

BIRCH BAY VILLAGE COMMUNITY CLUB, INC

EMPLOYEE HANDBOOK

BIRCH BAY VILLAGE EMPLOYMENT AND OPERATIONS HANDBOOK

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Definitions:

Manager: Oversees particular department(s) and employees within that department.

Supervisor: Oversees a sub-department(s) and employees within that sub-department.

General Manager: Oversees all departments, Supervisors, and employees.

Departments: Admin, Security, Maintenance, Golf Maintenance, Golf & Grille

Sub-Departments of Maintenance: General Maintenance, Grounds Maintenance, Marina Maintenance, Rounds

I. Introduction:

This Handbook is intended to provide the employee with a general understanding of Birch Bay Village’s employment policies and procedures, and to provide the basis for the consistent treatment of Birch Bay Village Community Club employees. The Handbook cannot anticipate every situation or answer every question regarding employment with Birch Bay Village Community Club. Circumstances may require that this Handbook be changed from time to time. Consequently, Birch Bay Village reserves the right to amend, supplement, or rescind any of the provisions, with proper employee notification, as it deems appropriate in its sole and absolute discretion. This Handbook does not constitute an employment contract nor is it to be construed as such.

Benefits:

“Benefits” provided to regular full-time employees:

- a. Health insurance (optional): Benefits change in July of each year. Employees pay a percentage of their individual cost and 100% of the cost of dependents that they choose to include.
- b. Holidays: See section K: “Holidays”
- c. Vacation time: See section L: “Vacations”
- d. Medical Absences: See section M: “Medical Absences”
- e. Village amenity use: Certain Village amenities are available for use by employees and their immediate families (spouses and children). An “Employee ID Card” will be issued to full-time employees (and must be shown or carried with the employee while using the amenities). Community Parks may be used by employees and their families. Pool access is free to employees (family members may use the pool if accompanied by the employee). Golf is free to employees (family members may use the golf course with an employee after paying day-use fees). Marina launch is free to employees only (marina member rules apply). Employees are allowed up to two (2) vehicle barcodes as long as their names are on the registration. All amenities are to be used while the employee is off-the-clock.

II. Employment

A. Hiring

Newly hired employees are required to serve a probationary period of 90 calendar days commencing with their first day of employment. This period of time allows employees time to demonstrate their ability to perform their assigned jobs. A copy of current Driver's License (or comparable ID) and Social Security Card, completion of U.S. Department of Justice Form 1-9, verification of employment eligibility, and background check is a required of all new employees.

Upon completion of the probationary period, a performance evaluation will be conducted to ascertain the advisability of continued employment and to determine the job assignment and rate of pay. At any time during the probationary period either Birch Bay Village or the employee can terminate the employment relationship without any advance notice. The probationary period may be extended if the employer deems that additional time is necessary to evaluate the employee's ability to perform the job assignment. Employees will not be eligible for any benefits during the probationary period.

Employees who are rehired following a break in service in excess of two months, other than an approved leave of absence, must serve a new probationary period whether or not such a period was previously completed. Such employees are considered new employees.

B. Employment Categories

1. Probationary Employees: Newly hired/re-hired employees as set forth above in Section II, Employment, A, Hiring.
2. Regular full-time (hourly) employees: Employees who regularly work over 30 hours a week on a continuing basis and who have completed the probationary period. Insurance benefits are only available to regular full-time employees.
3. Regular part-time hourly employees: Employees who regularly work 30 hours or less, on a continuing basis and who have completed the probationary period.
4. Temporary hourly employees: Employees whose jobs are of a specified duration, such as jobs of a seasonal nature or arising out of special projects, abnormal work loads or emergencies.
5. Full-time employees of seasonal nature (e.g. Greenskeeper): Unpaid time off may be granted during "off-season" months.

C. Work Hours

The normal workweek begins at 12:01 AM on Sunday.

The typical period of work during a workday for employees is eight hours.

Meal breaks - All employees must take a 30-minute unpaid lunch break for shifts over 5 hours. This meal break must occur at least two hours (but no more than five hours) after the worker's shift has begun.

Rest breaks - 15 minute paid break shall be given for each 4 hour shift worked and must be taken midway through the 4 hour work period. Skipping the mandatory rest break to leave early is not allowed.

If an emergency prohibits the taking of any break, employee must notify General Manager.

Work schedules for employees are established, within this framework. Various factors, such as workloads, operational efficiency, and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week. Birch Bay Village management reserves the right to assign employees to jobs other than their usual assignments when required. Also, employees may be required to work overtime or hours other than those normally scheduled whenever necessary.

“After Hours”/Meetings

If an off-duty employee is asked to come into work by their department Manager or the General Manager, once on the job they must clock-in (except in emergency cases) and perform the needed tasks assigned by the Manager. After finishing tasks the employee must clock-out.

If an employee returns to work to attend an “after hours” work-related meeting they must clock-in; after the close of the meeting they must clock-out.

Emergency callouts and after hours meetings will be paid a minimum of two (2) hours, however, overtime will only be paid if a) preapproved by the General Manager, b) it is impossible to reduce time worked (i.e. a Saturday emergency when 40 hours has already been worked), AND c) hours worked actually exceeds 40 hours.

All overtime must be preapproved or emergency in nature.

Pursuant to Washington Law, employees may opt to forgo overtime pay in exchange for an equivalent time off. For example, if an employee works 1 hour overtime, preapproved, he/she may opt to be compensated at 1.5x regular wages or take 1.5 hours regular paid time off at a later date. Requesting this benefit is up to the employee.

Employees are required to attend any “employee related meeting” and will be compensated for their time.

D. Pay Schedule

Employees (classified as non-exempt under Federal and State wage/hour regulations) will be paid an hourly rate for work performed as follows:

1. 2. 1 ½ times the base hourly rate of pay for hours worked in excess of 40 hours for the work week.

E. Pay Procedure

Payroll sheets are submitted to the Supervisor on the day following the last day of the pay period. Due to insurance and tax purposes, hours worked in a certain department must be specified on the employees' payroll sheet and documented by bookkeeping. The Supervisor submits the payroll sheet to the General Manager who signs off on the payroll sheets, and submits them to bookkeeping. Pay periods are every 2 weeks.

Employees are paid by direct deposit issued on the Wednesday following the end of the pay period. The employer does not provide any payroll advances or extend credit to employees.

F. Payroll Deductions

Certain deductions required by law will be made from each employee's wages. These include Federal income tax and Social Security taxes (FICA). Each employee must complete a Federal income tax withholding exemption certificate (IRS Form W-4) at the time of hire.

This information determines the amount of income taxes withheld. Any change in material information, such as family status, that increases or decreases an employee's exemptions must be reported to Bookkeeping. A statement of earnings and taxes withheld is provided to employees annually (W-2).

Other appropriate payroll deductions may be made as authorized by an employee and as may be imposed by government authority.

G. Attendance

Attendance and punctuality are essential to efficient functioning of our work force in Birch Bay Village. The Birch Bay Village work force is small in number and, therefore, the absence or tardiness of any one employee impacts significantly on the effectiveness of the work force as a whole.

Employees are responsible for being present on their assigned workdays. On occasion, employees may not be able to report to work due to illness/injury or some extenuating circumstance. In such cases, employees must notify their Supervisor (who in turn contacts the General Manager) no later than their scheduled time to begin work and each subsequent day of an unscheduled absence. Employees must indicate the reason and probable duration of the absence.

Employees absent for three (3) or more consecutive work days without reporting or calling their Supervisor will be considered to have abandoned their job and automatically be terminated from employment unless a reasonable excuse is offered which is acceptable to Birch Bay Village management.

Employees are required to clock-in at an appropriate workstation at the time of their scheduled work hour ready for work. At the end of their scheduled shift employees must clock-out at an appropriate work station. Employees may not clock-in or clock-out another employee (doing so will result in disciplinary action up to and including termination by both employees involved). If an employee forgets to clock-in or clock-out they must contact the General Manager directly.

Employees are to notify their Supervisor (who in turn contacts the General Manager and/or Village Office) when they are going to report late for work, and must provide the reason and approximate time they will report for work.

When extenuating circumstances require employees to leave work prior to the conclusion of the scheduled work hours, they must notify their Supervisor (who will in turn contact the General Manager) and receive approval for early departure.

When circumstances cause an employee to take a break outside of the "normal" break times, they must notify their department Manager and receive approval for the change.

Employees must receive approval to leave the Village while on the clock by their department Manager (see "check-out" policy).

H. Standards of Conduct

In the interest of promoting efficiency, production and cooperation, the following guidelines governing personal conduct and relations apply to all Birch Bay Village employees.

Violations of these will result in disciplinary action up to and including termination of employment. These are not and cannot be all-inclusive. However, they do serve as examples of the types of conduct that are impermissible and that will lead to disciplinary action.

1. Unsatisfactory work performance.
2. Tardiness or absenteeism.
3. Failure to return from an authorized absence.
4. Reporting for work in a condition unfit to perform the tasks of the day.
5. Use of illegal substances, marijuana, or alcohol while on the job.
6. Insubordination, including improper conduct toward a Supervisor or someone in Birch Bay Village management.
7. Refusal to perform tasks assigned by a Supervisor or Manager.
8. Disrespect or rudeness to coworkers, Birch Bay Village members and/or their guests.
9. Theft or unauthorized removal of property from Birch Bay Village.
10. Misusing, destroying or damaging property of Birch Bay Village.
11. Using Birch Bay Village vehicles for personal business.
12. Fighting or provoking a fight on company time or within Birch Bay Village.
13. Non-compliance or disregard of any established safety rule.
14. Falsifying or destroying any timekeeping records.
15. Leaving one's job site during working hours without prior approval from the Manager.
16. Using personal electronic devices that distract/disrupt from work and working safely (does not include times an employee is unable to hear due to the type of work).
17. Use of tobacco products during regular working hours (not including breaks or lunches) or in violation of State Law (e.g. in BBV buildings; in BBV vehicles; within 25 feet of doorways and windows; while operating BBV equipment.)
18. Creating a hostile work environment.
19. Breaking Birch Bay Village rules and regulations.
20. Not adhering to state and/or federal codes and laws.
21. Not abiding to the Birch Bay Village Employee Handbook.

I. Cutbacks

Birch Bay Village is desirous of maintaining a stable workforce. Accordingly, it will attempt to avoid disruption of its work force whenever feasible. However, there may be occasions when, due to economic reasons or as a result of restructuring of the staffing of Village operations, that cutbacks in employee work hours, elimination of an employee's position, or reduction in force may be necessary. On such occasion, Birch Bay Village management shall have sole and absolute discretion in effecting such cutbacks or terminations.

J. Performance Review.

The performance of regular, full-time and regular, part-time employees will be reviewed at least once a year on the employee's anniversary date and/or at any other interim time Birch Bay Village management may deem it appropriate. The performance of other employees will be reviewed as may be deemed appropriate. The purpose of such review is to assess the performance of an employee with respect to continued employment, appropriateness of compensation, and assignment of duties and responsibilities.

K. Holidays

The following holidays will be observed:

New Year's Day	January 1 st
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May

Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving	4 th Thursday in November, & the Friday following
Christmas Eve	December 24 th (“half-day”*)
Christmas Day	December 25 th
Employee’s Birthday	One day in Employee’s Birth month

Only regular employees who have satisfied their probationary period will receive their base hourly rate of pay equivalent to a normal workday but not to exceed eight hours, for observed holidays. Employees eligible for paid holidays, who are required to work on an observed holiday, will receive their regular holiday pay plus pay for hours actually worked per Section II, Paragraph D, (Pay Schedule) of this Handbook.

If an observed holiday falls on the first day of an employee’s regularly scheduled weekly two-day, non-work period, the holiday typically will be observed on the day immediately preceding the two-day, non-work period. If the holiday falls on the second day of that period, the holiday typically will be observed on the day immediately following the two-day, non-work period.

If a holiday falls during an employee’s approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

Employees must work a regular work day before and after a holiday in order to be eligible for holiday pay (unless the employee has preapproved vacation time scheduled).

Employees on leave of absence, for any reason, are ineligible for holiday benefits for those holidays observed during the periods they are on leave of absence.

L. Vacation

Birch Bay Village provides vacation benefits to employees who satisfy eligibility requirements as set forth below:

1. Only regular, employees who have satisfied their probationary period are eligible for vacation benefits.
2. Employees will accrue up to one work week in their first year of continuous employment at a rate of .0208 hrs/hour worked. The maximum accrual for the first year is 40 hours.
3. Employees will accrue up to two work weeks per year starting their second year of continuous employment through their fifth at a rate of .0425 hrs/hour worked. The maximum accrual per year is 80 hours.
4. Upon completion of five years of continuous employment, employees will accrue up to three weeks per year at a rate of .0651 hrs/hour worked. The maximum accrual per year is 120 hours.
5. The maximum carry over at anniversary date is the half the prior year maximum accrual (i.e. for first year, max carry over is 20 hours, and so forth). **SPECIAL CONSIDERATION FOR PANDEMIC: Employees may carry over all hours accumulated for or in 2020 for use in 2021 without forfeiture.**
6. Employees taking paid vacation will receive their base hourly rate of pay for the equivalent number of vacation hours being taken.
7. Time off while on vacation shall not be considered hours worked for purposes of determining whether an employee receives overtime pay for a particular pay period.

8. Upon termination of employment, eligible employees will be paid for unused vacation time for which they have already become eligible and remain eligible to take.
9. To be eligible to take vacation, employees must submit a vacation request form to and receive approval from their Supervisor as well as General Manager at least two 2 weeks in advance.
10. If an employee cancels or changes their vacation request (after it has been submitted and approved) it is the employee's responsibility to amend such changes after approval from the Supervisor and General Manager.
11. Vacation pay cannot result in hourly pay beyond normal scheduled hours (i.e. employee cannot take vacation time or combination of any non-worked time exceeding 40 hours or whatever their scheduled time is)

M. Medical Absences

Employees who are temporarily unable to perform their usual and customary work due to personal illness and/or injury may be granted an absence from work.

1. Employees unable to report for work due to illness and/or injury must notify their Supervisor (who will in turn contact the General Manager and/or Village Office) no later than their scheduled time to begin work. Employees who become ill while at work must notify their Supervisor (who will in turn contact the General Manager and/or Village Office) prior to leaving the work site.
2. All employees are eligible for paid time off for absences due to illnesses and/or injury.
 - a. **Paid sick time is accrued at a rate of 1 hour per 40 hours worked.**
 - b. Sick time is paid at employee's base hourly rate of pay for the equivalent number of paid sick time hours being granted.
 - c. Upon termination of employment no payment is made for unused sick time hours.
 - d. A sick time request form must timely be completed by an employee prior to payroll processing in order to receive payment for sick time hours.
 - e. "Sick time" can only be used for the following purposes:
 - To care for their health needs or the health needs of their family members.
 - When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
 - For absences that qualify for leave under the state's Domestic Violence Leave Act.
2. Sick time cannot result in hourly pay beyond the normal scheduled hours (i.e. employee cannot take sick time or combination of any non-worked time exceeding 40 hours or whatever their scheduled time is)
3. Employees who are absent from work due to illness and/or injury may be required to produce verification of illness/injury from a physician at the discretion of the department Manager or General Manager.
4. If an employee accepts other employment while absent for illness/injury or fails to return to work on the next regularly scheduled work day following the expiration of a medical absence from work, the employee will be considered to have voluntarily resigned, and will be terminated.
5. The maximum length of a medical absence from work is three (3) months.
6. Probationary employees may not be granted an absence from work for illness/injury in excess of 3 days in aggregate.
7. Misrepresenting reasons for a medical absence may result in disciplinary action; such action may include termination of employment.

8. The employer reserves the right to confer with appropriate medical authority to ascertain an employee's fitness to return to work.
9. Employees may use any accumulated sick time should they not feel comfortable with workplace safety with respect to COVID. Further, employees may use sick time to care for any one with suspected cases or to quarantine as required by officials.
10. For confirmed cases of COVID, employee may only return to work after 10 days since initial diagnosis and then only after confirmation of a negative test.
11. No employee shall attempt to come to work if they exhibit any symptoms of illness. Should they develop symptoms while at work, are expected to immediately isolate and go home (or seek medical attention).
12. Staff who experience symptoms that have been around other staff members within the 4 days prior to onset are expected to schedule COVID testing through Northwest Pathology to ensure the safety of others.

N. Non-medical Absences

Certain absences from work of a non-medical nature may be granted to eligible employees. Such absences are provided on an unpaid basis. The types of absences that may be granted are as follows: Personal leave, jury duty, witness duty, military leave, and bereavement leave.

1. Personal Leave

Up to 30 consecutive calendar days absence may be granted for extenuating and compelling circumstances as approved by the General Manager that require the direct personal involvement of the employee. Probationary employees are not eligible for personal leave.

2. Jury Duty

Employees will be granted an absence to attend jury duty in accordance with their legal obligations to do so. Employees must provide Birch Bay Village management reasonable advance notice of their obligation to serve and provide management with a copy of the court's notice to serve as a juror. If the employee puts in any regular hours at work during the week of jury duty, the employee will be compensated for jury duty with their regular hourly wage minus the income received from jury duty.

3. Witness Duty

Employees will be granted an absence to appear as a witness when under court order. Employees must provide Birch Bay Village management reasonable advance notice of their obligation (at least two 2 weeks in advance) to appear and provide management with a copy of the court's notice to appear as witness. The employee's pay will be compensated in the same way as jury duty.

4. Military Leave

Employees who enter the Armed Forces of the United States will be granted leaves of absence in accordance with Federal and State laws governing such leaves.

Employees who are members of the National Guard or of a reserve component of the armed forces will be granted a military training leave.

For temporary military leave the employee's pay will be compensated in the same way as jury duty.

5. Bereavement leave

In the event of the death of an immediate family member (parent, sibling, spouse, child or grandparent) up to five (5) consecutive days may be granted to attend the funeral (three (3) of which are paid).

6. Unpaid Time Off

Employees may be granted time off without pay throughout the calendar year (that does not fall under any category already listed) at the discretion of the Supervisor and General Manager. Probationary employees are eligible for up to three (3) days.

III. Operations

The duties and responsibilities of specific jobs are set forth by management with each particular employee.

A. Village Appearance

Birch Bay Village Community Club has high standards for the management of its properties and facilities. BBVCC employees are expected to make every effort to ensure that the appearance of Village, facilities, grounds, offices, vehicles, etc. is maintained in the normal course of their duties. For example, litter, which may be noticed routinely, should be picked up for disposal, where employees note or encounter deficiencies they should bring these to the attention of their Supervisor and/or department Manager.

B. Personal Attire

In the interest of presenting a respectable image in Birch Bay Village, employees are expected to observe good habits of grooming and personal hygiene. Employees are to arrive at their workstations in clean and presentable attire. Obviously the very nature of certain jobs as may be performed during the day will result in soiling of clothing; this is understandable.

Definition: Our professional dress code was created to have a consistent and professional appearance among our on-site employees. Dressing professionally is crucial when interacting with prospective and current residents. It creates the best first impression and is a direct reflection of your professional capability.

Maintenance Dress Code

(Due to working around heavy machinery, chemicals, irritants, sharp materials, etc. proper safety attire is required. If proper safety requirements are not being met per WISHA, OSHA, L&I, etc. notify your supervisor, Supervisor, or General Manager immediately.)

- Company maintenance attire must be ordered and approved through the office.
- Full-time maintenance personnel will be issued company shirts, vests and jackets as needed. The company supplied shirt or vest is to be worn while on the clock.
- Plain colored long pants kept in good condition (free of tears, holes, and stains) are required.
- Avoid clothes that are too “loose fitted”.
- Proper safety shoes must be worn (steel toed shoes are recommended).
- All clothing must be clean, free of excessive stains, and free of rips and tears.
- A life vest or jacket must be worn at all times when working on the marina docks.
- Hard hats, protective glasses, and work gloves are to be worn when working with hot and/or sharp machinery, chemicals and irritants.
- Harnesses must be worn when working more than six (6) feet off the ground.

Office Attire

Suitable office professional attire is appropriate business casual.

- Slacks, Pants, and Suit Pants (Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any

spandex or other form fitting pants such as people wear for biking. Jeans in good condition, without tears, holes, and rips, are permitted on Fridays.)

- Skirts, Dresses, and Skirted Suits (Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.)
- Shirts, Tops, Blouses, and Jackets (Inappropriate attire for work includes tank tops; spaghetti straps; midriff tops; low-cut tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; sweatshirts; and t-shirts.)
- Shoes and Footwear (Flashy athletic shoes, flip-flops, slippers are not acceptable in the office.)
- Jewelry, Makeup, Perfume, and Cologne (Should be in good taste. Remember that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.)
- Hats and Head Covering (Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.)

Conclusion

If clothing fails to meet these standards, as determined by the employee's Supervisor or General Manager, the employee will be made to clock-out, sent to change clothes, and will receive a verbal warning. Progressive disciplinary action will be applied if dress code violations continue.

C. Socializing

While it is certainly desirable to have a personable work climate, socializing during work time potentially detracts from the efficiency and productivity of the work force. Socializing therefore must be limited. Excessive socializing, or socializing so that it impedes another employees' work performance will result in disciplinary action.

D. Equipment and Supplies

Birch Bay Village Community Club provides the necessary equipment and supplies to support its business operations. Such equipment and supplies are provided solely for Birch Bay Village business purposes and are not for personal use. Tools and equipment are also provided by Birch Bay Village to service its properties and facilities. It is the responsibility of personnel to ensure that inventory is not abused. Any missing, broken or damaged items are to be reported to the Supervisor and/or management promptly. Employees desiring to use personal tools in the performance of their maintenance duties must receive permission from their Supervisor and department Manager. Birch Bay Village assumes no responsibility for personal tools or their use.

Requests for equipment, supplies, tools, etc. for personal use are to be directed to the department Manager for approval and must be returned in the same or better condition on the next business day.

Once an employee no longer works for Birch Bay Village all clothing, keys, phones, and equipment (items purchased by the Village) must be left at BBV or returned before the end of the pay period (items not returned will be deducted from employees final pay check at the cost the items were originally purchased). Exception: Shirts and hats do not need to be returned.

E. Communications

1. With property owners

The confidence of Birch Bay Village property owners in the management and operation of the Village is essential. To instill and maintain such confidence, employees are expected to be responsive to the suggestions, complaints and criticisms that may be passed on to them by owners. Such response should include a courteous acknowledgement to the owner and immediate referral of the matter to the office of the General Manager or department Manager. Employees should respond in similar fashion to an owner's inquiry, etc. regarding policy matters affecting the management and operation of the Village. The interaction of BBVCC employees with property owners, visitors, etc. must be of a courteous and helpful nature. Interactions of a contentious nature are to be avoided and will result in disciplinary action.

2. Of a personal nature

Employees on occasion may have concerns or questions arising from their own employment situations with Birch Bay Village. To allow management to review such concerns or questions in an appropriate manner, employees are requested to submit their communications regarding such matters in writing to the Birch Bay Village General Manager or Human Resource department. Communications should be concise and to the point. Reasonable time should be allowed for the General Manager or Human Resource department to review the matter and prepare a response.

F. Moonlighting

Moonlighting will not be permitted in Birch Bay Village. Employees may *not* accept jobs within Birch Bay Village, even after hours. Any secondary employment outside Birch Bay Village should not infringe upon your daily scheduled Birch Bay Village work time, or on your work performance at Birch Bay Village.

The manner in which you handle your time, duties and task reflects upon your general performance and your commitment to Birch Bay Village.

G. General

Employees are encouraged to report to their Supervisor and/or Management any condition or situation observed or encountered in the Village that they consider being detrimental to the best interest of Birch Bay Village.

All Birch Bay Village employees are expected to be aware of and comply with all rules and regulations of Birch Bay Village including traffic regulations.

In order to maintain a high standard of integrity with the Birch Bay Village work force, employees are not permitted to accept gratuities from property owners, visitors, vendors or anyone who has or may be doing business with Birch Bay Village.

In order to comply with the Drug-Free Workplace Act, Birch Bay Village reserves the right to test for drugs and alcohol at any time and for any reason.

IV. Pandemic Expectations

A. Facial Coverings and Masks – All employees must wear proper facial coverings when a) working in shared workspaces (whether working alone or together) or b) when working within 6 feet of another outdoors.

1. **Fully vaccinated employees are not required to wear facial coverings and masks as long as a copy of their vaccination record is submitted to their supervisor.**
 - B. **Shared workspaces are defined as those spaces that other employees may utilize the same desk/tool/space indoors within the same day unless thorough sanitization is observed and practical between uses (i.e. patrol vehicle).**
 - C. **Employees are expected to disinfect and clean shared work areas after use.**
 - D. **Under no circumstances should an employee report to work with any sign of illness. If an employee is exhibiting symptoms of COVID, testing is expected through BBVCC account. See Medical Leave for more information.**

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BIRCH BAY VILLAGE COMMUNITY CLUB, INC.

HARASSMENT POLICY

In keeping with the spirit and the intent of federal and state law, Birch Bay Village Community Club, Inc. strives to provide a comfortable work environment. We are committed to a workplace that is free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against any employee. This policy will be extended to members and renters or others who enter our workplace. In addition, those in a supervisory or managerial position will be responsible for taking proper action to end such behavior in their work areas.

In an effort to prevent sexual harassment and other forms of harassment from occurring, this policy against harassment will be communicated to each employee of Birch Bay Village Community Club, Inc. No employee of this company is exempt from this policy.

Offensive conduct or harassment that is of a sexual nature, or based on race, color, religion, age, sex, national origin, disability, or any protected status is prohibited. This includes but is not limited to:

- PHYSICAL ACTIONS, WRITTEN OR SPOKEN LANGUAGE AND GRAPHIC COMMUNICATIONS
- ANY TYPE OF PHYSICAL CONTACT WHEN THE ACTION IS UNWELCOMED OR UNWANTED BY THE RECIPIENT
- EXPECTATIONS, REQUESTS, DEMANDS OR PRESSURE FOR SEXUAL FAVORS
- SLURS, JOKES, POSTERS, CARTOONS AND GESTURES

Any such offensive conduct will be considered a prohibited form of harassment when any or all of the following are true:

- THERE IS A PROMISE OR IMPLIED PROMISE OF PREFERENTIAL TREATMENT OR NEGATIVE CONSEQUENCE REGARDING EMPLOYMENT DECISION OR STATUS
- SUCH CONDUCT HAS THE EFFECT OF CREATING AN INTIMIDATING OR HOSTILE OR OFFENSIVE WORK ENVIRONMENT, OR UNREASONABLY INTERFERES WITH A PERSON'S WORK PERFORMANCE
- A THIRD PARTY IS OFFENDED BY THE SEXUAL CONDUCT OR COMMUNICATIONS OF OTHERS

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in this type of behavior. Any Supervisor or Manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Anyone who believes he or she is being discriminated against because of harassing behavior (for example, other employees being given special treatment in exchange for sexual favors) is encouraged to report it. Anyone who feels he or she is being harassed should immediately report it.

Complaints should be made to the person designated by Birch Bay Village Community Club, Inc. to handle complaints, or any human resources personnel, Manager or executive who you feel comfortable talking with. All complaints will remain as confidential as possible. Complaints made in good faith will in no way be held against an employee. Under no circumstances will an employee be penalized for using this policy.

BIRCH BAY VILLAGE COMMUNITY CLUB DRUG AND ALCOHOL POLICY

GENERAL POLICY:

Birch Bay Village is committed to programs that promote safety in the workplace, employee health and well-being, and member confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine customer confidence. Birch Bay Village's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient work force free from the effects of drug and alcohol abuse. Consistent with this goal and commitment and in response to the requirements of the Drug - Free Workplace Act, Birch Bay Village has developed this policy statement regarding the use, sale, possession, and distribution of controlled drugs and alcohol by its employees.

USE, POSSESSION, TRANSPORTATION, SALE, DISTRIBUTION:

The use, possession, sale, transportation, or distribution of controlled drugs, marijuana or alcohol by anyone while on Birch Bay Village property or on Birch Bay Village business is cause for discharge. The substances will be confiscated, and the appropriate law enforcement agencies will be notified.

ALCOHOL OR MARIJUANA IN THE SYSTEM:

An employee found either by a supervisor's observation or as the result of a test showing that the employee is over the legal limit and therefore under the influence of alcohol or marijuana while on Birch Bay Village property or on Birch Bay Village business shall be subject to discharge.

DRUGS IN THE SYSTEM:

An employee found to have a detectable concentration of any drug in his or her system, including but not limited to heroin, cocaine, morphine, phencyclidine (PCP), amphetamines, barbiturates, or hallucinogens (or metabolites of any such drugs) shall be subject to discharge.

TESTING FOR DRUGS, ALCOHOL OR MARIJUANA:

Upon reasonable suspicion of drug, marijuana or alcohol use, an employee may be required to submit blood or urine or submit to other diagnostic tests to detect alcohol, marijuana or drugs (or drug metabolites) in his or her system. If an initial screening test indicates a positive finding, a confirmation test may be conducted. Any employee who refuses to submit to testing under these circumstances shall be subject to discharge.

SEARCHES:

Birch Bay Village reserves the right to carry out reasonable searches of employees and their property, including but not limited to clothing, lockers, lunch boxes, and private vehicles parked on Birch Bay Village property. An employee who refuses to submit immediately to such a search shall be subject to discharge.

DRUG PARAPHERNALIA:

Employees are prohibited from bringing drug paraphernalia onto Birch Bay Village property at any time. An employee who possesses or distributes such paraphernalia while on Birch Bay Village property shall be subject to discharge.

OVER-THE-COUNTER OR PRESCRIBED MEDICATIONS:

Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect(s) the medications may have on the performance of their duties and must promptly inform management if any medication may impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, including discharge. In addition, employees who take over-the-counter or prescribed medications contrary to the label's or doctor's instructions may be subject to disciplinary action, including discharge.

JOB APPLICANTS:

Applicants for employment may be given blood, urine, or other diagnostic tests to detect alcohol or drugs (or drug metabolites) in their systems. A positive test result will result in the applicant's being rejected for employment.

REEMPLOYMENT/REENTRY INTO THE WORKPLACE:

Individuals who leave Birch Bay Village through suspension, resignation, termination of employment, or disability may be required to submit to blood, urine, or other diagnostic tests to detect alcohol or drugs (or drug metabolites) in their systems prior to reentry into the workforce. A positive test result will result in the individual's being rejected for reemployment.

"BIRCH BAY VILLAGE PROPERTY" DEFINED:

For purposes of this policy, the term "Birch Bay Village property" shall include all land, buildings, structures, parking lots, and means of transportation owned, leased, or used by Birch Bay Village.

BIRCH BAY VILLAGE COMMUNITY CLUB, INC. VACATION AND "CHECK-OUT" POLICY

To provide coverage at all times for Birch Bay Village, the following routines will be carried out for vacation and time off scheduling:

Before January 31 of each year employees who have worked for BBV the longest will have seniority pick of vacation time for the year. After January 31 vacations and time off will be on a first come first serve basis.

At least one (1) supervisor must be present during regular business hours.

To provide smooth transition, to assist with multiple stops on one trip, and to assist in knowing where Village personnel are or plan to be when outside the Village, the following procedure will be implemented as a Village staff routine:

Whenever any personnel are to leave Birch Bay Village during the course of the workday, notification will be given and permission received from each employees Supervisor or General Manager. If there are other stops needed that are not part of that particular trip, those stops may be added so that multiple assignments can be completed on one trip. Once the driver returns to the Village they need to notify the Office and give all receipts to bookkeeping (unless there is an emergency or other extenuating circumstance).

Each Supervisor will contact the Office so that each trip can be logged in case an emergency happens or so that contact can be made with the individual(s) outside the Village for last minute changes or modifications to the trip schedule.

This policy applies to all personnel, whether Office, Maintenance, or Management as each is capable of making stops to procure items needed or ordered by another department.