

GIS Certification Institute

EMPLOYEE HANDBOOK



May 2023

TABLE OF CONTENTS

WELCOME!	4
INTRODUCTION	5
INTRODUCTION TO HANDBOOK	5
DEFINITIONS	5
NOTICE TO EMPLOYEES	5
EMPLOYMENT	6
ACCOMMODATION OF DISABILITIES	6
AT-WILL EMPLOYMENT	6
CHANGE IN POLICY	7
EQUAL EMPLOYMENT OPPORTUNITY	7
PERSONNEL FILES	7
SEPARATION FROM EMPLOYMENT	7
INTRODUCTORY PERIOD	8
CLASSIFICATIONS OF EMPLOYMENT	8
ADVANCEMENT AND PROMOTION	9
EMPLOYEE CONDUCT	9
ABSENTEEISM AND TARDINESS	9
REMOTE WORK	9
ANTI-HARASSMENT	10
DRUG-FREE WORKPLACE	12
GUIDELINES FOR APPROPRIATE CONDUCT	12
OUTSIDE EMPLOYMENT	14
TOBACCO-FREE WORKPLACE	14
VIOLENCE IN THE WORKPLACE	14
HOURS AND COMPENSATION	15
ERROR IN PAY	15
EXEMPT EMPLOYEE REDUCTION OF SALARY	15
HOURS OF OPERATION	16
LACTATION BREAK	16
OVERTIME FOR NONEXEMPT EMPLOYEES	16
PAY PRACTICES	17
WAGE AND SALARY	17
OPERATIONS	17

EMPLOYEE SAFETY AND HEALTH	17
GIFTS AND FAVORS	18
JOB PERFORMANCE EVALUATIONS	18
PERSONAL VEHICLES	18
USE OF ORGANIZATION PROPERTY	19
WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE	19
BUSINESS TRAVEL	19
COMMUNICATIONS	20
COMPLAINT RESOLUTION PROCEDURE	20
INTERNET CODE OF CONDUCT	20
USE OF COMMUNICATION SYSTEMS	22
WIRELESS COMMUNICATION DEVICE USE GUIDELINES	23
EMPLOYEE BENEFITS	24
BENEFITS	24
HOLIDAYS	24
PAID TIME OFF (PTO)	24
PAID PARENTAL LEAVE	25
LEAVE OF ABSENCE	25
BEREAVEMENT LEAVE	25
JURY DUTY AND WITNESS LEAVE	25
VICTIM AND WITNESS LEAVE	26
MILITARY LEAVE OF ABSENCE	26
PERSONAL LEAVE OF ABSENCE	26
SCHOOL ACTIVITIES LEAVE	27
VOTING LEAVE	27
AUTHORIZATION OF DEDUCTION FROM WAGES	28
HANDBOOK ACKNOWLEDGEMENT	29

WELCOME!

Welcome to the GIS Certification Institute. We are glad that you are here and are a part of this special organization. The GISCI is an important part of the geospatial community, and you all play a role in the contributions that we make back to the profession.

We hope you agree that you have a great contribution to make to our organization and that you find your employment with us a rewarding experience. We look forward to the opportunity of working together to create a more successful organization. We also want your employment with us to be one that is mutually beneficial and gratifying.

You have joined an organization that is a non-profit organization that promotes the advancement of proficient GIS professionals through its international GISP® (Certified GIS Professional) certification program. We foster rigorous professional and ethical standards, community engagement, and professional mentoring within the GIS industry. I hope you will help us in meeting our mission.

We hope you will find satisfaction in your job and take pride in your work. Thanks for being a part of GISCI.

Tony Spicci CGMP GISP
GISCI Executive Director

INTRODUCTION

INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines to our organizational policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible so you will know what is expected of you and what you can expect from our organization.

This employee handbook replaces all previous GIS Certification Institute (GISCI) handbooks, policies, and memoranda. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including termination of employment.

GISCI manages the day-to-day activities related to its core business. GISCI contracts with an external accounting firm which manages the administrative responsibilities such as payroll processing and benefits and supports the organization in many human resources issues. This handbook serves to provide guidance and policies regarding your employment with GISCI. Nothing in this handbook alters the at-will relationship between GISCI employees and GISCI. As such, this handbook does not explicitly or impliedly create an employment contract.

You should have already signed an employment agreement outlining your employment relationship with GISCI. Contact your supervisor if you have any questions.

We hope that your experience with us will be challenging, enjoyable and rewarding.

Again, welcome!

DEFINITIONS

- The term "employee" as used throughout this handbook means those employees of GISCI.
- The term "employment" as used throughout this handbook means your employment with GISCI.
- The term "GISCI" as used throughout this handbook means GIS Certification Institute.
- The term "supervisor" as used throughout this handbook means your immediate supervisor(s) at GISCI, as designated by GISCI's employment chart.

NOTICE TO EMPLOYEES

In this employee handbook, we have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

This employee handbook supersedes all previous GISCI handbooks and policies. In addition, this handbook supersedes all prior management memos to the extent that such memos contradict a subject or policy covered therein.

EMPLOYMENT

ACCOMMODATION OF DISABILITIES

GISCI is committed to making every reasonable effort to accommodate an employee's disability. Accommodation may be provided if the employee can perform the essential duties of the job, and it does not create an undue hardship for the organization. A reasonable accommodation may include changes in the work environment or in the way a job is performed, so a person with a disability may enjoy equal employment opportunities.

Under this policy, if you are pregnant and request a reasonable accommodation for the duration of or any part of your pregnancy, we will explore all possible means of providing the reasonable accommodation including, but is not limited to, the following:

- More frequent or longer bathroom breaks.
- Breaks for increased water intake.
- Breaks for periodic rest.
- Seating.
- Assistance with manual labor.
- Light duty.
- Temporary transfer to a less strenuous or hazardous position.
- Acquisition or modification of equipment.
- Changing the employee's job duties.
- Changing the employees' work hours.
- Relocating the employee's work area; or
- Providing leave necessitated by pregnancy, childbirth, or medical or common conditions relating to pregnancy or childbirth.

Accommodation depends upon the employee's job requirements and the specific facts and circumstances of each individual situation.

Please inform your supervisor if you require accommodation, so the organization can have an interactive discussion with you. Your supervisor will collaborate with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

AT-WILL EMPLOYMENT

Your employment with GISCI is at-will which means that you or GISCI may terminate your employment at any time for any lawful reason unless a written employment agreement exists with GISCI that provides otherwise.

GISCI has the right to transfer, demote, or otherwise discipline an employee at any time for any lawful reason. For an employment agreement with GISCI to be considered valid, the Executive Director or Chair of the Board of Directors must sign it.

This handbook is not a contract guaranteeing employment for any specific duration. As provided in the handbook acknowledgement, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook replaces all prior

handbooks, written documents (except for authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

CHANGE IN POLICY

The GISCI Board of Directors may change, revoke, or supplement the policies in this handbook at any time without notice. The GISCI Board of Directors will determine the effective date of any changes, and every effort will be made to notify you in advance. However, failure to give advance notice will not void any policy's application in the workplace.

Supervisors do not have the authority to change the policies in this handbook on their own. If you are uncertain about any policy or procedure, contact your supervisor for clarification.

EQUAL EMPLOYMENT OPPORTUNITY

GISCI provides equal employment opportunities to all employees and applicants in all organization facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

PERSONNEL FILES

GISCI maintains a personnel file on each employee. Contact your supervisor to request a review of your organization personnel file.

To ensure that your personnel file is always up to date, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your payroll specialist.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by resignation, retirement, lack of work, deficient performance, or other reasons.

Exit Interviews

GISCI management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about GISCI. During the exit interview, you can provide insights into areas for improvement for the organization and your specific position.

Return of Organization Property

Any property issued to you by the organization such as software, computer equipment, databases, files, cell phone, pager, keys, parking passes, credit card(s) or any other equipment must be returned at the time of termination. You will be responsible for any lost or damaged items.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. GISCI uses this period to evaluate employee capabilities, work habits, and overall performance. It is also a time to get to know your fellow employees, your supervisor, GISCI culture and the tasks involved in your job position, as well as to become familiar with GISCI programs and services. Your supervisor or another GISCI employee will collaborate with you to help you understand the needs and processes of your job.

All new and rehired employees work on an introductory basis for the first 120 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If GISCI determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

This introductory period does not affect the employment status of an employee being "at-will," meaning that the employment relationship may be terminated at any time and for any non-discriminatory reason by either party.

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employment benefits, GISCI classifies its employees as follows:

- **Full-Time Regular** -- Employees hired to work GISCI's normal, full -time, 30 hour or more workweek on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- **Part-Time Regular** -- Employees hired to work fewer than 30 hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- **Temporary** -- Employees engaged to work full-time or part-time on GISCI's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered, and may accept, a new temporary assignment with GISCI and thus still retain temporary

status.) Such employees may be "exempt" or "non-exempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of GISCI.)

- **Non-exempt** -- Employees who are required to be paid minimum wage and overtime at the federal or state prescribed wage rate, whichever is higher.
- **Exempt** -- Employees who are not required to be paid minimum wage and overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a workweek. Executives, professional employees, outside sales representatives, certain computer programmers and employees in some administrative positions are typically exempt.

ADVANCEMENT AND PROMOTION

GISCI's goal is to promote employees from within the current workforce whenever possible. Once a vacancy becomes available, you may apply for the job provided you are qualified for such advancement.

In making advancement to a new position, the demonstrated ability and overall qualifications of the applicant will be considered. The final decision on applicants will be based upon the overall qualification of the applicant and the recommendation of the applicant's supervisor.

EMPLOYEE CONDUCT

ABSENTEEISM AND TARDINESS

Regular attendance is important to the smooth operation of GISCI. If you are late or absent, it places a burden on other employees and may impact productivity, stakeholder satisfaction and team morale.

You are expected to be dependable and punctual by reporting to work on time and as scheduled. If you know that you will be absent or late arriving for work, notify your supervisor directly as soon as possible. In most circumstances, you should notify your supervisor within the first 30 minutes of your work shift each day of your absence, unless you have been granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider, unless state or local law provides otherwise, before you will be permitted to return to work. Failure to properly report your absences may be considered a voluntary resignation of your position.

REMOTE WORK

Remote Workers may consult GISCI's [Remote Work Policy](#) (add link) for policies and guidelines specific to teleworking.

ANTI-HARASSMENT

GISCI and is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited, and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, GISCI will promptly take any necessary and appropriate disciplinary action.

GISCI will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
 - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a) Submission to such conduct is an explicit or implicit term or condition of employment.
 - b) Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c) Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

GISCI provides you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the individual that is involved that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive, and this action alone may often resolve the problem. If the informal discussion is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to the Chair of the GISCI Board of Directors. We cannot resolve a harassment or discrimination problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, GISCI will promptly take any necessary and appropriate disciplinary action if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. GISCI may address any workplace issue discovered during an investigation. This may include some or all the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, GISCI will take appropriate action to stop the conduct.

If you have made a complaint but believe that the action taken in response has not remedied the situation, you should take this matter up with your immediate supervisor.

Duties of Employees and Supervisors

All employees of the organization, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The organization strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, organization owner) should act promptly to notify the Executive Director or GISCI Board Chair so an investigation may promptly proceed. The organization may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

DRUG-FREE WORKPLACE

GISCI is committed to protecting the safety, health and well-being of all employees, customers, clients, and vendors in our workplace. "Workplace" includes organization property, any organization-sponsored activity, or any other site where you are performing work or representing the organization.

The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines.

All employees are expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy.

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Exceptions to the use of alcohol include group meetings or events that have a social component associated with them. In these situations, responsible consumption of alcohol is permitted, however all other federal, state, or local agency laws must be observed. Intoxication at these events is forbidden.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations, or any other federal, state, or local agency drug testing regulations related to a particular industry.

GUIDELINES FOR APPROPRIATE CONDUCT

To conduct the operations of GISCI efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees and the organization. All employees are expected to act in a professional manner with customers and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other organization records.
- Violating the anti-harassment policy.
- Violating certain state, federal or local laws and regulations.

- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment.
- Soliciting gratuities from customers or clients.
- Displaying excessive or unexcused absenteeism or tardiness.
- Possessing firearms, weapons, or explosives on organization property without authorization, in violation of policy or while on duty.
- Using the organization's property and supplies, particularly for personal purposes, in an excessive, unnecessary, or unauthorized way.
- Negligent damage of property.
- Violating the violence in the workplace policy.
- Violating the drug-free workplace policy.
- Committing theft or unauthorized possession of organization property or the property of fellow employees; possessing or removing any organization property, including documents, from the premises without prior permission from management; using organization equipment or property for personal reasons without proper authorization; using organization equipment for profit.
- Giving confidential or proprietary information to competitors; working for a competing business while an employee of the organization; breaking confidentiality of information such as Social Security Numbers, including any part of Social Security Numbers. Personal information also includes driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers or health insurance identification numbers.
- Engaging in abusive conduct, or bullying, such as using obscene, abusive, or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating.
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or inferior performance is unacceptable and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.

- Termination - If an employee fails to follow acceptable conduct or performance standards, the organization may terminate the employee's employment.

Depending on the specific circumstances, the organization may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

OUTSIDE EMPLOYMENT

You may hold outside employment so long as you meet the performance standards of your job with GISCI. You will be evaluated by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

Any outside employment that appears to conflict with or compromise the interests of the organization is not permitted. Employees also may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing their jobs with the organization.

TOBACCO-FREE WORKPLACE

GISCI is committed to providing all employees with a safe and healthy work environment. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco, as well as the chewing of tobacco, is not allowed in the workspace.

VIOLENCE IN THE WORKPLACE

GISCI is committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors, and others with whom we do business. The organization has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional, or veiled threat of harm to any employee, guest or property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor, a management member or GISCI Board Chair. You must assume that any threat is serious. The organization will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

GISCI will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on organization premises or while engaged in organization business off the premises.

HOURS AND COMPENSATION

ERROR IN PAY

GISCI makes every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

You should review your paycheck when received and, if you believe an error has been made, contact your supervisor immediately. All necessary steps will be taken to research the problem and to ensure that any necessary correction is promptly made.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under GISCI paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness, or disability.
- Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the organization paid time off, vacation, sickness, or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.
- Employees who violate a safety rule of major significance may have their salary reduced in an amount to be determined by the organization as a penalty for that violation.
- Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of unpaid suspension is included in all similar policies.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions/Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your immediate supervisor. No employee will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements and is not to be considered any type of contract.

HOURS OF OPERATION

Normal operating hours for GISCI are from 8:00 am to 5:00 pm Central time, Monday through Friday. These hours may vary depending upon your position and work requirements. If applicable, your supervisor will provide directions for lunch and rest breaks in order to facilitate the smooth flow of business and to maintain an adequate number of staff.

Give your supervisor as much advance notice as possible for any schedule changes.

LACTATION BREAK

GISCI will provide a reasonable amount of break time, or amount of time required by state law, to accommodate a female employee's need to express breast milk for the employee's infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods. GISCI will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your supervisor should arrangements for a refrigerator be required.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy.

OVERTIME FOR NONEXEMPT EMPLOYEES

Depending on the organizational work needs, employees will be required to work overtime when requested to do so. Nonexempt employees will be paid overtime premiums at the applicable federal or state wage rate, whichever is higher. You are responsible for clearly noting all hours worked, including any overtime hours, on your timesheet.

It is our policy that no overtime can be worked without the advance approval of your supervisor. Failure to obtain approval in advance of working overtime is a violation of organization policy, and you may be subject to disciplinary action.

If, during a workweek, you are away from the job because of an injury, paid holiday, jury or witness duty, sick day or vacation day, those hours not worked will not be counted as hours

worked for the purpose of computing overtime pay, even if you receive pay such as sick or vacation pay for such time missed.

Prohibited “Off the Clock” Work

Employees are not to work “off the clock” and are required to ensure that all time worked is properly recorded. If you are given directions to perform work “off the clock,” you should promptly notify your supervisor. If your supervisor has given you directions to work “off the clock” and/or has told you not to properly record all hours worked, notify your human resource specialist. You will not be penalized in any way for making such a complaint.

PAY PRACTICES

For overtime calculations and salary administration, the fixed 7-day "workweek" for GISCI is the period beginning at midnight, Monday and ending at 11:59 p.m., Sunday. All employees will be paid semi-monthly on the 15th and end of the month. For payday falling on a weekend or holiday, you will be paid the prior business day.

If your employment ends, you will be paid your final wages in accordance with applicable state law.

WAGE AND SALARY

Wage rates and salaries vary according to your qualifications and previous work experience, and a successful, stable work record. Rates for one particular job or classification cannot be compared as being relative to any other.

During the annual performance appraisal process, your salary will be reviewed. Any wage increase, adjustment in pay or performance bonus will be awarded on an individual basis dependent upon your performance and your overall contribution to GISCI's double bottom line of fulfilling its mission and organizational growth.

OPERATIONS

EMPLOYEE SAFETY AND HEALTH

Our employees are our most valuable resource, and their safety is most important to us. You are expected to report all job-related injuries or illnesses to your supervisor immediately, regardless of severity. You are also expected to:

- Obey safety rules.
- Follow safe job procedures and do not take shortcuts.
- Keep work areas clean and free from slipping or tripping hazards.
- Use prescribed personal protective equipment.
- Report all safety hazards or malfunctions to a supervisor immediately.
- Use careful and proper technique when lifting and carrying objects.

- Observe restricted areas and all warning signs.
- Know and follow emergency procedures.
- Report unsafe conditions to supervisors.
- Report every accident and injury to a supervisor promptly.
- Follow the care prescribed by the attending physician when treated for an injury or illness.
- Attend all employee safety meetings.
- Cooperate fully in accident investigations; serve on safety committee or other loss control activities as needed.

If you have reported a safety issue to your supervisor and you feel that the issue has not been appropriately addressed, you should report the issue to the GISCI Board Chair.

To maintain a safe and healthy workplace, both management and employees must work diligently to promote safety.

GIFTS AND FAVORS

Employees should not solicit or accept a promise of future employment based on any gift, loan, gratuity, reward, or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job.

You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

JOB PERFORMANCE EVALUATIONS

GISCI is committed to attracting and retaining a qualified and competent workforce. Employees typically will receive an annual written performance review and may receive additional performance evaluations at other intervals. Written performance reviews will be based on your overall performance in relation to your job responsibilities, your achievements and work behavior. Informal performance discussions typically occur throughout the year and encourage open supervisor-employee communication. A positive performance review does not guarantee either an increase in compensation or continued employment. Raises, if given, may be based on several factors, such as the organization's performance and profitability, department or group performance and individual performance.

PERSONAL VEHICLES

You may use your personal vehicle for official organization business provided prior approval has been obtained from your supervisor. You will be reimbursed by GISCI at the current mileage rate established by the IRS. This mileage reimbursement rate covers all vehicle

expenses including gas, insurance, and depreciation. Local commuting costs between your residence and work location are not allowable business reimbursement expenses.

You are solely responsible for driving safely and obeying all motor vehicle rules and regulations. Any penalties that result from a violation are your responsibility. Minimum insurance requirements as specified by the organization's insurance carrier must be in effect at the time your personal vehicle is used for organization business, and you may be required to provide proof of insurance.

USE OF ORGANIZATION PROPERTY

Employees may use organization property, equipment, and reference materials for business purposes. Organization equipment (including, but not limited to, computers, printers, fax machines, etc.) assigned to employees is the property of the organization. You are expected to take proper precautions concerning the equipment, reference material and/or property you are assigned to use. Any equipment that is malfunctioning should be reported immediately to your supervisor.

WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE

All accidents, injuries, potential safety hazards, safety suggestions, health, and safety related issues must be reported immediately to your supervisor. If you or another employee is seriously injured, immediately contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor immediately of any workplace accident or injury.

The federal law, Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or GISCI's Board Chair for more information.

Workers' compensation insurance coverage is provided by GISCI worker's compensation carrier in most states. Questions regarding workers' compensation insurance coverage should be directed to your supervisor.

BUSINESS TRAVEL

Employees may consult GISCI's [Travel Policy](#) (add link) for policies and guidelines specific to business travel.

Activities that normally justify the reimbursement of travel expenses include calling on members, prospects, and sponsors and the attendance at business meetings, conventions, and seminars or other selected educational functions related to the employee's job.

Nonexempt employees will be compensated for time spent traveling if and to the extent such travel takes place during employees' normal working hours, including travel from one job site to another or travel from a designated meeting place to a job site. Travel by a non-exempt employee who will be away from home overnight is work time only during those periods the employee is engaged in GISCI business, which typically will coincide with the employee's regular working hours. Such time counts as hours worked even if it occurs on a non-working day. Social functions, unless the employee is required to attend for work purposes, are not considered time worked.

While you are traveling, you are expected to check your voicemail and email a minimum of once a day. If something needs immediate attention, contact a colleague to assist or manage from the road.

Socializing with members is often an expectation while traveling on business. Please keep in mind that while the setting might be casual, you are still a representative of GISCI.

If you are responsible for an event, you should arrive at least one hour prior to the event to double-check room sets, catering, AV, etc. When working on an exhibit, you should arrive at least 15 minutes before the hall opens to the public.

COMMUNICATIONS

COMPLAINT RESOLUTION PROCEDURE

GISCI is committed to providing a comfortable and productive work environment for employees. It is important that your concerns are resolved in a timely manner in an atmosphere of open communication and mutual respect. You are encouraged to follow the process below for bringing concerns to management for resolution. Employees will not be penalized for taking advantage of this procedure.

First, discuss the problem with your supervisor. If you do not believe a discussion with your supervisor is appropriate, request a meeting with the GISCI Board Chair. To resolve the problem, the GISCI Board Chair will consider the facts and may conduct an investigation.

Additionally, the anti-harassment policy in this handbook outlines procedures for employees to report complaints of harassment and discrimination.

INTERNET CODE OF CONDUCT

Access to the internet has been provided to employees primarily for the benefit of the organization. The following guidelines have been established for using the internet.

Acceptable Use of the Internet

You should use the internet in an effective, ethical, and lawful manner. You may use instant messaging systems and internet forums primarily to conduct official organization business or to gain technical or analytical advice. Databases may be accessed for information as needed.

Unacceptable Use of the Internet

You should not use the internet during working time for non-productive reasons. Nonworking time includes the time before and after your scheduled shift, and the time when you are on a rest or lunch break. Use of the internet while on organization time must not interfere with your productivity or disrupt the operations of the organization network or the network of other users.

Communications

You are responsible for the content of all text, audio, or images that you place or send over the internet including, but not limited to, any web-based sites or programs utilized through the organization. Employees should avoid posting statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating; that disparage members, or vendors; or that might constitute harassment or bullying. Examples of this conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or organization policy.

Except to the extent that you are discussing your wages, hours or terms and conditions of employment, the following guidelines apply: All messages communicated on the internet should have your name attached to them if they mention or refer to GISCI in any way. No messages regarding or relating to the organization are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the organization's business.

Software and Copyright Issues

GISCI intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the organization. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the organization, up to and including immediate termination and/or legal action by the copyright owner.

Confidentiality and Passwords

While our systems may accommodate the use of passwords for organization security, you should not expect confidentiality of your files at work. GISCI reserves the right to access your Internet use and messages at any time, without notice.

Never disclose personal or system passwords to anyone other than authorized organization representatives. You are not to attempt to gain access to another employee's system, including email or voicemail messages.

Security

All messages created, sent, or retrieved over the internet are the property of the organization and are not private. The organization may access and monitor all messages and files on the computer system at any time. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, the organization will advise appropriate legal officials of any illegal violations.

USE OF COMMUNICATION SYSTEMS

GISCI provides the communication systems and services necessary for you to conduct business. You are expected to adhere to proper use of all communication systems and services. These include, but are not limited to, the telephone, email, wireless communication devices, tablets, facsimile, internet access and other external network connections, network file share and storage systems, wide area network, intranet, voicemail, computers, modems, systems, audio/visual equipment, and other software and equipment. The organization's computing and communications systems are to be used in a productive manner primarily for the organization business.

No Privacy Expectations

You should have no expectation of privacy of any correspondence, messages or information located or sent across in the organization's computing and communication systems, regardless of the content or purpose. This includes email, social media sites, text messages, chat messages, internet searches and stored documents.

The organization may access, monitor, copy, capture, disclose, delete, and use any communication, information or data, whether personal or business related, that is created on, stored on (permanently or temporarily), viewed on, downloaded or uploaded to, accessed by, printed from, or communicated across the organization's computing and communication systems with or without notice to the employee. This includes instances where employees transmit or receive text or instant messages on organization devices. All messages, regardless of content or the intent of the sender, are a form of organizational correspondence, and are subject to the same internal and external regulation, security, and scrutiny as any other organization correspondence.

Email communications must be written following customary business communication practices as is used in correspondence. Email communications are official internal organization communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the specific recipient rather than sending a global message. It

is the employee's obligation to notify any third parties affected by the organization's policies regarding monitoring employee communications.

Communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions, transmission or postings of sexually explicit images or other images or materials inappropriate for the workplace, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental/intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are also prohibited.

Unless authorized by personnel with the authority to grant such authorization, any attempt to gain access to another employee's personal communications system and messages is prohibited.

WIRELESS COMMUNICATION DEVICE USE GUIDELINES

GISCI may provide wireless communication devices, including hands-free devices, to employees who have a job-related need for them. These devices are the property of GISCI. The following guidelines must be followed:

- Employees are expected to carry wireless communications devices as directed by their supervisor.
- Employees are responsible for lost or stolen wireless communications devices and must report such losses immediately.
- Upon termination of employment for any reason, the employee must return all organization-issued property.

Safety Concerns

The organization values its employees and the safety of others and expects employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or drafting email or text messages. You should take particular care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

Use of Camera Phone

Use of the camera feature on cellular phones or other communication devices presents risks to the organization, potentially compromising member information, trade secrets, or the privacy of others. Use of this feature is banned from restrooms, locker rooms, as well as anywhere confidential processes take place including, but not limited to confidential inventions, discoveries, improvements, formulas, software, apparatus, equipment, methods, trade secrets or research.

EMPLOYEE BENEFITS

BENEFITS

Given the size of the GISCI, employees are required to provide their own medical benefits. GISCI may reimburse the employee up to the cost of the coverage. GISCI also provides access to a 401k account after 1 year of service.

HOLIDAYS

Full-time employees are eligible for paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week.

GISCI observes the schedule of Federal holidays as published by the U.S. Office of Personnel Management. A recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized Sunday holiday will be observed on the following Monday.

PAID TIME OFF (PTO)

PTO is determined in the employee's original employment contract. Employees will not earn PTO while on any type of leave.

If the available PTO is not used by the end of the anniversary year, you may carry unused time forward to the next anniversary year, up to two years of total accumulation.

Employees classified as exempt may take time off in half-day (4 hour) or full-day (8 hour) increments. Nonexempt employees should record their time off in time increments to the quarter hour, (for example, 1.0 hours, 1.25 hours, 1.5 hours, 1.75 hours).

So that the organization may schedule work and plan for business requirements, you should give as much notice as possible in scheduling time off. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved PTO schedule will not, however, be bumped by a more tenured employee.

If planned PTO has to be canceled due to the needs of the organization and you are unable to reschedule the time off within the year, the organization reserves the option of paying you in lieu of taking the canceled PTO or allowing you to reschedule your time off.

Pay for PTO days will be paid on the regular pay cycle and as straight time hours. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours.

Upon separation of employment, if you have taken un-accrued PTO hours, by taking time that has not yet accrued, you agree to repay any such amounts and you will be required to complete an authorization form to allow deductions from your final paycheck to the extent permitted by law.

PAID PARENTAL LEAVE

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. GISCI will provide up to eight (8) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The effective start date of paid parental leave will occur at the time the child is placed with the expectation that final paperwork will be completed in a reasonable timeframe.

GISCI may at its discretion provide additional unpaid leave following the exhaustion of the eight (8) week paid leave period.

LEAVE OF ABSENCE

BEREAVEMENT LEAVE

Full-time and part-time regular employees may take up to 5 days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling, or comparable step-relation, and up to 3 days off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law. You may take off one day of bereavement leave for the death of a relative who is not a member of your immediate family. The eligible time off will be paid. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty or to appear in court as a witness, GISCI will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, GISCI will continue your pay for five days of jury service per calendar year. If you are required to serve more than five working days of jury service in a calendar year, you will be allowed additional

time off without pay to complete the jury service. GISCI will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

VICTIM AND WITNESS LEAVE

GISCI will permit any employee that is a witness, victim, or member of a victim's immediate family to take unpaid leave to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of a criminal proceeding.

MILITARY LEAVE OF ABSENCE

A leave of absence without pay for military or reserve duty or National Guard training will be granted to employees. The employee should submit copies of military orders to his or her supervisor as soon as possible. The employee may use any accrued but unused paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus offset for military pay. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

PERSONAL LEAVE OF ABSENCE

You may be granted a leave of absence to deal with personal matters in situations in which the organization determines that an extended period of time away from the job will be in your and the organization's best interest.

Requests for a leave of absence or any extension of leave should be submitted in writing to your supervisor at least 30 days prior to commencement of the leave period or as soon as is practicable. Your supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. While on approved leave, you are expected to report any change of status in your need for leave or your intention to return to work.

You may be required to use all accrued paid time off while on leave before going on unpaid leave. For information on health care coverage during a leave of absence, refer to the continuation of benefits policy. Benefits that accrue according to length of service, such as paid time off, holiday, and sick days, do not accrue during periods of leave.

Upon return from personal leave due to an illness or injury, you must provide a release to return to work. Any restrictions must be noted on the release. The organization will consider modifications or adjustments to help facilitate your return to work.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

SCHOOL ACTIVITIES LEAVE

Since school events sometimes occur during working hours, GISCI recognizes the challenge for working parents, legal guardians, or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 16 hours per year to:

- Attending parent teacher conferences.
- Attend school-related activities.
- Volunteer or otherwise be involved.
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least five school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event. Employees are encouraged to flex their schedule to participate in these activities when leave does not exist.

If you are a nonexempt employee taking school activity leave, you may choose to use accrued paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

VOTING LEAVE

Employees are encouraged to fulfill their civic responsibility by voting in local, state, and national elections. If you are unable to reach your polling place outside of work hours, you may assume up to three hours of unpaid time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required. This policy shall not apply if there are three successive hours while the polls are open in which the employee is not in the service of GISCI. GISCI may specify any three hours between the time of opening and the time of closing the polls during which such employees may take leave to vote.

AUTHORIZATION OF DEDUCTION FROM WAGES

I authorize GISCI to deduct such amount (or any portion thereof) from any monies, including wages, bonus, severance pay, reimbursement, or salary, due to me from GISCI to pay back to GISCI any monies owed to GISCI, including but not limited to, the cost of any damaged company property, or any used, but unaccrued PTO at the time of separation.

I understand and agree that this Authorization is an express writing by me authorizing a deduction from my wages.

I CONFIRM THAT I UNDERSTAND AND AGREE TO THE POSSIBLE PAY DEDUCTION STATED HEREIN.

Signature: _____ **Name:** _____

Date: _____

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received the organization's Employee Handbook ("the Handbook"), dated **May 25, 2023**, and understand that violations of the policies contained in the handbook including, but not limited to, the anti-harassment policy, could result in disciplinary action, up to and including termination.

I further agree and consent to all policies contained herein and understand that the information contained in the handbook represents guidelines for the organization and that the organization reserves the right to modify the handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

I further understand that the contents of the handbook do not form a written employment contract for employment for a specific term or duration. My employment with GIS Certification Institute is at will unless a duly authorized employment agreement with GISCI provides otherwise.

I further understand that no manager, supervisor, or other representative of the organization, other than the executive director, has any authority to change my at-will status or enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be duly authorized and enforceable unless it is in writing and signed by both parties. Notwithstanding the above, I also understand that an agreement made by the GISCI executive director is not binding unless it is agreed to in writing by Board of Directors President.

My signature below certifies that I understand the at-will employment relationship between the organization and myself.

I further understand that if I have any questions about the interpretation or application of any policies contained in the handbook, I should direct these questions to the onsite supervisor.

Employee Signature: _____ *Date:* _____

Print Name: _____

Please sign and return one acknowledgment to your supervisor and retain the other for your records.