

PERSONNEL HANDBOOK

FOR THE

NEW MEXICO HUMANITIES COUNCIL

Revised November 16, 2019

1. Introduction

Welcome to the New Mexico Humanities Council. This personnel handbook has been prepared to answer some of the questions you might have regarding NMHC and its policies. From time to time you may receive updates of individual sections of this handbook, or of the entire document, should the Board of Directors of NMHC (at its sole discretion) decide that some or all policies need changing. All employees should familiarize themselves with the Personnel Handbook and any updates or changes. If you have any questions about any of the policies, please feel free to discuss them with the Executive Director.

2. Definitions

- 2.1 Regular Employee: An employee who has earned regular status shall be defined as one who is employed on an ongoing basis to work at least (20) hours per week and who has successfully completed a mandatory trial period.
- 2.2 Trial Employee: A six-month trial period is required of all new employees and of employees promoted or transferred to new positions with the NMHC. The trial period serves dual purposes: (1) to permit both parties to realistically assess the employee's performance in a new position, and (2) to allow an opportunity for employees to develop their knowledge, skills, and abilities from an entry level to a high performance level. The trial employee should receive performance feedback periodically throughout the trial period. A trial employee may be dismissed or returned to his/her former position with the NMHC at any time for any reason. If the trial period is served, the employee is given an interview and evaluation. NMHC reserves the right to not convert a trial employee to regular status for any reason.
- 2.3 Temporary Employee: A temporary employee may be either full time or part-time. In either case, they are hired for a limited period of time in capacities such as; extra staff, substitutes for regular employees, and assistants on special projects. The scope, period, duties, and other conditions of temporary employment are specified in a contract or offer letter by the NMHC Executive Director. There is no obligation by the NMHC to continue employment of temporary employees beyond the period specified in the contract or offer letter.

Individuals sent to the NMHC by a temporary agency are employees of that agency or service, not of NMHC. In particular, such "temporaries" are not temporary employees of NMHC. They are, therefore, not eligible to participate in any of NMHC's benefits programs.

- 2.4 Full time Employee: A full time employee is one who is normally scheduled to work the full work week of forty (40) hours. As such they may be employed on

either a regular or temporary basis. Full time, regular employees are entitled to benefits as provided for in this Manual. In the case of full time, temporary employees applicable personnel policies and procedures as well as entitled employee benefits will be specified in a contract or offer letter by the NMHC Executive Director.

- 2.5 Part-time Employee: A part-time employee is one who is normally scheduled to work less than the full work week of forty (40) hours. As such they may be employed on either a regular or temporary basis. Part-time, regular employees (those who work at least twenty (20) hours per week on an ongoing basis) are entitled to the same benefits as full-time, regular employees on a prorated basis. For example, a regular part-time employees who is employed 3/4 time (i.e., 30 hours per week) receives 3/4 of the benefits of full-time, regular employees. In the case of part-time temporary employees, applicable personnel policies and procedures as well as entitled employee benefits will be specified in a contract or offer letter by the NMHC Executive Director. In all cases the hours and days of work will be specified in a contract or offer letter by the NMHC Executive Director.
- 2.6 Exempt and Non-Exempt Employees: All employees of the NMHC are classified as either exempt or non-exempt according to the type of work performed and expected.
- 2.6.1 Exempt Employees are those whose work is at least 80% executive, administrative, or professional. In accordance with the Fair Labor Standards Act, such individuals are not required to be paid overtime for working beyond 40 hours in a given week.
- 2.6.2 Non-exempt Employees are those covered by the Fair Labor Standards Act. They must be paid overtime at the rate of 1.5 times their regular rate for all work beyond 40 hours in a given week. To qualify for such pay, the overtime hours must be authorized in advance by the Executive Director or the appropriate supervisor. Compensatory leave is not an acceptable substitute for overtime pay.
- 2.7 Independent Contractors are individuals or groups contracted from time to time by NMHC to provide specific services. Independent contractors provide specific services usually on a fee for service basis. These contractors generally determine when, where, and how the work will be done. Their performance is evaluated in accordance with their contract. Independent contractors are not NMHC employees, and hence they are not eligible to participate in NMHC's benefits program. Scholars are individuals recruited to participate in NMHC programs because of their specialized expertise in one or more of the humanities. They are essentially independent contractors.

3. General Management Policies

3.1 AUTHORITY OVER PERSONNEL MATTERS

3.1.1 The Board of Directors of The New Mexico Humanities Council is responsible for NMHC including both its personnel policies and their implementation. Personnel policies are established by a vote of the Board of Directors which may then delegate the implementation of these policies. Authority to hire and terminate the Executive Director rests with the Board of Directors.

3.1.2 The Executive Director is the chief administrator of NMHC grants, programs, and staff. The Executive Director is responsible to the Board of Directors for the implementation of the policies and procedures contained in this handbook, as well as all other policies and procedures approved by the Board of Directors. As provided herein, the Executive Director has the responsibility to hire, supervise, evaluate, and terminate all other employees, consultants, or contractors.

3.2 PERSONNEL FILES

NMHC will retain a personnel file for each employee. This file will contain documentation regarding such aspects of the individual's employment as job descriptions, performance appraisals, beneficiary designation forms, letters of commendation, and disciplinary notices.

3.3 EQUAL EMPLOYMENT OPPORTUNITY

NMHC is firmly committed to the concept and practice of equal opportunity for all applicants and employees. As such it does not condone discrimination on the basis of age, race, religion, color, ethnicity, gender, physical disability, sexual preference, marital status, pregnancy, nation of origin, or veteran's status. It is the policy of NMHC to provide equal employment opportunity to all terms and conditions of employment, including hiring, placement, promotion, termination, leave, compensation, and training. In addition, NMHC will not use the services of any placement agency known to discriminate in its referrals on the basis of any of the characteristics mentioned above.

The NMHC emphasizes its policy in this regard to assure compliance with state fair employee practice laws, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 901 of the Education Amendments of 1972, as amended, Executive Orders 11246 and 11375, and other laws and regulations applicable to NMHC which pertain to equal employment opportunity.

NMHC prohibits sexual harassment of its employees by Board members, employees, contractors, and grantees. All employees should expect to work in an environment free of unwanted sexual overtures or any unwelcome behavior which is personally offensive, which debilitates morale, or which otherwise interferes with working effectiveness.

NMHC will not tolerate situations wherein an employee is made to feel that submission to such advances is a term or condition of employment or where reaction to such treatment is used as a basis for decisions affecting an individual's employment. Offensive comments, innuendoes, "jokes," and sexually oriented "kidding" are regarded as forms of sexual harassment.

If you feel that you have suffered unlawful discrimination or sexual harassment, contact the Executive Director. If the Executive Director is the one you feel is discriminating or harassing, contact NMHC's Chair.

No form of retaliation is permitted for filing bona fide charges of illegal discrimination or harassment. Should such allegations prove groundless, however, disciplinary action may be taken against the complainant.

3.4 DRUG FREE WORK PLACE

NMHC adhere to the requirements of the Drug Free Workplace Act of 1988 together with applicable amendments and implementing regulations.

4. Employment Policies

4.1 JOB CREATION AND DESCRIPTION

Regular (full time and part-time) positions are created and authorized by NMHC's Board of Directors or the Executive Committee acting for the Board. NMHC shall develop and maintain a written description of the qualifications and responsibilities for each of the positions so authorized by the Board of Directors.

These descriptions shall be periodically reviewed to ensure their continued accuracy and relevance to the needs of NMHC. If any employee feels the description of their positions requires alteration they should talk with the Executive Director who will forward recommended modifications to the Board of Directors.

Temporary positions may be created and filled from time to time to accommodate the changing needs and workload of NMHC. Temporary positions may be created by the Executive Committee, the Chair acting for the Executive Committee, or the Executive Director in consultation with the Executive Committee or Chair.

4.2 RECRUITMENT AND SELECTION

NMHC will recruit and select candidates for employment to ensure the candidate selected for employment best serves the interests of NMHC including its commitment to providing equal employment opportunity.

When a position is created or becomes vacant NMHC reserves the right to fill the positions internally without external recruitment of this is in the best interest of NMHC. In all cases including those involving external recruitment, NMHC will notify all NMHC employees of vacancies before or at the same time that external recruitment begins. Qualified internal candidates will be encouraged to apply for vacancies as NMHC believes in staff development.

For all positions other than that of Executive Director, the Executive Director will conduct appropriate activities to recruit and evaluate candidates. For regular positions, the Executive will submit a recommendation to the Executive Committee which in consultation with the Executive Director authorizes the offer of employment. For temporary positions the Executive Director makes the offer of employment.

Filling the position of Executive Director is the responsibility of the Board of Directors. The Board of Directors or its designate(s) conducts appropriate recruitment and evaluation of candidates. The final selection is made by the Board of Directors.

4.3 PERFORMANCE

Employees will receive a written evaluation of their performance prior to the end of their trial period and thereafter no less frequently than once a year, normally by the anniversary of their date of employment in their current position with NMHC.

By the end of the trial period or by the anniversary of the date of employment in their current position with NMHC, the employee and the Executive Director will agree upon criteria for the following performance review. Prior to the next anniversary date, an interim review may be initiated by the Executive Director or requested by the employee. If at any time either the employee or the Executive Director views the previously agreed upon criteria of evaluation and their weights as no longer appropriate either may initiate a reconsideration of the criteria and weights to be used in the subsequent performance evaluations.

5. Scheduling Policies

5.1 WORK HOURS

The normal workweek for fulltime employees is forty hours per week. Work schedules that deviate from the normal workweek will be set by the Executive Director.

5.2 ATTENDANCE AT MEETINGS AND CONFERENCES

Attendance at meetings and conferences shall be at the discretion of the Executive Director. Compensation for such attendance shall be allowed during non-working hours at the discretion of the Executive Director.

6. Compensation

With the initial offer of employment each employee will be informed of their base salary or hourly wage. The employee's total compensation will consist of their salary or wages plus applicable benefits. Salaries and wages will be reviewed at least once each year for each employee. Employees are advised that changes in NMHC's funding base and/or the costs of various applicable benefits may affect the amount available for direct compensation in the form of base salary or hourly wages. NMHC will advise employees each year of changes in total compensation.

7. Expense Reimbursement

At the discretion of the Executive Director, NMHC will reimburse employees in accordance with applicable policies for legitimate and necessary travel and other expenses incurred in connection with authorized NMHC business.

8. Employee Benefits Other than Paid Time Off

8.1 OVERVIEW

NMHC provides a number of benefits designed to help employees meet a variety of expenses that may arise in connection with such matters as illness, disability, kin care, death, and retirement. This section of the handbook highlights features of those programs which are required by law and those which are voluntary at the discretion of the employee. In addition, NMHC budgets 26% of salary or wages for mandatory and employee-selected benefits. Should the mandatory benefits together with those selected by the employee total less than 26% of the employee's salary or wages, the difference will be made available to the employee as a cash benefit added to the employee's taxable salary.

8.2 MANDATORY BENEFITS

The following benefits are mandated by applicable federal or state law:

All NMHC employees are covered by Social Security (FICA) and the employee's share is deducted from each paycheck. NOTE: applicable law requires that Social Security contributions be made on any tax-deferred retirement contribution the employee elects to make.

Unemployment insurance is deducted in accordance with applicable federal law at a rate determined annually by the cognizant agency. NMHC's Financial Officer will inform employees of any changes in the annual rate as this information is received by NMHC.

To help meet the costs of any job related injury or illness, all employees are covered by workers' compensation insurance. To make certain that an injury or illness is covered, you are to report any job-related injury or illness to the Executive Director immediately.

8.3 EMPLOYEE SELECTED BENEFITS

8.3.1 HEALTH INSURANCE

Details of coverage available through NMHC are available from the Executive Director.

8.3.2 FLEXIBLE BENEFITS OPTION

All employees are eligible for a flexible spending account in accordance with the Employee Retirement Income Security Act (ERISA)

NMHC's flexible benefits plan allows the employee to pay health care premiums and dental care premiums with pre-tax dollars. It also allows the employee to set aside funds to reimburse for health insurance deductibles and copays, as well as child care expenses, again with pre-tax dollars. Eligible amounts are deducted from your compensation before taxes are computed and deducted. This can lower your tax bill. Details of the plan are available from the Financial Officer.

The dependent care assistance plan (DECAP) allows you to set aside up to \$5,000 to cover dependent care expenses on a pre-tax basis.

8.3.3 RETIREMENT

NMHC encourages eligible employees to participate in a retirement plan. All contributions are tax-deferred however Social Security must be paid on these contributions. NMHC employees are eligible to enroll in the NMHC supported 401K pension plan. NMHC currently matches up to 7.5% of an employee's compensation.

NMHC will handle disbursements to any eligible plan. This can include the plan available through NMHC or another plan selected by the employee, usually one in which the employee already has a vested interest. Contact the Financial Officer for details.

8.3.4. PROFESSIONAL DEVELOPMENT

NMHC encourages its employees to develop their skills and upgrade their performance. Towards this end, NMHC offers assistance with continuing education and training to its regular employees.

At the discretion of the Executive Director, NMHC will reimburse eligible employees in a given calendar year an amount equivalent to the resident tuition at a state university for six semester hours for expenses incurred in qualified professional development activities. Qualified professional development activities are determined by the Executive Director and may include the following:

- Costs incurred for a course at an accredited post-secondary institution for a course which is either a) directly or reasonably related to the employee's current position and duties, b) part of an approved degree program or other course or program relevant to the employee's duties at NMHC.
- Costs of attendance at a relevant professional meeting or conference in the employee's discipline or in a discipline directly related or pertaining to an area of specialized training or competence of the employee.

9. Paid and Unpaid Time Off (Leave)

9.1 PAID TIME OFF (PTO)

In lieu of sick leave, annual leave, administrative leave, and vacation, NMHC provides all eligible employees with Paid Time Off (PTO). PTO allows employees to choose how to use their time off. NMHC encourages employees to take PTO as a way to maintain balance in their lives. PTO is earned on regular time hours, holidays and vacation time.

Regular, full time employees shall accrue PTO according to the following schedule:

- Year 1 of employment: One and two-thirds (1 2/3) days per month (13.3 hours)
- Year 2: Two and one-twelfth (2 1/12) days per month (16.64 hours)
- Year 3 and beyond: Two and one-half (2 1/2) days per month (20 hours)

During the trial period for new employees, PTO does accrue but may not be used. Upon conversion to regular status the employee will be granted PTO for the trial period. PTO may be advanced to the employee during the trial period at the discretion of the Executive Director. NMHC employees serving a trial period due to promotion or appointment to a new position within NMHC will accrue PTO in accordance with their length of employment at NMHC.

Regular part-time employees accrue leave on a pro rata basis determined by the fraction of full time worked as stated in their contract or offer letter. Temporary employees' eligibility for PTO will be determined by the Executive Director and specified in the employee's contract or offer letter at the time the offer of employment is made.

To coordinate PTO taken by employees and ensure adequate office staffing, employees planning to use three or more days of PTO should submit a written request as soon as possible but preferably one week in advance for the Executive Director's approval.

Employees may accrue a maximum of thirty days (240 hours) PTO in any fiscal year. In unusual circumstances, Executive Director may use discretion to allow PTO to be carried forward to the next fiscal year. Upon termination of employment for any reason, employees will receive compensation for unused PTO not to exceed thirty days (240 hours).

FLEX TIME

Flex time for full time exempt employees is time off with pay in lieu of overtime pay for irregular or occasional work beyond 40 hours/week. One hour of flex time is earned for each hour over 40 in a week. Accumulated flex time should be used before PTO. Unused flex time expires at the end of the fiscal year. In unusual circumstances, Executive Director may use discretion to allow flex time to be carried forward to the next fiscal year for a period of two months.

9.2 EXTENDED LEAVE (LEAVE WITHOUT PAY AND PAID SABBATICAL)

Extended leave may come in the form of leave without pay (unpaid time off) or a paid sabbatical at 3/4 current salary. (Sabbaticals may be granted ONLY to pursue justifiable long-term professional development opportunities.) This policy applies to all regular full-time or part-time employees. It does not apply to contractors. Immediate family for the purposes of this policy includes the employee's spouse or domestic partner, children, grandchildren, parents, grandparents, and siblings. Extended leave may be granted at

the discretion of the Executive Committee for the Executive Director and at the discretion of the Executive Director for all regular employees. Typically, only one employee may be granted extended leave at a time.

In certain circumstances, leave without pay may be granted to or imposed upon employees. A paid sabbatical at 3/4 current salary for justifiable professional development activities may be available to any regular full-time employee after their fifth year of formal, regular employment by NMHC, and may not be granted more than twice in the course of a given employee's time at NMHC. These circumstances and the length of leave are enumerated below.

The maximum duration of leave without pay, and required approvals, are outlined in the table below.

<u>Reason</u>	<u>Maximum Leave Period</u>	<u>Required Approval</u>
Extended personal illness or disability extending beyond sick leave accrual	6 Months	Executive Director for staff; Executive Committee for Executive Director
Personal	3 Months	Executive Director for staff; Executive Committee for Executive Director
Sickness in employee's immediate family	3 Months	Executive Director for staff; Executive Committee for Executive Director
Sabbatical (only for justifiable professional development activities)	3 Months	Executive Director for staff with approval of Executive Committee; Executive Committee for Executive Director

Normally, leave without pay will be granted only if all paid time off (PTO) has been used. No paid time off (leave) benefits or other benefits shall accrue during the period of leave without pay. Requests for extended leave of any type must be made in writing.

9.3 MANDATORY LEAVE

9.3.1 Military Leave: Regular employees who are members of military reserve or national guard units will be granted leave, not to exceed twenty (20) days per year with no loss of regular income or benefits. Employees who are activated for a longer period will be granted unpaid leave as necessary. Upon their return the employee will be reinstated either in the same position or in a comparable position with the same rate of pay and no loss of seniority as provided by applicable laws.

- 9.3.2 Jury Duty: Jury Duty is both a privilege and an obligation of citizenship, and NMHC encourages its employees to serve when asked to do so. If an employee is scheduled for jury duty on regular working days, the employee will be paid regular salary and benefits for the day(s) served, provided that any compensation for such duty is remitted by the employee to the NMHC.

9.4 ADMINISTRATIVE LEAVE

If it is determined by the Executive Director and the Chair to be in the best interest of NMHC, an employee may be placed on administrative leave. Administrative leave is unpaid time off or unpaid leave. As such an employee does not accrue Paid Time Off or other benefits while the employee is on administrative leave.

9.5 PAID HOLIDAYS

All employees are granted the following holidays with pay: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas. When one of these holidays falls on a weekend, a workday is designated as that holiday. The eligibility of Temporary employees for paid holidays is determined by the Executive Director and specified in the employee's contract or offer letter at the time the offer of employment is made.

The Executive Director may authorize the use of Paid Time Off for any or all employees who request it for the Friday after Thanksgiving. In the event that all employees request Paid Time Off on these days, NMHC's office will be closed.

10. Employee Conduct

10.1 OVERVIEW

Working for NMHC involves demonstrating respect for the opinions and rights of others. As members of the NMHC team, employees are expected to accept certain responsibilities and adhere to acceptable principles of conduct. Because the conduct of NMHC's employees reflects on NMHC and on the humanities, employees are encouraged to observe the highest standards of professionalism.

10.2 INAPPROPRIATE BEHAVIOR

Some of the types of behavior NMHC considers inappropriate are:

- a. Violating NMHC's policies against discrimination and sexual harassment.
- b. Soliciting or accepting gratuities or consulting contracts from applicants or grantees.

- c. Falsifying employment or other records including an employee's application.
- d. Using abusive, obscene, or threatening language or gestures.
- e. Theft.
- f. Excessive, unnecessary, or unauthorized use of NMHC facilities, supplies, or equipment.
- g. Disregard of NMHC safety or sanitary rules or common safety or sanitary practices.
- h. Reporting to work intoxicated or under the influence of non-prescribed controlled drugs, or otherwise violating the Drug-Free Workplace Act.
- i. Battery on any person or fighting on NMHC premises.

Performance, conduct, or demeanor that becomes unsatisfactory will be subject to disciplinary action up to and including termination.

11. Disciplinary Action

For regular employees who have completed their trial period, NMHC normally follows a program of progressive discipline. Consistently applied progressive discipline ensures equitable treatment and encourages acceptable behavior and performance.

Four steps are suggested in the disciplinary procedure. Termination is normally recommended only when the employee does not respond to these steps. However, as mentioned above, termination may bypass these steps and be immediate when an employee's continued employment would seriously jeopardize NMHC's employees, functioning, property, or reputation. The steps normally employed in discipline are:

Step 1: Oral Reprimand and Informal Discussion: When inappropriate behavior is first identified, the employee's supervisor or the Executive Director will bring the inappropriate behavior to the employee's attention and discuss it with the employee. The supervisor or Executive Director will write a memo for the personnel file stating the nature of the behavior and the discussion with the employee.

Step 2: Written Reprimand: If inappropriate behavior persists after an oral reprimand and informal discussion, then a written reprimand will be presented to the employee and a copy of this written reprimand will be placed in the employee's personnel file.

Step 3: Warning Memorandum: If inappropriate behavior persists after a written reprimand, the employee will be issued a warning memorandum specifying the nature of the inappropriate behavior, the improvement which is expected, and a time by which the improvement must be effected or a recommendation for termination will result.

Step 4: Recommendation for Termination: If the particular improvement is not effected by the date specified in the warning memorandum, the Executive Director will forward a recommendation for Termination to the Chair. This recommendation will describe the nature of the inappropriate behavior, the disciplinary measures taken so far, and the employee's responses to these disciplinary steps. The Executive Committee will respond to the Executive Director's recommendation within ten working days.

12. Separation

Regular employees may be separated from NMHC as a result of retirement, resignation, retrenchment, closure of NMHC, or termination for cause. Trial employees may be separated from NMHC as a result of resignation or termination. Trial employees may be terminated at any time for any or no reason. When an employee separates from NMHC for any reason, NMHC will compensate the employee for any unused Paid Time Off accrued by the employee. Regular employees who are separated from NMHC through termination will receive severance pay equivalent to two weeks' salary or wages. When such termination results from internal reorganization due to either programmatic changes or budgetary constraints resulting from significant changes in NMHC's funding, NMHC may provide regular employees with more than one year of service with NMHC additional severance pay based upon the employee's length of service with NMHC. Each case will be decided on an individual basis.

Prior to the release of compensation for unused Paid Time Off and any severance pay, an employee separating from NMHC for any reason must return any NMHC property in the employee's possession, and provide evidence of the return of all keys issued to the employee.

Each departing employee is normally scheduled for an exit interview with the Executive Director (Executive Committee). This interview provides an opportunity to discuss the job-related experience and enables both parties to review it for profitable lessons learned from it.

12.1 RETIREMENT

An employee who plans to retire is expected to give NMHC at least three months' notice.

12.2 TERMINATION

TRIAL EMPLOYEES

During an employee's trial period, the employment relationship between the employee and NMHC is on an at-will basis. This relationship can be terminated

by either the employee or NMHC at any time, for any or no reason, with or without cause.

REGULAR EMPLOYEES

Regular employees who have successfully completed their trial period may be terminated for cause. The termination of a regular employee is normally the final stage in a system of progressive discipline. However, NMHC reserves the right to proceed immediately to termination if continued employment would seriously jeopardize NMHC's employees, functioning, property, or reputation.

13. Conflict Resolution

13.1 OVERVIEW

For working relationships within NMHC to remain effective, efforts should be made to resolve misunderstandings and conflicts before serious problems develop. Frequently, difficult situations can be resolved and problems forestalled through improved communication.

If a situation does not seem to be resolving itself, employees are encouraged to discuss it with the other individual(s) involved. If that discussion does not resolve the situation, the employee is encouraged to discuss the matter with her/his immediate supervisor or the Executive Director. Normally a response will be made within five working days.

If you are dissatisfied with the Executive Director's decision, you may submit your complaint in writing to the Chair.

13.2 GRIEVANCE PROCEDURE

If, upon receipt of a warning memorandum or upon receipt of a notification of termination, an employee feels that her/his possible termination or termination is not being handled fairly or had not received adequate consideration, the employee may request a review by the Chair of the Board of Directors. Such a request must be made in writing. It should be made as soon as possible, but in any case no later than 10 calendar days after the employee's receipt of the warning memorandum or notification of termination.

Upon receipt of the complaint, the Chair will review the matter. If the Chair is unable to resolve the matter or does not respond within 15 calendar days after receipt of the employee's request, the employee may, within 10 calendar days, make a written request for the appointment of a Grievance Review Committee to hear the grievance.

Upon receipt of a written request, the Chair will appoint a committee of three directors to serve as a Grievance Review Committee, one of whom shall be a member of the Executive Committee.

The Grievance Review Committee will meet either within 30 calendar days of receipt of the written request by the employee or at the next regularly scheduled Board meeting whichever is sooner. The decision of the Grievance Review Committee is final and binding with no further appeal.

If an employee who had received a warning memorandum initiates a grievance procedure for review by either the Chair or a Grievance Review Committee, the Chair may at her/his discretion place the employee on administrative leave with or without pay if the Chair deems it in NMHC's best interests.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the NMHC Personnel Handbook, *revised November 2019*, and that this handbook is neither a contract of employment nor a legal document.

I understand that it is my responsibility to read and comply with the policies contained in the handbook and any subsequent revisions made to it.

Employee Signature

Date

Employee's Name (typed or printed)