



# **Prescott Alternative Transportation**

EMPLOYEE HANDBOOK

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A GUIDE TO PERSONNEL POLICIES  
AND OPERATING PROCEDURES

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**DECEMBER 2007**

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# PRESCOTT ALTERNATIVE TRANSPORTATION

## WHO WE ARE AND WHAT WE DO:

### MISSION:

Prescott Alternative Transportation is working toward a bicycle and pedestrian friendly central Yavapai community.

### VISION:

We envision a transportation system that enriches our central Yavapai community by providing mobility for all, regardless of car ownership, age or ability. A seamless bicycle, pedestrian and public transit network invites our citizens to leave their cars at home, thereby saving them money, encouraging healthy activity, and promoting energy independence. Regional planning that includes bicycle and pedestrian transportation spurs community interaction while protecting the open spaces and unique characteristics of this area for our future generations. Our positive partnerships with area government agencies and other organizations perpetuate on-going bicycle and pedestrian improvements through engineering, education, encouragement and enforcement programs.

### VALUES:

- We value partnerships toward creating an ever expanding network of bikeways and walkways throughout our central Yavapai community.
- We value a balanced transportation system that includes bicycle, pedestrian and public transit facilities for those who cannot or do not want to drive.
- We value the right of all citizens to safely walk or ride bikes to their destinations.
- We value walkable and bikeable communities that encourage human evolution through interaction between citizens of all ages, incomes and abilities.
- We value insightful community planning that places the needs of people before cars.
- We value the honor of our community's uniqueness that is cultivated by the intimacy of walking and riding bikes.

**GOALS:**

- to assist in the creation of a regional, seamless network of on-street and off-street bicycle and pedestrian facilities
- to assist in the creation of a regional public transit system that serves commuters, shoppers and tourists and is integrated with the regional bicycle and pedestrian system
- to assist in providing safe bicycle and pedestrian routes to all schools
- to remove uncertainties from the decision to ride a bike or walk through education and encouragement programs
- to promote bicycling and walking as environmentally friendly modes of transportation that save energy, protect air and water quality, and conserve our open spaces
- to inspire more people to choose alternative transportation by focusing on benefits like protecting our environment, staying fit, saving money, and promoting a stronger sense of community
- to promote civility between drivers and people who choose alternative forms of transportation
- to support our public safety officers who enforce the rules of the road
- to assure that strong bicycle and pedestrian transportation policies are adopted by all area government agencies
- to partner with government agencies and other organizations toward the creation of a bicycle and pedestrian friendly central Yavapai community.
- to be a valuable resource for individuals, developers, policy makers, and organizations who seek to improve conditions for bicycling and walking

Adopted: March 27, 2002

## SECTION 1: PERSONNEL POLICIES

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### DISCLAIMER

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This handbook is designed to provide guidance to Prescott Alternative Transportation (PAT) staff. PAT is free, at any time, to change the provisions of this manual. This manual is not and shall not be construed as a legally enforceable or binding commitment concerning the terms of employment. PAT remains free to change wages and all other conditions of employment.

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### INTRODUCTION

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PAT is committed to fair, clearly stated and supportive relationships between the board and staff. The Board of Directors has established personnel policies in order to guide our personnel practices and to foster consistency of personnel decisions. PAT intends to administer personnel policies in a manner that complies with the letter and spirit of all applicable federal, state and local regulations.

We ask that all employees read this booklet and keep it handy for future reference. If there are questions about any of the services and benefits described, the employee should feel free to ask his/her supervisor and/or the Executive Director.

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### EMPLOYEE CLASSIFICATION

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Each PAT position is classified as set forth below. All classifications are indicated on the position description.

- 1) Employees are classified as **full-time** or **part-time**. Full-time employees are those employees regularly scheduled to work 40 hours per week. Part-time employees are those employees regularly scheduled to work less than 40 hours per week.
- 2) Temporary employees are employees whose position at the time of hire is for a specified period of time less than one year.
- 3) Consultants or persons receiving contracts to provide services are not employees.
- 4) Employees may be paid on a **salary** (exempt) or **hourly** (non-exempt) basis, in conformity with applicable law.

PAT provides, in its sole and exclusive discretion, certain benefits to its employees, and the benefits are subject to change at any time. Generally, full-time employees are eligible for all benefits for which they qualify that are provided to other similarly classified full-time employees. Part-time employees regularly scheduled to work at least 20 hours but less than 40 hours per week are eligible for benefits in proportion to their scheduled hours, again subject to the sole discretion of PAT. Part-time employees regularly scheduled to work less than 20 hours per week and temporary employees are not eligible for benefits.

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## **EQUAL OPPORTUNITY**

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PAT's policy and intent is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, ethnicity, marital status, political affiliation, sexual orientation or gender identity, disability, sex, age, or any other protected classification.

PAT intends to act with fairness in its employment practices. Equal employment opportunity applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall and termination. PAT seeks to work with and do business with organizations and companies that encourage equal employment opportunity.

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## **HIRING AND COMPENSATION**

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Employees are paid every two weeks on Friday for work the previous two weeks.

Persons employed by PAT in salaried, exempt positions will receive a salary negotiated at the time of recruitment (to be reviewed periodically thereafter) that will not be based upon an hourly wage. Compensation for part-time salaried employees will be set at an appropriate full-time rate and adjusted proportionally.

In the sole discretion of PAT, and if funds are available, individual salaries may be increased as a reward for excellence in job performance. A performance appraisal will be considered in granting a raise. Each employee will be eligible for a salary review periodically, at times to be determined by PAT. The Board of Directors will determine the Executive Director's salary.

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## **ORIENTATION AND EVALUATION**

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A new employee will generally serve a three-month orientation and training period which may be extended by PAT.

This period provides an employee with an opportunity to become acquainted with PAT and to assess the work situation. In turn, it provides the supervisor an opportunity to judge the employee's ability to perform satisfactorily and the employ's suitability for continued employment. At the end of this period a performance review meeting with the employee and his/her supervisor will be scheduled. At all times, both during and after the orientation period, all employees will remain "at will."

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## **WORK SCHEDULE**

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The normal business hours for the PAT Office are 9:00 a.m. to 5:00 p.m., Monday through Friday. We try to schedule employee work hours in the office during this time because it makes internal and external communication and coordination easier. The Executive Director may close the office for weather or other emergencies.

Each employee, with the approval of their supervisor, will determine their own regular work schedule. The schedules of all employees will be posted in the office for use by co-workers.

Depending on the nature of their positions, some employees may be able to work from home part of the time, on a regular or occasional basis. The supervisor must approve all such arrangements. In addition, the Executive Director must approve regular telecommuting or work-at-home arrangements.

Employees must reasonably notify the Executive Director if delayed or not at work at established, scheduled times.

There is no regularly scheduled lunch or break time. Employees schedule their lunch and break times to fit their personal and work needs. Lunch and break times are without pay. Full-time exempt employees are expected to work an average of at least 40 hours per week exclusive of lunch and break time.

PAT exempt staff members are not eligible for paid overtime. In special circumstances the Executive Director or supervisor may arrange for additional compensation for special projects.

In the sole discretion of PAT, regular exempt employees who work in excess of 40 hours in a given week, may arrange for compensatory time off with their supervisor or the Executive Director.

PAT requires each employee to keep a record of hours worked. The supervisor approves the record at the end of each two week pay period.

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## HOLIDAY SCHEDULE

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There will be nine paid holidays per year for employees:

New Year's Day  
MLK or President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
the day after Thanksgiving  
Christmas Eve  
Christmas Day

Holidays will be observed on the federal declared holiday schedule. When a holiday falls on a weekend, an additional day will be granted either on the day prior to or next business day following the holiday, to be determined by the Executive Director.

Staff members may use personal time without pay for religious holidays or to attend religious services.

Employees are encouraged to vote on election days. During an election, up to two hours of voting time will be available to enable full-time employees to vote. The supervisor will determine the appropriate amount of time needed to reasonably accommodate voting.

For employees who work at least 20 hours per week but less than 40 hours per week, holiday time will be compensated in proportion to the usual hours worked. Part-time employees who work less than 20 hours per week are not compensated for holidays. Temporary employees are not eligible for paid holidays.

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## VACATION LEAVE

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During hiring, the Executive Director will negotiate the starting rate of vacation leave accrual for each employee. At no time will vacation leave accrue at a rate of more than 20 days per year. Except where otherwise warranted, regular full-time employees will accrue vacation time based on the number of years of employment with PAT and in proportion to the scheduled work hours, as follows:

3 mo-1 year	5 days (40 hours/year; 3.34 hours per month)
1-3 years	10 days (80 hours/year; 6.67 hours per month)
3-5 years	15 days (120 hours/year; 10 hours per month)
5 or more	20 days (160 hours/year; 13.34 hours per month)

Employees may use their vacation leave as earned if absence from assignment does not unduly provide an impediment for completion of an assigned task or prevent other staff from completion of their work assignments. The employee's supervisor must approve scheduled absences. The employee should request vacation leave as early as possible. If the requested leave is for three days or more, the request must be in writing (e-mail or hard copy) at least two weeks in advance. Vacation leave cannot be used before it is accrued.

Vacation leave is generally expected to be used by year end in the year it accrues, and a maximum of one week of vacation leave may be carried over into the next calendar year. Compensation will be paid for up to five days of accumulated vacation leave upon termination of employment.

Vacation leave will be pro-rated for persons employed by PAT at least 20 hours per week but less than 40 hours per week. Employees working less than 20 hours per week and temporary employees are not eligible for vacation leave.

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## PERSONAL LEAVE

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Paid personal leave may be used for personal, partner or family illness, religious holidays, health-related appointments, grieving the death of a partner or family member, attending funerals or conducting approved personal business. Employees will accrue personal leave at the rate of 10 days per year (80 hours/year or 6.67 hours per month). Personal leave will be pro-rated for persons employed by PAT at least 20 hours per week but less than 40 hours per week. Personal leave must be requested and approved by the Executive Director.

Personal leave will accrue commencing with the first full pay period following the date of employment and may be carried over from one year to the next up to a maximum of 20

days. No compensation will be paid for accumulated personal leave upon termination of employment.

Personal leave may be granted for sickness or injury of the individual employee, his/her spouse or partner, children, or other immediate family members living in the household. If an absence because of illness extends beyond the employee's accrued personal leave, such additional leave will be charged against accrued vacation leave. Vacation leave may not be charged against accrued personal leave.

Each PAT employee should notify his/her supervisor each day the employee will be absent from work due to illness or, if the duration of the absence can be predicted in advance, at the beginning of the absence. An employee may not claim personal leave on a day when the employee works the employee's regularly scheduled number of hours.

If requested by the Executive Director, the employee will provide documentation from the employee's treating physician explaining the employee's absence. Subject to applicable law, PAT may request a fitness for duty report to return to work after personal leave or any other leave granted for health-related reasons.

PAT employees may use accrued personal leave to attend funerals of family members (mother, father, sister, brother, spouse/partner, child, niece/nephew, father-in-law, mother-in-law, grandparent, spouse's grandparent, grandchild). "Step" family members are included. The Executive Director may grant an employee without sufficient accrued personal leave up to three working days without pay to attend a funeral for a close family member as defined above. Special cases will be considered on an individual basis by the Executive Director.

Employees working less than 20 hours per week and temporary employees are not eligible for personal leave.

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## LEAVES OF ABSENCE

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A leave of absence is time off the job that is outside the definition and time periods of holidays, vacation, personal leave policies. Insurance and other benefits may or may not continue during unpaid leaves, depending on the specific situation. PAT may grant leaves of absence, in its sole discretion, for the following situations:

A **Temporary Leave** of absence of one month or less may be granted to an employee in cases where a short period of time away from the job would be in the best interests of the employee and PAT. No compensation is available during a temporary leave.

PAT may, in its sole discretion, provide up to twelve weeks of unpaid **Family Leave** to any employee for the birth or adoption of a child. Upon completion of any family leave, the employee may be allowed to return to the same or an equivalent position at the same salary as the employee earned prior to the leave.

An **Educational Leave** of absence may be granted to allow an employee to attend educational or training institutions.

**Military Leave** may be granted an employee while in active or inactive duty with the Armed Forces as a member of a Reserve unit.

**Court Leave** will be granted to an employee who serves on jury duty or who is subpoenaed by a court to serve as a witness. An employee must present a court notice to his/her supervisor to be excused. Employees on court leave receive the same wages they would have earned while working during the time required by the court. The amount the court has paid for jury service may be deducted from employee wages. As the court schedule permits, the employee is expected to report to work or fulfill work responsibilities.

A **Special Leave** of absence without pay for other purposes may be granted an employee at the discretion of the Executive Director or in the case of the Executive Director, the Board of Directors. Special leaves will not begin until all available leave has been taken. A special leave will be granted only for a definite period of time.

Subject to the terms of the applicable plan and applicable law, and unless otherwise specified or determined by the Executive Director, PAT will not pay benefits or health insurance premiums for an employee on unpaid leave for longer than five days. However, subject to applicable law and the terms of the applicable plan, the employee may have the option of continuing insurance and retirement benefits at the employee's expense.

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## BENEFITS

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PAT provides certain employee benefits to its employees. Employees may be expected to participate on a cost-sharing basis to be eligible for a benefit.

### HEALTH INSURANCE

PAT may pay all or a portion of individual health coverage. Generally, an employee would be eligible for coverage after a 90-day waiting period on the first day of the next month. For instance, an eligible employee who starts working at PAT on April 15 would receive health coverage beginning August 1.

### WORKERS COMPENSATION

PAT provides Worker's Compensation insurance for all employees as required by law.

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## PERFORMANCE REVIEWS

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All employees are evaluated on an ongoing basis through interaction with their supervisor and, in the case of the Executive Director, the Board of Directors. Annual performance evaluations serve to record these evaluations and take place in November or December each year. Each performance evaluation is expected to be a positive and interactive process whereby both supervisors and the individual being evaluated can learn from one another.

The supervisor will work with the employee and, as appropriate, other staff to develop performance expectations for each staff member and make sure these expectations are communicated to the employee. The objectives of a performance evaluation are:

- 1) to determine the employee's eligibility for a change in duties, status or pay;
- 2) to provide the basis for determining job training needs;
- 3) to give employees an evaluation of their performance and assist them in improving their performance; and
- 4) to inform supervisors of any questions or concerns an employee may have about their work.

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## EMPLOYMENT TERMINATION

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### RESIGNATION

Any employee of PAT may resign by submitting a letter of resignation to the Executive Director or in the case of the Executive Director, to the Board of Directors, preferably at least two weeks prior to the effective date of the resignation.

No employee will be compensated for any unused personal leave or compensatory time at the time of resignation.

An exit interview will be conducted between the employee leaving and his/her supervisor or the Executive Director to determine the separation process and assist both the employee and the organization in the transition.

### OTHER DISCHARGES

Discipline and/or discharge may result for many reasons including, but not limited to, misconduct and/or unsatisfactory performance. The PAT Executive Director or in the case of the Executive Director, the Board of Directors, must approve all employment terminations.

Misconduct is defined as including, but is not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of property, conviction of a felony, or violation of a specific rule, policy, regulation, request or order of PAT.

Unsatisfactory performance includes, but is not limited to, the failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may also result in termination for unsatisfactory performance. Discharge for misconduct or unsatisfactory performance requires no prior notice to the employee.

At the discretion of the Executive Director, a staff member facing termination may be given the option to resign as described in the above section under "Resignation."

### **WORK PRODUCTS AND FILES**

All supplies, materials, files and work products of an employee if purchased by PAT or accomplished during employment will remain the property of PAT after resignation, discharge or layoff of that employee. All written work, databases, logos, design, artwork and computer programming associated with work accomplished during employment remain the property of PAT. PAT reserves the right to copyright, trademark or service mark such work without explicit permission from an employee or former employee. Work files, whether electronic or hard copy, and other papers will remain the property of PAT.

Upon termination of employment, employees are required to remove from their personal computers any PAT software licensed to them for home use during employment with PAT.

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### **GRIEVANCE PROCEDURE**

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The purpose of the employee grievance procedure is to provide a means for employees to resolve their work place concerns. This procedure represents intent to offer a dispute resolution mechanism to the employees of PAT. Any regular full or part-time employee of PAT may file a grievance under this section. Temporary employees or employees still in their training period do not have the right to appeal a grievance to the executive committee of the Board of Directors; otherwise their grievances follow the same procedure as regular employees. Failure by PAT to exactly follow this procedure shall not subject PAT to a breach of contract claim, and the applicable time periods may be extended as appropriate.

**STEP 1:** Any employee who is eligible may present a grievance to the employee's immediate supervisor for discussion. The supervisor will have 10 regular working days in which to respond to the request for relief.

STEP 2: Should the supervisor fail to respond within the 10 day time limit or if the employee finds the response unsatisfactory, the employee may present a written appeal to the Executive Director, clearly specifying the grievance and the relief requested. The appeal should be submitted to the Executive Director within five regular working days from the time the first step answer was due or was given. The Executive Director should respond in writing within 10 regular working days of receipt. If the Executive Director fails to respond within the 10 day time period, or if the employee finds the Executive Director's response unsatisfactory, the employee may proceed to the third step.

STEP 3: The employee may submit the grievance in writing to the President of the Board of Directors. The President will have 30 regular working days in which to respond to the employee in writing concerning the relief requested. Unless the grievance is against the Executive Director, the President advises the Executive Director, but the final decision is the Executive Director's. In the case of a grievance against the Executive Director, the President will first request a written explanation from the Executive Director and then may make a recommendation to the Board of Directors.

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## NON-HARASSMENT POLICY

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PAT seeks to provide a work environment in which all individuals are treated with respect and dignity, and that is free of harassment based upon a person's status, e.g., gender, sexual orientation, race, religion, national origin, age, disability and additional categories protected by law. PAT does not condone recruiting or pressure to convert anyone to join one's party, institution or cause. Such harassment, like other types of discrimination, not only violates policy, but can also violate applicable discrimination laws, rules and regulations. All employees are responsible for conducting themselves in accordance with the policy. PAT will not condone such harassment in any work-related situation or in a situation arising from work activity, whether engaged in by employees or by outside third parties who do business, or seek to do business, with PAT.

### A. DEFINITIONS

#### 1. Sexual Harassment

It is against the policy of PAT for an employee, male or female, to sexually harass another employee. Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or engaging in other verbal or physical conduct of a sexual nature where either:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions (e.g., promotions, pay increases, terminations, etc.) affecting such individuals; or

- c. 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 such conduct can include, but are not limited to, unwelcome physical contact, subjection to obscene or other suggestive comments or conduct, sexual jokes or pictures, or other verbal or physical abuse of a sexual nature.

## **2 Harassment Relating to Status**

Conduct relating to a person's status or other protected characteristic which has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment can constitute harassment. Examples of such conduct can include, but are not limited to, epithets, ridicule of individuals on the basis of their status or other verbal, physical or visual abuse or conduct based on status.

## **3. Consensual Relationships**

Although a relationship between consenting adults does not constitute sexual harassment, such a relationship can generate harassment complaints if it ends unilaterally or in an unpleasant manner. Retaliation against a co-worker because of a personal relationship would violate PAT's harassment policy. As a general rule, no one should have any sexual relationship with anyone under his/her supervision. Such relationships, by their very terms, often result in claims of harassment and are strongly discouraged.

## **B. Reporting and Investigation of Complaints**

PAT encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his/her behavior is unwelcome; also recognizes that actual or perceived power and status disparities may make such confrontation infeasible. In the event that such informal, direct communication between individuals is either ineffective or infeasible, the following steps should be followed in reporting a harassment complaint.

1. Anyone who believes he or she might have been harassed in violation of the policy, wishes to report an incident or learns of conduct prohibited by PAT is responsible for contacting the Executive Director, or if the person complained of is the Executive Director, any member of the Board of Directors.
2. Such reports should be made promptly so that investigation may proceed and other appropriate action may be taken expeditiously. Individuals who wish to report an incident should also be aware of the time limits imposed by local, state and national governmental

agencies for the filing of complaints of harassment or discrimination.

3. Any allegation of harassment brought under the policy will be promptly investigated. Confidentiality will be maintained during the investigatory process to the extent practical and appropriate under the circumstances. However, in order to effectively investigate such complaints, PAT must determine the scope of the investigation and the individuals who should be informed of the allegations. The complaining party shall be informed generally of the outcome of the investigation and PAT's conclusion regarding the same.
4. PAT is committed to investigate and take appropriate action with respect to all such claims and strongly encourages internal utilization of the policy.

C. Disciplinary Action – Follow Up

Any employee of PAT found to have harassed an employee of PAT in violation of the policy will be subject to appropriate disciplinary action, up to and including termination of employment. In addition, supervisors and managers who have knowledge that such harassment has occurred in their immediate departments or working groups and take no action to eliminate it are similarly subject to disciplinary action.

D. Non-Retaliation

PAT will not permit retaliation against an individual because that individual, in good faith, raises a complaint of harassment. In fact, retaliation for reporting a violation is itself a violation of this policy.

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## **TOBACCO AND OTHER DRUGS**

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PAT is committed to compliance with applicable health codes.

For reasons of safety, public relations and other concerns, use of tobacco in the workplace is forbidden. PAT employees shall refrain from smoking during work periods, meetings or fieldwork. If PAT employees must smoke, it should be done only during breaks in designated or appropriate outdoor areas.

Employees are prohibited from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs and narcotics or alcoholic beverages on PAT premises or work sites, unless alcoholic beverages are served as part of an approved PAT function or event. In addition, employees are prohibited from off-premise engagement in such activities whenever they adversely affect job performance, job safety, or PAT's reputation in the community.

## SECTION 2: OPERATING PROCEDURES

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### EMPLOYEE RESPONSIBILITIES

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All PAT employees are expected to be civil and treat people with respect and dignity. Employees are expected to share the basic philosophy of PAT and to support its mission. Employees are expected to approach their work with a positive attitude and be team players. Where there are problems, employees are expected to be part of the solution. Every employee is expected to represent PAT well and to avoid sharing information deemed confidential by PAT. Additional policies and employee responsibilities are described below.

#### EMPLOYEE BEHAVIOR

##### Policy:

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of PAT and for the benefit and safety of all employees. Conduct that interferes with operations, discredits PAT, or is offensive to customers, clients, or fellow employees will not be tolerated.

##### Guidelines:

1. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of PAT and respect the rights of their fellow employees. Such conduct includes:
  - a. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the employee's assigned starting time;
  - b. Giving proper advance notice whenever unable to work or report on time;
  - c. Maintaining work place and work area cleanliness and orderliness;
  - d. Treating all customers, visitors, clients, and fellow employees in a courteous manner;
  - e. Refraining from behavior or conduct deemed offensive, undesirable, or contrary to PAT's best interests;
  - f. Performing assigned tasks diligently, efficiently and expeditiously;
  - g. Promptly reporting suspicious, unethical, or illegal conduct by fellow employees, customers, or suppliers to management;

- h. Use of a personal wireless phone and personal calls in the office should be kept to a minimum.
2. The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:
- a. Reporting to work under the influence of alcoholic beverages or illegal drugs or narcotics; use, sale, dispensing, or possession of alcohol, illegal drugs, or narcotics on PAT's premises;
  - b. Use of profanity or abusive, demeaning, or insulting language;
  - c. Possession of firearms or other weapons on PAT's property or while conducting business on behalf of PAT;
  - d. Insubordination, including refusal or failure to follow management's instructions concerning a job related matter;
  - e. Fighting with or assault on a fellow employee or customer or anyone else on PAT property or while engaged in PAT business at any location;
  - f. Theft, destruction, defacement, or misuse of PAT's or another employee's property;
  - g. Gambling on PAT's property or during working time;
  - h. Falsification or alteration of any PAT record or report, including, but not limited to, class registrations, application for employment, medical report, time record, or expense reports;
  - i. Threatening or intimidating management, supervisors, or fellow workers;
  - j. Smoking where prohibited by local ordinance or PAT's rules;
  - k. Sleeping on the job;
  - l. Improper attire or inappropriate personal appearance;
  - m. Violating PAT's non-harassment policy;
  - n. Improper disclosure of confidential information.

The examples just cited are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. **Further, as employees at will, employment of PAT personnel may be terminated at any time, with or without cause or notice.** PAT is not required to go through any specific disciplinary steps prior to termination.

Any questions in connection with this policy should be directed to the Executive Director.

## **DISCIPLINARY PROCEDURE**

### **Policy:**

All employees are expected to comply with PAT's standards of behavior and performance and any noncompliance with these standards must be remedied.

### **Guidelines:**

1. PAT, at all times, retains the right to administer discipline in any legal and ethical manner it sees fit. Depending on all of the circumstances, including but not necessarily limited to the nature of and time between infractions, the employee's response to attempts at corrective action, and the length and quality of the employee's total service with PAT, the following disciplinary steps may be eliminated, condensed or repeated. However, as an at will employer, PAT is not obligated to go through any specific disciplinary steps prior to termination of an employee.
2. If an employee is not meeting PAT's standards of behavior or performance, the employee's supervisor may choose to take any of the following actions:
  - a. Meet with the employee to discuss the matter and prepare a memorandum for the supervisor's own records indicating that the meeting has taken place.
  - b. Issue a written reprimand to the employee informing the employee of the nature of the problem and the action necessary to correct it, warning the employee that another incident will result in more severe disciplinary action, and warning the employee that improvement is expected within a prescribed period of time.
  - c. Suspend the employee with or without pay; or
  - d. Suspend the employee and recommend termination.
3. The disciplinary procedures described in paragraph (2), above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or behavior.
4. In cases involving serious misconduct, such as a major breach of policy or violation of law, the procedures contained in paragraph (2), above, may be disregarded. The supervisor may, subject to the Executive Director's approval, suspend the employee immediately, and if appropriate, recommend termination of the employee.

5. Employees who believe that they have been disciplined too severely or without good cause are encouraged to bring their concerns to the Executive Director or follow the grievance procedure.

**Nothing in this policy alters your status as an employee at will. This means that your employment may be terminated at any time, with or without cause or notice.**

### **PERSONAL APPEARANCE**

PAT employees should dress appropriately for their job and present an acceptable and professional personal appearance to the public and fellow employees. PAT recognizes the need for comfort and the expression of individuality among employees.

Employees should be neat in appearance and clean. Daily attire and personal appearance should be appropriate to the job duties being performed by the individual, including dress, hairstyle, cosmetics, jewelry or any item of personal appearance. Employees will be informed of inappropriate dress verbally.

### **CONFLICTS OF INTEREST**

Employees may not engage in activities in conflict with the interests of PAT.

Employees are required to inform the Executive Director of any proprietary or financial interest they have in a company or organization with which PAT does business. Employees must report to the Executive Director if they hold other jobs or positions with a company or organization that does business with PAT. The Executive Director, in his/her sole discretion, will determine if a conflict exists.

Employees shall not accept gifts from any person or firm doing or seeking to do business with PAT under circumstances where it could be reasonably inferred that the purpose of the gift is to influence the employee's decisions in conducting PAT's business in favor of the donor. Employees shall not attempt to influence, directly or indirectly, the internal operations and decision-making process of the Board of Directors.

Employees must avoid the appearance of a conflict of interest.

### **PUBLIC RELATIONS AND POLITICAL ACTIVITY**

No employee may formally represent PAT as a spokesperson unless authorized to do so by the Executive Director.

PAT encourages informed and active participation in government decision-making. However, PAT employees should refrain from any partisan political activity during work hours and will not use PAT's name, facilities or equipment for political purposes. Employees considering personal, public, political activity likely to affect PAT (positively or negatively) should discuss such activity with their supervisor prior to taking action. PAT position, authority or influence may not be used to affect the result of an election or

nomination for a political party or public office. The Executive Director, in his/her sole discretion, will determine whether an activity is deemed to be partisan or allowable under these policies.

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## **CONSULTANT FEES, HONORARIA AND GIFTS**

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All employees are encouraged to participate in a variety of community and professional activities. In those instances where an employee's activities are part of their regular duties and responsibilities, any payment for such activities will be turned over to PAT. All fees derived from PAT reports, activities, events or speaking engagements while employed by PAT will also be turned over to PAT.

In some instances, an individual may do work that is based on activities or experiences prior to or separate from his/her regular duties and responsibilities at PAT. To avoid actual or appearance of conflict-of-interest, any employee who engages in any remunerative activity in any field directly related to PAT programs must have the prior approval of the Executive Director. The Board of Directors will review these issues for the Executive Director.

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## **FACILITIES, EQUIPMENT AND VEHICLES**

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In order to safeguard its assets and to provide a safe working environment, PAT employees must responsibly care for company facilities, equipment and bicycles. Employees should act reasonably to protect company property from theft or damage. All employees should immediately report unsafe conditions, vehicles or equipment.

Accurate and timely documentation of equipment/bicycle usage, preventative maintenance, and damage is required of all employees. Employees who operate a bicycle for PAT must operate the bicycle safely, complying with local and state regulations.

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## **TRAVEL POLICY**

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PAT will pay for reasonable expenses related to business travel. PAT will reimburse for actual expenses incurred during the course of PAT business in accordance with a written schedule of reimbursement, provided that appropriate records and receipts are submitted in a timely manner. The most reasonable rate of travel will be used and PAT may place limits on travel expenses to ensure economy of travel. The Executive Director must pre-approve all travel outside of the Prescott area. Reimbursement for meals or incidental expense incurred in the employee's local working area requires the advance approval of the Executive Director or his/her designee. An advance for travel may be issued to employees for out-of-area travel, in the Executive Director's sole discretion.

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## WEAPONS BAN

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PAT strives to provide a safe environment for employees, volunteers, clients and the general public. Weapons are prohibited in all PAT facilities. No one may enter any facility operated by PAT while carrying a weapon, concealed or otherwise. Employees who work in the field or perform other work outside of their workstation are prohibited from carrying deadly weapons.

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## INTERNET POLICY, COMPUTER AND E-MAIL USAGE

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**INTERNET USAGE:** Internet access to global electronic information resources on the World Wide Web is provided by PAT to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage should be limited to job-related activities.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of PAT and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions are accurate, appropriate, ethical, lawful, and represent PAT in a positive manner.

The equipment, services, and technology provided to access the Internet remain at all times the property of PAT. As such, PAT reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain contents that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by PAT in violation of law or PAT policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.

- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal view as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other illegal activities.

#### **COMPUTER AND E-MAIL USAGE:**

Computers, computer files, the e-mail system, and software furnished to employees are PAT property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

PAT strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, PAT prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify their immediate supervisor or PAT's Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

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#### **OTHER POLICIES**

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Employees are responsible for becoming informed of all PAT policies, whether or not included in this Handbook. Of course, not every event, action, or situation may be covered by a specific policy, and PAT, at all times, retains the right to take any action it deems in the best interest of the organization.

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**ACKNOWLEDGEMENT OF RECEIPT**

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I acknowledge that I have received a copy of Prescott Alternative Transportation's (PAT) Employee Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Executive Director. I understand that PAT is an "at will" employer and as such employment with PAT is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the company has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states PAT's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with PAT for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

Please sign and date this receipt and return it to the Executive Director.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_