are not eligible for overtime pay. Non-exempt employees are entitled to overtime pay under specific provisions of federal and Iowa laws. The exempt/non-exempt classification of an employee may be changed only upon written notification by the Board of Directors.

## **Code of Conduct**

### **Guidelines for Conduct**

IASI is responsible for setting guidelines and procedures that will assist employees in knowing what behavior is acceptable at IASI and what is not. Employees are responsible for knowing what behavior is acceptable, for seeking clarification if there is any question about this policy, and for adhering to this policy.

The items in this policy are intended as examples only and are provided to further describe the ordinary and reasonable rules of conduct. Professional service to customers is a priority at IASI. When you are writing or speaking as part of your duties, you are representing the IASI.

Acceptable and expected employee conduct that affects the provision of professional customer service, but is not limited to:

- Complying with policies of IASI and applicable laws and regulations pertaining to the industry, as well as those pertaining to health, safety, security, and employment.
- Treating others in a courteous and respectful manner.
- Reporting to the Admin. Vice-Chair all potentially unethical, unsafe, or illegal conduct pertaining to IASI's business.
- Participating in IASI investigations and audits.
- Performing assigned tasks efficiently and in accordance with established performance standards and expectations.
- Providing direction, feedback, coaching, and discipline to employees, as called for by the situation and the individual(s) involved.
- Reporting to work punctually and working as scheduled. Being ready for work, at the assigned starting and working times.
- Giving proper advance notice whenever you are unable to work or report for work on time.

The following conduct is prohibited because it adversely impacts professional customer service and professional management of employees:

- Violation of any of the USA Swimming Codes of Conduct
- Criminal activities engaged in by any employee
- Theft or removal of any company property without expressed permission.
- Refusal to perform duties described in your written Job Description or additional duties as assigned to you from time to time by the Admin. Vice-Chair or Board of Directors
- Discovery of false information on an employee's application of employment or any pre-employment tests or documentation
- Working while under the influence of alcohol, illegal drugs, or narcotics (unless a prescription prescribed to you).
- Using, selling, dispensing illegal drugs, or narcotics during your work hours, or at any IASI or USA swimming sponsored event

- Drinking alcohol during working hours, unless while attending an official USA Swimming or IASI event where alcohol is served. In these situations, IASI expects employees will conduct themselves in a reasonable and appropriate manner
- Falsification of records, including but not limited to timecards or any other similar report or documentation
- Unauthorized solicitations or other activities that interfere with productivity
- Sexual harassment, bullying, discrimination, or other forms of harassment of other employees, swimmers, volunteers, vendors, customers, contract workers, or other third parties during the performance duties
- Breach of organization confidentiality
- Fighting, assaulting, or threatening violence to an employee, coworker, vendor, volunteer, or others you interact with.
- Forgery of a signature on any document used in any way in connection with IASI's business
- Failing to participate and cooperate in company investigations
- Engaging in any form of prohibited harassment or discrimination, including but not limited to sexual harassment, whether delivered through written, verbal or electronic communications (e.g., voicemail, e-mail, internet, blogging, instant messaging, or any other type of electronic medium).
- Falsifying, omitting, misrepresenting, or improperly altering any IASI record, report, form, or information, such as information in an employment application, medical reports, time records, expense reports, absentee reports, etc.
- Stealing, destroying, or defacing IASI property.
- Abusing or misusing IASI property, technology or electronic systems, including electronic mail, computers, Internet access, LAN, etc.
- Refusing to follow management's reasonable instructions concerning a job-related matter, approaching job tasks outwardly negatively, exhibiting a loss of interest in work assignments, and failing to work cooperatively with management.
- Using violent, threatening, discriminating, or harassing language toward a volunteer, coach, customer, or employee, such as the use of racial slurs.
- Possessing dangerous or unauthorized materials, such as explosives, firearms or weapons at any IASI or USA swimming events.
- Using profane or abusive language where the language used is uncivil, insulting, contemptuous, vicious, or malicious.
- Making maliciously false defamatory statements, such as spreading rumors you know to be false about the IASI, employees, coworkers, contractors, members, or vendors.
- Engaging in activity that constitutes a conflict of interest without reporting it, without authorization, and without taking any mitigating measures required by IASI to reduce or eliminate the conflict.
- Being convicted of a felony or a misdemeanor involving theft, misappropriation, fraud, dishonesty or an act of moral turpitude, including a plea of "guilty", "no contest", or "*nolo contendre*".
- Violating any IASI policy or rule, or any applicable law or regulation.

This is not an exhaustive list of behavior that may lead to immediate termination of employment, but a general listing that may be expanded or changed at any time with or without notice.

## **Discrimination and Harassment**

IASI strives to maintain hiring processes, employment decisions, and work environments that are free from discrimination and harassment because of race, color, religion, creed, sex, sexual orientation, pregnancy, age, disability, military status, gender identity or national origin, genetic information, or any other basis protected by applicable federal, state, or local laws.

Sexual orientation means actual or perceived heterosexuality, homosexuality, bisexuality, or transsexuality. Gender identity means a gender identity of a person, regardless of the person's assigned sex at birth. Genetic information means genetic tests of you or your family members, diseases, or disorders of your family members, obtaining genetic services, or participating in genetic research.

This policy applies to our applicants' and employees' concerns about discrimination or harassment based on a protected group status, regardless of whether the alleged wrong doer is an employee of IASI or a third-party. Third parties include vendors, members, contractors, volunteers, or any other non-employee.

IASI prohibits discrimination and harassment based on a protected group status and will handle all such complaints in a prompt and serious manner. IASI also prohibits retaliation, as defined later in this policy, against employees who raise good-faith concerns under this policy or who participate in investigations conducted under this policy. This policy prohibits discrimination, harassment, and retaliation in all aspects of employment, including application, selection, job assignment, compensation, benefits, discipline, termination, training, working conditions, and other terms and conditions of employment.

Prohibited discrimination and harassment, including sexual harassment, are contrary to basic standards of conduct IASI expects between individuals and includes that which is prohibited by state and federal law. If IASI determines that behavior contrary to this policy or the law has occurred, then any individual who engaged in such behavior, as further defined below, will be subject to corrective action which may include immediate discharge. Prohibited behaviors may take the form of written, verbal, and electronic communications, including communication by way of voice mail, e-mail, internet, blogging, instant messaging, or any other type of electronic medium, as well as physical behaviors and tangible objects.

### **Examples**

Listed below are a few examples of prohibited behavior:

- Derogatory comments about an individual's membership in a protected group, for example, comments that refer to a person's age.
- Visual messages that are degrading to or reflect negatively upon protected groups, for example, cartoons about religion, race, gender, etc.
- Slurs, jokes, or comments that have the purpose or effect of stereotyping, demeaning, or making fun of any protected group. Examples include name-calling and jokes based on ethnic origin, gender, race, etc.
- Intentional or repeated refusal to use a person's name, pronouns, or title. For example, repeatedly calling a transgender woman 'him' or 'Mr.' after she has made clear that she uses she/her and Ms.
- Acts, writings, verbal, or non-verbal innuendo that relate to or reflect negatively upon any protected group.

- Using offensive and/or foul language that denigrates a protected group, for example, contemptuous words with religious or sexual connotations.

### **Sexual Harassment**

One type of prohibited harassment, sexual harassment, includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, written, electronic, or physical conduct of a sexual nature when any one of the following circumstances exists:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile work environment.

No one may threaten or suggest that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, wages, advancement, assigned duties, shifts, or any other term or condition of employment.

Other types of prohibited conduct may include, but are not limited to sexual advances, propositions, verbal abuse of a sexual nature, sexually suggestive touching, sexually suggestive gestures and comments, graphic verbal description of an individual's body, and the display in the workplace of sexually suggestive objects or pictures. Sexual harassment does not always have to be sexual in nature; it can include behavior or comments that are derogatory or demeaning about or toward a person or persons because that person is male or female. Sexual harassment also can occur between two persons of the opposite or same gender.

### **Other Types of Harassment**

Prohibited harassment, other than gender and sexual harassment, includes, but is not limited to unreasonably interfering with work performance or creating an otherwise intimidating, hostile, or offensive working environment because of a person's race, color, religion, creed, sex, sexual orientation, pregnancy, age, disability, military status, gender identity or national origin, genetic information, or any other basis protected by applicable federal, state, or local laws.

### **Reporting Discrimination or Harassment**

Employees and applicants should immediately report prohibited discrimination and harassment to the IASI General Chair so it can be stopped and prevented in the future and to ensure that this important policy of IASI is enforced. Early reporting is key to reducing and preventing further behavior prohibited by this policy and to maintaining positive working conditions that foster productivity, efficiency, and good morale.

**IASI will investigate complaints promptly and take corrective action designed to stop or prevent discrimination or harassment, as deemed necessary including disciplinary action, up to and including immediate termination of employment.**

While IASI cannot guarantee anonymity, as it may be an obstacle to an effective investigation, IASI will maintain confidentiality of these reports and the persons reporting their concerns to the fullest extent possible under the circumstances.

### **Non-Supervisory Employees' and Applicants' Responsibility**

If an applicant or employee believes that they—or another applicant or employee—are being subjected to prohibited harassment or discrimination by a volunteer, co-employee, or third-party based on a protected group status, then they should immediately notify any member of the Board of Directors.

### **IASI Responsibility**

Any member of the Board of Directors who receives information or a report or complaint, formal or informal, about prohibited harassment, discriminatory behavior, or retaliation, or has reason to believe that prohibited harassment, discriminatory behavior, or retaliation is occurring even if no complaint has been made, must immediately report the matter to the General Chair or the full Board of Directors (exclusive of board members involved in the allegation).

### **Anti-Retaliation**

IASI prohibits retaliation against any person who in good faith makes a report of discrimination or harassment, or who assists or cooperates in an investigation of discrimination or harassment. Retaliation against such persons will not be tolerated by IASI. Any individual who believes they have been retaliated against should promptly report the matter in the same manner they would a discrimination or harassment complaint, as detailed above.

## **Ethical Expectations**

Our reputation for integrity is one of our most valuable assets and is dependent on the ethical actions of every employee and volunteer. Our reputation is paramount and drives our interactions with our volunteers, stakeholders, the community, other LSCs and other employees. To maintain our high standards, we depend on every IASI employee to adhere to the highest ethical standards. Our business is conducted in the strict observance of both the letter and spirit of all applicable laws, and all USA Swimming rules and regulations, including the USA Swimming Code of Conduct. The integrity of each employee is of utmost importance to IASI. IASI is bound by all USA Swimming rules and regulations and IASI Policies and Procedures. As an IASI employee, you are expected to abide by USA Swimming's Code of Conduct.

Employees of IASI should conduct their personal affairs in such a fashion that their duties and responsibilities to IASI are not jeopardized or legal questions do not arise with respect to their association or work with IASI. You should not use your position with IASI, or with any of its members for private gain or to advance personal interests.

Notify the Admin.Vice-Chair or the General Chair to report any unethical behavior or practices.

## **Drug & Alcohol-Free Workplace**

IASI is committed to providing its employees and members with a safe workplace. The use, sale, or transfer of narcotics, drugs, controlled substances, or alcohol (except as described in the performance issues section), while on the job is prohibited. Employees are expected to report to the workplace with no alcohol, illegal drugs, or illegal drug metabolites in their possession or within their body. IASI cannot accept the risk in the workplace which alcohol or illegal drug use creates.

## **Employment and Certification Requirement**

To be an employee of IASI, you must sign the IASI Employee Confidentiality Agreement.

~~You also must be certified and maintain certification as an IASI administrative official. We will cover reasonable expenses you incur to maintain this requirement. Due to the restriction on working as an administrative official at an IASI sanctioned meet (see section on Outside Employment, Volunteering, and Conflicts of Interest), you will need to take the administrative official class or pass the administrative official written test as required by the IASI Officials Committee to maintain your certification.~~

## **Firearms and Weapons**

Employees are prohibited from bringing firearms or weapons to any IASI or USA Swimming event. This policy extends to private vehicles on any property hosting a USA Swimming or IASI event. As necessary to enforce this policy, the organization reserves the right to search persons and possessions on any property hosting a USA Swimming or IASI event.

## **Internet, Email, and Technology Use**

IASI has high professional standards when it comes to serving our members, Board Members, volunteers, as well as the way our employees interact with one another.

### **Communication Policy**

You represent IASI. Most everyone you interact with is either a volunteer member or a prospective volunteer member. Be courteous, pleasant, and helpful.

Employees are expected to respond to communications within one business day unless you state you are out of the office and indicate the date you are anticipating returning.

### **Electronic Devices**

Personal use of electronic devices during working hours should be limited. IASI provided equipment is for IASI business use only and should not be used for personal gain.

Prohibition on Use While Driving. Regardless of the circumstances, including slow or stopped traffic, you are required to stop your vehicle in a safe area before placing or accepting a call, or engaging in any other action using a handheld communications device. If you are charged with traffic violations resulting from the use of an electronic device while driving, you will be solely responsible for all liabilities that result from such actions.

### **Computer/Internet/E-Mail**

You may be provided with a computer and will be provided an IASI e-mail account. If utilizing an IASI computer, the computer and e-mail systems and everything on them belong to IASI, even though access may be available through passwords. If utilizing a personal computer, all IASI documents and emails belong to IASI, even though access may be available through passwords. Access to these systems is limited to authorized parties.

E-mails are not private documents, and their existence opens both IASI and the employee to potential adverse legal exposure. As an IASI employee, you have no reasonable expectation of privacy when working with IASI's systems. IASI has the right to monitor, record and read all e-mails and all internet communications. You cannot assume that your internet history or e-mail messages will be private.

Do not send confidential or sensitive information over the internet or by e-mail. Information passing through the internet and e-mail system is not secure and can be intercepted. Assume that anything placed online is permanent and accessible.

You may not add any unauthorized equipment to an IASI computer. This will include speakers, printers, game systems or anything else that may become available in the future to add to a computer system.

It is illegal to download materials that are copyrighted, patented, or trademarked. Employees are prohibited from downloading or viewing any unauthorized software or materials on IASI computers. This includes but is not limited to sites that are offensive, pornographic, obscene, profane, discriminatory, harassing, insulting or derogatory.

If your actions result in damage to IASI's computers, you will be held financially responsible for the cost of repairing or replacing the device.

### **Social Media**

Employees must always adhere to the approved IASI posting policy.

### **Acceptable Use**

Employees should abide by all regulatory and contractual guidelines and all local, state, and federal laws. Employees must not violate the rights and privacy of IASI employees, volunteers, athletes, and members. Questions regarding the acceptable use should be directed to the Admin. Vice-Chair.

## **Outside Employment, Volunteering and Conflicts of Interest**

Employees of IASI are free to pursue their own activities outside of work hours; however, additional employment that might be in conflict or in competition with the work of our LSC is prohibited. Occasionally, you may be asked to work additional hours or engage in weekend work. Due to the nature of your employment, IASI cannot allow you to volunteer as an administrative official or referee for a swim club that you are directly or indirectly affiliated with because of potential conflict of interest. You will be considered directly or indirectly affiliated with a swim club if (a) you are registered as coach-member, a non-athlete or athlete member with the swim club, (b) your children are athlete members of the swim club, or (c) you are a member of the board of directors or advisory group of the swim club.

You are expected to devote your best efforts to the interests of the IASI. Business dealings that appear to create a conflict between our interests and your interests are not acceptable. We recognize your right to engage in activities outside of your employment which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts to the Admin. Vice-Chair so we may assess potential conflicts of interest.

## **Performance Feedback & Evaluation**

We believe that regular performance feedback is essential to help each employee perform at the highest level possible. To achieve this, you may receive both informal and formal feedback on your performance. The Admin. Vice-Chair can provide you with specific details on when you will receive this type of feedback and the areas on which you will be evaluated. The evaluation, in the form of a formal performance review, will generally be conducted annually at the end of each fiscal year.

## **Progressive Discipline**

In most cases, a series of steps will be followed when discipline is necessary. These steps may not be followed in all cases, and IASI reserves the right to follow alternate courses of discipline. The following steps may be used at the discretion of the Admin. Vice-Chair or Board of Directors:

- Verbal Warning(s)
- Written Warning(s)
- Termination of Employment

## **Theft and IASI Property**

Theft, negligent use of, or abuse of IASI property will not be tolerated. Personal use of IASI equipment or supplies is not permitted.

Employees are not permitted to comingle personal funds with IASI funds. Refer to the IASI financial controls policies or contact the Finance Committee for clarification of procedures.

## **Workplace Violence**

We need the assistance of every employee to keep our workplace safe. If you receive or overhear any threatening communications from an employee or outside third party, report it immediately to the Admin. Vice-Chair or any member of the Board of Directors. Do not engage in either physical or verbal confrontations. If you encounter an individual who is threatening immediate harm to themselves or others, call 911 immediately.

Additionally, your responsibility for keeping our workplace safe includes:

- Following our organization's ban on firearms and weapons during IASI sanctioned events and reporting any violations to the Admin. Vice-Chair or the Board of Directors immediately.
- Following our organization's Drug and Alcohol-Free Workplace policy and immediately reporting any violations to the Admin. Vice-Chair or the Board of Directors.
- Disengaging and reporting any violent or potentially violent situation to the Admin. Vice-Chair or the Board of Directors.

All reports of work-related threats will be promptly investigated and will be only shared with individuals who need to know. Employees are expected to participate in any investigation.

# WORK ENVIRONMENT

## Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, we strive to make the hiring and application process, as well as the work environment, accessible.

If you require special accommodations, please notify the Admin. Vice-Chair and we will review your request and what, if any, accommodations can be made to the essential duties of your job.

## EEO Policy

We are an Equal Opportunity Employer. It is our policy to provide equal opportunity to all employees and applicants without regard to race, color, religion, creed, sex, sexual orientation, pregnancy, age, disability, military status, gender identity, national origin, genetic information, or any other basis protected by applicable federal, state, or local laws. This non-discriminatory treatment applies not only to employment but also to:

- Job assignment
- Rates of pay or other compensation
- Selection for training
- Any other employment-related decision

Our decision on job-related issues will be made based on job performance, education, training, experience, skill, and other requirements specific for each situation. Should you have questions or concerns about this policy or concerns about a specific situation, please feel free to discuss your concerns with the Admin. Vice-Chair

## Appropriate Attire and Appearance

You are a representative of IASI; therefore, your attire and grooming should reflect our high standards of professionalism. We rely on our employees to create a favorable image for our members, volunteers, peers, as well as fellow employees.

## Employee Grievance Procedure

An employee may file a grievance in response to disciplinary action or other actions related to employment. Grievances should be directed to the IASI General Chair, unless the grievance involves the IASI General Chair, in which case the grievance should be directed to the Admin. Vice-Chair.

A grievance is to be filed by following these steps:

1. The employee must file a written grievance to the General Chair (or Admin. Vice Chair if necessary) within 15 calendar days from the date of the discovery of the grievance or action.
2. The recipient of the written grievance must respond in writing within 15 calendar days.

3. Should an employee not be satisfied with a response from the recipient of the written grievance, the employee may direct a written appeal to the Board Secretary within 10 calendar days of receiving the initial written response. Failure to appeal the decision within the designated timeframes will render the decision final. The Secretary will convene a meeting of the Board of Directors to review and act upon the complaint, in writing, within a mutually agreed timeframe. The employee may be requested to appear before the Board to allow them to hear the grievance from the employee firsthand and to ask questions. The decision by the Board is final.

Time periods provided in this policy for presenting or responding to grievances may be extended when necessary and appropriate.

### **Solicitation and Distribution**

To protect employees from unwanted solicitations, as well as to prevent interruptions in daily routines in the workplace, the solicitation of one staff member by another is prohibited during the regularly scheduled work time. Selling commercial goods in regular work areas are also prohibited. Exceptions to solicitation and selling are made for IASI-sponsored activities. All employees are responsible for enforcing the prohibitions against solicitation, selling, and distribution.

# **TERMINATION OF EMPLOYMENT**

## **Resignations**

While we hope your work with IASI will be a rewarding one, if you decide to leave, a one-month notification is requested.

If you are absent from work for more than three consecutive business days, and you do not notify the Admin. Vice-Chair during your absence, we will assume you have voluntarily and immediately resigned your position.

## **Terminations**

If the organization decides to terminate your employment, all organization property must be returned. Forwarding information for final pay and tax purposes will be gathered.

## IASI Employee Handbook Acknowledgment Form

I acknowledge that it is my responsibility to read and understand the policies outlined in IASI Employee Handbook. I agree to follow the rules and regulations of IASI as described in the handbook which is intended as a guide to the organization's policies and procedures. I understand that the organization has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between IASI and me, and that either I or IASI may terminate our employment relationship at any time, with or without cause. I understand that no representative of IASI other than the Board of Directors or General Chair of IASI has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I agree to abide by these policies in this handbook and understand that any violation or failure to adhere to them may result in disciplinary action, up to and including termination of employment.

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Employee Signature

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Date

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Employee Name (please print)