



Missouri Stream Team Watershed Coalition
(DBA Stream Teams United)
Policy Manual

Table of Contents

Part I – Organizational Policies	3
Board Member Composition and Duties	3
Diversity and Inclusion Policy	3
Financial Policies and Procedures	3
Philosophy	3
Authority	4
Responsibilities	4
Accounting Procedures	4
Conflict of Interest/Code of Conduct	5
Financial Planning and Reporting	6
Asset Management	7
Revenue and Accounts Receivable	8
Internal Control of Grant Funds	8
Procurement and Purchasing Procedures	10
Part II - Employee Policies and Procedures	15
Mission Statement	15
Disclaimer Statement	15
Stream Teams United History	16
Equal Employment Opportunity	16
Compliance with Immigration Laws	16
You Represent Stream Teams United	16
Outside Employment	17
Use of Stream Teams United Equipment	17
Accidents	17
Return of Stream Teams United Property	17
Appointments/Employee Classification	18
Separations	18
Attendance	19
General Employee Conduct	19
Employee Pay	19
Employee Benefits	20
Pay Days	20
Performance Appraisals	20
Overtime and Compensatory Time Off	21
Timesheet Preparation and Approval	21
Employee Expense Reimbursement/Travel	22
Relatives	22
Discipline	22
Substance Abuse Policy	23
Pay Increases	23
Holidays	23
Paid Time Off	23
Sick Leave	23
Leave of Absence	24
Medical Insurance Reimbursement Program (QSEHRA)	24
Employee Resignation	25
Whistleblower Protection	25
National Service Criminal History Checks	26

Part I. Organizational Policies

Board Member Composition and Duties

Requirements for Board Members are set forth in Article Five of the organization Bylaws, last amended on May 4, 2019.

Diversity and Inclusion Policy

Stream Teams United does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs. Stream Teams United welcomes a diverse, inclusive, and equitable environment where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. Stream Teams United is committed to a nondiscriminatory approach and to providing equal opportunity for employment advancement, and participation in all of Stream Teams United's events, programs, and worksites.

Stream Teams United is committed to upholding this policy by:

- Including this policy in our hiring, onboarding, and orientation processes for new employees, volunteers, Board members, and committee members, and incorporating this policy into any new strategic plan adopted by the Board of Directors.
- Implementing a zero-tolerance policy for discriminatory language and harassment.
- Seeking opportunities to increase the diversity of participants in Stream Teams United programs.
- Creating an inclusive environment for volunteers, employees, and Board Members.

Stream Teams United will maintain compliance with C.F.R 40, Parts 5 and 7 in its programs and activities. Any grievances against the organization should be reported to the Board President and Executive Director. The board will be notified and address the complaint with legal counsel.

Financial Policies and Procedures

Philosophy

The purpose of financial management in the operation of all Stream Teams United activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including the Missouri Stream Team program, Stream Team Associations, partners, funders, employees, and the Stream Team community. In order to accomplish this, Stream Teams United commits to providing accurate and complete financial data for internal and external use by the Executive Director and the Board of Directors.

Authority

The Board of Directors is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.

- The Executive Director is responsible for the day-to-day financial management of the organization. The Board authorizes the Executive Director to supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts.
- The Executive Director, Treasurer, and Board President are authorized to sign checks.
- The Executive Director and Board President are authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans.
- The Executive Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Budget and Finance Committee on variances and the reason for these variances.

Responsibilities

The Executive Director shall:

- Account for donor restricted and board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of Stream Teams United operations according to the schedule established by the Budget and Finance Committee, but at least quarterly.
- Pay all obligations and file required reports in a timely manner.

The Board of Directors shall:

- Review financial reports at each board meeting.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.

Accounting Procedures

The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

The organization uses the accrual basis of accounting. The accrual basis is the method of accounting whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to actual date of receipt or payment of cash.

- Throughout the fiscal year, expenses are accrued into the month in which they are incurred.
- At the close of the fiscal year all expenses that should be accrued into the prior fiscal year, are so accrued, in order to ensure that year-end financial statements reflect all expenses incurred during the fiscal year.
- Revenue is always recorded in the month in which it was earned, pledged, or invoiced.

Bank Reconciliations

- All bank statements and cancelled checks will be opened and reviewed and by the Executive Director upon receipt. Monthly bank statements and credit card statement(s) will be provided to the Treasurer for review and for monthly reconciliation reports.
- The Treasurer will complete monthly reconciliation reports within Quickbooks Online and will notify the Executive Director of any discrepancies or clarifications needed regarding transactions.

Document Retention

IRS audit rules require retention of tax returns for seven years. No documents may be destroyed or altered where there is pending, threatened or reasonably foreseeable governmental investigation.

Electronic records (i.e. QuickBooks Online) are required to be backed up and/or transferred to Excel to be reviewed by the Board. Such records are to be retained for a period of not less than seven years in paper form or backed up e-files. Receipts for purchases are scanned and uploaded to Quickbooks Online. Hard copy receipts are also kept on file for a period of seven years.

Conflict of Interest/Code of Conduct

All employees and members of the Board of Directors are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee or Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

- Employees and Board members must disclose any interests in a proposed transaction or decision that may create a conflict of interest. After disclosure, the employee or Board member will not be permitted to participate in the transaction or decision.
- No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of Stream Teams United

shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.

- Gratuities: It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity of any kind, form or type, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase order, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any controversy or other particular matter, pertaining to any program requirement or a contract or to any solicitation or proposal therefore.
- Should a charge be made against a Stream Teams United employee that expresses a violation of these standards, a written explanation will be presented to that employee by the Board. The employee may appeal this violation to the Board by written and verbal testimony. The Board will render its final decision and determine appropriate disciplinary action.
- The Board shall determine whether a conflict of interest exists for the Executive Director or a member of the Board and shall determine the appropriate response.

Financial Planning and Reporting

The organization's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards Board (FASB) No. 117, "Financial Statements of Not-For-Profit Organizations." Under GAAP, revenues are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the organization are classified as unrestricted, temporarily restricted and permanently restricted.

Budgeting Process

The organization's annual budget is prepared and approved annually. The budget is prepared by the Executive Director in conjunction with the Board Budget and Finance Committee. The budget is to be approved by the Board of Directors prior to the start of each fiscal year. The budget is revised during the year only if approved by the Board of Directors.

- The Executive Director will work to ensure that the annual budget is an accurate reflection of programmatic goals for the coming year.
- The Executive Director and the Board Treasurer will present a draft budget for the coming year to the Budget and Finance Committee at least 45 days prior to the end of the fiscal year and provide the draft budget at least 30 days prior to the annual meeting of the Board of Directors.
- The Budget and Finance Committee shall review and approve a recommended fiscal year budget and submit it for approval to the Board of Directors.
- The Board of Directors will review and approve the budget at its last meeting prior to the start of the fiscal year.

Tax Compliance (Exempt Organization Returns)

The Executive Director completes and files the annual Federal Form 990 or 990 EZ as required by May 15th each year, or the date required by the IRS during the reporting year. The Executive Committee reviews the Form 990 or 990 EZ before filing.

Quarterly/Annual Payroll Reports

The Executive Director completes Payroll Tax Reporting including filing of annual W-2s and quarterly 941 tax reports for all employees by filing deadlines. Receipt of the filings of federal and state tax returns are saved in the organization's electronic filing system. The Executive Committee reviews these filings as needed.

Asset Management

Cash Management and Investments

The Executive Director manages investment and bank accounts with advice and approval of the Budget and Finance Committee and Board as appropriate. Investments are conservative and are based on proportion of operating expenses needed, bank balances, proportion of restricted funds, and other considerations.

Accounts are always authorized and signed by more than one person and held in convenient locations for ease of access by Executive Director. In general, both the Board Treasurer and Board President co-sign bank accounts.

Equipment

Equipment owned by Stream Teams United is listed in a spreadsheet entitled "Stream Teams United Assets.xls" and saved within the organization's electronic files at Dropbox\Stream Teams United\General Operation\Asset Inventory. For purposes of the asset inventory, equipment is defined as assets with a value greater than \$250. Information included within the spreadsheet includes date purchased, purchase price, identification numbers if available, and a record of the location and employee or board member in possession of each asset. The Executive Director will verify the location of each asset annually in January of each year and update the spreadsheet with an annual verification of the condition and location of the asset.

Operating Reserve

The target minimum operating reserve fund for the organization is 6 months of average operating costs. The calculation of average monthly operating costs includes all recurring,

predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services.

The amount of the operating reserve will be calculated each year after approval of the annual budget, reported to the Budget and Finance Committee and Board of Directors, and included in regular financial reports.

Revenue and Accounts Receivable

Revenue Recognition

All contributions will be recorded in accordance with GAAP, with specific attention to standards FASB 116 and 117. Contributions are recorded as pledged or received in accordance with FASB 116, and must be credited to the appropriate revenue lines as presented in the annual budget and coded as designated in the organization's Chart of Accounts.

The Executive Director reviews all revenue in excess of \$5,000 and indicates in Quickbooks Online how the revenue shall be recognized (as earned/contributed, conditional/unconditional and restricted/unrestricted). If there is a question or uncertainty about how to recognize a particular contribution, the Executive Director will ensure that the donor is contacted to clarify the intent of the contribution.

Internal Control of Grant Funds

Grant Fund Management

Grant award acceptance letters/contracts may be signed by either the Executive Director or Board President. Grant funds for statewide projects are deposited into the Stream Teams United General Operations account at Commerce Bank and grant funds for Association specific projects (where all funds are paid out solely for, or on behalf of an Association) are deposited into the Associations account at Commerce Bank. The deposit entry in Quickbooks is entered as income into Quickbooks and given an account and/or subaccount name that describes the grant source and project. All expenses for a specific grant are entered into Quickbooks and given an account and/or subaccount name that describes the grant source and project expense. An Excel spreadsheet is created for each grant. All grant income and expenses are recorded in the grant/project spreadsheet. For all income and expenses, the spreadsheet indicates the income and expense method (check, direct deposit, credit card, etc.) and the date of the transaction. Status of grant funds (including income, expenses, and remaining balances) are reported to the Board at the spring and annual board meetings.

The Executive Director approves all grant related expenses to ensure that the expense is allowable as described under the grant application/award and follows procurement and purchasing procedures (described below). All expense receipts are scanned and filed electronically within the Stream Teams United Dropbox folder at Dropbox\Stream Teams

United\Financial\Receipts. Electronic receipts are saved within the folder of the year in which the expense occurred, and then within a subfolder that names the specific grant/project. Expense receipts are also uploaded into Quickbooks as attachments for the expense entry. Expense receipts are also saved as hard copies for a period of three years after the termination of the grant project.

Employees of Stream Teams United will submit their bi-weekly or monthly timesheet and requests for reimbursement (travel, per diem, or other expenses) to the Executive Director for review. The Executive Director will enter hours worked by employees and reimbursable expenses into the Quickbooks payroll system. The Executive Director will provide a note or receipt as appropriate for reimbursement requests, specifying either the number of miles traveled and/or the reason for the request for reimbursement. The Executive Director will notify the Treasurer when the payroll is ready to be reviewed and submitted for payment.

The Treasurer will conduct monthly bank reconciliation and review of bank and credit card statements. The Treasurer will review the monthly payroll/reimbursement report for Stream Teams United employees and submit the monthly payroll/reimbursement for processing through Quickbooks payroll.

On a weekly and monthly basis, the Executive Director will assign activities, tasks, and objectives to grant funded employees. The Executive Director will provide monthly reports to the Executive Committee, describing the activities and objectives of Stream Teams United employees.

For funds transferred from the Payment Management System, the Executive Director will monitor the Payment Management System biweekly to ensure all necessary documentation and steps are followed to minimize the time elapsing between the transfer of federal funds to Stream Teams United.

For all grant projects, use of either checks or credit card are the preferred method for expenses. Cash transactions should only be used when there is no other feasible method for the transaction. Checks may be signed by the Executive Director, Board President, or Treasurer. Credit cards may only be used by Stream Teams United employees for which a Stream Teams United credit card has been issued. If cash is used for a grant related expense, the receipt for the expense will be provided along with a request for reimbursement. The reimbursement will be provided by direct deposit for Stream Teams United employees at the next pay date. For all other volunteers and non-employees, the reimbursement will be provided by check. Cash income acquired at any event or program will be counted by an authorized individual (the Executive Director, Treasurer, or Board President) and verified by a witness present at the event or program. The authorized individual and witness will sign a document that lists the source of income, amount, and date. This signed document will be uploaded as an attachment into Quickbooks along with the entry of cash income.

Grant funded travel will be conducted to ensure efficient use of grant funds. Prior to travel, the shortest distance route will be determined. Trip routes will be planned to accomplish multiple stops/objectives as appropriate to maximize the benefit of the trip. If overnight stay is necessary, research of hotel prices will be conducted to determine an affordable and quality option. The starting and stopping mileage of the vehicle will be recorded before and after the trip. All receipts from hotels, meals, and other expenses will be saved and submitted by email to the Executive Director. These receipts will then be filed electronically in the Stream Teams United folder at Dropbox\Stream Teams United\Financial\Receipts and requests for reimbursement will be reviewed by the Executive Director and Treasurer.

Procurement and Purchasing Procedures

A. Purchasing Requirements

1) Competition

Open and fair competition, to the maximum extent practical, in the purchase of all goods and services and issuance of all construction contracts is the intent of this policy.

2) Contracts

a. Form

All contracts entered into by Stream Teams United shall be in writing, including the consideration, and dated when made. The consideration for the contract is to be wholly performed or executed subsequent to the making of the contract.

b. Approval

All contracts for goods and services and all contracts with participants in state/federally funded projects for \$3,000 or less shall be signed by the Executive Director.

All contracts for goods and services and all contracts with participants in state/federally funded projects for more than \$3,000 shall be approved by the Executive Director and the Board President.

All construction contracts and all change orders to construction contracts shall be approved by the Board and signed by the Executive Director and the Board President.

c. Contract Provisions for Contracts With Federal Funding

Contracts can be terminated at the discretion of Stream Teams United with approval of Executive Director and Board President if contract requirements aren't met.

3) Bidding Amounts

a. \$3,000 or Less

Competitive bidding for goods and services will not be required where the purchase is for \$3,000 or less.

b. \$3,000 or More

Competitive bidding for goods and services, where the purchase is for \$3,000 or more. Bids shall be taken from at least three qualified bidders, unless it is not possible to locate three qualified bidders. Bid documents and specifications shall be prepared and submitted to potential vendors. Informal written bids do not require formal advertising or public notice of bid opening. A selection may be made at any time the Executive Director, in his/her discretion and opinion, has received an adequate number of competitive responses.

No purchase shall be subdivided for the purpose of evading the requirement for competitive bidding.

c. Awards

Stream Teams United will seek to award business to the lowest cost, and best responsible bidder. However, Stream Teams United has the right to reject any and all bids.

4) Bidding Methods

a. Invitation for Bid

The invitation for a bid can be by phone, fax, internet or writing.

b. Name Brand Products and Sole Source Procurement

Designation of name brand products and sole source procurement will be used only when there is doubt that an equivalent exists. All solicitations for name brand products will contain a statement that equivalents will be considered if the supplier can provide documentation to prove an equivalent is being proposed.

Sole source procurement is to be discouraged. When used, sole source procurement must be approved by the Board based upon a written statement by the Executive Director that the product or service is not readily available for the project in question from other than the designated vendor.

c. Professional Selection

Professional services are primarily intellectual in character. Independent judgment and an advanced, specialized type of knowledge, expertise, and training customarily acquired by a prolonged course of study or experience or a combination thereof are required in the performance of professional services.

Professional services may include, among others, engineers, architects, land surveyors, accountants, analysts, lawyers, and physicians.

It is the policy of Stream Teams United to select professionals on the basis of qualifications and competence for the specific type of service at a reasonable fee.

The selection of firms to perform professional services will be made the Executive Committee based upon written recommendation of the Executive Director. For contracts with estimated fees of \$3,000 or more, a minimum of three proposals will be solicited from qualified firms. The Executive Director may select the most qualified firm from the proposals or may hold interviews with a selected group of firms. After the most qualified firm is selected by the Executive Committee, the Executive Director shall attempt to negotiate contract fees and contract terms. If negotiations are unsuccessful with the selected firm, the Executive Committee may select another firm from those submitting proposals and attempt to negotiate acceptable terms.

B. Purchasing Procedures

1) All Procurement Contracts must follow paragraphs a through e below:

a. Purchase Necessity

Stream Teams United shall avoid the purchase of unnecessary items or services.

b. Lease or Purchase

Where appropriate, an analysis shall be made of lease or purchase alternatives to determine which would be economical and practical.

c. Solicitations

Solicitations for goods and services will provide for the following:

- i. Clear and accurate descriptions of the technical requirements of the product or service to be procured. In competitive procurements, such a description shall not contain features with unduly restrict competition.
- ii. Requirements which the bidder must fulfill and all other factors to be used in evaluating bids or proposals.
- iii. A description, where practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
- iv. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
- v. Preference, to the extent practical and economically feasible, of products and services that conserve natural resources and protect our environment and are energy efficient.

d. Small Businesses, Minority-Owned Firms, and Women’s Business Enterprises

Positive efforts will be made to utilize small businesses, minority-owned firms, and women’s business enterprises, whenever possible. This goal will be accomplished by:

- i. Ensuring that small businesses, minority-owned firms, and women’s business enterprises are used to the fullest extent practicable.
- ii. Considering in the contracting processes whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women’s business enterprises.

- iii. Encouraging contracting with a consortium of small businesses, minority-owned firms, and women's business enterprises when a contract is too large for one of these firms to individually handle.
 - iv. Using the services and assistance, as appropriate, of such organization of the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms, and women's business enterprises.
 - v. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
 - vi. If a contractor awards subcontracts, the subcontracts shall be subject to the requirements of d. i. through vi.
- e. Contractor Qualifications
Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
- f. Contract Invoices
All invoices for payment or partial payment of contracts approved per the bidding and contracting provisions of this policy shall be reviewed and approved by the Executive Director. Upon approval of the invoice, payment will be by check, signed by the Executive Director, Treasurer, or Board President or by credit card.

2.) Credit Cards

The Executive Director maintains a Stream Teams United business credit card for expenses of travel and programming where needed. Unless authorized for someone else, the Executive Director makes all credit card purchases. The Executive Director and Board Treasurer reconcile credit card bills and enter into the accounting system as needed.

3.) Conduct in Regard to Purchases

- a. No Board Member or employee of Stream Teams United shall reap financial gain, directly or indirectly, in any contract with Stream Teams United (with the exception of contract of employment approved by the Board), or be financially interested, directly or indirectly, in any contract with Stream Teams United of any land, materials, supplies, or services.
- b. No Board Member or employee of Stream Teams United shall solicit or accept gratuities, favors, or anything of monetary value from anyone doing business with Stream Teams United.

Part II. Employee Policies and Procedures

WELCOME!

It is a pleasure to welcome you as an employee of Stream Teams United. We hope that you will find your work experience here to be interesting and rewarding. Please let the Director know of any problems that may occur in relation to your employment.

Mission Statement

The mission of Stream Teams United is to promote and support Missouri Stream Teams and Stream Team Associations. We facilitate education of Stream Teams and the general public in order to build an appreciation and knowledge of Missouri stream resources. We support stewardship projects to improve the health of Missouri's rivers and streams. We advocate for clean water, provide information to Missouri citizens, and serve as a united voice for healthy Missouri waters. Stream Teams United cooperates and collaborates with Stream Teams and healthy river organizations around the state, with a shared goal of providing education, stewardship, and advocacy for Missouri's freshwater resources.

Disclaimer Statement

This Manual does not constitute an employment agreement nor does it guarantee continued employment beyond those rights and privileges awarded employees in accordance with federal laws, state statutes and local ordinances.

Statements contained in this Manual represent official rules, regulations and policies of Stream Teams United but are not necessarily exact replications of said regulations and policies. Information supplied herein has been summarized and paraphrased with the goal to maintain the intent and meaning of the rule, regulation or policy which it represents. If there is a conflict with what is stated herein and the law, rule, regulation or policy it represents, said law, rule, regulation or policy will prevail.

Changes affecting the official rules, regulations and policies of Stream Teams United may occur at any time and without notice. Every effort will be made to keep this Manual current. However, it should be recognized that there will be occasions when a lapse in time occurs

between the passage or amendment of the laws, rules, regulations and policies affecting Stream Teams United employees and the time when this Manual is revised accordingly. Nevertheless, employees remain obligated at all times to make a good faith effort to comply with the principles proclaimed in this Manual and to keep abreast of current rules, regulations and policies and recent changes thereto.

Stream Teams United History

The Missouri Stream Team Watershed Coalition was incorporated with the state of Missouri on April 7, 1999, as a non-profit public benefit corporation. The Coalition is a 501(c)(3) organization made up of Stream Team Associations located throughout the state of Missouri. Stream Team Associations are groups of two or more Stream Teams that have joined together to work collaboratively in their local watershed. The board of directors of the Coalition is made up of representatives from Stream Team Associations in the state. In 2017, the Coalition adopted the trade name of Stream Teams United.

Equal Employment Opportunity

There is an ever-increasing realization among Americans of the need to assure equal employment for all citizens. Various laws applicable to employers prohibit discrimination because of race, creed, color, national origin, sex, age or disability. Stream Teams United is determined to comply fully with both the spirit and the provisions of these laws.

It is the policy of Stream Teams United to provide equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, ancestry, age, sex, sexual orientation or identity, disability or political affiliation. Included in the policy is the prohibition of discrimination in employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation or fringe benefits and selection for training and development.

Compliance with Immigration Laws

In determining eligibility for employment, Stream Teams United will not unlawfully discriminate on the basis of citizenship or national origin. However, Stream Teams United can employ only United States citizens or aliens who are authorized to work in the United States. As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility for employment.

You Represent Stream Teams United

Stream Teams United expects and requires honesty from every employee while conducting Stream Teams United business and transactions. Stream Teams United employees not only have responsibilities to their coworkers and Director but to other businesses and to the general public

as well. We should remember that what we do off the job reflects on the image of Stream Teams United.

The time we spend on the job should be used to the fullest extent in order to maximize efficiency. Any waste of time is costly and may be very damaging to us in the eyes of the public and our volunteers.

We often have access to or obtain information in our work that should be kept in strict confidence. Therefore, it is understood that we should use our good judgment and discretion in keeping certain matters confidential. However, if you have any questions concerning the matter of confidentiality, ask the Director.

Outside Employment

You may take an occasional or part-time job if it does not conflict with your working hours, your efficiency, or the interests of Stream Teams United. You may not, however, engage in outside work activities while on duty, this would include time spent on a computer or other device that is property of Stream Teams United. Stream Teams United property may not be used for anything other than Stream Teams United functions. Prior to your acceptance of outside employment, you must receive approval from the Director.

Use of Stream Teams United Equipment

If you are driving or using a Stream Teams United owned or leased vehicle or piece of equipment, you are responsible for its proper use and maintenance. Stream Teams United equipment is to be used only for Stream Teams United business. Any defects that you observe should be reported immediately so that necessary repairs can be made.

Accidents

Should you have an accident while working as an employee of Stream Teams United, you must do the following:

1. If you are qualified, assist any injured person. Otherwise, get assistance.
2. Call the Police Department and an ambulance, if necessary.
3. Obtain all the names of witnesses to the accident.
4. Fill out an accident report form and turn it in to the Director immediately.

Return of Stream Teams United Property

When you leave Stream Teams United employment for any reason, you are responsible for the return of all Stream Teams United property in your possession. This may include machines,

equipment, records and identification cards, etc. If you fail to do so, it may result in your final check being held or deductions being made for the value of the property.

Appointments

New employees shall be selected on the basis of their qualifications for the job. There are three main types of appointments:

- 1.) **Full-time salaried employees:** are defined as employees working a customary work week of 40 hours weekly throughout 12 months of the calendar year. A customary 40-hour work week is met if the average of work hours per week in a given month is equal to or greater than 40 hours. Paid days of leave, paid holidays, and compensatory time off during a month count toward the calculation of hours to define the average work week. A paid day of leave or paid holiday equates to 8 hours for each day. Full-time salaried employees are eligible for accrual of paid time off and paid holidays as defined later in this policy manual. When salaried employees work greater than 40 hours per work week, they accrue compensatory time off for hours worked over 40 hours per calendar week. Full-time salaried employees are eligible for the medical reimbursement policy for the calendar year.
- 2.) **Full-time hourly employees:** employees working a customary work week of 30 hours or greater are considered full-time and eligible for accrual of paid time off, paid holidays, and the medical reimbursement policy for the calendar year. A customary 30-hour work week is met if the average of work hours per week in a given month is equal to or greater than 30 hours. Paid days of leave and paid holidays during a month count toward the calculation of hours to define the average work week. A paid day of leave or paid holiday equates to 8 hours for each day. Full-time hourly employees shall not exceed 40 hours of work during a single calendar week. Full-time hourly employees therefore do not accrue compensatory time off.
- 3.) **Part-time hourly employees:** employees working a customary work week of 29 hours or less are considered part-time and are not eligible for employee benefits.

Separations

1. Layoffs – Layoffs may become necessary by reason of shortage of funds or lack of work, abolishment of a position, or other material change in

duties organization. Employees shall be notified of the effective date and shall be given written notice of the reason for the layoff.

2. Resignation – Should it become necessary to resign, an employee should give the Director written notice, stating reasons for leaving, as far in advance as possible. To resign in good standing, a period of two weeks’ written notice prior to departure is required.
3. Dismissal – A Stream Teams United employee who is dismissed will be notified in writing of the specific reasons for the action and any appeal rights that he/she might have.

Attendance

Stream Teams United expects every employee to be ready to begin actual operations at his/her place of work at a specified starting time. The weekly schedule for each employee will be discussed and approved weekly by the Executive Director.

A “planned” absence from your job must be reported to your supervisor prior to the date of the absence. An unexpected absence (i.e. personal or family illness) should be reported as soon as practicable to the supervisor. Unauthorized and unreported absences shall be considered as absence without leave and could result in loss of pay or other more serious disciplinary actions.

General Employee Conduct

Safety

Your continued employment with Stream Teams United is based on your ability to follow safe practices and all safety regulations concerning your work. You will be given safety training as needed. If you are in doubt the proper procedure to follow, ask the Executive Director. If you are injured, no matter how slightly, protect yourself by reporting your injury to the Executive Director.

Employees must possess a valid Missouri license to operate any vehicle owned or rented by Stream Teams United. Use of cell phones or other electronic devices while operating vehicles owned or rented by Stream Teams United is prohibited, unless the vehicle is stopped outside of traffic lanes.

Employee Pay

Prior to the creation of new employee positions, the Board of Directors, led by the Executive Committee will conduct a review of pay rates and salaries for similar jobs at non-profits located within the state of Missouri. Salaries of key staff are commonly listed on the non-profit organization’s 990 or 990 EZ tax filing which can be found by searching at <https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations>. Salary scales for non-profit organizations can also be researched at websites such as

https://www.payscale.com/research/US/Industry=Non-Profit_Organization/Salary. The Board and Executive Committee will obtain at least three comparable positions and utilize a web-based salary scale report to determine an appropriate pay rate/salary for similar positions within the state of Missouri. The current and future year's budget of Stream Teams United will be considered and evaluated by the board when creating initial pay rates and evaluating pay raises. Offers of employment from the Executive Committee will state the agreed to pay rate/salary. Any future increases in pay rate will be documented in writing and approved by a vote of the Executive Committee. Annually, the Board will review and evaluate the current pay rate/salary of employees and consider the ability to increase pay for the next calendar year.

Employee Benefits

The ability to offer benefits to employees will be evaluated annually by the board. Benefits that may be available to full-time employees include:

- Medical Reimbursement Program
- Paid Time Off
- Paid Holidays

If Stream Teams United has four or fewer employees, the organization is not legally required to carry worker's compensation insurance. As described in Chapter 287.030 RSMo, Missouri employers with four or less employees are exempt from the requirement of carrying worker's compensation insurance.

An organization that is exempt from income tax under section 501(c)(3) of the Internal Revenue Code is also exempt from federal unemployment tax (FUTA). If Stream Teams United has three or fewer employees, the organization is not legally required to pay state unemployment tax. Regarding state unemployment tax, a nonprofit organization described in Section 501(c)(3) of the Internal Revenue Code becomes liable if it:

- Employs four or more workers for some portion of a day in 20 different weeks of a calendar year
- Is determined to be a successor to a liable Missouri employer by Division of Employment Security staff.

Pay Days

Stream Teams United disburses paychecks monthly by direct deposit. Paychecks will be direct deposited to the account the employee designates. A statement (record of earnings) will be provided to the employee giving details of pay, deductions, and benefits information such as paid leave balances. This statement enables the employee to check pay computation and the accuracy of payroll deductions and should be saved for future reference. Deductions are made from the employee's paycheck for federal and state income tax and Social Security and Medicare (FICA) contributions as required.

Performance Appraisals

New employees will be evaluated at the end of a six (6) month probationary period. At least once each year the Director will evaluate each full time and part time employee. The evaluation will consist of a meeting between the employee and Director to discuss positive and negative aspects of the employee's job performance. The Director will use this meeting to obtain feedback from the employee concerning the components of the job.

As soon as practicable the Director will provide a written summary of the performance meeting for the employee to review. After any corrections are made the employee will be asked by the Director to sign the appraisal summary. This is not to say that you agree with the summary or any part of it, but simply that it has been discussed with you and you are aware of its content.

Performance appraisals become part of your permanent work record. They are used in awarding pay increases and determining layoffs. An unsatisfactory performance appraisal can result in dismissal.

Overtime & Compensatory Time Off

Employees of Stream Teams United are encouraged to plan their work to be completed during regular working hours. The nature of our work makes evening and weekend work inevitable. All salaried employees of Stream Teams United are exempt from receiving overtime pay. Full time salaried employees will receive one hour of compensatory time for each hour of overtime worked. Any overtime must be approved in advance by the Executive Director.

Each full-time salaried employee is responsible for keeping a record of compensatory time earned and taken and the amount of compensatory time earned and taken should be available for review by the Executive Director and Board of Directors. Compensatory time not taken during a calendar year can be carried over to the following year(s) with approval by the Executive Director and Board of Directors. Compensatory time accrued will not be "paid-out" in the event an employee leaves their position before using their accrued compensatory time.

Time Sheet Preparation and Approval

All employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

- Employees complete time sheets and submit them to their supervisor on the due date, based on the schedule produced at the beginning of employment.
- The Executive Director is responsible for entering time sheet information into the payroll and accounting system with assistance by the Treasurer as needed. All paid time off balances are maintained within the payroll system, based on the information provided on approved timesheets.
- The Board approves salaries and salary increases for the Executive Director and employees on recommendation of the Executive Committee and Executive Director. Documentation is through the minutes of Board meetings. The Executive Director carries out entries in the payroll system (QuickBooks). The Board Treasurer or Board President executes the payroll routine for the Executive Director and employees.

Employee Expense Reimbursement/Travel

Travel Expenses

Employee travel is estimated yearly and budgeted. Mileage expenses are at current federal reimbursement rate. Lodging and food reimbursement are based on actual expenses not to exceed the current federal per diem rate. Travel by employees is approved by the Executive Committee or Executive Director and reimbursed by the Executive Director or Treasurer. Employees will submit monthly mileage reports that include the routes, miles traveled, and purpose of each trip. Employees will also submit receipts for meals, lodging, and any other incidentals (such as parking), with a written log of the date and purpose of each travel expense. Employees will be reimbursed through direct deposit on the next pay date.

Other Expenses

Other expenses incurred by employees that are not placed on the Stream Teams United business card can be reimbursed by check or direct deposit at the next pay period. A receipt of the expense and the justification of the expense should be provided to the Executive Director and Treasurer. Whenever possible, expenses not placed on the Stream Teams United credit card should receive prior approval from the Executive Director or Treasurer prior to the expense transaction.

Relatives

Without specific approval by the Board of Directors, no person shall be employed, promoted or assigned to work for Stream Teams United when as a result he/she would be working permanently with, supervising or receiving supervision from a member of his/her immediate family.

Immediate family, in this connection, shall be considered to mean an employee's spouse, parents, grandparents, spouse's parents or grandparents, children, grandchildren, siblings, or spouses of any of the relatives listed.

This policy does not apply to employee relatives that volunteer to work at Stream Teams United events and programs.

Discipline

If an employee has difficulty in adjusting to his/her job and meeting the standards of performance and conduct expected of him/her, it may be necessary for the Director to counsel

with the employee in an effort to assist the employee in meeting established standards. At the discretion of the Board of Directors disciplinary action may be taken if the employee does not make improvement.

Disciplinary action may be in the form of verbal and/or written reprimand, temporary or indefinite suspension, demotion, reduction in benefits, grade or compensation, or dismissal. You are expected to use good judgment at all times and if in doubt about your actions or performance, simply clarify the doubt with the Director. Disciplinary decisions by the Board of Directors are final.

Substance Abuse Policy

It is the intent of Stream Teams United to provide a tobacco, drug and alcohol-free workplace environment. This policy extends to operation of Stream Teams United owned or rented vehicles.

Pay Increases

Pay increases are not automatic. Pay increases are granted only upon the recommendation of the Director and the Stream Teams United Board of Directors for employees who have performed their work in a satisfactory manner. Pay increases will be reviewed annually and are subject to the availability of funds.

Holidays

All regular status full-time employees of Stream Teams United shall receive normal compensation for five (5) holidays. Holidays that fall on a weekend will be observed on the nearest workday.

Paid holidays observed include:

- 1.) New Years Day
- 2.) Memorial Day
- 3.) Labor Day
- 4.) Thanksgiving Day
- 5.) Christmas Day

Holiday time may not be accumulated. If an employee is required to work on a paid holiday, compensatory time off will be earned for the number of hours worked, provided the hours to be worked are approved in advance by the Executive Director.

Paid Time Off

Stream Teams United full-time employees accrue 1 paid (8 hr) day off for every 200 hours worked. Paid time off not taken during a calendar year can be carried over to the following year with approval by the Executive Director and Board of Directors. This equates to 10 days of paid leave per year for full-time (40 hr/week) employees.

Sick Leave

Part-time, temporary/seasonal, and contract employees shall not accrue sick leave. For full-time salaried employees, compensatory time accrued may also be used for sick leave.

Leave of Absence

A leave of absence without pay may be granted when approved by the Director in order to preserve the employee's employment rights and benefits.

Upon request of the employee the Director may recommend to the Board of Directors that a leave of absence without pay be granted when the requirements of Stream Teams United permit and when such leave is for prolonged illness or injury extending beyond accrued paid time off, or for any exceptional personal or Stream Teams United reason.

A physician's statement may be required for each request for a leave of absence and request for an extension of a leave of absence due to illness or injury.

Upon expiration of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation.

When an employee is scheduled to return to work, if a position is not available because her/his position has been eliminated permanently due to lack of funds, the leave of absence may be extended until a position for which the employee is qualified becomes available.

An employee returning from a leave of absence taken for health reasons may be required to present a physician's release.

Should an employee fail to return to work upon expiration of a leave of absence, the Director shall initiate procedures to terminate the employee's service.

Employee benefits during a leave of absence without pay are affected as follows:

1. If an employee takes a leave of absence without pay, the employee may continue medical insurance coverage at the employee's expense. All other benefits will be suspended while the employee is taking a leave of absence without pay.
2. Employees do not receive pay for holidays falling during the leave of absence.

Medical Insurance Reimbursement Program (QSEHRA)

Stream Teams United will evaluate annually offering full-time employees a medical reimbursement program or QSEHRA (Qualified Small Employer Health Reimbursement Arrangement). The QSEHRA benefit must be provided to the employee in writing at least 90

days prior to the end of the calendar year. The QSEHRA benefit must be defined and offered to all full-time employees. At a board meeting, the board will vote on the QSEHRA policy for the current year. The QSEHRA policy for the current year will be documented as a separate policy of the organization. Full-time employees become eligible to receive the QSEHRA benefit during the month they begin full-time status.

Employee Resignation

For an employee to resign with good standing, the following is required:

1. Notice Required – Any person who wishes to resign shall give Stream Teams United written notice of resignation from her/his position at least ten (10) working days prior to the last day of employment.
2. All equipment and other items belonging to Stream Teams United must be returned no later than the last day of employment.
3. All paperwork for the termination of insurance and other benefits must be completed no later than the last day of employment.
4. Prior to purging or removing any records from the office or her/his work files, an employee must obtain permission from the Director.

Whistleblower Protection

Please see the Whistleblower Protection Enhancement Act of 2012. Whistleblower protection now also extends to employees of contractors, subcontractors, grantees and subgrantees who disclose information related to: (1) gross mismanagement of a Federal contract or grant; (2) waste of Federal funds; (3) abuse of authority relating to a Federal contract or grant; (4) substantial and specific danger to public health and safety; and (5) violations of any law, rule or regulation related to a Federal contract or grant.

Employees of AmeriCorps and its contractors, subcontractors, and grantees perform an important service by reporting what they reasonably believe to be evidence of:

A violation of any law, rule or regulation;

Gross mismanagement;

- A gross waste of funds;
- An abuse of authority;
- A substantial and specific danger to public health; or
- A substantial and specific danger to public safety.

The reporting of these types of concerns and violations are “protected disclosures,” commonly referred to as “whistleblowing.” Whistleblower disclosures save lives as well as taxpayer dollars. They play a critical role in keeping our government honest, efficient, and accountable. AmeriCorps employees, contractors, subcontractors, and grantees may contact the Whistleblower Protection Coordinator at Coordinator@Americorpsig.gov or may report wrongdoing involving AmeriCorps employees or programs directly to the OIG Hotline.

Staff who believe they have been improperly retaliated against may contact:

- **AmeriCorps, Office of Inspector General:**
Telephone: (800) 452-8210
Email: hotline@Americorpsig.gov
Written correspondence: 250 E Street, SW, Suite 4100, Washington, D.C. 20525
- **The Office of Special Counsel.** OSC is an independent agency enforcing whistleblower protections, safeguarding the merit system and providing a secure channel for whistleblower disclosures. Information on filing a complaint with OSC may be found at <http://www.osc.gov>.
- **The Merit Systems Protection Board (MSPB).** Certain employees may be able to appeal whistleblower retaliation directly to MSPB. More information on whistleblower MSPB appeals is available at <http://www.mspb.gov/appeals/whistleblower.htm>.

National Service Criminal History Checks

Employers receiving part of their salary from an AmeriCorps support grant are required to undergo a National Service Criminal History Check (NSCHC) prior to their first day of employment supported by the AmeriCorps grant. Stream Teams United will utilize the services recommended by AmeriCorps, Fieldprint and Truescreen, to initiate and complete the required NSCHC. These services ensure the requirements of the NSCHC are completed and provide a process to review the result in their systems.

The Executive Director will be responsible for creating and maintaining accounts with Fieldscreen and Trueprint. The Executive Director will review the clearance reports from these services and will ensure confidentiality of the results. Together, Fieldprint and Truescreen provide the required documentation and compliance. These services:

- Document that they verified the individual’s identity through government-issued photo identification (e.g. ID number, photocopies of ID, etc.)
- Document that they obtained written consent from candidates to perform checks (e.g. as part of service agreement)
- Document the candidate’s understanding that his or her position is contingent on eligibility determined by the results of the NSCHC (e.g. as part of service agreement)
- Document whether the individual has recurring or episodic/no access to vulnerable populations
- Document that they performed a nationwide NSOPW search before the candidate begins work or service

- Document NSOPW check adjudication; document that NSOPW results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.)
- Document state(s) check adjudication; document that the state(s) check results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.), as applicable. (Accompaniment is documented with time, date, name of person accompanying and the name of the individual accompanied prior to clearance of state checks and/or FBI check).
- Document that they initiated a fingerprint FBI check component on time no later than the first day of the start of service or work. (e.g. mail receipts, fingerprinting, etc.), as applicable
- Document that they provided accompaniment while checks were pending when the service or work involves vulnerable populations (children 17 and younger, adults age 60 and older, and individuals with disabilities), if applicable.
- Document state(s) check adjudication; document that the state(s) check results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.), as applicable
- Document FBI check adjudication; document that the FBI check results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.), as applicable
- Maintain NSOPW check results, while providing confidentiality
- Maintain state check(s) results, while providing confidentiality
- Maintain dated FBI check results, while providing confidentiality