



PERSONNEL, POLICY and PROCEDURES MANUAL

Section 1: Organizational Information and General Operational Policies
Effective – July 10, 2017; revised 1-8-18; revised 6-4-18; 9-10-18

Section 2: Personnel Policies
Effective –July 10, 2017

Section 3: Financial Policies
Developed - April 26, 2016 (with United Way application)
Effective - July 10, 2017

Operating documents located in Appendices of the PPPM

Emj/Thrive!pppm/7-15-17; 1-8-18; 12-28-18

Section 1: Organizational Information and General Operational Policies

Program principles:

Thrive! is a community-based program that alleviates poverty by -

- a) establishing a **safe and consistent place** (ie., Tuesday night),
- b) where the **life skills** across generations are learned,
- c) through trusted and long-term **relationships**.

Thrive! was established as a 501c3 non-profit organization in December 5, 2016 for Riley and Pottawatomie counties after originating as Circles of Manhattan Foundation.

Thrive! Mission: Reduce poverty by building skills and relationships that strengthen individuals and families.

Thrive! Vision: Alleviate generational poverty in our community.

Thrive! Slogan: don't simply survive – Thrive!

Use of Thrive! logo: The Thrive! Board of Directors has the copyright on the Thrive! logo which was purchased from Deluxe logo design.com; Nov. 18, 2016. Thrive! holds the copyright on the logo, which is not registered, and may endorse use of it by other local, non-profit organizations that have a like mission to alleviate poverty through building skills and relationships.

Organizational Information:

- Legal name - *Thrive! Flinthills Foundation*; Doing business as: *Thrive!*
- FEIN – 47-1476527
- KS Business Entity ID (Ks Secretary of State) – 7826241
- Office location and mailing address: *612 Poyntz, Ave., Manhattan, KS 66502*
(dedicated space within the First United Methodist Church)
- Communications:
 - (877) 376-0032 (Cricket phone line not answered, but messages are forwarded via text)
 - www.thriveflinthills.com
 - Blog: thriveflinthills.com/2/feed
 - FB: thrivefh1

1-1. Equal Opportunity Statement

Thrive! provides equal employment and volunteer opportunity to all persons without regard to race, color, religion, disability, sex, age, national origin, sexual orientation, or gender identity. Thrive! is committed to equal employment opportunity for all applicants and staffers in

personnel matters including recruitment and hiring, benefits, training, promotion, compensation, transfer, and layoff or termination.

In addition, services will be provided to our agency's clients without regard to race, color, religion, disability, sex, national origin, sexual orientation, or gender identity.

1-2. Anti-Harassment Policy

Thrive! is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Thrive! expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Definitions of Harassment

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender identity, veteran status, or any other protected class by federal, state, or local laws or that of their relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 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.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances,

these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Gender-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their Gender.

Individuals and Conduct Covered

This policy applies to all applicants, employees, employers (ie, board members) and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Thrive! (e.g., an outside vendor, volunteer, consultant, or client).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation Is Prohibited

Thrive! prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

Thrive! strongly urges the reporting of all incidents of harassment or discrimination regardless of the offender's identity or position. Any Employee who believes he or she has been discriminated against or harassed by a fellow Employee, a Supervisor, any other representative of the Company, or a visitor, or anyone who has a business relationship with the Company, such as a vendor, etc., or who witnesses the discrimination or harassment of another, should immediately report the facts of the incident or incidents to any member of the Board of Directors.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Thrive! strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Thrive! will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Thrive! believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Thrive! executive director or executive committee of the board of directors.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Thrive! prohibit disparate treatment on the basis of gender or any other protected characteristic, with regard to the terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

1-3. Confidentiality

Thrive! staff will to the best of their ability ensure confidentiality and privacy in regard to history, records, and discussions about Leaders, Allies, youth, staff, and organization business. Confidentiality pertains to history, records, discussion or acknowledgment of organizational confidences. Disclosure regarding Leaders, Allies, or youth may be allowed only after a signed informed release of information has been given in writing by the individual in question or their parent or legal guardian or in the case of suspected child or adult abuse and only after consultation with the Coach. Distinguishing information collected for Thrive! program evaluation will be held in confidence and will not be shared without consent or assent for minors.

1-4. Conflict of Interest

No board member, staff or volunteer may participate in any decision-making process when said person or members of his/her immediate family, or any party, group, or organization to which said person has allegiance, may have an interest that may be seen as competing with the interests or concerns of Thrive!

Board members, staff and volunteers must weigh carefully all circumstances in which there exists the possibility of accusations of competing interest. Board members and staff shall disclose to the board any possible conflict of interest and any and all relevant information pertaining to the possible conflict and may not participate in any decision-making process related to the matter in which there may be a conflict of interest. Further, board members and staff shall excuse themselves from the room when there is any deliberation and decision on the matter of interest such as, and not exclusively related to, Thrive! employment, conduct of research, political position, political campaign, for-profit business or industry.

The minutes of the board and/or committee meetings shall reflect that the conflict of interest was disclosed and that the interested person was not present during the deliberation and decision on the matter of interest. In the event of possible conflict of interest in a decision-making process at the level of management, the executive director shall report to the board in writing that the conflict of interest was disclosed and that the interested person was not in the room and did not participate in the final deliberation and decision on the matter of interest. If a person involved with the conflict fails to disclose the conflict prior to becoming involved in the transaction or decision affected by the conflict, appropriate discipline or dismissal will be implemented.

Notwithstanding the above, the board may waive the foregoing restrictions and allow a board member or staff member with a conflict of interest to join in such portion of the discussion on the matter of interest as the board deems appropriate.

Board members, staff and volunteers shall not use their program relationship for personal or professional gain. Furthermore, board members, staff, paid consultants and volunteers are prohibited from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of Thrive!

When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Executive Committee, excluding the person(s) who may have the possible conflict.

The policy shall be reviewed at the first meeting of duly elected board members, annually with all staff, and with each new staff member at the time of his/her hire.

1-5. Americans with Disabilities Act (“ADA”) Policy Statement

To be a covered employer under the ADA, a company must have 15 or more employees. At the time this handbook is distributed, Thrive! has less than 15 employees, and is not covered by the provisions of the ADA. We will comply with any other applicable state or federal regulations regarding disability discrimination and accommodation. Please direct questions about the current status of our coverage to a member of the Board of Directors.

1-6. Crisis Management

The Crisis Team will include, but not be limited to, the Executive Director and executive committee of the board of directors.

The Crisis Team will strive to identify issues that would constitute a crisis and develop policies to increase preparedness and lessen the probability of the crisis.

All releases and/or statements to the media, either procedural or emergency must be approved by the Executive Director or the board president. All inquiries from the media should be referred to the Executive Director

- a. identify the issue
- b. identify audience to be affected
- c. designate contacts to gain specific information on situation
- d. develop a plan to be followed
 - Corrective actions
 - Who will be responsible for media statements and press releases
 - Who needs to be notified
 - What materials will be useful to manage crisis such as background information on program, prepared policy document, etc to support the person who must deal with the crisis.
 - Establish a unified response; identify spokesperson for the program
 - Keep the message simple, clear, consistent with consideration of the ethical standards of the program
 - Confidentiality will be maintained at all times
 - Keep records of all contact made in response to the crisis

Disasters:

Natural disasters, such as tornadoes and floods, and man-made disasters which can result from chemical accidents, fires, explosions, etc. are potential hazards for which we must be prepared. We must also prepare for a manmade crisis, which can come in the form of weapons and bomb threats.

The objective of the Thrive! Crisis Management Plan is to provide the maximum practicable protection for clients and staff in the event of crisis. To meet this objective, we will instruct and prepare staff in the appropriate and safe procedures to follow in the event of a crisis through staff in-service. The occurrence of a crisis will require prompt response from all personnel as they perform their specific assignments from this plan.

Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the plan to be basic, flexible, and subject to the modification as the need arises. Modification will be at the discretion of the board of directors or civil authority. However, in any emergency, the following priorities shall apply:

1. Protection of life.
2. Prevention of injury.
3. Protection of property.

Specific Procedures

Tornado:

- Listen for sirens
- Remain Calm
- Safety First – take cover or move to designated area
- Stay away from windows and away from all glass objects

- The lowest level of the building in the interior is usually the safest.
- DO NOT try to get in your vehicle and outrun a tornado
- After the storm is over check to make sure there are no injuries
- After the storm make sure the office or meeting space is safe from gas leaks, debris, etc. before re-entering

Fire:

- If you discover a fire and it is in a confined area (involving an appliance or in a trash can) use a fire extinguisher to extinguish the fire if it is safe to do so
- Do not use water as it can cause fire to spread
- Call 911
- Notify all persons and evacuate the building
- If there is a pull alarm in the building, pull the alarm to prior to leaving the building.
- Notify Executive Director or acting director of the incident

If a Staff Member or Client Hears Gun Shots or Sees Someone with a Gun

- Call 911.
- Notify the Executive Director.
- Do not exit the room in order to send notification;
- Do not exit the room to investigate the situation. Wait for further instructions from civil authorities.

Armed Individual Comes into the Building

- If possible, call 911. Notify the Executive Director of the situation. Do not place yourself or clients at risk to notify anyone of the situation.
- Do as the gunman demands.
- Do not make sudden moves which could frighten the subject (ask permission to move).
- Never argue.
- Take your time.
- Keep your clients as calm as possible.
- Talk to the gunman.
- Learn as much as you can about the gunman.
- Keep the gunman's attention on you, not on your clients.
- If more than one person is involved; concentrate on only one person.
- Be observant.
- Do not stare at the gunman in observing him/her.
- Mentally record a detailed description of the individual and the weapon.
- Identify a distinctive feature and continue to concentrate on that one item.
- Remember what objects the intruder touches and preserve them for Law Enforcement.
- It is critically important to preserve the crime scene and never touch or move or disturb any possible evidence or objects at that site.

- If the gunman starts shooting tell the clients to get down and lie on the floor.
- Take cover on the floor and/or behind equipment.

Flood

The Executive Director will initiate any of the emergency actions considered necessary. The action will depend of the severity of the situation as reported and directives given by civil authorities.

Contamination

Warning of chemical accident or contamination is usually received from civil authorities when there is a threat to the safety of the building(s). These accidents may include overturned tankers, broken fuel lines, and those related to the industrial use of chemicals. When the reported accident occurs, the following procedure is required:

- If possible, move crosswind, never directly with or against the wind, if it is necessary to evacuate the area

Duties During Emergency Response

Emergency actions may require performance of duties not related to everyday routine. Flexibility and a cooperative spirit are needed to provide team work during crisis.

- It is important during an emergency that all personnel conduct themselves in a professional manner and demonstrate through their actions that degree of expertise which promotes confidence.
- What you do in the first ten minutes will make a major difference in reducing the panic of your clients and staff. Above all else, remain calm. Use the next fifty minutes to perform your assigned tasks and attempt a return to normalcy.

Emergency Supplies

Each building where staff work or meetings are held shall have a First Aid Kit for minor emergencies.

1-7a. Person of Concern or Unaccompanied Minor (Jan. 8, 2018)

As Thrive! seeks to maintain an open and friendly setting for participants, employees and volunteers, persons unaffiliated with Thrive! might be regularly attending Thrive! dinners, meetings, events. At discretion of staff, these persons would be considered to be in a “getting acquainted, soft-start” phase of Thrive! involvement especially if a Thrive! class is not currently underway. However, Thrive! is not an alternative for other programs better equipped to address homelessness, sex trafficking, mental health disorders, violence, immigration status, etc. Issues related to unaffiliated persons or persons of concern should be brought to staff and be addressed based on the professional judgment of the staff.

Minors (ie., under age 16) should be accompanied by their parents at Thrive! events, activities. Thrive! does not provide child care for persons who are not actively engaged in Thrive! programming.

1-7b. Threat Assessment, Management

The safety and security of Thrive! employees, participants, volunteers or board members are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or Thrive's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts during and/or associated with Thrive! programs, events may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence directed at Thrive! employees, participants, volunteers or board members is a violation of this policy.

Offsite threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

1-8. Fundraisers

All fundraisers shall be consistent with our agency's mission and shall not negatively affect the program. Our agency will comply with the Kansas Attorney General's opinion and local County Attorney's guidance on fundraising.

1-9. Involvement in Research (Sept. 10, 2018)

Given that Thrive! is located near a top-tier research university, it is important that the Thrive! board be informed before it decides to participate in research studies. Decision-making is guided by the Principles of Human Subject Research (listed below). When presented with opportunities, the researcher and research assistants will: meet with the board, outline the aim, scope, and goals study and provide the board with copies of the Institutional Review Board (IRB) application and approval letter. A memorandum of understanding will be executed between the board and lead researcher that outlines the roles, responsibilities and benefits of the parties involved in the research along with a dissemination plan for the research findings. Should the board approve participation in the study, a board member will be designated as the point-of-contact for all communication pertaining to the research.

Principles of Human Subject Research:

- *Respect for human dignity*
- *Respect for free and informed consent*
- *Respect for vulnerable persons*
- *Respect for privacy and confidentiality*
- *Respect for justice and inclusiveness*
- *Balancing harms and benefits*
- *Minimizing harms to Thrive!*
- *Maximizing benefits to Thrive!*

Resource:

Kauper-Brown, J. and Seifer, S.D. (2006) The Examining Community-Institutional Partnerships for Prevention Research Group. Developing and Sustaining Community-Based Participatory Research Partnerships a Skill-building Curriculum. <http://depts.washington.edu/ccph/cbpr/index.php>

1-10. Transportation Policy (June 4, 2018)

The Thrive! Transportation Policy encourages Thrive! participants to secure reliable, independent transportation. Reliance on Thrive! Staff and Thrive! Board of Directors impedes this vital developmental milestone. Furthermore, the Thrive! Transportation Policy seeks to protect the organization from potential privacy, safety, theft and unethical behavior complaints.

Scope: This policy applies to Thrive! Staff and Thrive! Board of Directors transporting active Thrive! participants under the umbrella of the Thrive! organization. Active Thrive! participants include prospective leaders, leaders-in-training, active leaders and associated family members.

Policy Statement: Thrive! Board of Directors and Thrive! Staff are requested to NOT personally transport Thrive! participants. Thrive! Staff are encouraged to verify the Thrive! participant has reliable transportation; educate the Thrive! participant regarding emergency roadside numbers and options; and help the Thrive! participant secure alternate emergency transportation. Under special circumstances, Thrive! Staff may secure exception approval from the Thrive! Board of Director, President.

Insurance Note: The Thrive! insurance policy is a supplemental accidental policy for Thrive! Staff and active Thrive! Board of Directors. An Individual's vehicular insurance is the primary insurer. Thrive! does not have Professional Liability Coverage.

Dual Role of Board of Director and Active Ally: Any Board of Director serving as an Ally may transport one's respective Leader and immediate family. In this scenario, the Board of Director is acting as an Ally and is ineligible for any Board of Director insurance coverage.

Special Circumstances: Thrive! Staff or Thrive! Board of Directors may request a funding exception for special events or unique circumstances.

Order of Resource Usage

1. Encourage Thrive! participant to use friends or church contacts.
2. Explore potential Ally assistance (100% optional).
3. Seek support of volunteer drivers.
4. Coordinate public transportation (maximum 3 times).
5. Seek approval to use Thrive! staff.

Emergency Numbers For Drivers

Kansas Turnpike, State Farm Safety Assist: Call *582

Kansas Highway Patrol, Motorist Assistance Program: Call *47

Personal Insurance Provider (verify towing and roadside assistance coverage)

Tire Provider (many provide tire-related road assistance)

Church Outreach Committee

Section 2 – Personnel Policies

Part A – Program Duties and Responsibilities

2A-1. Job Descriptions

Written job descriptions will be maintained for all staff, volunteer, and board member positions. When new positions are created, written job descriptions will be developed and approved by the Executive Director and the Board of Directors prior to filling the position.

A job description will contain the following: title, summary of position and job duties, qualifications (education, experience, etc.), immediate supervisor, employee signature, Executive Director signature and date.

Occasionally staff may be required to perform related duties not specified in the job description. When such occurrences represent regular additional duties or changes in duties the job description should be rewritten to reflect the changes.

Job descriptions are included in Appendix A of this manual.

2A-2. Employee Screening Prior to Employment

Prior to employment with Thrive!, candidates must participate in a personal interview and submit the following:

- 1) a resume
- 2) three or more references unrelated to the applicant
- 3) authorization for Thrive! to secure the following records checks. Failure to sign these authorizations will result in rejection of the applicant.
 - a. FBI or other national criminal database
 - b. Child abuse registry in the State of Kansas
 - c. National sex offender registry

The records checks listed above will be repeated every two (2) years.

2A-3. Hiring

The Executive Director is hired by the Board of Directors, and the Executive Director makes all other hiring decisions.

2A-4. Receipt of Policy Manual

Upon employment or affiliation with the organization, all employees and board members must, within 10 working days, sign that they have received, read, and agree to adhere to the policies of Thrive! Any changes or additions to the policy manual must be given to each staff person in writing and a signed copy, indicating receipt of policy changes or additions are to be filed in the employee's personnel file.

2A-5. At-Will Statement

Employees understand that employment with Thrive! is at-will for an indefinite time period. Either the employee or Thrive! may terminate employment at any time, with or without notice, and for any reason.

2A-6. Orientation

Orientation will occur for each new paid and non-paid employee, including volunteers and board members. Responsibility for orientation belongs to the supervisor of the relevant position and in the case of board members, the Board President.

2A-7. Personnel Records

Each employee shall have a personnel file which is confidential. Personnel files are the property of Thrive! and shall be maintained confidentially in the Executive Director's locked file cabinet. An employee may review his/her personnel file upon request and in the presence of the Executive Director at a mutually convenient time. If inaccurate information is included in the personnel file, the employee may write a note of correction to his/her supervisor. This information will be placed in the employee's personnel file.

Personnel files shall contain, but, are not limited to:

- Application and/or resume
- Letter of appointment and acceptance
- Signed job description
- Copies of transcripts, licenses, certificates
- Performance evaluations and supporting documents
- Memos regarding job changes
- Letters of commendation or other indications of exceptional performance
- Letters or memos of disciplinary warnings or actions
- Record of training
- Leave of absence information
- Documentation of Receipt/Review of *Policy Manual*
- IRS and Kansas Department of Revenue forms

2A-8. Performance Evaluation

All staff members are to receive a performance evaluation at least annually, which objectively assesses their performance and accomplishments relative to the job description. The Board of Directors will perform this evaluation for the Executive Director, and the Executive Director will evaluate the remainder of the staff. Part of the employee's review will be the Annual Employee's Self-Evaluation which is included in Appendix B of this manual.

All staff will be given the opportunity to review and respond in writing to the performance evaluation. Staff must sign and date their evaluation after all comments have been noted. Failure to sign the evaluation may be grounds for immediate termination. A plan to improve

performance with a time line must be provided by the staff member within two weeks of receiving the evaluation and then attached to the evaluation.

Performance evaluations become a permanent part of the employee's personnel file. This information is confidential.

2A-9. Disciplinary/Grievance Actions

Thrive! uses a progressive disciplinary and grievance plan. All grievances are to be resolved at the lowest level possible. If attempts to resolve a conflict are unsuccessful, then it is appropriate to go up the chain of authority. Conflicts with Executive Director should go to the President of the Board of Directors (or a designated Board member) only after attempts to resolve the conflict directly have been unsuccessful. All attempts to satisfy a grievance must be documented and signed by all parties before taking the grievance up to the next level.

Disciplinary action, unless there are flagrant acts of misconduct, will be handled in a progressive manner. Verbal and written warnings will be given and discussed. If the problem continues, probation or suspension along with a written corrective plan and time line will be used. Finally, termination will result if a problem continue or in the case of flagrant acts.

Reasons for disciplinary action and/or termination include, but are not limited to, violation of program policies and documented sub-standard performance.

Warnings: Oral and written warnings will be documented and signed by the supervisor and the employee. Signature indicates receipt of the warning, but not necessarily agreement with it. If an employee refuses to sign a warning, then the employee may be terminated. Warnings should include: date, violation, improvement necessary, time line, any further action to be taken if improvement is not successful and any comments to be noted.

Probation: Probation is used by the supervisor after warnings (one or more) were unsuccessful. Improvement should occur during the specified time of probation. Again, the employee, a witness and the supervisor should sign documentation of action. Failure to show improvement during probation will result in suspension or termination.

Suspension: Suspension may be used as a disciplinary option after warnings and probation or in the event of a serious offense. Suspension can be with or without pay. Again, documentation is to be signed by the supervisor and the employee *or witness*. Written plans for improvement must be submitted by the employee and approved by the supervisor and/or the Executive Director prior to returning to work. Failure to improve will result in termination.

Termination: Termination can occur when progressive disciplinary actions have failed to elicit improved performance or immediately when an employee's acts are flagrant. The Executive Director has the authority to terminate an employee in consultation with the executive committee of the board of directors.

Offenses which warrant immediate dismissal include, but are not limited to:

- ◆ Theft

- ◆ Drugs/Alcohol: possession, use, sale, purchase or distribution of alcohol, illegal drugs or paraphernalia; or, reporting to work under the influence of alcohol or an illegal substance.
- ◆ Conviction of any DUI
- ◆ Enticing unethical/illegal behavior from a co-worker or volunteer
- ◆ Falsifying or altering Thrive! records
- ◆ Willfully damaging Thrive! property
- ◆ Any violence
- ◆ Walking off the job without supervisor permission
- ◆ Absence from work without supervisor approval
- ◆ Working for pay while on absence without pay from Thrive! (without proper approval)

2A-10. Layoffs

In the event of severe budget cuts that result in staff reductions, Thrive! will reduce staff progressively in the following manner:

- ◆ Voluntary reductions in force, pay cuts, or reduction in hours worked
- ◆ Attrition
- ◆ Consideration given to special training, performance evaluation, job specialty, and supervisor input.

All attempts will be made to give 2-week notices to employees terminated or for positions changed because of a reduction in force.

2A-11. Resignations

Staff persons who voluntarily resign from Thrive! are asked to give no less than 2 weeks written notice to the supervisor.

2A-12. Exit Interviews

Staff members are requested to complete an exit interview with the Executive Director before collecting their final pay.

2A-13. Final Pay

Staff who voluntarily resign from Thrive! shall receive pay which is due to them, with considerations as follows and applicable:

- a. Unused vacation time.
- b. An employee who does not give 2 weeks written notice of resignation shall forfeit their accrued leave pay unless mutual agreement is made between staff and supervisor.

- c. Separation date is the last day worked. Final pay received after termination shall not be construed to extend the employment period.
- d. Failure to return Thrive! property on the separation day may result in final pay being held until return of property or the value of the property being deducted from the final pay. All requests for reimbursements of work-related expenses must be submitted to the supervisor no later than the day of separation or they will not be honored.

2A-14. Whistleblower Policy

A whistleblower as defined by this policy is an employee, board member or volunteer of Thrive! who reports any activity that he/she considers to be illegal, dishonest, unethical, or inappropriate to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal, dishonest, unethical, or inappropriate activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of such activities, the employee is to contact the Board President. If the concern is financial, the Board Treasurer should also be contacted. These individuals have the responsibility for investigating and coordinating corrective action. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: providing confidentiality and preventing retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide the accused individuals their legal rights of defense. Thrive! will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action, such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the board president immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with questions regarding this policy should contact the Executive Director or the board president.

2A-15. Representation of Thrive!

Prior to any action or statement that might significantly affect or obligate Thrive! paid staff should seek prior consultation and approval from the Executive Director. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other agencies, or any agreements involving contractual or other financial obligations. Employees are authorized to act as representatives of the agency as specifically indicated within their position descriptions and only to the extent of such written specifications.

2A-16. Communication with Outside Media

Thrive! policy is to cooperate as fully as possible with media inquiries and to communicate truthfully with the media on organizational matters appropriate for public knowledge. To ensure accuracy regarding the organization or its actions, the Executive Director or president of the board will serve as the authorized media spokesperson for the organization. No other employee may grant an interview concerning the business of Thrive! to any form of media without written permission from the Executive Director.

Statements that represent Thrive! position on community issues of a sensitive nature must be approved by the Executive Director with input from the executive committee of the board of directors prior to dissemination to the media.

2A-17 Electronic Communication Tools

Communications tools provided by Thrive! include, but are not limited to, telephone, voice Mail, email, Internet and Fax. This policy applies to every employee, volunteer or business partner who makes use of Thrive! electronic communication through the use of any hardware, software or service owned by or contracted by Thrive!. Internet browsing and email messages may be monitored and reviewed at any time, without prior notice. Users should never consider electronic communications to be either private or secure and should not have an expectation of privacy in anything created, stored, sent or received.

2A-18. Appropriate Use of Electronic Communication

Electronic communication tools are Thrive! tools and as such, are not to be used in any manner except for business purposes:

- Employees must use integrity and professionalism in all communications and comply with all laws and agency policies.
- It is the employee's responsibility to investigate and abide by licensing agreements, copyrights and confidentiality agreements when receiving information from any internal or external source. Employees must acknowledge the works of others, and document sources of derivative works.
- It is the employee's responsibility to check for viruses on any information received and to report and eliminate any found viruses prior to usage of the information. Attachments from unknown sources should not be opened as they may contain viruses.
- Employees must make all reasonable efforts to protect intellectual property and sensitive participant and volunteer information.
- Any external communication should be considered public and may be monitored

intercepted or otherwise accessed.

2A-19. Inappropriate Uses of Electronic Communication

Inappropriate use includes, but is not limited to:

- Accessing, distributing or storing material, which could be considered unethical, inappropriate, offensive, disrespectful or abusive to others. This includes, but is not limited to: pornographic or obscene material, harassment through hate mail, discriminatory, abusive, indecent or objectionable language, or other antisocial behavior.
- Using electronic communications to harass another employee or any person or group.
- Representing your personal opinions as those of Thrive! without first consulting with the Executive Director.
- Sending electronic communications anonymously.
- Representing yourself as another person or agency.
- Revealing Thrive! private, confidential, or employee information in external communication without the required approval of the Executive Director.
- Conducting illegal activities.
- Conducting activities for personal gain.
- Personal use of any service which puts Thrive! at-risk for liability and/or expenditure.
- Activity that is interfering with the work place (e.g, excessive use of social media sites, personal email, texting).

2A-20. Alcohol and Drug Free Workplace

Thrive! is committed to a substance-free work place. Possessing, using, purchasing, manufacturing, distributing, selling, or being under the influence of alcohol or controlled substances or having ingested controlled substances without medical authorization during work time or while conducting business is prohibited, and will be grounds for disciplinary action, up to and including termination.

2A-21. Threats

The safety and security of Thrive! employees, participants, volunteers and directors are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts during Thrive! activities may be removed from the premises. Threats, threatening behavior, or other acts of violence executed away from a Thrive! activity but directed at Thrive! employees, participants, volunteers or directors while conducting thrive! business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Part B – Compensation and Benefits

2B-1. Exempt/Non-Exempt Staff

Thrive! and The Fair Labor Standards Act classify exempt and non-exempt as follows:

“*Exempt Staff*”- those who are not subject to the overtime provisions as defined by The Fair Labor Standards Act.

“*Non-exempt Staff*”- those staff who must comply with the overtime compensation provisions of The Fair Labor Standard Act. Any staff who is not designated as “*exempt*” is included as “*non-exempt*”. Designations for each position are included in the job description.

2B-2. Work Schedules

Thrive! utilizes a flexible work schedule policy. Applicable Federal and State laws regarding hours of labor will govern all work schedules.

Specific work schedules will be outlined in the letter of employment. Generally, full-time staff are expected to complete 40-hours of work per week, and part-time staff are pro-rated accordingly. Job descriptions are to cover tasks for the applicable number of hours.

Exempt staff may be expected to work beyond their designated schedule in order to fulfill their job duties—if workload creates the necessity. Alterations to staff schedules will be discussed with and approved by the Executive Director.

2B-3. Salary Ranges/Raises

Thrive! strives for equity in its pay scales. Cost of living and award raises, etc. will be addressed however, fiscal reality does not allow for automatic raises in cost of living or for meritorious service. Salary changes will be considered by the Board of Directors upon recommendation of the Executive Director during the budget approval process and the Board of Directors will determine the salary of the Executive Director.

Initial salary/compensation at the beginning of each employee’s tenure will be designated in the letter of employment.

2B-4. Pay Schedule

Annual salaries are paid over twelve (12) pay periods. All employees are paid on the last day of the month.

2B-5. Payroll Forms (see also 3-10)

Within three (3) days of being hired, a new employee will complete an INS Form 1-9, a Kansas Form K-4, and an IRS Form W-4. All staff will be reminded of the opportunity to revise their K-4 and W-4 forms at the start of each calendar year, but changes can be submitted at any time. W-

4 and K-4 forms will be stored in the employee's personnel file with the I-9 stored in a separate file for each employee.

2B-6. Payroll Deductions

The following deductions shall be made from each paycheck (as required):

- 1) Income Tax – Federal and state income tax shall be withheld. The amount deducted shall be determined by the number of dependents as reported on the employee's form W-4 and K-4.
- 2) Social Security Tax – A deduction for Social Security taxes shall be made in accordance with federal regulations.

2B-7. Advance Pay

An emergency pay advance may be granted at the discretion of the Executive Director and the Board Treasurer. Pay advances are considered early payments of wages and at no time will payment be made when there is not adequate work time or vacation time to cover the advance. Requests must be made in writing. *(Pay advances may not exceed the value of the balance of an employee's paid time due, i.e.; compensatory time and annual leave.)*

2B-8. Holidays

Paid holidays are granted to full and part-time regular employees as follows:

- ◆ New Year's Day
- ◆ Presidents' Day
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Veteran's Day
- ◆ Thanksgiving Day and the Friday following
- ◆ Christmas Eve and Christmas Day

Staff who are employed on a full- or part-time basis are entitled to holiday pay on a pro-rated basis IF the holiday falls on a regularly scheduled work day. For example, if a part-time employee (20 hours/week) is scheduled to work on Veterans' Day, that employee shall receive 4 hours of holiday pay.

If the holiday falls within an approved Paid Time Off period, the employee will not be charged for a Paid Time Off day on the day the holiday is observed.

If the holiday falls on a Saturday or Sunday, the employee may take either the Friday before or Monday after the holiday off instead. The Executive Director will set the yearly holiday calendar by January 1st of each year to address this situation.

If the observance of a holiday adversely affects the work of Thrive!, and employee may be required to work and given time off at a later date.

With approval from the Executive Committee, any cultural, religious, or national observance or celebration may be substitutes for the days listed above. Notice is required at least two weeks in advance.

2B-9. Paid Time Off

Paid Time Off (PTO) shall be granted with pay shall be granted to full-time exempt and non-exempt employees according to the following schedule:

1. 20 days per year for the first two years of employment. PTO shall accrue at the rate of 1.6667 day per month.
2. 25 days per year for 3-10 years of employment. PTO shall accrue at the rate of 2.084 days per month.

Part-time exempt and non-exempt employees accrue PTO on a pro-rated basis according to the number of hours worked per week.

If PTO is not used in any one year, the unused portion can be carried into subsequent years. The maximum accrual amount that can be carried into subsequent years is 40 hours.

Upon termination, with the exception of immediate dismissal, and with appropriate notice, employees shall receive pay for accrued vacation time. Accrued annual leave will be paid upon termination from the agency up to a maximum of 40 hours.

PTO is earned from the date of employment, however, an employee may not atke PTO during the first 60 days of employment.

PTO is arranged with the Executive Director and requests for leave exceeding 5 consecutive days shall be submitted in writing to the Executive Director at least 15 days prior to the first day of said PTO.

No annual leave shall accrue during an unpaid leave of absence.

2B-10. Jury Leave

Staff who are called to serve on a jury or subpoenaed to court should notify the Executive Director immediately. Thrive! will reimburse the employee the difference between their regular salary and any compensation paid by the court. A copy of the jury summons should be provided.

2B-11. Funeral Leave

In case of a death of a member of the employee's immediate family, the employee shall be granted 3 days of paid leave.

2B-12. Leave Without Pay

After six months of employment a staff may be granted leave without pay after annual leave accruals have been depleted. Leave without pay will be granted at the discretion of, and with the approval of the Executive Director.

During an approved but prolonged absence without pay (longer than 10 working days per year), employment will be considered continuous for seniority purposes. PTO accruals will cease until the employee returns to work.

Employer contributions to health and/or disability plans will cease, except in the case of leave without pay due to maternity/paternity/adoption leave. However, an employee may pay the premiums for health and/or disability insurance to keep the policy in continuous effect. The Board of Directors must approve special circumstances requiring more than 30 days of leave without pay.

During leave without pay the employee may engage in other employment with approval by the Executive Director or Board of Directors. Immediate termination of the employee may result without proper notification and approval.

2B-13. Maternity/Paternity/Adoption Leave

Six weeks of maternity/paternity/adoption leave will be granted and charged in the following manner and order.

1. PTO
2. Unpaid leave of absence

If an employee wants an extension of maternity/paternity/adoption leave, the Executive Director will decide whether an extension is appropriate and feasible. For the Executive Director, the executive committee will decide whether an extension is appropriate and feasible.

2B-14. Workers Compensation

Staff persons are protected under Kansas Workers Compensation law against loss of income due to injury or death that occurs during any work-related activity. Thrive! pays 100% of the Workers Compensation Insurance Premium.

Any staff person injured on the job should report the injury immediately (within 24 hours) to the Executive Director.

2B-15. Mileage Reimbursement

All paid staff members who incur mileage on their vehicles for prior approved business travel are eligible for mileage compensation at the State of Kansas reimbursement rate. Each employee who expects reimbursement for allowable mileage must complete and submit to the Executive Director signed mileage forms. In general, salaried employees can be reimbursed for trips away from Manhattan as long as travel is related to business that is being conducted on behalf of the organization.

2B-16. Other Reimbursement (see also 3-8)

Upon approval of the Executive Director, an employee may be eligible for reimbursement of work-related expenses such as purchases made for the organization, conference and workshop registrations, meeting fees, hotel accommodations, travel costs for personal automobile, etc. Reimbursements may be at the rate prescribed by the US General Services Administration (GSA) rate (<https://www.gsa.gov/portal/content/104877>) or actual costs when allowed. Signed receipts must be provided and approved by the Executive Director for all claimed expenses.

Part C – Employees’ Duties and Responsibilities

2C-1. Licenses and Certification

Employees whose jobs require professional license or certification must present documentation of their valid license or certification prior to employment. It is the responsibility of the staff to maintain their license or certification in a current and valid status. Any changes or renewals must be reported and documentation submitted to the supervisor in a timely manner. Copies of licenses or certifications, plus copies of renewals or changes must be provided for inclusion in the staff person’s personnel file.

Any licensure requirements will be noted in position job descriptions.

2C-2. Personal Appearance

Casual, neat and clean clothing is acceptable for work. However, should staff be attending public presentations or meetings, it is expected that staff will wear clothing considered to be professional.

2C-3. Personal Belongings

Staff may bring personal belongings for use at work. Thrive! is not responsible for losses of personal belongings due to theft, breakage, misuse, or disasters.

2C-4. Continuing Education

Employees are encouraged to complete training as necessary for fulfilling the requirements of the position. This training should be related to our work in poverty reduction and any other training deemed necessary by the organization. Employees will be informed of any required training. Reimbursement for job related training will be made if approved by the Executive Director.

2C-5. Traffic Safety

All staff must comply with vehicle safety standards established by federal and state laws when using any vehicle on Thrive! business. Compliance includes, but is not limited to: the use of seat restraints by all passengers, all children being restrained in age/size appropriate safety seats or harnesses in the back seat, and adhering to all traffic laws. All staff are expected to employ defensive driving techniques.

Section 3 – Financial Policies

NOTE: The following Financial Policies were developed in response to the United Way application and were passed by the Circles Manhattan Board, April 26, 2016. They were revised July 2017 by the Thrive! board of directors.

3-1. Responsibility

The day-to-day management of the administrative and fiscal affairs of Thrive! is delegated to the Executive Director and the board treasurer.

3-2. Fiscal Year

The fiscal year of Thrive! is January 1 – December 31.

3-3. Audit/Financial Review

An audit/financial review of the financial statements of Thrive! will be conducted on an annual basis by an independent certified public accountant (CPA) selected by the Executive Director and board of directors. Any irregularities or illegal acts will be brought to the attention of the Board of Directors immediately. The results of the audit/financial review are to be submitted to any funding entity in accordance with grant contracts, etc.

If any irregularities or illegal acts are suspected, the accounting firm should notify the Board President immediately.

An IRS Form 990 will be completed and submitted to the IRS and to all other funding entities requesting a copy in a timely manner. The Kansas Secretary of State Not-for-Profit Corporate Annual Report Form NP shall be completed annually by the Treasurer of the Board.

3-4. Accounting

Thrive!'s accounting system incorporates the following policies:

Thrive! will keep a separate set of records for each program or funding source that requires documentation of income and expense.

The Executive Director of Thrive! or their designee will use a computer-based dual entry accounting system and operate on a cash basis. The same accounting system will be maintained from year to year to facilitate comparability.

Books of record (journal and general ledger) will be maintained by the Executive Director or their designee on a computer program (ie., QuickBooks) suitable for the purpose.

Accounting and fiscal management functions will be staffed by the Executive Director (accounting, fiscal management, grant development and management), the board treasurer (oversight), the Coordinator (day-to-day operation, updating of list of receipts, updating of donor list).

The Executive Director, treasurer and president of the board of directors are the authorized signers on all bank accounts. New signature cards should be completed at the bank as soon as practical following a change in any of these positions. None of the signers on the accounts of Thrive! is authorized to make and sign a check or withdrawal payable to him or herself.

3-4. a. Deposits

Deposits are typically made to the operating account within two days of receipt whenever possible, (preferably before the weekend so cash is not vulnerable over the weekend), or more often if warranted. Upon receipt of checks or cash, the Coordinator will log all checks, cash donations and/or payments, and will then give them to the treasurer who deposits them in the Thrive! bank account. Any PayPal, Square or other electronic payments and/or donations are accessible by the Executive Director, treasurer and president, with the treasurer or Coordinator making the online deposit of all electronic transactions to the Thrive! bank account.

Receipt records will contain the name of the source (if by check), the purpose of the revenue, the amount, the check number or cash designation, and placed in the electronic spreadsheet as well as the physical *Monthly Receipts and Invoice File* retrained at the Thrive! office. The *Monthly Receipts and Invoice File* content will be updated at a monthly minimum and will be accessible to the Executive Director, treasurer and president of the board.

Records for deposits are entered by the board treasurer into an online, secure location as well as a physical tracking document that is accessible to the Executive Director and president of the board.

All Thrive! checks will be authorized by two signatures.

The signature of two authorized individuals is necessary to borrow money on behalf of Thrive! or to sign, execute and deliver promissory notes or other evidence of indebtedness. (see: Konza United Way Corporate Authorization Resolution.)

The signature of two authorized individuals is necessary to endorse, sign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by Thrive! as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of nonpayment. (see: Konza United Way Corporate Authorization Resolution.)

The signature of one person is necessary to enter into a written lease for the purpose of renting and maintaining a safe deposit box on behalf of Thrive!. Two authorized signatures, however, are required to access the contents of a safe deposit box. (see: Konza United Way Corporate Authorization Resolution.)

3-4. b. Responsibilities

The board treasurer oversees the financial management system and is responsible for its accurate and timely administration.

In consult with the Executive Director, specific duties of the board treasurer include:

- Preparing the annual Thrive! budget and all required financial reports,
 - Reviewing monthly income and expense sheets, monthly balance reports, YTD income and expense sheets and annual budget comparison report
- Supervising cash management for funds,
- Collecting deposits from the Coordinator, make and record physically and electronically receipts.
- Developing and reviewing accounting policies and procedures,
Reconciling all bank statements,
- Journalizing recurring and adjusting entries into the general ledger
- Working as needed with the accounting firm responsible for conducting the annual audit/financial review.

The Coordinator shall open all mail received at the Thrive! office, date and initial the receipt of invoices and monies, record all monies received, track via electronic *Monthly Receipts and Invoice File* spread-sheet and in physical file donations and donor information, and submit to the board treasurer for deposit (see: 3-4.a.).

3-5. Banking

A checking type bank account will be maintained and balanced at least monthly.

Separate interest bank accounts may be established and maintained for monies of Thrive! that are reserved for special needs and events as authorized by the board of directors.

All bank accounts will be maintained with fully insured financial institutions.

Separate accounts may be in the form of certificates of deposit (CD) and/or savings accounts. Whenever a CD or other separate account is liquidated, the monies thus generated will be transferred directly into the checking account of Thrive! to insure continuity of control and accountability.

3-6. Receipt of Cash

The preferred method of receipt of donations and other monies by Thrive! is by check or online payment made payable to the organization. In those instances in which monies are received in cash, the Coordinator will log all cash donations, and will then give them to the treasurer who deposits them in the Thrive! bank account. The Coordinator will record all cash donations with the name of the source, the purpose of the revenue, the amount, cash designation, and place in the *Monthly Receipts and Invoice File* at Thrive!. The *Monthly Receipts and Invoice File* content will be given to the board treasurer at a minimum monthly.

Two people, either staff or board members, will maintain custody of “cash banks” used at fundraising events sponsored by Thrive!. The bank will be redeposited in the checking account as soon as possible after the conclusion of an event.

3-7. Debit Card

It is the policy of the organization to have the Executive Director determine which employees/board members will have access to the debit card under the name of the organization. An employee may be held accountable for debit card account expenditures made without a corresponding receipt. The employee must reimburse the organization for the balance of the debit card account charges when a receipt cannot be produced within thirty (30) days of the monthly reconciliation report. The debit card shall not be used for personal charges at any time but only for expenses incurred on behalf of the organization.

3-8. Staff Reimbursement (see: 2B-15 and 2B-16)

Reimbursement of staff for mileage and other such expenses will be in accordance personnel policy guidelines of Thrive!.

3-9. Check Disbursement

Payroll is issued electronically either through direct deposit or on-line checks by Executive Director in consultation with the board treasurer through the operating account at Sunflower Bank. Before submission, staff members shall review timecards to check for discrepancies or deviations of individuals' time or pay to ensure agreement to approve salary or hourly rates and to assure reasonableness of part-time employees' hours worked. The Executive Director then prepares and submits the payroll for electronic payment.

Voluntary deductions from payroll, for whatever reason, must have signed authorizations from the employee. The signed authorizations must be obtained every year. Involuntary deductions from payroll, like garnishments, must be submitted within seven (7) working days of the pay date that it was withheld.

3-10. Payroll Forms (see: 2B-5)

Within three (3) days of being hired, a new employee will complete an INS Form I-9, a Kansas Form K-4, and an IRS Form W-4. All staff will be reminded of the opportunity to revise their K-4 and W-4 forms at the start of each calendar year, but changes can be submitted at any time. W-4 and K-4 forms will be stored in the employee's personnel file with the I-9 stored in a separate file for each employee.

3-11. Budget

In consultation with the Executive Director, annually the board treasurer will submit to the board of Thrive! an operating budget for the coming year. It will include all expected operating revenues and expenses on an annual basis. Once approved, the budget will be used as a tool for management by the staff and the board. Monthly financial statements will include a comparison to the budget.

3-12. Insurance

Thrive! carries general liability and worker's compensation insurance. Coverage is provided for all paid and non-paid staff. Directors and Officers Liability (DOL) coverage is maintained to cover the Board of Directors. All insurance carriers must be admitted to the State of Kansas through the Kansas Insurance Commissioner's office.

3-13. Purchases

Board approval is required before purchasing any goods or services from a related party (such as a board member or relative thereof or relative of any employee).

The board of directors approves all budgeted expenses when approving the annual budget and any ancillary grant budgets. Executive Committee approval is required for any unbudgeted purchases in excess of five hundred dollars (\$500.00) and documented in the minutes of the meeting. The Executive Director and board treasurer may approve unbudgeted expenses less than five hundred dollars (\$500.00).

3-14. Contingencies

Contingencies such as the unanticipated receipt (donations) of real estate, securities, livestock, buildings, equipment, etc., will be referred to an accountant and/or the legal counsel Thrive! for advice on proper recording, registration, safeguarding, etc.

3-15. Violation of Policy

Violation of the Thrive! fiscal policies is not permitted. Any known violations will be reported to the Executive Director, board treasurer, executive committee for appropriate action.

