

**Pathway to Adventure Council
DBA-Chicago Area Council
Des Plaines Valley Council
Northwest Suburban Council
Calumet Council**

Employee Handbook (Updated March 2015)



Acknowledgment Form

Pathway to Adventure Council, BSA, Employee Handbook

I acknowledge that I have been given a copy of the Pathway to Adventure Council Employee Handbook.

I understand that I am responsible for reading, understanding the information, and complying with the policies contained in it.

I understand that no written policy of the Pathway to Adventure Council is a contract or other legal guarantee that the Pathway to Adventure Council will continue any practices described in the written policy.

Printed Name

Date

Signature

Last four digits of Social Security Number

Return the original to Director of Support Services.

This handbook is not intended to, nor does it create any contract of employment between the Pathway to Adventure Council and its employees (also referred to as council employees).

EFFECTIVE March, 2015

Contents

Employment at Will	2
Equal Employment Opportunity	2
Unlawful Harassment Prevention.....	2
Open Door Policy	4
Conflict of Interest	4
Interest in Any Other Business Organizations	4
Gifts, Favors, Entertainment, and Payments to Employees	5
Gifts, Favors, Entertainment, and Payments by the Council.....	5
Obligation to Disclose	5
Sanctions.....	6
Code of Conduct	6
Confidential Ethics Reporting	7
Confidential Information	8
Intellectual Property	9
A. BSA Trademark Use and Licensing.....	9
B. Copyright Policy	9
Use of Drugs or Alcohol	10
No Smoking	11
Possession of Firearms or Other Weapons.....	11
Use of Council Resources and Property, Including Email, Internet Access, and Voice Mail .	12
Phones and PDAs	13
Dress Code	13
Employee Types	14
Employee Status	14
FLSA Status.....	14
Employee Personnel Files	14
Nepotism and Favoritism.....	15
Employment of a BSA or Local Council Retiree	16
Verification of BSA Employment.....	16
Motor Vehicle Records	16
Training	16
Uniforms	16
BSA Benefit Program.....	17
BSA Membership.....	17
Pay Periods.....	17
Direct Deposit and Paperless Statements	17
Work Hours	18
Overtime	18
Makeup Time	20

Attendance Records.....	20
Changes in Personal Information.....	20
Visitors	21
Solicitation, Distribution, and Postings.....	21
Council Annual Giving and United Way Campaigns	22
Holidays.....	22
Vacation	22
Bereavement.....	23
Marriage Leave	23
Jury Duty and Subpoena Compliance	24
Volunteer BSA Service.....	24
Volunteer Firefighters and Rescue Squad Members	24
Voting Time	24
Voluntary Termination, Including Retirement.....	24
Personal Leave of Absence	25
Medical Leave of Absence	26
Paid Time Off.....	27
Unauthorized Absence.....	29
Family and Medical Leave (FMLA)	29
Amount and Nature of Leave.....	30
Unpaid Leave; Substitution of Paid Leave	31
Notice of Leave	31
Medical Certifications	32
Military Certifications	32
Continuation of Benefits.....	32
Reporting While on Leave.....	33
Leave Period.....	33
Other Matters	33
Illness or Injury on the Job	34
Military Service	35
Eligibility for Military Leave of Absence.....	36
Compensation for Military Leave	36
Credit for Time Spent on Military Leave.....	36
Reemployment Rights.....	36
Retention Rights.....	37
Policy Adherence	37
General Rules and Regulations	37
Performance Improvement Plan	39
Suspension of Employment	39
Demotion	39
Performance and Development System.....	40
Goal Setting.....	40

Competencies	40
Development Plan.....	41
New Hire Reviews	41
Interim Reviews	41
Annual Review	42
Salary Adjustments	42
Performance Ratings.....	42
Insurance and Retirement Plans.....	43
Employee Assistance Program (EAP)	44
Appendix	45

Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Vision Statement

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Scout Oath

On my honor I will do my best
To do my duty
To God and my country
And to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Employment at Will

All employees of the council are employees at will and, as such, are free to resign at any time with or without advance notice or reason. Similarly, the council may terminate the employment of any individual with or without* advance notice or reason. This handbook is provided to employees of the council only so they may be informed of current employment practices. It is not a contract or other legal guarantee that the council will continue any policy or practice described in it. Nor is it to be construed as a contract of employment. No manager, director, or employee of the council, other than the Scout executive in a specific writing, is authorized to promise or agree on behalf of the council to any limitation on an employee's right to resign or the council's right to terminate employment at any time with or without reason or advance notice. If any employee believes for whatever reason (a) that he or she cannot freely resign from employment with the council or (b) that the council may not, because of some written or oral statement, representations, or promise made to the employee, terminate employment without reason or advance notice, the council president should be immediately informed. The failure to do so constitutes the employee's acknowledgment of, and agreement to, employment on the terms and conditions stated in this policy.

Equal Employment Opportunity

The council is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination of employment, and educational, recreational, and social programs, are administered without regard to race, color, sex, religion, national origin, age, or physical or mental disability of otherwise qualified individuals, or membership or application for membership in a uniformed service. Employment decisions, subject to the legitimate business requirements of the council, are based solely on the individual's qualifications, merit, and performance.

Harassment on the basis of race, color, sex, religion, national origin, age, disability, or membership in a uniformed service will not be permitted or condoned. Slurs and insults related to those characteristics are wholly inappropriate and violate the Council's Equal Employment Opportunity Policy and also may violate Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Uniformed Services Employment and Reemployment Rights Act of 1994, or other applicable federal, state and local laws.

Unlawful Harassment Prevention

The council is committed to providing as positive and productive a work environment as reasonably possible, prohibiting unlawful harassment, promptly addressing reports of harassment, and taking appropriate action when warranted. Any form of harassment by or of our employees, members of the public, vendors, and suppliers which violates federal, state, or

local law, including but not limited to harassment related to an individual's race, religion, color, sex, gender, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, or physical or emotional disability, could be a violation of this policy. The council will take appropriate action, including discipline and discharge.

Each employee is required to take the BSA Unlawful Harassment Prevention Training within 90 days of employment and every three years. Nonexempt employees must be allowed to take the training during work hours but not during a break or lunch period. If the employee has management responsibility, then the employee is also required to take the additional training module for managers.

Forms of "harassment" may include, but are not limited to, slurs and any other offensive remarks, jokes, or other verbal, graphic, or physical conduct.

Here are some examples of inappropriate behavior that might be unlawful if they meet the definition of unlawful harassment:

- Unwelcome sexual advances
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment with detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity
- Visual conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures
- Verbal abuse
- Derogatory or offensive jokes, emails, or comments about race, ethnic origin, age, disability, religion, or gender

Harassment of employees in connection with their work by non-employees may also be a violation of policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee, should report such harassment to their manager or to the Scout executive. Appropriate action will be taken against violation of this policy by any non-employee.

It is an employee's responsibility to notify their manager if they feel they are being harassed during the course of employment. An employee who does not feel the matter can be discussed with his or her manager should contact the next management level or the council president. An employee who reports an alleged violation of this policy in good faith or who participates in any investigation will not be subject to adverse employment action or retaliation. Appropriate action will be taken if an employee knowingly makes a false accusation statement or is not candid or honest during any investigation.

Reports of alleged harassment will be investigated promptly and thoroughly, and action will be taken where warranted. The council prohibits employees from hindering the investigation. Complaints will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Open Door Policy

It is the policy of the council to maintain an open door at all management levels to ensure employees an avenue through which job-related problems may be heard and resolved. Problems should be discussed first with their supervisor. If this is not possible or if the supervisor cannot resolve the problem, employees may approach the next management level, or the council president. If the employee can't reach resolution, they may consult with the area director for guidance as an additional resource for reconciliation and possible mediation between the employee and council leaders. An employee who exercises the open-door policy in an appropriate manner will not be subject to adverse employment action because of the complaint. However, knowingly made false accusations or statements may constitute misconduct and result in discipline and discharge.

Conflict of Interest

It is imperative that employees of the council conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that employees shall always deal with others doing, or seeking to do, business with the council in a manner that excludes all consideration of personal advantage. Accordingly, every employee of the council is subject to the following policy:

Interest in Any Other Business Organizations

Employees of the council or members of their immediate families shall not have any interest, direct or indirect, in any other business which in any degree conflicts with the employee's primary obligations to the council. In this regard, employees or members of their immediate families should not possess a significant financial interest in, or receive remuneration from, any business that does, or seeks to do, business with the council. In addition, employees should not conduct business on behalf of the council with members of their immediate family, or an association which could be construed as significant in terms of potential conflict of interest. Employees or members of their immediate family should not do business with other employees of the council on the basis of their mutual association with the council.

Gifts, Favors, Entertainment, and Payments to Employees

Employees shall not seek or accept any gifts, payments, fees, services, valuable privileges, vacations or pleasure trips, loans (other than conventional loans from lending institutions), or other favors from any person or business organization that does, or seeks to do, business with the council. No employee shall accept anything of value in exchange for referral of parties to any person or business organization that does, or seeks to do, business with the council. In the application of this policy:

- a. Employees may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.
- b. An especially strict standard is expected with respect to gifts, services, or consideration of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated by (a) above should not be accepted under any circumstances.
- c. It is never permissible to accept a gift in cash or cash equivalent of any amount.
- d. This policy does not preclude the acceptance of gifts that will benefit the council rather than an individual employee.
- e. This policy does not preclude the acceptance of courtesies extended to employees of the council in their official capacities, such as gratis hotel rooms for business use (but not personal use) in connection with meetings.
- f. This policy will be communicated to persons and organizations doing, or seeking to do, business with the council.

Gifts, Favors, Entertainment, and Payments by the Council

Gifts, favors, and entertainment may be given to others at the expense of the council only if they meet all of the following criteria:

- a. They are consistent with accepted business practices.
- b. They are of sufficiently limited value, and in a form that will not be construed as improper.
- c. They are not in contravention of applicable laws and generally accepted ethical standards.
- d. Public disclosure of the facts will not embarrass the BSA and/or the council.

Obligation to Disclose

Any employee who believes that his or her personal actions or interests, or the actions of others, may violate this policy must discuss the matter with the Scout executive or council president.

Sanctions

Any employee whose actions or interests violate this policy may be subject to immediate termination, if such is determined to be in the best interest of the council.

It is the responsibility of every employee of the council to be aware of and to observe these standards. Accordingly, an Employee Statement will be delivered to each employee annually. Each employee is asked to sign and return the Employee Statement to the council designee. Employee Statements will be held in complete confidence except when necessary to conduct an investigation.

Code of Conduct

The council code of conduct is built on BSA values. As such, the council acknowledges its responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how the council wants to operate, how the council expects its employees to operate, and how the council strives to be seen by others.

The council pursues the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. The council is committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

The council code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each council employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on behalf of the council, an employee should consider carefully whether the conduct is in the best interests of the council and complies with the spirit and letter of this code, the BSA bylaws, policies, rules, and regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes (or is unsure of what to do) that the actions of anyone at the council are unethical or expose the council or its employees to liability or disrepute, the employee should report the situation by contacting his or her manager, the Scout executive, or council president. This includes any disclosure of confidential information to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement. The council expects and demands that its employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. The council may modify or repeal the provisions of the code or adopt a new code whenever it deems appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the council's bylaws, policies, procedures, rules, and regulations pertaining to this code.

The council is committed to providing a work environment that values diversity among its volunteers and employees. All council human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment, including recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

Confidential Ethics Reporting

The council is committed to upholding the highest ethical standards and to protecting the integrity of the Boy Scouts of America. The council code of conduct and its conflict-of-interest policy outline the minimum standards and guidelines of conduct by which it and its employees must abide. These guiding principles are consistent with the Scout Oath and the Scout Law and are set forth as benchmarks to ensure that employee and employer alike are treated with honesty and integrity and in accordance with the council bylaws, rules and regulations, policies, and procedures and with any applicable laws and regulations.

The council takes breaches of any law, rule, regulation, or policy; the code of conduct; and/or the conflict-of-interest policy very seriously and will investigate all reported suspected violations. Inquiries will be investigated promptly and thoroughly, and action will be taken where warranted. The council prohibits employees from hindering the investigation. Complaints will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. The council forbids retaliation against employees who report, in good faith, perceived violations of any law, rule, regulation, or policy; the code of conduct; or the conflict-of-interest policy.

Employees are encouraged but not required to speak with their manager or Scout executive to try to resolve issues before filing a report with the council president.

Confidential Information

In the course of performing their job duties, council employees may have access to highly sensitive and confidential or proprietary business information. All employees must pledge their best efforts and diligence to protect such information.

Employees shall not disclose, directly or indirectly, confidential or proprietary information of the BSA, council, or its employees, or use such information for personal gain. Such information should be shared with other council employees only on a need-to-know basis. Individuals who have separated from council employment may not subsequently disclose, directly or indirectly, confidential or proprietary information acquired during council employment or use such information for personal gain.

It is expected that at no time will an employee disclose, directly or indirectly, confidential or proprietary information of the BSA and council to an outside party or to another employee who has no need for the information. It is further expected that council employees, who may have access to information that the council is legally required to publicly disclose, but whose responsibilities do not include the disclosure of such information, shall not disclose such information to an outside party or to another employee who has no need for the information.

Materials prepared in the course of performing official duties for the council remain the property of the council at all times. Such materials shall not under any circumstances be used for personal financial gain and may not be disclosed to any outside parties without the express prior written approval of the Scout executive.

Upon his/her termination of employment with the council, no employee may copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during his/her employment with the council. All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that is used, prepared, or learned by employees during their employment with the council are, and shall remain, the sole and exclusive property of the council, and must be returned (together with any copies that may have been made) at the termination of employment.

If an employee has any questions regarding the confidential nature of any information, the employee must discuss the matter with his or her manager before releasing such information. Subpoenas or other formal requests for information about the business or activities of the council must immediately be directed to the Scout executive. Employees may not respond to any such subpoenas or requests without express written authorization from the Scout executive, except as otherwise provided by law.

An employee who discloses confidential and proprietary information in violation of the policy will be subject to discipline or discharge, even if the employee does not actually benefit from the disclosed information.

Intellectual Property

A. BSA Trademark Use and Licensing

A trademark is any word, symbol, or other device that distinguishes one organization's goods and services from another. The BSA's trademarks are protected by law and also by virtue of the organization's congressional charter. Practically every name, logo, insignia, seal, design, word, phrase, or other symbol or device associated with or referring to the Boy Scouts of America is protected—including the trade dress of the BSA uniforms.

The BSA carefully regulates third parties' use of BSA trademarks in order to protect the organization's goodwill and reputation and to prevent confusion in the marketplace. No one may use the BSA's trademarks for a commercial purpose without the express written permission of the BSA National Council. This licensing policy is administered by a team of experts within the National Council for the benefit of the BSA as well as everyone involved in Scouting.

Trademark licensing is centralized at the BSA National Council because the National Council is the legal owner of the trademarks, and therefore is the only entity that can grant permission to use them. Centralization also ensures that the organization's trademark use policies are administered consistently and fairly. Additional information about the BSA's trademark licensing program is available at www.scouting.org/licensing. You may also use that website to report instances where a third party appears to be using BSA trademarks without permission.

Under this centralized model, local council professionals and volunteers are not authorized to grant third parties permission to use the BSA's logos for commercial purposes, including for use on merchandise (whether sold or given away) or recruitment materials. For example, a volunteer is not permitted to authorize a company to manufacture an order of patches or a batch of T-shirts bearing BSA trademarks unless that company is an Official Licensee of the BSA or is operating under a Single Local Council Supplier sourcing agreement. Certain printed materials such as corporate letterhead, envelopes, business cards, annual reports, and FOS brochures that are administrative in nature are not required to be printed under a formal license agreement but should always conform to the BSA's current brand standards.

B. Copyright Policy

It is the policy of the council to respect the copyrights of others. With very few exceptions, all written material, visual material, music and sound recordings, and electronically created material is protected by federal copyright. This includes, for example, books, magazines, newsletters, music, computer software, and materials displayed on the Internet. Employees should not copy software programs, download material from the Internet, or copy non-BSA materials even for internal circulation. Under existing federal copyright law, material may be protected by copyright even if it does not have a copyright notice.

Materials that originate with and are authored by employees of the Boy Scouts of America are considered to be BSA materials for which the BSA owns the copyright. Reproduction and distribution of BSA materials by BSA employees do not require a license. Reproduction and distribution of third-party materials, however, may.

There is no general educational-use or nonprofit organization exemption to use copyrighted materials. The fair-use doctrine permits limited use of copyrighted materials without the copyright owner's permission under some circumstances.

Four factors are considered in determining whether the fair-use doctrine applies:

- Whether the use of the copyrighted material is for a nonprofit or commercial purpose;
- The nature of the copyrighted material;
- The portion of the copyrighted material actually used in relation to the whole work; and
- The effect of the proposed use on the market for that work.

In the majority of instances, the fair-use exception will not permit use of copyrighted material without a license. Accordingly, council employees should assume that, unless specifically advised by BSA legal counsel, there is no fair-use exception available for use of third-party materials. The BSA Legal Department is the only department at the BSA that is qualified to determine what constitutes a "fair use."

The use of third-party materials in BSA publications may require the need for a license. Obtaining and negotiating these licenses can be time consuming and expensive. If an employee foresees the need for a license to use copyrighted material in a document to be published or distributed by the BSA, it is essential that the employee contact BSA legal counsel at the earliest possible date to obtain clearance to use the material.

Violations of this policy may result in discipline or discharge. In addition, BSA employees may be held personally responsible for illegal copying under some circumstances.

Questions about the BSA's copyright policy should be directed to BSA legal counsel.

Use of Drugs or Alcohol

Employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, sale, purchase, or use of a controlled substance, illegal drug or inhalant, or alcohol:

- While on a council work site, including the parking lot or other areas adjacent to a council facility
- When reporting to or at work
- When performing services for the council

Illegal drugs are those defined as illegal under federal, state, or local laws, including but not limited to marijuana, heroin, cocaine, and hallucinogens.

The council recognizes that there may be occasions where it is permissible to consume alcohol in moderation while attending a job-related function. However, these functions must not be on a council work site. An employee who consumes alcohol under such circumstances must not report to a council work site that same day.*

As a condition of employment, each employee will also notify the council in writing of any criminal drug statute conviction no later than five days after such a conviction. A “criminal drug statute” means a federal or nonfederal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance. A “conviction” means a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

The council will take appropriate action, which could include disciplinary action or discharge, toward an employee who violates this policy and/or is convicted of any criminal drug statute.

The BSA Medical Plan includes an Employee Assistance Plan (EAP) that provides limited free, confidential assistance with a variety of personal or workplace problems, including addictions to drugs and/or alcohol abuse. Employees enrolled in the BSA Medical Plan are encouraged to contact United Healthcare for more information on the EAP and other benefits. Please see your BSA Medical Plan card for contact information.

No Smoking

Smoking inside a council building is prohibited. This includes buildings on all council property. This policy applies to, but is not limited to, employees, former employees, retirees, volunteers, family members, contractors, and consultants. The employee that the non-employee is visiting, working for, and/or meeting with is responsible for ensuring this policy is not violated.

Smoking is permitted at designated areas outside of council buildings. Smoking outside entrance/exit doors will not be permitted. The smoking area will be posted, and the smokers are responsible for the cleanliness of the area.

The council will take appropriate action, which could include discipline or discharge, toward an employee who violates this policy.

Possession of Firearms or Other Weapons

Except where it is a violation of state law, employees are not permitted to carry or possess firearms, knives, or other weapons while on the premises of any council facility, in council

buildings, or in vehicles parked on council property, except for when specifically required for the performance of job-related duties. Any employee disregarding or violating this policy will be subject to immediate termination.

Use of Council Resources and Property, Including Email, Internet Access, and Voice Mail

The council's information systems and other technical resources—including the telephone system, voice-mail system, facsimile machines, duplicating machines, computer network, modems, electronic mail (email) system, and Internet access—are to be used exclusively for the council's business operations, except as provided below and as otherwise permitted by law. All materials created, stored, transmitted, or received using the council technical resources are to be regarded as business records of the council.

The council reserves the right, at all times and without notice, to review and monitor all such materials whenever, in the council's discretion, there is a business need to do so. Unless permitted to do so by law, employees should not create, store, or transmit personal or non-council business information, messages, or images using the council's technical resources, and they have no right of privacy as to any information, messages, or images created, stored, transmitted, or received via the council's technical resources.

Viewing, downloading, distributing, or sending obscene ~~or non-business~~ materials is strictly prohibited and will result in discipline and/or discharge. Policies regarding courtesy, solicitation, and harassment apply to the use of email and voice mail. Any communication via email or voice mail that may constitute verbal abuse, slander, or defamation or that may be considered offensive, harassing, vulgar, obscene, or threatening is strictly prohibited.

Unsolicited emails that violate this policy are to be forwarded or sent as attachments to the Scout executive or to the council president.

Similarly, all other property of the council (including work areas, desks and other office furnishings, file cabinets, storage facilities, lockers, and vehicles) is to be used exclusively for the council's business operations, except as provided in the next paragraph. The council reserves the right, at all times and without notice, to inspect and search any of its property whenever, in the council's discretion, there is a business need to do so. Employees have no right of privacy as to any information, files, or other materials found to be in or on the council's property.

Employees are permitted to use the council's technical resources and other property for occasional non-BSA business purposes as long as it does not distract from or impact their job responsibilities, or as permitted by law.

As stated in the foregoing paragraphs, however, employees have no right of privacy as to (1) any information, messages, or images created, stored, transmitted, or received via the council's

technical resources, or (2) any information, files, or other materials found to be in or on any other property of the council.

Phones

Council phones are intended for business use only. Personal use must be limited. Long-distance or toll calls should be for business purposes only. Employees who make personal long-distance or toll calls on business telephones will be required to reimburse the council.

Use of personal cellular phones should be limited during work hours and should not disrupt the workplace.

Dress Code

Appropriate dress and hygiene are important in promoting a positive image to internal and external customers of the council. It is important that employees are well groomed and use good judgment in regard to proper attire for the workplace. Employees may wear business casual attire to the workplace; however, there may be times when more customary business attire is appropriate.

The following guidelines help define acceptable business casual attire.

1. Clothing that communicates professionalism.
2. The workday schedule must be taken into account when it may be more appropriate to wear more traditional business attire for the day.
3. An employee should **NOT WEAR**:
 - Blue jeans
 - Shorts or skorts of any kind
 - Overalls
 - Halter tops
 - Beach wear
 - Workout attire
 - Tank tops (OK if layered with more conservative attire)
 - Spaghetti straps (OK if layered with more conservative attire)
 - Sweatshirts
 - T-shirts
 - Distracting, offensive, or revealing clothes
 - Athletic shoes
 - Flip-flops
 - Slippers
 - Hats and bandanas

- Torn, frayed, faded, or unclean clothing
4. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or backside areas.

Managers are responsible for fairly and consistently interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate.

Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance.

Any employee whose appearance does not meet the standards will be counseled by his or her manager and sent home to correct the problem. For a nonexempt employee, the time spent away from work for this reason will be recorded as docked time. The council will take appropriate action when an employee violates this policy, including discipline and discharge.

Questions or issues that cannot be resolved by managers should be referred to the Scout executive or council president.

Employee Types

Regular—an employee in a position with a regular, year-round work schedule.

Temporary—an employee in a position with a definitive beginning and end date. Also referred to as seasonal.

Employee Status

Full time—a position regularly scheduled to work year-round 32 hours or more per week

Part time—a position regularly scheduled to work year-round 31 hours or less per week

FLSA Status

Exempt—Not subject to the minimum wage and overtime pay requirements under the Fair Labor Standards Act (FLSA)

Nonexempt—Subject to the minimum wage and overtime pay requirements under the Fair Labor Standards Act

Employee Personnel Files

Employee personnel files are maintained by the council office. An employee, as well as anyone in the employee's management reporting structure, may review his or her file by scheduling an

appointment with an exempt employee designated by the Scout executive. The file must be reviewed in the department and cannot be removed. Copies of one or more documents may be requested in writing to the Scout executive's designee.

Nepotism and Favoritism

For this policy, "relative" is defined as spouse, parent, sibling, step relative, child, in-law, grandparent, grandchild, or member of the same household.

Relatives of a current employee cannot be employed by the council at the same council facility/location in any capacity, including full-time, part-time, regular, or temporary or through a contract, consulting firm, or temporary agency. However, a temporary camp employee can be a relative of a current employee but cannot directly report to a relative. If the employee must be in the reporting structure of a relative, any decisions as to the pay, work schedule, discipline, or discharge of such employee must be independently made by a non-relative.

The employment of individuals who are romantically involved with other employees can create a real or perceived conflict of interest and is strongly discouraged.

There will be no involvement in the act of employment of a family member by another member of that family, including immediate or otherwise.

The council may take whatever action it determines to be appropriate to avoid the actual or potential conflict of interest if employees become relatives after employment, or employees become romantically involved. This will also apply if an employee's job change would cause actual or potential conflict. Employees who become related after employment cannot report directly or indirectly to the same manager.

If it is determined an actual or potential conflict could occur, the Scout executive will determine the appropriate action. Such action could include the non-approval or delay of an employee's job change, a transfer, reassignment, or shift change. If an employee needs to transfer to another position to prevent or resolve the conflict, the Scout executive will determine a reasonable amount of time for the employee to transfer. The council will not be responsible for ensuring another position is found. If another position cannot be found during that time, then one of the affected employees must resign. If that does not occur, then the Scout executive will work with the council president to determine which employee will be terminated.

There cannot be a romantic relationship between a manager and an employee in their reporting structure. If a relationship develops, then one of the employees must transfer out of the reporting structure. The council will not be responsible for ensuring another position is found. If another position cannot be found, one of the employees must resign. If neither occurs during a reasonable amount of time as determined by the Scout executive, the highest-level employee will be terminated.

The council reserves the right to determine whether other relationships not specifically covered by this policy represent actual or potential conflicts of interest.

Employment of a BSA or Local Council Retiree

A person cannot receive a pension benefit from the BSA Retirement Plan and work for the council and be paid through payroll. This is regardless of whether the position is full-time, part-time, regular, or temporary; and regardless of the number of hours scheduled to work and/or the time period. This does not apply if the person is receiving a survivor's pension benefit from the BSA Retirement Plan.

It is the responsibility of the recruiter to inform a retiree applying for a position that their pension benefits must stop if they are employed by the council. If an offer of employment is accepted by a retiree, the recruiter will notify the retirement manager at the National Council of the start date so the pension benefit can be suspended.

Verification of BSA Employment

All inquiries regarding employment, salary, and/or performance levels of current or former employees of the council are to be directed to the Scout executive's designee. No other individual or office may give any information in response to such inquiries.

Motor Vehicle Records

Employees who operate council vehicles, including leased vehicles, or who routinely transport council personnel or property must maintain a valid driver's license and a satisfactory driving record. A Motor Vehicle Record (MVR) must be obtained at the time of hire and periodically thereafter. Before an employee can be promoted or transferred into a position that operates or transports a council or leased vehicle, an MVR will be obtained.

An unsatisfactory MVR can cause the council to withdraw an offer to an external candidate, or a transfer or promotion to an employee. The council will take appropriate action, which could include discipline or discharge, toward an employee based on the MVR violations or citations, or violation of this policy.

Training

Employees are expected to accept opportunities to participate in scheduled council training conferences, courses, and seminars, and subject to executive board approval, will be reimbursed for expenses.

Uniforms

It is required that each professional holding a commission from the Boy Scouts of America purchases an official uniform with the appropriate insignia(s). The uniform is to be worn at all

official national, regional, and council meetings, training and teaching sessions, and whenever appropriate or on special occasions as designated by the Scout executive or his authorized representative.

All employees who attend official meetings or training sessions or who have contact with groups of volunteers or who meet with people outside of the office where a uniform is appropriate or desirable are required to purchase and wear the official uniform.

Other employees are authorized and encouraged to purchase and wear an official uniform at appropriate times but are not required to do so.

Restrictions regarding alterations of, additions to or use of official uniforms are found in the Charter and Bylaws and Rules and Regulations of the Boy Scouts of America.

BSA Benefit Program

The BSA benefit program and retirement plans are administered by the BSA Benefits Center. Employees can call the BSA Benefits Center at 800-444-4416 or go to <http://bsabenefits.mercerhrs.com> and enroll in benefits, view their current enrollment, obtain forms, and access the BSA Benefits handbook.

BSA Membership

A membership in the Boy Scouts of America is required for any employee who has a BSA commission. Employees who do not have a BSA commission are encouraged to be members of the BSA, but membership is not required. Each year employees will be given the opportunity to join or renew their BSA membership.

Pay Periods

Regular, full-time employees are paid twice a month on the 15th and the last day of the month.* If a new employee works five days or more in the first pay period after hire, the employee will be paid for days worked in the first pay period. If a new employee works fewer than five days in the first pay period the days worked will be included in the paycheck for the next pay period.

Regular, part-time employees are paid biweekly on Friday.* If Friday is a holiday, then they are paid on the last workday preceding the holiday.

Direct Deposit and Paperless Statements

Regular employees are encouraged to use electronic deposit of paychecks.

Work Hours

The council office hours are 8:30 AM to 5:00 PM Monday through Friday, with a 30-minute lunch period that is not considered working time. The majority of positions are scheduled for these hours. Other council locations may have different office hours, lunch periods, and work schedules, provided the prescribed number of hours in a workday and workweek are adhered to.

For all payroll purposes, including the calculation of overtime pay, the workweek begins on Monday

Nonexempt employees are allowed a morning and an afternoon break, not to exceed 15 minutes each. Breaks may not be combined into one 30-minute break, taken in conjunction with the lunch period, or used to make up other time. However, if on a rare occasion, a break could seriously disrupt a project or leave a department without adequate telephone coverage, it may be denied for that day.

There may be some positions whose responsibilities require an earlier or a later arrival, or alternative work schedule. Any changes in an employee's work schedule must be approved by the employee's manager. For nonexempt employees, there must always be a manager or other management employee present the entire time.*

Employees are expected to be at their workstations, on time, every regularly scheduled workday. An employee who will be unexpectedly absent or late is required to call his or her manager within 15 minutes of the normal starting time, stating the reason for the absence or tardiness. The employee is required to call the manager each and every day of an unexpected absence.

Overtime

The council complies with the Federal Fair Labor Standards Act (FLSA) and state equivalence, which includes governance of overtime hours worked by nonexempt employees. The following applies only to nonexempt employees.

All work performed by a nonexempt employee that is requested or permitted by the council is considered work for the council. Breaks lasting 20 minutes or less must be counted as time worked. Activities that "precede" or "follow" the nonexempt employee's principal work function need not be counted as time worked.

Hours in a workweek are calculated beginning on Monday. Jury duty, office closings due to inclement weather, vacations, paid time off, or other paid time other than salary are not considered hours worked.

Nonexempt employees are paid for each hour of work. If the total hours worked in the workweek or workday qualify as overtime, nonexempt employees are also paid an additional hourly amount equal to one and one-half times their hourly rate.

Nonexempt employees who are required to work on a council holiday will be given another day off as approved by the manager. This should occur as soon as reasonably possible based on the work schedule but must occur before the end of the calendar year.

All overtime must be approved in advance. Hours worked beyond the normal scheduled workweek, whether approved or not, must be included in the calculation of hours worked. Compensatory time off in lieu of overtime payment is not permitted in any circumstances.

Work may be done on council premises only. If work is to be done at a temporary council location, it must be requested by the manager and approved in advance up through the Scout executive. A manager must be present the entire time.

Nonexempt employees cannot be given remote access to any council systems, files, or other work items.

Under no circumstances should a nonexempt employee be required to volunteer to serve at council events or BSA events. There cannot be a condition of employment that excludes overtime considerations. During extended periods of out-of-town travel, nonexempt employees must be compensated for regular work hours, even on days that are normally not scheduled workdays.

Nonexempt employees are not allowed to take work home. Under no circumstances should a manager authorize this action. If the manager obtains knowledge after the nonexempt employee has taken work home, the manager must contact the Scout executive immediately.

Regular travel back and forth to and from work is not working time. However, if a nonexempt employee must do some work en route (for example, picking up or delivering mail) or travel is part of the job, the employee should be paid for that travel time.

Travel time counts as working time when a nonexempt employee has left the workplace and is called back from home for an emergency job. In such cases, mileage to and from the workplace is to be reimbursed at the current rate per the council expense policy.

For a one-day assignment that involves travel to another work location, all travel time is counted except the meal period and the ordinary time spent in commuting. If the assignment requires public transportation, time spent traveling to the airport or train station is not treated as hours worked.

Nonexempt employees must be given credit for their regular number of work hours for unscheduled workdays during required extended travel periods. For example, a nonexempt employee not required to perform work but required to travel on Saturday or Sunday would be credited for the number of hours normally scheduled in the employee's workday.

The council will take the appropriate action, which could include discipline or discharge of the employee and/or the manager, should a violation of this policy occur.

Makeup Time

Employees are expected to be at their workstations, on time, every regularly scheduled workday. An employee who will be unexpectedly absent or late is required to call his or her manager within 15 minutes of the normal starting time, stating the reason for the absence or tardiness. The employee will need to call the manager each and every day of an unexpected absence.

The manager may allow a nonexempt employee to make up a maximum of 30 minutes per week. The manager is not obligated to allow makeup time. Due to the laws governing overtime work, the time must be made up during the same workweek. If the makeup time is denied or cannot be made up in the same workweek, the time will be unpaid.

The manager must approve, arrange, be present during, and monitor makeup time. Under no circumstance is the time to be made up during break times or lunch periods.

Attendance Records

To comply with government regulations, to provide information for required reports, and to protect the rights of employees, certain attendance records must be maintained.

Absences because of illness or injury, vacations, reserve training, jury duty, and volunteer Scouting services must be reported.

Changes in Personal Information

Contact the Council Human Resources Representative to change the following:

- Name
- Home address
- Personal email address
- Personal telephone numbers
- Emergency contact
- State or federal withholding taxes
- Direct deposit

Contact the BSA Benefits Center for the following:

- Change in family status that affects benefit coverage (e.g., marriage, divorce, and change in eligibility for other coverage)
- Beneficiary designations
- Dependent child who no longer meets benefit eligibility

If an employee fails to furnish accurate and complete personal information or fails to advise of changes, the BSA and council is relieved of responsibility to the extent permitted by law.

Visitors

All visitors to the council office must enter only through the main reception area. All visitors, including former employees and retirees, must check in. All visitors must be met in the lobby by a current employee and be escorted by a current employee at all times. Visitors, including former employees and retirees, are not allowed to roam the building unescorted.

An employee who sees an unescorted visitor should offer to escort them to the employee they are visiting or to the lobby. If they are not comfortable doing so, they can contact their manager.

It is the responsibility of the manager to limit visitation in the work areas by current or former employees and non-employees.

Visitors, whether former employee, retiree, friend, or family member, are not to use any council office equipment, including but not limited to computers, printers, and copy machines. The employee will be expected to reimburse the council for any and all damages caused by a visitor.

Solicitation, Distribution, and Postings

The council does not permit solicitations by an employee during working time, and distribution, or posting of written or printed material on council premises by an employee in working areas and during working time. There shall be no solicitations or distributions of written or printed material on council premises by non-employees at any time.

The foregoing rules do not apply to solicitations or distribution of material arranged or sponsored by the council, such as the United Way and council Annual Giving campaigns.

Council Annual Giving and United Way Campaigns

Each year, the council conducts an Annual Giving Campaign and a United Way Campaign. Donations can be in a single payment or through payroll deduction. Donations are voluntary and are not a condition of employment.

Holidays

The council observes the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Day After Thanksgiving
Good Friday	Day Before Christmas
Memorial Day	Christmas Day
Independence Day	

If a holiday should fall on a weekend, the day the office is officially closed will be at the discretion of the Scout executive and announced in advance.

Regular, full-time employees are eligible for holiday pay and must be in active paid status the workday before and after a scheduled holiday in order to be paid for the holiday. If a scheduled holiday falls on an employee's normal day off, the employee is to be given another day off during the same pay period or be paid for the holiday.

Vacation

In the first calendar year of employment, a regular, full-time employee will earn one day of vacation for each completed month of employment. If employed on or before the 15th of the month, one day will be credited. If the employee begins work after the 15th of the month, no credit is given. The employee will earn one day of vacation at the end of each completed month of full-time employment through December 31.

A regular, full-time employee is eligible to earn vacation time based on full years of employee tenure as of December 31. Vacation time is earned at the end of each completed month of employment. The maximum amount per year is as follows:

Number of years of continuous employment	Number of vacation days
Fewer than five	12 days
Five but fewer than 10	15 days
10 or more	24 days

Vacation can be taken in half-day increments. Vacation time may not be compensated for in lieu of time off.

At the end of each calendar year, an employee may carry over up to five earned, unused vacation days into the next calendar year. An employee may not have more than the maximum earned amount based on tenure and five days of carryover vacation days at any time. Half-day vacation days cannot be carried over.

Vacation time does not accrue while an employee is in an unpaid status unless otherwise mandated by federal or state law.

Vacation schedules are subject to the approval of the manager. Annually, employees can be asked to submit a vacation preference sheet to their manager for approval. If two or more employees request the same dates and this would cause a burden on the department, then the employees and/or the managers should come to a compromise.

In the event of termination, including retirement, an employee will be paid for unused, earned vacation through the last completed month of employment.

Bereavement

A regular, full-time employee may be granted up to three consecutive business days with pay in the event of an immediate family member's death. For purposes of this policy, an immediate family member is defined as a spouse, brother, sister, parent, stepparent, child, stepchild, in-law, grandparent, or grandchild. The department manager may, at the manager's discretion, grant additional consecutive bereavement days or, instead, allow the employee to take vacation time or paid time off.

It is the employee's responsibility to notify the manager as soon as possible when such a death occurs, and discuss how many days will be allowed and if they will be all bereavement or a combination of bereavement and other paid or unpaid time. The manager may, at the manager's discretion, grant a bereavement day(s) when the death is not an immediate family member as defined, but circumstances warrant allowing the employee time off. The manager may instead allow the employee to take a vacation day or paid time off. If the employee is nonexempt and out of vacation and paid time off, the manager may allow the employee to take unpaid time.

The manager, at the manager's discretion, may allow employees time off to attend the funeral of a fellow employee or retiree of the council.

Marriage Leave

A regular, full-time employee who has completed one full year of employment may be granted two days of paid marriage leave during the week prior to or following the date of marriage. The employee must be in a paid status the workday before and after the date of marriage.

Jury Duty and Subpoena Compliance

Employees must immediately notify their manager when they receive a jury duty summons or a subpoena ordering their appearance as a witness during a scheduled workday, and provide a copy of the summons or subpoena. The employee will be excused from work, without loss of pay, to abide by the summons or subpoena.

Volunteer BSA Service

A regular, full-time employee who is registered with the BSA and is in a leadership position in the council, at the department manager's discretion, may have up to five paid days off to attend a BSA or council Scouting event. Nonexempt employees may not volunteer for Scouting positions that in any way mirror their primary job function and could be interpreted as working hours.

Volunteer Firefighters and Rescue Squad Members

A regular, full-time employee who is a volunteer firefighter or member of a volunteer rescue squad and who has registered his or her community participation with the department manager may be excused during work hours, without loss of pay, to respond to an emergency. An individual who is on such active duty for more than two hours between 1 a.m. and 8 a.m. may be excused from work that day without loss of pay.

Voting Time

Early voting is available in most locations, and polls are open before and after normal working hours on election days. However, under Illinois law, employees can make advance arrangements for two consecutive hours' time off to vote.

Voluntary Termination, Including Retirement

An employee should submit a written statement of resignation. At a minimum the letter must be dated, specify the last day of work, and be signed by the employee.

Individuals of the council who are at least 55 years old and vested in the BSA Retirement Plan will be considered retired under the Retirement Plan at the end of their employment, regardless of the reason for the termination. Although the employee's last day of pay, last day at work, and other aspects of the employee's resignation will not change if the employee is eligible to retire, the effective date of the termination/retirement will be the first of the month following the last day of pay. In the event the employee is not eligible to retire, the effective date of termination is the last day of pay.

If an employee decides to retire, written notice should be provided to the employee's manager and the BSA retirement manager at least 60 days in advance of the retirement date.

The retirement date will always be the first of the month even if the employee physically leaves during the month and/or is not paid through the end of the month.

On the last day the employee is physically at work, the manager should ensure all items in the Manager's Final Checklist are completed by the close of business.

Personal Leave of Absence

A regular, full-time employee who has completed one year of employment may request a Personal Leave of Absence (LOA). The request must be in writing to the manager and state the reason, the start date, and the date the employee would return to work. The manager will review the request with the Scout executive to determine whether the request will be approved. The final decision will be communicated to the employee in writing by the Scout executive.

If the LOA is approved, the employee is required to use all earned vacation and paid time off. The remaining time will be unpaid. The Personal LOA must be at least 10 consecutive workdays and no more than 30.

At least five days prior to the end of a Personal LOA, an employee must notify the manager if the employee is planning to return at the end of the LOA. If an employee decides not to return to work, written notification should be provided to the manager. The termination will be considered voluntary and will be effective the date of the notice or the date the employee was scheduled to return, whichever occurs first.

An employee who accepts other employment while on any paid or unpaid leave of absence will be considered to have resigned voluntarily, effective as of the date the manager becomes aware of the other employment.

During the unpaid portion of a Personal LOA, the employee may continue coverage under the BSA Benefit Program. The leave is not considered a break in employment unless otherwise specified in benefit plan or retirement plan documents or such a break in employment would violate applicable state or federal law. The long-term disability insurance coverage, if any, will be canceled as of the last day the employee's salary is paid, but will be renewed upon the employee's return to work. During any period of unpaid leave greater than 10 calendar days, the employee will be billed directly for benefit premiums. Failure to pay the benefit premiums can result in the termination of benefits. If unpaid, the benefits will not be reinstated once the employee returns to work. The next opportunity for enrollment will be during the annual enrollment period.

During any unpaid leave, contributions to the BSA Retirement Plan and BSA Thrift Plan will stop. The retirement account will be placed in suspension, but the period of time in which the employee is unable to work will be counted as credited service. Contributions for the BSA

Retirement Plan and BSA Thrift Plan will commence when the employee returns to a paid status, and any BSA Retirement Plan contributions due during the unpaid leave will be payroll deducted.

For benefits based on tenure, such as vacation time or paid time off, any time that would otherwise be earned during the Personal LOA will be credited to the employee upon the employee's return from a Personal LOA.

During a Personal LOA, the employee is not eligible for other paid time, including but not limited to bereavement pay, holiday pay, jury duty, or marriage leave pay. Salary adjustments approved prior to the absence that would have otherwise become effective will become effective the date the employee returns from a Personal LOA.

Medical Leave of Absence

Employees are expected to be at their workstations, on time, every regularly scheduled workday. An employee who will be unexpectedly absent or late is required to call his or her manager within 15 minutes of the normal starting time, stating the reason for the absence or tardiness. The employee will need to call the manager each and every day of an unexpected absence.

Any employee who is absent from work for three consecutive days without permission, or without properly notifying his or her manager, and reasonable attempts to contact the employee have failed, will be deemed to have terminated voluntarily and without notice.

The council reserves the right to:

- Investigate absences reported as personal illness;
- Request proof of a doctor's appointment for the employee or family member;
- Request an examination of the employee by a doctor of the organization's choosing; and/or
- Take appropriate action, including discipline or discharge, in the event the policy is abused.

After a period of personal illness or injury of seven consecutive calendar days, an employee must furnish a doctor's written statement stating the reason for the absence and projected return-to-work date. The employee will then be placed on Medical Leave of Absence (LOA). If the return-to-work date needs to be extended, the employee must provide another written statement from the doctor. The maximum length of a Medical LOA is 120 calendar days.

In addition, when the employee returns to work (after an absence of seven consecutive days or more), another written statement is required from the doctor releasing the individual to

perform the essential duties of the job with or without reasonable accommodation. If an employee does not provide the necessary information as defined and when required, the council will take appropriate action, including discipline and discharge.

If during or at the end of the Medical LOA, the employee provides a medical release stating that the employee is fit to return to work and can perform the essential functions of his or her job with or without reasonable accommodation, but the employee's position is no longer available due to a restructuring, workforce reduction, or elimination of a team, department, and/or group, or for any budgetary reason, the employee will be given consideration for a comparable open position if one is available and the employee is qualified. If no such position is available, employment will be terminated.

Salary adjustments approved prior to the Medical Leave of Absence that would have otherwise become effective will become effective the date the employee returns to work for the council. If the employee has been approved to receive benefits or has a claim pending under the BSA Long-Term Disability Plan, the employee will be placed on Unpaid Medical LOA once all earned paid time has been taken. Coverage under the BSA benefit programs will continue and the employee will be billed directly for applicable premiums.

When an employee does not return to work at the end of the Medical LOA, does not accept the same or comparable BSA position, or accepts a job outside of the council, the employee will be considered to have resigned voluntarily and without notice.

Paid Time Off

A regular, full-time, nonexempt employee will be credited with one day of paid time off (PTO) for each completed month of employment. If employed on or before the 15th of the month, one day will be credited for the first month. If the employee begins work after the 15th of the month, no credit is given for the first month. The employee will be credited with one day of paid time off each month for the remaining calendar year.

On January 1, a regular, full-time, nonexempt employee will be credited with a full year of PTO based on tenure. PTO can be taken in 15-minute increments. At the end of the calendar year, unused PTO is placed in the employee's PTO bank. The maximum number of days that can be accumulated in an employee's PTO bank is 90 days.

Any employee with a sick leave balance greater than 90 days as of the effective date of this policy will begin with a bank of the maximum 90 days.

PTO is not paid at termination unless required by state law.

If an employee's position FLSA status changes from exempt to nonexempt (regular and full-time) during a calendar year, the employee will be credited with PTO based on tenure. Any previously banked time will not be reinstated. If the employee's position FLSA status changes from nonexempt to exempt, all banked PTO will be lost.

The PTO allowance for regular, full-time, nonexempt employees, credited at the beginning of each calendar year, will be according to tenure as of December 31:

Number of years of continuous employment	Number of days
Fewer than five	12 days per year
Five but fewer than 10	20 days per year
10 or more	30 days per year

A regular, full-time, nonexempt employee who becomes unable to work because of personal illness or injury that is not job-related will be paid earned PTO. If the employee is on a Medical Leave of Absence, when PTO is exhausted, earned vacation will be paid. When all the eligible PTO and earned vacation is exhausted, the employee may be eligible for the following as long as the combination of all paid time does not exceed 120 calendar days:

Number of years of continuous employment	Percent salary and duration
One but fewer than five	60 percent up to 15 days
Five but fewer than 10	60 percent up to 30 days
10 but fewer than 15	60 percent up to 60 days
15 or more	60 percent up to 90 days

Exempt employees are not credited with paid time off. However, time off for non-vacation time may be granted at the discretion of the manager and recorded as PTO.

A regular, full-time, exempt employee who is on a Medical Leave of Absence for more than 10 consecutive days may be eligible for the following as long as the combination of all paid time does not exceed 120 calendar days:

Number of years of continuous employment	Percent salary and duration
One but fewer than five	100 percent for first 30 days, then earned Vacation; 60 percent for remaining 90
Five but fewer than 10	100 percent for first 60 days, then earned Vacation; 60 percent for remaining 60
10 but fewer than 15	100 percent for first 90 days, then earned Vacation; 60 percent for remaining 30
15 or more	100 percent for first 120 days

During this time, an employee is not eligible for any other type of pay, including but not limited to bereavement, holidays, jury duty, or marriage leave.

For regular, full-time, nonexempt employees, paid time off would be used when an employee is ill or injured, or for doctors' appointments, emergency situations, or personal business that cannot be conducted during non-business hours. Paid time off may also be used for observance of a religious event or a special day that is not covered by the council holiday schedule. This time would also be used to take care of an ill or injured family member or doctor's appointments for a family member. It is not to be used as additional vacation days.

Paid time off should be scheduled in advance and is subject to manager approval, unless circumstances otherwise prevent advance scheduling. It is up to a manager to take appropriate action, including discipline or discharge, to address excessive absences and/or excessive use of paid time off.

Unauthorized Absence

Any employee who is absent from work for three consecutive days without permission, or without properly notifying his or her manager, will be deemed to have quit his or her job voluntarily and without notice.

An employee who fails to submit a physician's statement after an absence of seven or more calendar days will be considered to have been absent without authorization. The council will take appropriate action, including discipline and discharge, if an employee has unauthorized or unexcused absences.

Family and Medical Leave (FMLA)

Eligible employees can take up to a maximum of 12 weeks of leave during a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave for one or a combination of the following reasons: (1) the birth of a son or daughter and to care for the newborn child; (2) the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child; (3) to care for the employee's spouse, son, daughter, or parent ("covered relation") with a serious health condition; (4) because of a serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job; or (5) the qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to "covered active duty") in the armed forces ("military qualifying exigency leave"). An eligible employee may take up to a maximum of 26 weeks of leave in "a single 12-month period" because the employee is the spouse, child, parent, or next of kin of a "covered service member" and must care for the service member because of the service member's serious illness or injury ("military caregiver leave").

An eligible employee is an employee of a covered employer who (1) has been employed by the employer for at least 12 months, (2) has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the start of leave, and (3) is employed at a BSA work location that has 50 or more BSA employees within a 75-mile radius. If an employee has a break in service that lasts seven years or less, the employee's service prior to the break must be counted when determining if the employee has been employed for at least 12 months. Employment periods preceding a break in service of more than seven years must also be counted when the break is caused by the fulfillment of National Guard or Reserve military service obligations. Also, if an employee meets one year of service while on non-FMLA leave, the employee is now eligible for FMLA leave going forward.

For purposes of taking leave for the employee's own serious health condition, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either inpatient care at a medical facility or continuing treatment by a health-care provider.

For purposes of military qualifying exigency leave, "covered active duty" means (1) in the case of a member of a regular component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country; and (2) in the case of a member of the reserve component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country under a call or order to active duty in a contingency operation.

"Qualifying exigencies" include (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, and (8) additional activities that may be deemed necessary and are covered under the intent of the policy and approved by the employee relations specialist.

For military caregiver leave, a "covered service member" is (1) a member of the armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the armed forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Amount and Nature of Leave

The maximum amount of family and medical leave, other than military caregiver leave, is 12 weeks during a rolling 12-month period measured backward from the date an employee uses any FMLA leave. The maximum amount of military caregiver leave is 26 weeks during a single 12-month period.

FMLA leave may be taken continuously. It may also be taken intermittently or on a reduced leave schedule if (1) the leave is taken because of one's own serious health condition, to care

for a parent, son, or daughter with a serious health condition, or to care for a covered service member with a serious illness or injury; and (2) leave on an intermittent or reduced leave schedule is medically necessary. Military qualifying exigency leave also may be taken intermittently or on a reduced leave schedule. Leave on an intermittent basis or reduced leave schedule must be taken in minimum one-hour increments. Except for an employee taking military qualifying exigency leave, an employee who takes leave on an intermittent or reduced leave basis may be temporarily transferred to an equivalent position with equivalent pay and benefits that better accommodates the treatment schedule.

Unpaid Leave; Substitution of Paid Leave

Family and medical leaves of absence are unpaid, except to the extent that the employee has accrued, but unused, paid leave available under council policy. Unless otherwise provided by applicable law, an employee must substitute accrued paid vacation for leave taken (1) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (2) because of the placement of a son or daughter with the employee for care or adoption; (3) in order to care for the spouse or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; or (4) because of any qualifying exigency arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces. An employee must substitute accrued paid vacation and earned paid time off (PTO) for (1) leave taken because of the employee's serious health condition that makes the employee unable to perform the functions of his or her position; or (2) leave taken as military caregiver leave. Any remaining period of family or medical leave after all paid leave has been exhausted will be unpaid.

The substitution of paid leave for unpaid family or medical leave does not extend the leave period. The amount of any paid leave that is substituted for unpaid family or medical leave will count against the employee's leave entitlement. Likewise, leave taken for a serious health condition for which the employee receives benefits under any applicable state workers' compensation or occupational disease law or benefits under any applicable disability plan will count against an employee's family and medical leave entitlement.

Notice of Leave

An employee must provide the council at least 30 days' advance notice before leave is to begin if the need for the leave is foreseeable based on the expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. If 30 days' notice is not possible or the need for leave is not foreseeable, the employee must notify his or her manager or the council human resources representative as soon as practicable, generally within one to two business days of learning of the need for leave, except in extraordinary circumstances.

Medical Certification

An employee requesting family and medical leave for the employee's own serious health condition or to care for the employee's covered family member with a serious health condition must complete an FMLA request and submit the request along with a completed Certification of Health Care Provider form (Form WH-380). The council may require, at its expense, an examination by a second or third health-care provider under certain circumstances.

In addition, the council may require an employee to submit, at the employee's expense, a recertification to support a continuing medical leave in certain circumstances.

An employee returning from a medical leave on account of the employee's own serious health condition must submit a medical certification from a health-care provider, at the employee's expense, that the employee is fit to return to work and can perform the essential functions of the job, with or without reasonable accommodation.

Failure to provide medical certification, recertification, or fitness-for-duty certification as required by the BSA may result in denial of leave, continuation of leave, or restoration to employment until the proper certification or recertification is provided, or may permit the council to recover its share of health insurance coverage or other premiums the council paid during the leave.

Military Certifications

An employee requesting military qualifying exigency leave must complete the FMLA Request and the Certification of Qualifying Exigency for Military Family Leave, Form WH-384. Both forms must be submitted to the employee relations specialist at the national office or the local human resources representative.

An employee requesting military caregiver leave must complete the FMLA Request and the Certification for Serious Injury or Illness of Covered Service Member, Form WH-385. Both forms should be submitted to the employee relations specialist at the national office or the local human resources representative.

Continuation of Benefits

During a family or medical leave, the council will maintain an employee's paid group health benefits under the same conditions as coverage would have been provided had the employee been continuously employed during the entire leave period.

For any part of the family or medical leave that is paid, the council will continue to deduct the employee's share of the group health insurance premium, if applicable, as a regular payroll deduction. For any part of the family or medical leave that is unpaid, the employee must pay his or her share of the premium, if applicable, at the same time as it would be paid if made by payroll deduction.

In general, if an employee does not return to work after the employee's family and medical leave expires or has been exhausted, the council may recover the premium that it paid for maintaining coverage during any unpaid part of the leave.

Notwithstanding any statement in this policy to the contrary, eligibility for benefits under any insurance policy is subject to and limited by the terms and conditions of the insurance policy.

Reporting While on Leave

The council reserves the right to require an employee on family and medical leave to advise their manager or the council human resources representative about the employee's status and intent to return to work. An employee who discovers that he or she needs more or less leave than originally anticipated must inform the employee relations specialist or the council human resources representative in writing of the changed circumstances as soon as practicable (within at least two business days).

Leave Period

The maximum duration of family and medical leave is 12 weeks or, with respect to military caregiver leave, 26 weeks. If the employee does not return to work after his or her entitlement to family and medical leave has been exhausted or when the reason for the leave ends, whichever is earlier, employment will terminate unless the employee has requested, and the council has granted, additional leave in accordance with the council's policies.

Other Matters

Notwithstanding any provision of this policy to the contrary, this policy at all times will be construed in a manner consistent with the Family and Medical Leave Act, the Americans with Disabilities Act, and other applicable laws.

Eligible employees can take up to a maximum of 12 weeks of leave during a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave for one or a combination of the following reasons: (1) the birth of a son or daughter and to care for the newborn child; (2) the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child; (3) to care for the employee's spouse, son, daughter, or parent ("covered relation") with a serious health condition; (4) because of a serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job; or (5) the qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to "covered active duty") in the armed forces ("military qualifying exigency leave"). An eligible employee may take up to a maximum of 26 weeks of leave in "a single 12-month period" because the employee is the spouse, child, parent, or next of kin of a "covered service member" and must care for the service member because of the service member's serious illness or injury ("military caregiver leave").

An eligible employee is an employee of a covered employer who (1) has been employed by the employer for at least 12 months, (2) has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the start of leave, and (3) is employed at a BSA work location that has 50 or more BSA employees within a 75-mile radius. If an employee has a break in service that lasts seven years or less, the employee's service prior to the break must be counted when determining if the employee has been employed for at least 12 months. Employment periods preceding a break in service of more than seven years must also be counted when the break is caused by the fulfillment of National Guard or Reserve military service obligations. Also, if an employee meets one year of service while on non-FMLA leave, the employee is now eligible for FMLA leave going forward.

For purposes of taking leave for the employee's own serious health condition, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either inpatient care at a medical facility or continuing treatment by a health-care provider.

For purposes of military qualifying exigency leave, "covered active duty" means (1) in the case of a member of a regular component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country; and (2) in the case of a member of the reserve component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country under a call or order to active duty in a contingency operation.

"Qualifying exigencies" include (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, and (8) additional activities that may be deemed necessary and are covered under the intent of the policy and approved by the employee relations specialist.

For military caregiver leave, a "covered service member" is (1) a member of the armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the armed forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Illness or Injury on the Job

All job-related injuries and illness, regardless of the degree of severity or work location, must be reported to the manager, who then notifies the Scout executive. Failure to give notice of a job-related illness or injury may result in the denial of workers' compensation benefits.

If the job-related injury or illness occurs during nonworking hours at a council work location and the manager is not available, the employee must notify his or her manager as soon as possible. The manager then must notify the Scout executive as soon as possible.

The employee seeking treatment should make sure the physician/facility is aware the injury/illness is work-related. Employees who require follow-up care may select their own physician. This does not constitute proper notice to the council. Some physicians may decline workers' compensation cases.

If the workers' compensation insurer accepts the claim and the employee is missing time, after the state-mandated waiting period, the employee will be paid the workers' compensation indemnity benefit and placed on an unpaid leave of absence. The maximum length of an unpaid leave of absence is 120 days. The manager will try to provide modified duty so the employee can return to work as soon as possible. Modified duty is available until the employee's medical provider releases the employee to full duty and/or places the individual at Maximum Medical Improvement (MMI).

If an employee is absent due to injury or occupational illness for a period of three consecutive working days, he or she must obtain a physician's statement regarding the absence and provide it to his or her manager. A return-to-work statement from the medical provider releasing the employee to work to perform the essential duties of his or her job with or without restrictions should be given to the employee's manager. After the employee is released to return to full duty, the employee will be required to use paid time off for any related doctor appointments, physical therapy, or follow-up care related to the job-related illness or injury. During the time the employee is still working under modified duty restrictions, the employee could be entitled to indemnity benefits while attending related medical appointments or procedures.

Employees should notify the Scout executive immediately if they are billed for medical treatment related to a work injury/illness or if they have questions concerning their claims and benefits.

Military Service

It is the policy of the council to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws that protect job rights and benefits for members of the uniformed services. Individuals who are members or apply to be members of the uniformed services cannot be denied initial employment, reemployment, promotion, or any benefit of employment on the basis of that membership or performance of service. The law covers all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard.

USERRA gives protection to those employees who are absent from work because of service in the uniformed services.

As the laws change, military benefits for council employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is on active duty. Therefore, when military leave situations arise, employees should consult with their supervisors and/or Scout executive for current and complete details. Employees should also contact the Benefits Department at the BSA National Council regarding any applicable benefits.

Eligibility for Military Leave of Absence

In accordance with USERRA, council employees who perform service in uniformed service are eligible for military leave of absence subject to restrictions indicated by federal and state laws and council policy. Upon receiving an assignment, an employee must give written or verbal notice to his or her supervisor of the employee's intent or orders to serve in a uniformed service as far in advance as is reasonable, unless notice is precluded by military necessity or is otherwise impossible or unreasonable.

Compensation for Military Leave

Except as provided below, eligible employees who perform service in the uniformed service will be placed on unpaid military leave status for the period of time they are engaged in military service. Employees are not required to use annual leave in lieu of paid or unpaid leave; however, they may elect to use accrued annual leave.

Full-time and part-time employees with benefits will be paid the difference between their military pay (not including allowances) and their normal council straight-time salary for up to 10 days each calendar year.

Credit for Time Spent on Military Leave

Time spent on military leave counts as time served on the job for any calculation, determination, or other decision that is dependent upon length of service.

Reemployment Rights

USERRA places a five-year limit (with some exceptions) on the cumulative length of time an employee may voluntarily serve in the military and remain eligible for reemployment rights. The USERRA reinstatement rights do not extend, however, to employees who are employed for brief, non-recurrent periods with no reasonable expectation that employment will continue indefinitely. Under certain circumstances employees are eligible to be reinstated unless the council establishes that the circumstances have so changed as to make reemployment impossible or unreasonable.

If on military leave for 90 days or less, eligible employees may be reinstated to the position they would have held if their employment had not been interrupted by military service. If on military

leave for more than 90 days, eligible employees may be reinstated to the position they would have held if their employment had not been interrupted by military service, or a similar position of like seniority, status, and pay. Upon return from military leave, employees must comply with the current provisions of the law regarding notification of and time frame in which they must return to work. These limits vary depending on the length of military service.

Failure to report for work or to submit an application for reemployment at the appointed time, or to advise the employee's supervisor of a delay due to extenuating circumstances, subjects the employee to council policies regarding unauthorized absences.

Retention Rights

An employer may not discharge a returning member of the uniformed services without cause (1) within one year after reemployment, if the period of military service was more than 180 days; or (2) within 180 days after reemployment, if the period of military service was more than 30 but less than 180 days.

Policy Adherence

Employees are expected to conduct themselves according to the basic principles of the Boy Scouts of America as set forth in the Scout Oath and Scout Law and to comply with the policies and guidelines of the council.

If employees do not conduct themselves accordingly, the council retains the right to determine the appropriate action to take, based on the totality of the circumstances in each instance. The action may include discipline or discharge.

General Rules and Regulations

Rule violations listed below may result in discipline, immediate suspension, and/or termination of employment.

The following are representative, but not inclusive, of all violations:

- Theft, misappropriation, or unauthorized removal of the council's or another employee's property
- Willful misuse, damage, or destruction of the council or another employee's property
- Physical violence, threats of violence, or provocation of violence, including assault or battery or insulting, abusive, obscene, or intimidating language
- Defrauding or attempting to defraud the council, including falsification of any council records or reports
- Falsification of employment applications or documents submitted in connection with applications

- Immoral or indecent conduct
- Failure to cooperate with or giving false or misleading information in an official investigation
- Possession of firearms (that are not job-related), weapons, or explosives on council premises except as otherwise permitted by law.
- Willfully or recklessly creating a safety or health hazard
- Failure by employees who operate council vehicles, including leased vehicles, or who routinely transport council personnel or property to maintain a valid driver's license and a satisfactory driving record; failure to report motor vehicle violations
- Insubordination, (a wilful refusal to follow a direct order which does not place the employee in danger of death or physical injury).
- Behavior that is disruptive and interferes with the smooth operation of a department
- Leaving the work area or council premises without permission during working hours
- Habitual or excessive absenteeism or tardiness
- Unauthorized or unexcused absence
- Loafing or sleeping on the job
- Failure to observe time limits for breaks and lunch periods
- Excessive personal phone conversations; failure to pay for personal calls
- Use of council stationery and postage for personal mail; use of council addresses for receipt of personal mail and packages
- Use of company time or equipment for personal business or other employment
- Making false, vicious, disparaging, or malicious statements concerning another employee of the council or the BSA, or a Scouting volunteer
- Abuse of any leave or paid time off policy
- Gambling on council premises or through the use of council equipment
- Horseplay or practical jokes that could cause personal injury or damage to property or someone's personal property, or disruption to council business
- Failure to adhere to the rules of operation and conduct established by the council, including, but not limited to, those employment policies that may be established from time to time
- Any other conduct that is inconsistent with the best interests of the BSA, the council, or its employees

Performance Improvement Plan

A Performance Improvement Plan (PIP) is intended to give employees feedback concerning problems with their performance and provide them opportunities to improve. The PIP addresses the areas needing improvement and what is needed to improve. If a performance rating is “Does Not Meet Expectations,” it is required that a PIP be prepared and discussed with the employee. A PIP must be reviewed with the next level of management, the area director, and the BSA Legal Department prior to meeting with the employee.

A manager may feel that an employee with a rating of “Meets Most Expectations” would benefit from a PIP. Employees can be placed on a PIP at any time their performance warrants formal guidance by their managers.

Suspension of Employment

Some actions of an employee may require suspension of employment. The decision to suspend an employee will be made in consultation with the area director and the BSA Legal Department. Suspension of employment may or may not include suspension of salary.

Benefits will continue during the suspension. Any employee contributions due during any unpaid time will be payroll deducted when the employee returns to a paid status. If the employee is terminated, contributions will be deducted from the employee’s final paycheck.

Demotion

A demotion is defined as an individual employee, group of employees, or all employees in an affected job profile that is moved to a lower grade for any reason.

Demotions typically occur due to changes in the job responsibilities and essential functions, reorganization of groups or work within a group, decreases in the value of the job profile due to labor market changes, or by request from an employee for personal reasons. The council has two types: voluntary and involuntary. An employee’s salary may be affected by either type of demotion.

A voluntary demotion is an employee-initiated request for a grade reduction. Reasons why an employee would initiate a demotion in grade are highly variable and based on individual circumstances. Employees must follow all the established processes for applying for and securing an open position, and initiate these processes themselves with appropriate communication with their managers.

There are two types of involuntary demotion: performance-based or business reason. A performance-based demotion may be considered for an employee who is willing but has not been able to meet his or her current job profile and performance development requirements.

A business-reason demotion is as a result of changes beyond the employee's control in the organization, department, job profile essential functions and responsibilities, or grade. Sustained, poor or inadequate performance is not an acceptable reason for a demotion and will not be approved.

Managers must contact the area director and an employee relations specialist from the BSA Legal Department to review the demotion process.

Performance and Development System

The BSA Performance and Development System (PDS) is designed to recruit, retain, and motivate employees as well as place the right people in the right positions, maximize our talent pool, and reward high-performing employees. The system components include goal setting, competencies, a development plan, and a review process. All council employees are eligible and encouraged to utilize the PDS for performance and professional development.

The automated Performance and Development System Tool (PDS Tool) can be found on MyBSA/Resources/Human Resources/Performance and Development System.

Goal Setting

The guiding principle of goal setting is to align the employee's goals, rewards, and recognition with the BSA National Strategic Plan. The BSA uses cascading goal setting, which means a larger goal is translated into smaller goals; e.g., the council has a goal that starts at the council level and is then broken down through the districts, departments, and finally the individual.

Each fall, employees and their managers will set goals for the following year and record them in the automated PDS Tool. Throughout the year, these should be reviewed by both the employee and the manager to determine whether any need to be revised or whether new ones should be added.

Training in goal setting is available in the Human Resources section on MyBSA/Resources.

Competencies

The BSA and the council have identified certain skills and abilities that are critical to the success of an employee. During the interim and annual performance reviews, the employee should do a self-evaluation of his or her competency level and record it in the PDS Tool. The manager will also apply a rating to each competency expected of the employee. There are three competency ratings on the annual review:

- Needs Improvement
- Satisfactory
- Exceptional

The list of BSA competencies and their definitions can be found in the Human Resources section on MyBSA/Resources.

Development Plan

An important part of the Performance and Development System is employee development. Each manager will have a goal for employee development, but it is not solely up to the manager. Employees should be active participants in their professional development.

During the annual goal-setting process, an employee and manager should discuss the employee's development objectives for the next year. The objective may be to develop a skill or obtain knowledge in an area the employee is lacking, or wants to enhance further, for his or her current position. Another development objective could be to obtain a new skill for the next position the employee aspires to. While the primary focus should be on the current position, this is also a good time to discuss career objectives and how the employee and manager can work together to aid in moving to the next position. The development plan is recorded in the PDS Tool.

The council offers a wide variety of training and development opportunities. However, employees may have to go outside the organization to obtain the necessary coursework, seminars, or other methods to help them achieve their career goals.

New Hire Reviews

A new hire, including a rehire or an employee who previously worked at a local council, and the manager should set the employee's goals for the remaining calendar year during the first 10 days of employment.

The manager will record the new-hire evaluations in the PDS Tool. If the manager has concerns about the employee's ability to meet the job expectations, the manager should contact the Scout executive, area director, and BSA Legal Department.

Interim Reviews

A manager should conduct quarterly interim reviews with each employee. First, employees record their progress toward meeting their goals and development plans in the PDS Tool. The manager then reviews the employee's self-evaluation, adds any additional information, and records the interim review rating in the PDS Tool. The PDS Tool will notify the next level of management that each interim review is ready for review and final approval. After the final approval is recorded, the manager is automatically notified and can then discuss the rating with the employee.

Progress toward achieving goals and development activities should be monitored throughout the year. Adjustments to goals may be required at any point.

Annual Review

A manager will evaluate an employee's performance on an annual basis. This evaluation will be on the performance of the employee's essential job functions, achievement of goals, level of required competencies, and development plan progress.

An employee will complete a self-evaluation in the PDS Tool. This will then route to the next-level manager, who will complete the employee's evaluation. The final rating will then be submitted to the next level of manager for final approval.

Salary Adjustments

Incident to the preparation of the annual budget, the executive board will recommend the salary schedule for the ensuing year.

These annual adjustments are made within the salary range of the classification of the current position and are based on the results of the council's evaluation of the employee's performance of the predetermined, agreed-upon standards and the council's financial situation.

Salary adjustments cannot be made retroactive and will take effect only on the first of the month. If other than an annual adjustment occurs during the year, and it becomes necessary for an employee to assume new duties before the date of the salary change, it will be with the understanding that the change will not be effective until the first of the month.

Performance Ratings

There are four ratings used for the interim and annual performance reviews:

- Exceeds—exceeds demanding expectations
- Consistently Meets—meets demanding expectations
- Meets Most—meets most but not all demanding expectations
- Does Not Meet—does not meet the majority of demanding expectations

Insurance and Retirement Plans

Insurance:

Refer to the *Employee Benefits Handbook*.

Retirement options:

Refer to the *Employee Benefits Handbook*.

Employee Assistance Program (EAP)

If enrolled in the BSA Medical Plan, you and your enrolled family members can receive confidential help for a wide range of personal and work-related concerns through your Employee Assistance Program (EAP). Each eligible person may have up to six visits per calendar year without a co-payment. Depending on the nature of the concern, visits could be covered under the BSA Medical Plan. **You must call United Behavioral Health to have all visits pre-certified (preapproved).** Your EAP can help you deal with any of the following concerns, or with other problems that may be troubling you or a covered family member:

Stress	Physical Abuse
Single Parenting	Alcohol and other Drug Problems
Depression	Compulsive Gambling
Maintaining a Balanced Life	Child and Elder Care
Anxiety	Death and Dying
Parent-Child Conflict	Marital and Relationship Problems
Job Burnout	Sexual Problems
Work-Related Problems	Retirement Concerns
Financial or Legal Concerns	Eating Disorders

For assistance call 800-788-5614 or 800-842-9489 (TDD). This number is answered 24 hours per day, seven days per week.

Appendix A. Sample Attendance Time Sheet

Pathway to Adventure Council, BSA

Time Sheet

Date	Day	In	Out Lunch	In	Out	Total Regular	Holidays	Sick Days	Personal Leave	Vacation
Total:										

Comments:

I hereby certify that I have worked the hours indicated.

Signature: _____ Date: _____

Supervisor's Signature: _____

OFFICE USE:

Comments:

Adjustments:

Year Totals	PTO	Vacation Leave	Personal Leave
Allotted			
As of _____			
Current			
Balance			