



Employee and Volunteer Handbook

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WELCOME to Your Springfield Area Public Access Television Employee and Volunteer Handbook!

- **Who We Are:** Springfield Area Public Access Television is a community media center serving the communities of Springfield, Chester, and Weathersfield, Vermont.
- **Our Mission:** To promote civic engagement and transparency, and to empower community members to share their knowledge, views and creativity, without prejudice.
- **What We Do:** As the only television outlet for the area, SAPA TV covers municipal government meetings, educational matters, and documents local events and activities. SAPA TV also provides equipment and training that allows community members to create content, reaching viewers on Comcast channels 1077 and 1087, and VTel channels 160 and 161, at sapatv.org, and on our social media channels.
- **Service Territory:** Springfield Area Public Access Television serves the communities of Springfield, Chester, and Weathersfield in Windsor County, Vermont, on two cable systems, Comcast and VTel.
- **What is Public Access TV?** Public access centers differ from commercial or "public" television stations because the stations are noncommercial and many of the programs you see are created by local volunteers for the purpose of communicating their views or interests to other local residents. Our staff provides training and support to community members who want to create programming, and makes sure the programs are scheduled each week. It's SAPA TV's job to enforce the few restrictions on programming content and to give programs equal time on the schedule. SAPA TV staff do not pre-screen programs. SAPA TV is primarily funded by small percentage of the cable subscription fees paid to cable companies by subscribers in SAPA TV's viewing area.
- **SAPA TV History:** Since being formed in 1998 by community members, SAPA TV has been providing its communities with access to video equipment, facilities, and training. SAPA TV also covers the area's local school and town government meetings, and community events, in an effort to keep the community informed. SAPA TV is truly "Television Made by You!"

Please initial each page as you read, and sign the Acknowledgement & Receipt of Employee and Volunteer Handbook at the end of the document.

Please let me know if you have any questions about the materials provided in this handbook.

Aimee Parnell
Executive Director

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Purpose and Scope of the Employee and Volunteer Handbook

This Handbook applies to all employees and volunteers of Springfield Area Public Access Television (“SAPA TV”) and is designed to provide you with information about SAPA TV’s employment policies and practices. You are encouraged to read this Handbook carefully and to keep it for future reference. Please contact the Executive Director for clarification of any of the information contained in this Handbook.

SAPA TV reserves the right to revise, supplement or rescind any policies or portions of the Handbook from time to time as it deems appropriate, at its sole and absolute discretion, with or without prior notice. Changes will be publicized with staff as soon as they are made.

I. EMPLOYMENT

At-Will Employment

Vermont is an “at will” employment state. “At will” means that you and SAPA TV have a voluntary employment relationship which exists for an unspecified period of time, and which may be terminated at will by either party, except where covered by a specific, written employment contract that is executed by an employee and SAPA TV. Thus, you may choose to resign for any reason and at any time. Similarly, SAPA TV may choose to terminate your employment at any time, for any reason, with or without advance notice, and with or without cause.

Note: This Handbook does not create a contract of employment or an implied contract of employment. No one at SAPA TV is authorized to verbally alter the employment-at-will status for any individual and no statements to the contrary can create an employment contract at SAPA TV. Unless a written employment contract exists, signed by both you and the company, there is no contractual agreement.

Immigration Law Compliance

SAPA TV is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within 3 days of starting employment. Former employees who are rehired may also be required to complete this form.

Equal Opportunity Employment

As an Equal Opportunity Employer, SAPA TV ensures that all employment decisions are based solely on individual merit, experience and qualifications directly related to professional competence and without regard to race, color, religion, gender identity or its expression, sexual orientation, nationality, ethnic origin, age, disability, citizenship, genetic information, veteran status or other

category protected by state and/or federal laws. In addition, SAPA TV is committed to making reasonable accommodations for individuals with known disabilities who are otherwise qualified to perform the essential functions of their particular position.

If you have questions or concerns about discrimination in the workplace, you are encouraged to bring these issues to the attention of the Executive Director. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination.

Personal Information

SAPA TV maintains certain personal, pay-related and job-related information for all employees. Most employee records are maintained in paper and/or electronic files, or as otherwise required by law. You should notify SAPA TV of any pertinent changes to their name, address, telephone number, income tax exemptions, marital status, number of dependents, emergency contact, etc.

To the extent permitted by applicable laws, employee records in the personnel file are available for inspection by the employee. You may review your personnel file during your employment, but only in the presence of an authorized individual. If you are interested in reviewing your file, please contact the Executive Director.

SAPA TV will not release salary information in response to external third-party requests (new employer, mortgage company, bank, etc.) without written authorization from the employee, or as required by law. Personnel files may not be removed from SAPA TV's premises.

Employment Classifications

SAPA TV uses different employment classifications to describe employees' status and eligibility for benefits.

Each employee is designated as either non-exempt or exempt:

Exempt employees earn a regular weekly salary of at least \$455 per week (a federally-set level), and hold an administrative, professional, or management position. Exempt employees are not subject to overtime pay provisions of the federal Fair Labor Standards Act (FLSA).

Non-Exempt employees are generally paid hourly and are eligible for overtime at one and a half times the regular rate of pay for all hours over 40 hours in a work week.

In addition to being categorized as non-exempt or exempt, employees are further classified as full-time, part-time or variable hour. These classifications are defined as follows:

Full-Time employees are those who are regularly scheduled to work 30 or more hours per work week on a year round basis. These employees are eligible for SAPA TV's benefits package.

Part-Time employees are those who are regularly scheduled to work under 30 hours per

work week on a year round basis. These employees are not eligible for SAPA TV's benefits package.

Variable hour part-time employees, such as field producers and interns, are those who work temporarily as needed to complete specific assignments. Hours worked will depend upon the nature of the assignment. Variable hour employees are not eligible for SAPA TV's benefits.

Volunteers are unpaid and willingly donate their time. Board members volunteer their time and may not accept payment for any work done in association with SAPA TV.

Performance Reviews

Full-time employees will receive an annual performance review prior to the start of a new fiscal year by the Executive Director, based upon the criteria outlined in their position's job description. The Executive Director will receive an annual performance review by the President of the SAPA Board of Directors. Part-time and variable-time employee reviews will be conducted on an as-needed basis.

Performance evaluations will become a permanent part of your personnel file. You will receive a copy of your evaluation performance or re-evaluations. You will be offered the opportunity to have attached to your evaluation any written objections or explanations or refutations of any material in the evaluation, which you consider to be biased, incomplete, or unfair. You will be asked to sign your performance evaluation, as a means of establishing that you have been given the opportunity to read it. This signing will not be construed as your endorsement of the contents of the evaluation.

Performance Probationary Status:

You may be placed on this status by the Executive Director for a specified period of time not to exceed three months as a result of unsatisfactory job performance. Before the end of this period or before termination, you will be subject to a performance evaluation. Termination may occur at any time during this period, subject to policies and procedures governing termination. During this period, you will continue to acquire and may exercise use of benefits available to employees.

Conflicts of Interest

SAPA TV recognizes the rights of employees to engage in outside activities, including outside employment, which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that SAPA TV may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever you are in a position to influence a decision that may result in a personal gain for you or an immediate family member (spouse or significant other, children, parents, siblings) as a result of SAPA TV employment. In addition, a conflict can be created when a second job (videography or otherwise) conflicts with SAPA TV's employment expectations. In this case, prior approval from the Executive Director is required.

A conflict of interest exists when your loyalties or actions are divided between SAPA TV and a competitor, supplier, media outlets, client, other third party, or, in some situations, yourself. If you are unsure whether a certain transaction, activity or relationship constitutes a conflict of interest, you should discuss it with the Executive Director.

Some examples of the more common conflicts that should be avoided and/or discussed include:

- Accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers.
- Working for a competitor, supplier or client while employed by SAPA TV.
- Engaging in outside employment or self-employment in competition with your duties at SAPA TV.
- Using proprietary or confidential company information for personal gain or to SAPA TV's detriment.
- Having a direct or indirect financial interest in or relationship with a competitor or supplier.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to SAPA TV.
- Committing SAPA TV to give its financial or other support to any outside activity or organization without appropriate written authorization.

Failure to adhere to this guideline, including failure to disclose any conflict or seek an exception, may result in disciplinary action up to and including termination of employment.

Confidentiality

It is the responsibility of all employees to safeguard sensitive information. Confidential information includes, but is not limited to, confidential personnel information or information discussed during executive sessions of the Board of Directors. None of this information should be repeated, copied or shared (physically or electronically) with anyone. If you are ever in doubt, it is best to refer all questions concerning confidentiality or proprietary information to the Executive Director.

Even after employment ends, you are bound to observe and adhere to the same standards with respect to the use and disclosure of SAPA TV's confidential and proprietary information.

II. Workplace

Open Door Policy

In order to maintain productive and positive relationships within our organization, we have an "open door policy" at all levels of the organization. You are encouraged to express your opinions, concerns and suggestions regarding the workplace directly to the Executive Director. SAPA TV is eager to assist in the resolution of employee concerns and to consider ideas for making the station even better.

If you have a concern or complaint that can't be resolved through the Open Door Policy, you may follow the Grievance Procedure as outlined below.

Grievance Procedure

If your work-related grievance cannot be satisfied by the Open Door Policy (see above), you may submit it in writing to the Executive Director, including cases in which the Executive Director is the subject of the grievance.

1. Upon receipt of a written grievance, the Executive Director shall attempt to resolve the grievance within 10 working days. It shall be the responsibility of the Executive Director to deal with grievances in the manner they deem most appropriate. However, no action shall be taken against an employee who is the subject of the grievance and no record placed in any such employee's personnel file, without first providing that employee an opportunity to present written and/or oral arguments or explanations in response to the grievance.
2. After 10 working days, you may appeal the resolution of that grievance in writing to the Board of Directors' Personnel Committee with a copy to the Executive Director. This is the process even if the Executive Director is the subject of the grievance.
3. If the Executive Director has a grievance against any employee, it shall be directed to the Personnel Committee, with a copy to the employee. If the Executive Director has a grievance against any Board Member, it shall be directed in writing to the Personnel Committee, with a copy to the Board Member. Any such grievances heard by the Personnel Committee should be open to all parties of the grievance and they shall have the opportunity to present written and/or verbal testimony. The Board has final decision and shall direct recommendations made by the Personnel Committee in such grievances.
4. Current contact information:

Aimee Parnell

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Springfield Area Public Access
Television
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Code of Conduct

The Code of Conduct laid out in SAPA TV Policies and Procedures is incorporated by reference into this employee handbook and applies to anyone entering SAPA TV facilities for any reason, including employees, volunteers, members, guests, and the public. Please refer to the SAPA TV Policies and Procedures document for detailed information on this topic.

Anti-Harassment Policy

SAPA TV is firmly committed to prohibiting discrimination both before and during employment against individuals because of race, color, religion, sexual orientation, gender identity or its expression, age, nationality, ethnic origin, citizenship, disability, genetic information, veteran status, or any other legally protected status. All employees are entitled to a workplace free of discrimination, including harassment based on any of the above factors. We will not tolerate such conduct at the workplace. If you believe that you have been subjected to such discrimination or harassment, please follow the Grievance Procedure (above).

Sexual Harassment

SAPA TV prohibits sexual harassment of its employees/volunteers or by its employees/volunteers. Sexual harassment is unlawful under state and federal statute.

The executive director will schedule mandatory sexual harassment training for full-time employees every two years. New employees will be required to take the first training scheduled in the two-year cycle. Part-time employees and volunteers will be invited to join the training.

Definition of "Sexual Harassment"

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment may include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- unwelcome sexual advances
- suggestive or lewd remarks
- unwanted hugs, touches, kisses
- requests for sexual favors
- pornographic posters, cartoons or drawings
- sexual jokes and banter
- retaliating for complaining about sexual harassment

It is unlawful to retaliate against an employee for reporting sexual harassment or for cooperating in an investigation of a complaint of sexual harassment. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects

the working environment of any person involved in the complaint or investigation. Employees who believe they are being retaliated against should follow the Grievance Procedure outlined above.

Complaint Procedure

SAPA TV is committed to taking action when it learns of potential sexual harassment. Employees who feel they have been the victim of sexual harassment should alert the Executive Director and/or follow the Grievance Procedure (above).

In addition or alternatively, employees may seek counseling or report sexual harassment to the Employee and Family Assistance Program (EAP). See the Benefits section of this document for contact information.

We will take all necessary steps to ensure that the matter is promptly investigated and addressed. Any employee who has been found to have harassed another employee will be subject to disciplinary action, ranging from a verbal warning up to and including termination. Any volunteer or community member who has been found to have harassed an employee of SAPA will lose access privileges and no longer be eligible for membership.

Although employees are encouraged to file their complaint of sexual harassment through our internal Grievance Procedure, the following agencies also process complaints of sexual harassment:

1. Vermont Attorney General's office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828.3171 (voice/TDD).
2. Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, tel: (800) 669-4000 (voice) (800) 669-6820 (TDD)

Harassment by Non-Employees

Any harassing or otherwise discriminatory behavior by customers, vendors, or any other third parties should be reported to the Executive Director as soon as possible so that appropriate corrective action may be taken.

Safe Workplace

SAPA TV is committed to maintaining a healthy and safe work environment and to eliminating recognized safety and health hazards in the workplace. SAPA TV requests that all employees share in this commitment and identify any unsafe conditions to their supervisor.

Accidents/Emergencies

Employees injured on the job, regardless of the severity, must report the injury to a supervisor and file a workers' compensation incident report as soon as possible. Your cooperation in promptly completing any necessary medical forms and accident reports is essential as SAPA TV may be required to submit documentation pertaining to an injury or illness to appropriate agencies. If the injury is of a serious nature, arrangements will be made to transport you to the nearest medical facility for treatment. (See Workers' Compensation, below.)

Drug and Alcohol Policy

SAPA TV is committed to maintaining a safe, drug-free workplace. No employee may possess, manufacture, distribute, trade, sell, or offer to sell illegal or prescribed drugs*, or other intoxicants while on company business (including business travel and work activities outside of the

office), or anywhere on SAPA TV premises. This policy applies also to being under the influence of legally-obtained “medical marijuana” or legalized “recreational marijuana” — being under its influence, using it, selling it or possessing it in the workplace or while on the job is prohibited regardless of its legal status.

Special Circumstances:

*Prescription and Non-prescription Medications - Prescription drugs may be possessed and used, as prescribed by the employee’s physician. However, it is your responsibility to advise the Executive Director of both prescription and non-prescription drug use if such medication could potentially affect your ability to safely and effectively perform your job duties. SAPA TV may request a note from your physician regarding the use of such drugs at SAPA TV and/or the implications on job performance. SAPA TV reserves the right to limit and/or suspend your employment, if your ability to safely perform work-related duties is impaired or diminished.

You must abide by this workplace policy, regardless of employment status. Violations of this policy may result in disciplinary action, up to and including termination of employment and/or pursuit of legal action. Certain violations of this policy may also constitute a violation of state and/or federal law. Furthermore, you must notify SAPA TV within five (5) working days of any conviction, for violation of any federal or state criminal drug law occurring in the workplace.

Tobacco Free Workplace

SAPA TV is committed to providing a safe and healthy work environment and to promoting the health and well-being of employees and visitors. SAPA TV forbids the use of cigarettes, cigars, chewing tobacco, snuff, pipes, any nicotine delivery device*, such as electronic cigarettes in the workplace or at a work site. No smoking breaks will be granted outside of regular lunch periods or breaks. The EAP website has resources for smoking cessation.

Employee Dress Code and Personal Appearance

Employees of SAPA TV are expected to present a clean and professional appearance when representing the company and to behave in a professional, businesslike manner both in the office and on work assignments.

The SAPA TV dress code is casual but neat. Please dress in a manner that is respectful to visitors, volunteers, and other staff.

III. TIMEKEEPING & TIME OFF

Timekeeping/Hours of Work

All non-exempt, part time staff must track their time daily and submit a biweekly timesheet. Non-exempt staff working more than 40 hours in a work week will be compensated at one and one half times the regular hourly rate for those hours in excess of 40. Work schedules vary by position and assignment.

Payday

Employees are paid every other Thursday. The work week runs from Sunday to Saturday. Checks for the current work period will be available the following Thursday.

SAPA TV takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of the Executive Director, so that corrections can be made as quickly as possible.

Deductions

SAPA TV is required by law to make certain deductions. Your pay stub itemizes the deductions made from your gross earnings. Federal or state laws require that we make deductions for Social Security, Federal Income Tax, State Income Tax where applicable, and any other legally mandated taxes or deductions. Any questions that you may have about your paycheck or deductions should be addressed to the Operations Manager.

Attendance, Punctuality and Absence Notification

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent or late, you should notify the Executive Director. If your absence or tardiness is unexpected, you should attempt to reach the Executive Director as soon as possible, but no less than one hour before you are due at work. Positions working from home or with agreed upon flexible hours are exempt from the above attendance and notification requirements. Failure to notify your supervisor of your absence for two consecutive days is considered a voluntary termination of employment.

Some, but not all, absences are compensated under SAPA TV's leave and benefits policies described in this handbook.

Breaks

You are entitled to break time for meals. In addition, up to two fifteen-minute breaks during work shifts are permitted. Smoking breaks are not permitted outside of normally scheduled meal breaks and 15-minute breaks.

Nursing mothers may take reasonable break times to express breast milk during the work day. SAPA TV will provide a private nursing area for employees as well as refrigeration.

Travel

SAPA TV will reimburse employees for work-related mileage:

- 1) Between the SAPA TV office and a work site;
- 2) Between your home and a work site that exceeds your regular commute to the SAPA TV office (SAPA TV will reimburse the overage).

- 3) Note: Travel time commuting between your home and the SAPA TV office is not compensable time or mileage.

Mileage is reimbursed upon submission of mileage record at the current federal mileage rate (\$0.67/mile as of 12/14/23).

Combined Time Off (CTO):

Full-time employees who work 30 or more hours each week are eligible for paid time off for vacation, personal, or sick leave, following a 30-day probationary period, accrued on a monthly basis and vested and available after successful completion of the probationary period. All such time off will be counted as “Combined Time Off.”

As of the first day of SAPA TV’s fiscal year (July 1), or for new employees, the first day of employment, you will receive a number of days (see table below) to be used for Combined Time Off during the year. Unused CTO days will expire on June 30 of each year. CTO may not be carried over or accumulate from year to year, nor can it be “borrowed” from future years.

At the end of the fiscal year (June 30), SAPA TV will reimburse you for up to two (2) days of unused CTO per year, each day payable at eight (8) hours at your pay rate for the year being compensated. If your employment at SAPA TV is terminated voluntarily, SAPA TV will pay out your unused CTO for that fiscal year.

New employees will begin to accrue CTO on the first day of employment, but may not use more than three (3) consecutive CTO days for the first three (3) months, subject to the discretion of the Executive Director. New employees will accrue 1 CTO days (or 8 hours) per month until the anniversary of their hire date.

CTO is determined by the length of the employee’s service to the organization and accrues as follows. Years will be calculated from hire date of the first year that they worked for SAPA TV.

Years of Service	CTO Days Per Year
0 - 1 years	1 day per month worked, plus standard holidays
1 - 5 years	30 days - 10 holidays, 5 personal days, and 15 vacation days, with the approval of the Executive Director
5+ years and/or Executive Director	35 days - 10 holidays, 5 personal days, 20 vacation days, with the approval of the Executive Director

You must request to use accrued CTO for vacation time of more than three sequential days from the Executive Director at least six (6) weeks in advance; requests will be considered based on the operational needs of the organization and authorized in a timely manner.

Holidays

SAPA TV observes the following holidays by closing the office on the following days:

- Martin Luther King, Jr. Day
- Memorial Day
- July 4th
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

All full-time employees will receive the holiday off or, if the holiday falls on a weekend day, either the preceding Friday or following Monday as determined by the Executive Director, with full compensation.

Family and Medical Leave

Due to our small size, SAPA TV is not required under federal or state law to comply with Family and Medical Leave Act or The Vermont Small Necessities Act. However, the Executive Director will consider comparable leaves for full-time employees on a case by case basis.

Parental Leave

An unpaid leave of absence will be granted to any full-time SAPA TV employee for a period of up to 12 weeks at the time of the birth or adoption of a child.

Military Leave

Reserves. Employees are eligible for time off to attend training in any branch of the Armed Forces or National Guard of the United States. An employee must present military orders to the Executive Director immediately upon receipt. Full-time or part-time employees will be paid the difference between their normal rate of pay and their military pay, limited to a two-week period.

Active Duty. An Associate called to active duty must present the military orders to the Executive Director immediately upon receipt. If the leave does not exceed five years and an honorable discharge is received, the employee is eligible for re-employment in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). During the leave, health and retirement benefits are protected in accordance with the USERRA.

Benefits. Employees will continue to receive full benefits for up to 30 days. Employees on military leave for more than 30 days may elect to continue health benefits for up to 24 months by paying the full premium. Upon returning to employment after military service, an employee's benefits will be reinstated immediately.

Jury Duty

SAPA TV encourages employees to fulfill their civic responsibilities by serving jury duty when required. You may use any available CTO or may request an unpaid jury duty leave of absence. You must show the jury duty summons to the Executive Director as soon as possible so they may make arrangements to accommodate their absence. Employees are expected to report for work

whenever the court schedule permits.

Bereavement Leave

Full-time employees who are actively at work are eligible for bereavement leave with pay for up to 3 days for the death of an immediate family member including a spouse, parent, child (natural, adopted or foster), sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration may also be given to any other persons whose association with the employee is similar to any of the above relationships.

You must notify the direct supervisor immediately of a need for bereavement leave along with the specific dates. If additional time is needed beyond three (3) days, CTO or unpaid personal leave may be taken with the approval of the Executive Director.

Inclement Weather

In the event of inclement weather, the office is generally open on regularly-scheduled work days unless a decision is made by the Executive Director to close, in which case, you will be notified prior to regular office hours. Exempt employees will be compensated for the day and are expected to complete what duties they can from home; non-exempt field staff will have the hours rescheduled.

Variable part-time field staff who cannot reach their scheduled work destination due to weather conditions or individual transportation problems must notify the Executive Director immediately.

IV. BENEFITS

Employees who work at least 30 hours per week are eligible for the following company-provided benefits. Part-time (less than 30 hours), and variable hour employees are not eligible for these benefits.

Health Insurance

SAPA will offer a health insurance benefit to all eligible employees, following a 30-day probationary period. The plan that will be offered is the BC/BS Vermont Health Plan BlueCare Plan D, with \$500 IP/\$200 OP deductibles. In order to be eligible, employees must work full-time (defined as 40 hours/week). The paid benefit would pay for 70% of the premium of the insurance plan (single coverage only). Eligible SAPA employees have the opportunity to purchase dental insurance through VACE insurance, starting the next month after employment begins, at the earliest. The dental plan to be offered is Delta Dental Plan One (PPO Plus Premier), Plan Two (PPO) or Plan Three (Preventative). This plan will cover one single person only. Premiums are paid through SAPA, and reimbursed by the employee as a paycheck deduction. Specifics about each plan can be found at vaceinsurance.com.

The Open Enrollment period allows you to add or change their benefits coverage. Applications for medical and dental insurance may be submitted during this period. Open Enrollment generally takes place in November or early December, with changes effective on January 1. Once you have

made a change, you cannot change that selection until the next Open Enrollment period, except in the case of a qualifying event (see below).

A “qualifying event,” such as certain life status changes—marriage, birth or adoption of a child or involuntary loss of medical and/or dental coverage, etc.—may allow entry into a plan as long as application for coverage is made within 30 days of the qualifying event. For specific details, please refer to your Summary Plan Description.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employer’s health plan when a “qualifying event” would normally result in the loss of eligibility.

Qualifying events, as defined by COBRA and the Internal Revenue Service (IRS), include:

- Voluntary or involuntary termination of employment
- Reduction in an employee’s hours of employment
- Death of an employee
- An employee’s divorce or legal separation
- A dependent child no longer meeting eligibility requirements, for example, on the basis of age attainment or the ending of student status

Under COBRA, the employee or qualified beneficiary pays the full cost of health insurance coverage at SAPA TV’s group rates, plus a 2% administration fee.

It is your responsibility to notify management once a “qualifying event” occurs that is not related to your employment.

Workers Compensation

Employees injured while working should immediately report the injury to the Executive Director, regardless of how minor the injury may be. As soon as possible after the incident, you must complete a Vermont Department of Labor Workers’ Compensation Incident Report and submit it to the Executive Director, regardless of whether you believe the incident warrants medical attention. SAPA TV carries workers' compensation insurance and will assist employees in obtaining all benefits to which they are legally entitled.

V. COMPANY PROPERTY AND TECHNOLOGY USE

You are responsible for keeping your work area in professional condition: neat, dusted, and free of food and beverage waste.

All SAPA TV equipment, including office equipment such as your desktop computer, is to be utilized for business purposes and in accordance with SAPA TV's Policies & Procedures. Software must not be downloaded from the Internet without prior approval.

Use of SAPA TV Video Production Equipment and Facilities for independent work

If you intend to use SAPA TV equipment or facilities for paid work outside the station, you must get approval from the Executive Director in advance. If footage that you produce or edit with SAPA TV equipment is at any time sold, rented, or brings you income of more than \$100, SAPA TV is entitled to a percentage of all gross monies received, as detailed below. Payment shall be made to SAPA TV within 30 days of receipt.

- 1) If the footage is used for programming on SAPA TV, the percentage owed is 10%.
- 2) If the footage is not used for programming on SAPA TV, the percentage owed is 15%.

Intellectual Property

You must respect and comply with copyright laws and intellectual property rights of SAPA TV and other parties at all times. When using web-based sources, you must provide appropriate attribution and citation of information.

Personal Phone Calls

Use common sense and your best judgment when making or receiving personal cellular phone calls or texts at work. To the extent possible, make personal cell phone calls during breaks or lunch times.

Should driving become a necessity in the course of employment, in accordance with Vermont law, SAPA TV prohibits the use of hand-held cellular devices and texting while driving.

Social Media

You must observe the following when participating in social media sites and/or engaging in other forms of internet use, whether logged into SAPA TV's social media accounts or your own personal accounts:

- Adhere to all applicable policies as set forth in the Employee Handbook. This includes but is not limited to:
 - Policies regarding confidential information; and
 - Policies prohibiting all forms of illegal discrimination and harassment.
- Clarify whether you are speaking for yourself and not on behalf of SAPA TV.

- Ensure that your social media activities are consistent with SAPA TV's high standards of professional conduct.
- You may not engage in the posting of pornography, obscenity, or any other forms of abusive conduct such as threats of violence.

VI. EMPLOYEE EXIT AND TERMINATION

Resignation is a voluntary act that you initiate to terminate employment with SAPA TV. As established above, due to Vermont's "at-will" employment status, you may terminate your employment at any time, with or without cause, and with or without notice. Likewise, SAPA TV is free to terminate your employment at any time, for any reason that is not prohibited by law, and with or without notice. Although advance notice is not required, SAPA TV requests at least two weeks' written notice of resignation from non-exempt employees, and four weeks' notice from exempt employees. Prior to your departure, the Executive Director will schedule an exit interview to discuss the reasons for your resignation and the effect of your resignation on benefits.

In your final paycheck, you will be paid for all time actually worked. Once you have given notice, you will not be permitted to request any CTO prior to their final date of employment, except for illness. Previously scheduled CTO may be permitted or rescinded at the Executive Director's discretion. In addition, you will be paid for two-thirds of unused CTO time for that year, except in the event of involuntary termination due to gross misconduct.

All employees whose employment ends must notify SAPA TV if their address changes in the year following their termination so that tax and benefit information will be sent to the proper addresses.

If you resign without notice, your final paycheck will be mailed to the most recent address on file in the next regularly scheduled payroll run; in the event of an immediate involuntary termination of employment, your final pay will be processed within 72 hours.

Group health benefits in which you are enrolled cease on the last day of the month in which the resignation or termination took place.

Continuation of Benefits

You will be notified of your eligibility to continue health insurance benefits under COBRA for you and your eligible dependents, as required by law.

Re-Hire Policy

Employees who provide SAPA TV with satisfactory service may re-apply for employment at any time. Former employees seeking re-employment will be asked to re-apply for the open position through the same process as any other candidate

References

Please refer anyone calling for an employment referral to the Executive Director. Under no circumstances are employees other than the Executive Director authorized to give out information regarding another employee.

SAPA TV will respond to reference check inquiries by confirming dates of employment, wage rates, and position(s) held. No employee salary data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, unless otherwise required by law.

Thanks for reading this Handbook!

If you have any questions about the policies stated in this Handbook, please contact the Executive Director.

Again, welcome to SAPA TV and we look forward to you being a great part of our team!

Acknowledgment & Receipt of Employee and Volunteer Handbook

I acknowledge that I have received SAPA TV (“Company”) Employee Handbook (the “Handbook”), either in electronic or paper format.

I understand that the Handbook serves as a set of guidelines only, since no handbook or set of policies can anticipate every possible circumstance or situation that may arise in the workplace. I understand that individual circumstances may call for individual attention and/or action. I further understand that the contents of this Handbook may be changed at any time at the discretion of SAPA TV.

I understand that nothing contained in the Handbook or this acknowledgment page, in whole or in part, shall act as a contract or guarantee of employment. I understand that my employment and/or volunteering with SAPA TV is at-will and that because I am employed and/or volunteering for no definite period of time; both SAPA TV and I retain the right to terminate the employment and/or volunteer relationship at any time and for any reason.

My signature below indicates that I have read and understand the above statements.

Print Name _____

Employee Signature _____

Date _____

Please return this signed acknowledgment to the Executive Director.