

Community Building Services (CBS), Utah

Employee Handbook

December 4, 2021

Background:

Community Building Services (CBS), Utah is a well-organized community-based nonprofit charitable organization formed to help the underserved/underrepresented marginalized New Americans. The main objective of this organization is to build cooperation, coordination, and partnership with other organizations, agencies, and other government entities to better assist the underserved populations to be self-sufficient and independent in their new home. The organization has been registered in the state and approved on March 26, 2021 (Registered date with IRS) has a charitable permit from the Department of Commerce, and has received the IRS 501(C) (3) Charitable Organization status. There are 1500-plus members in the community.

CBS has a publicly endorsed Board of Directors, an Executive Team, qualified and specialized in operating and administrative management and dynamic program staff. The Board of Directors offered timely solutions to the issues faced by the program team and addressed their barriers, and the Executive team formed different committees: (a) Women and Children, (b) Youth Development (c) Cultural Committee, and (d) Community Health Wellbeing.

The Board of Directors provides guiding advice and committee members provide their volunteer contributions to implement the programs effectively.

Vision:

Every member of the community gets to achieve self-sufficiency and full integration into mainstream society.

Mission:

Community Building Services (CBS), Utah is committed to promoting and preserving ethnicity, health, wellness, culture, tradition, and religion and building organizational and individual capacities through language & arts activities, community engagement events, case management, health awareness, education, advocacy, mentoring, sports, collaboration, and partnership.

Objectives:

- a) To provide interpretation services to individuals and families who lack English language skills, to get access to the different resources available, and during appointments.
- b) To empower and integrate into mainstream American society through education, advocacy, and services.
- c) To guide children and youths in socially useful and productive work.
- d) To preserve and promote arts and culture.
- e) To provide all individuals the opportunity to live in dignity and respect and foster basic human rights.
- f) Coordinate with different skill development centers and refugee liaisons to provide job-related training and help to make self-dependent.

Key Values

CBS is committed to mutual respect, empowerment, and learning rooted in diverse life experiences.

Health is wealth and knowledge is power.



People's right to have equal access to a great range of opportunities as their choice to utilize them.

Understanding by the active, open, and mutual sharing of information and resources.

Life experience and knowledge are central to addressing social and community issues.

CBS incorporates all folks to make inclusive without any form of discrimination on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran or disability status.

Opportunities:

- a) CBS is making efforts to get enough funds to manage the community independently through full-time employment,
- b) Creating opportunities to engage youth in career development activities,
- c) Creating awareness apartment base to families about healthy behaviors, living, and citizenship, and connecting them to the resources
- d) CBS is making efforts to own its own community center.

Programs & Services

- a) National Diabetes Prevention (ended on 9/30/2022) No renewal
- b) Humanities (ended on 9/30/2022) No renewal
- c) Community Recovery
- d) Youth development
- e) Arts & Cultural Program
 - Dance Classes
 - Community Cultural Events
 - External Events
- f) Social Services

Board of Executive Directors

www.my-cbs.org

Facebook: Samajik Sanstha

Email: buildingcommunity36@gmail.com or communitybuilding@my-cbs.org

Dr. Paul Ross	Signed	Advisor
Mr. Tek Neopany	signed	CEO/Executive Director
Mr. Chandra Sapkota	signed	Assist. CEO/Executive Director
Mr. Karna Sunuwar	signed	Treasurer
Mrs. Kaushila Rai	signed	Member
Mr. Sanit Gautam	signed	Member
Mr. Dhan Karki	signed	Events Coordinator
Mr. Yadu Mishra	signed	Member/Public Relations
Mr. Megha Nath Adhikari	signed	Member
Mrs. Lalita Ghimirey	signed	Secretary/Women Representative



Officers

1. Dhan Karki
2. Karna Sunuwar
3. Lalita Ghimirey
4. Aruna Sunwar
5. Accountant – vacant

Human Resource Management (Committee) – Administration

Dr. Paul Ross Ph. D

Mr. Tek Neopany MSW, HRM, M.A.

Mr. Chandra Sapkota B.A.

Youth Committee

Ms. Aruna Sunwar

Ms. Sarita Rizal

Mr. Priyanka Karki

Women Committee

Mrs. Kausila Rai

Mrs. Lalita Ghimirey – Board Secretary

Mrs. Madhu Sunuwar

Mrs. Mina Basnet Karki

National Diabetes Prevention Program

Mr. Tek Neopany: Manager

Mr. Chandra Sapkota: Outreach Coordinator

Program 1: Community Arts and Cultural Development

a) Humanities Project Team

Dr. Paul Ross: Consultant

Mr. Tek Neopany: Project Manager

Mr. Chandra Sapkota

a) Dance

b) Community Events

c) External Events

Mr. Tek Neopany: Grant Program Manager

Ms. Aruna Sunwar: Choreographer

Mrs. Mrs. Sumitra Dangal - Choreographer (Independent Contract)

Mr. Karna Sunuwar: Technician/Facilitator

Mr. Dhan Karki: Events Coordinator

Ms. Sarika Rizal: Intern

SLC Community Grant Program

d) Program: Nepali Literacy Development

Mr. Tek Neopany: Grant Manager

Mr. Yadu Mishra: Coordinator/Instructor

Mr. Chandra Sapkota: Instructor



Mrs. Renuka Khanal: Instructor

Mr. Megha Nath Adhikari

Project Driver: ???

Looking for grant funding

Program 2: Social Services

1. **Home Visit** to introduce programs, assess needs and concerns and develop strategies to assist clients.
2. **Employment Support**: Help with resume and letter writing, job search, application and follow up consistently.
3. **Referrals**: We refer our clients to appropriate services and interventions and referral for trainings, HEAT Application.
4. **Education**: Coordinate and assist with scholarship workshop and applications. Liaising with school districts, registration, Early Head Start and After School Program.
5. **Life Skill Development**: Assist clients with technology to familiarize with resources and online research for resources navigations.
6. **Workshops**: Parenting, Healthy Eating/Behavior.
7. **Socialization**: Connecting to other community events, engaging and interacting with other groups.

Personnel

1. Mr. Tek Neopany – Grant Manager
2. Mr. Chandra Sapkota – Program Coordinator
3. Mr. Sanit Gautam – Social Service Facilitator 1
4. Social Service Facilitator 2 – Vacant

Community Recovery Assistance Grant Program (CRAG)

Future project – if awarded, following will be the program.

Program 3: Community Recovery Assistance

- a) Expanded Education Opportunities
- b) Resources to mitigate the digital dividers
- c) Access to Healthcare for underserved populations

Personnel

Mr. Tek Neopany – Grant Manager

Mr. Chandra Sapkota – Program Coordinator

Mr. Sanit Gautam – SSF

Office Specialist – Vacant

RN/BSN – Vacant

OUR CULTURE AND PHILOSOPHIES

Organization's culture is the personality and feel of the work environment as viewed by the community members. Culture includes organization's values, ethics, expectations and goals. CBS's culture has a huge impact on how everyone performs their tasks.

The unique culture of the Community Building Service, Utah is what makes CBS such a great place to work and develop a habit of helping each other and grow in solidarity.



Our Operational Goals

- Achieving self–reliance through capacity building and economic development
- Preserving and promoting vibrant cultural identity.
- Adaptation to integration
- To improve community health, socioeconomic conditions and lifestyle
- Increase organizational capacity and resources
- Expanding networking and partnership

Good Governance

The elected board of directors is the guiding body of the organization. Governance is the process of decision making and the process by which decisions are implemented. Good Governance is a public institution that conducts public affairs and manages public resources.

Good Governance establishes justice, ensures domestic tranquility, proceeds with common goal and agenda that promotes public aspirations and general welfare.

What should an employee serving in the CBS require to be?

- Be knowledgeable about the bylaws, policies, board functional structure and job.
- Be an empathetic listener and genuine in your responses.
- Be a model of composure and professionalism.
- Be ever ready to show willingness to serve the needy people.
- Be ready to help others attend their goals.
- Keep organization's property safely, handle with care and protect from damage.
- Maintain organization's name and fame by embracing all its values and norms.
- Take needful action on timely manner without procrastination.
- Avoid behavior that draws undue attention or is disruptive to our organization and demoralize staff.
- Treat each other with respect and always keep workplace healthy environment by avoiding harmful acts.
- Be on time, be well-groomed and ready to help teammates.

INTRODUCTION

This handbook is designed to help all staff be successful at Community Building Services, Utah. It is a guide to CBS's policies, procedures and employee benefits. It is important that every CBS member understands and follows policies and procedures, which are designed to provide our members with the highest level of satisfaction and enjoyment. The CBS Board is committed to making this information easy to understand.

Community Building Service, Utah has the right to change these policies at any time that suit the best interest of the Community.

LEADERSHIP TEAM MISSION STATEMENT



The mission statement furnished below are designed and approved through the consensus of the Board of Directors. It is a commitment to values that when executed, provide an exceptional work environment for all CBS Personnel.

We, the Board of Directors, are a focused, dedicated, yet diverse team of volunteers, committed, and talented individuals to providing a professional work environment for ourselves and all we serve. Together we can recognize each other's insights, experience, opinions, and individual talents that contribute to our strength as a group. We will help each other learn and grow with fun:

The Board nominated Executive Director is the overall responsible for the successful operation of the entity and its success. The CBS Board of Executive Directors are committed to creating an extraordinary experience for those we work with at CBS by adhering to the following:

- We help all staff feel welcome, safe and at ease,
- We listen with sensitivity and respond positively to those in need,
- We treat everyone with the respect they deserve,
- We keep ourselves informed and involved which keeps all staff informed and involved,
- We work together professionally, positively and with kindness with all staff,
- We never engage in negative behaviors that bring the team spirit down,
- Finally, we do something every day that makes our workplace a better place for all.

EMPLOYMENT AT CBS

A. EQUAL OPPORTUNITY EMPLOYER

CBS is committed to abiding by all Bylaws, State and Federal Laws pertaining to fair employment practices. CBS prohibits discrimination on the basis of race, color, castes, creed, religion, sexual orientation, national origin, sex, age, the physical or mental disability of an otherwise qualified person or any other status protected by laws.

B. INDIVIDUALS WITH DISABILITIES

Any community members having physically disable and intellectually capable wishing to serve at CBS will be given equal opportunity with proper arrangements. CBS will conduct an investigation to identify the barriers that make it difficult for the applicants or employees to have an equal opportunity to apply for or perform the job.

C. EMPLOYMENT AT WILL

This means the employer has the option of terminating the employee relationship at any time, with or without notice and with or without cause. At present context, the CBS doesn't have this policy of employment at will.

D. INDEPENDENT CONTRACTOR

Based on IRS definition: The person who can maintain the rights to direct and control his/her own work independently from the organization, determine things, salary, without organization's training, and control. CBS doesn't have such independent contractor at present.



E. NON- EXEMPTED & EXEMPTED EMPLOYEES

An employee is compensated on the basis of salary at a rate less than \$455 per week is nonexempt with 40 hours weekly. Exempted employee refers to one whose salary is more than \$455 per week.

F. EMPLOYEE CLASSIFICATIONS

The employees of the Community Building Service, Utah are based on the elected bodies, volunteers and appointed on the volunteer conditions.

SEASONAL: Employees whose positions will last only for an estimated period, coinciding with seasonal events. They are paid based on the mileage. For example, Adhoc Committees will be formed to accomplish specific functions or events.

FULL TIME: Employees whose positions require them to work on average 32 hours or more per week depending upon their particular job functions and their department needs. This position is either hourly or salaried. CBS has only one Full Time Nonexempt Employee as “Job Developer” with all benefits.

PART TIME: Employees whose positions require them to work less than 32 hours weekly without benefits. Until now CBS doesn’t have part time employees due to the lack of

ON-CALL: Employees whose positions are designated to be on an as – needed basis depending on the particular job functions and department’s needs and work schedule is generally less than an average of six shifts per month in a season.

G. I – 9 FORM REQUIREMENT

Federal law requires all employees to complete an I-9 Form and present documents establishing identity and eligibility to work in the US. CBS utilizes the internet-based Employment Verification System called E-Verify, managed by the US Citizenship and Immigration Service (USCIS). This system allows employers to electronically verify employees’ eligibility for work in the US. Prior to first day of work, employees will need to provide valid documents necessary to file a case in E-Verify. Once a case has been filed, generally employees will not be required to provide documentation in the future unless employees possess an expired work authorization document.

H. EMPLOYEE ID CARDS

All CBS employees get ID card to use during working hours exclusively for official purpose. Every employee complies with the policy of ID card usage. This identity card is non-transferable and used only by employees. If this ID card is lost, there is a \$20.00 replacement charge.

I. CODE OF CONDUCT

Every employee of CBS requires to sign on the code of conduct before actual start of the job to ensure that job functions are well-carried out ethically.

J. NON-DISCLOSURE FORM



All employees of CBS are required to sign on the Non- Disclosure Form before actual start of the job to ensure that employees understand and follow the privacy rules professionally.

K. TIMEKEEPING AND PAYROLL

1. TIMEKEEPING PROCEDURES

If a staff is an hourly employee, CBS Secretary records work time on the time card. The paychecks will be based on this time record. Every employee is responsible for signing in and out on the time card.

2. WORKDAY, HOURS OF WORK AND WORKWEEK

The workday runs from 12:01 am to 12:00 midnight. The workweek runs from Monday 12:01 am to Sunday 12:00 midnight. CBS HR determines the hours of work for his/her employees. Every employee is required to be at his/her assigned position, ready to work, when his/her shift begins.

Winter seasonal work is about being flexible due to variable weather, road conditions. That is why CBS HR hire people who are adaptable and flexible.

3. REST AND MEAL BREAKS

CBS makes every effort to provide appropriate lunch and break (a.m. and p.m.) periods. Employees may be given one hour lunch break (12:00 pm – 1:00 pm) from Monday through Friday after each four hours interval.

4. OVERTIME POLICY

CBS will pay hourly employees time and a half for all hours worked over 56 per work. Overtime pay is calculated on the employee's base rate in effect when the overtime is worked. All overtime must be authorized in advance by respective coordinators/supervisors. Unauthorized overtime may be considered a violation of organization policy and subject to disciplinary action. Time paid but not actually worked (for example: holidays, vacations, sick leave) will not be counted as hours worked in computing overtime.

5. PAY STATEMENTS AND PAY PERIODS

Community Building Service, Utah payroll is calculated biweekly. Pay periods start every other Monday and run for a two-week period ending on a Sunday. Payday is the Friday following the end of each pay period. All employees are required to receive their pays through checks.

Any questions regarding earning statements should first be reported to supervisor who will then report any necessary adjustments to the HR department.

6. PAYROLL DEDUCTIONS

The law requires that the organization make certain deduction from every employee's compensation. Among these are applicable federal and state income taxes. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in various programs and benefits offered by the organization. If employee has any questions concerning the deductions made from paycheck, can contact CBS HR.

7. PAYROLL ADVANCES

CBS will consider a payroll advance only in an emergency situation. If employees want to ask for an advance, contact immediate supervisor. An advance will require the approval of the department manager, the project coordinator (payroll manager) the amount of any payroll



advance may not exceed the wages earned but unpaid up to the time of his/her request. CBS reserves the right to refuse any request for a payroll advance.

L. PAID LEAVE AND LEAVES OF ABSENCE

1. PAID VACATION

Paid vacation time will be earned and accrued by all year-round employees starting from their first day of employment, though it may only be taken after completing six months (1040 hours) of employment at CBS. The amount of time to be accrued and rate at which vacation hours are paid will be based on the employee's classification and length of service.

Vacation is accrued at the following rates:

	Salaried Employees	Hourly Employees
1 st Year	2 weeks	1 week
2 nd Year & 3 rd Year	3 weeks	2 weeks
4 th – 9 th Years	4 weeks	3 weeks
10 th & Subsequent Years	5 weeks	4 weeks

Note: "A Year" for purposes of accruing vacation hours is defined as 2080 hours of work. Employees are paid at the rate of pay in effect when they take vacation.

Any accrued but unused vacation time will be paid out upon termination of employment, provided the employee has worked at least six months (1040 hours) for CBS. A maximum of 440 hours (55 days) worth of vacation time may be accrued. Any vacation hours accrued over 440 hours and not used by January 1 of the next year will be forfeit.

2. PAID HOLIDAYS

CBS recognizes eleven paid holidays each year (Independent Day, Labor Day, Thanksgiving Day, Teej Haritalika for females, Dashera three days, Tihar three days, New Year Day)

3. PAID SICK LEAVE

All salaried employees accrue paid sick leave at the rate of 3 days per year. For hourly year round employees, accrual rates are based on hours worked but will not exceed the maximum of 3 days earned per year. The sick leave will be approved upon the submission of authentic health documents. Any paid sick leave hours accrued over 230 hours and not used by January 1 of the next year will be forfeited. Sick leave hours are paid at the rate of pay in effect when the hours are used. Sick leave may not be used for a family member's illness or medical or dental appointments. Unused sick leave is not paid out upon termination.

4. PAID PERSONAL LEAVE

All salaried employees accrue paid personal leave at the rate of 2 days per year. For hourly year round employees, accrual rates are based on hours actually worked but will not exceed the maximum of two days earned per year. A maximum of 240 hours' worth of paid personal leave time may be accrued. Any paid personal leave hours accrued over 240 hours and not used by January 1 of the next year will be forfeited. Personal leave hours are paid at the rate of pay in effect when the hours are used. Paid personal leave may be used at the discretion of the employee. Unused personal leave is not paid out upon termination.

5. FAMILY AND MEDICAL LEAVE ACT



Community Building Service, Utah FMLA policy has been enacted to reflect changes regarding The Family and Medical Leave Act Entitlement. In compliance with the Federal Family and Medical Leave Act (FMLA), CBS will allow eligible employees to take up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons.

An employee is eligible if (1) he or she has worked for at least one year, as defined by the FMLA and (2) she or he has worked at least 1250 hours in the immediate preceding 12 month. The annual period for FMLA- designated leave is the calendar year. Leave will be granted to eligible employees for any of the following reasons:

- For the birth of an employee's child,
- To care for the employees' spouse, son, daughter or parent who has a serious health condition,
- For a serious health condition that renders the employee unable to perform his or her job.

FMLA leave will not result in the loss of employment benefits that accrued prior to the start of the leave.

6. FUNERAL LEAVE

Based on the community traditional cultural backgrounds, CBS all year-round employees are eligible for up to three days off with pay to attend the funeral of an immediate family member. "Immediate family" encompasses step-relations and blood relations defined as the employee's spouse, mother, mother –in-law, father, father –in-law, legal guardian, brother, brother –in-law, sister, sister-in-law, grandfather, grandfather-in-law, grandmother, grandmother-in-law or permanent member of the employee's household. Verification of such events must be presented to the immediate supervisor in order to receive pay.

7. MATERNITY LEAVE

Based on the health condition of a female health after the delivery of child, CBS employees accrue a week paid maternity leave.

8. PATERNITY LEAVE

CBS employee will accrue one day paternity paid leave to take care of his wife to give birth to child.

9. DEAD ANNIVERSARY LEAVE

Based on the customary traditions, CBS employees can accrue one day paid dead anniversary leave to perform rites in the name of his or her deceased's name.

EMPLOYEE BENEFITS AND SERVICES

Community Building Service, Utah is pleased to offer a variety of benefits to its employees. CBS recognizes that not all employees will be eligible for or use all the benefits offered. We do not offer either compensation for unused benefits or alternative benefits on an individual basis. All benefits are subject to change without prior notice.

HEALTH INSURANCE

Medical insurance is available to all full time employees, subject to a waiting period. The employee's share of premiums is paid through payroll deduction. It is the employee's responsibility to complete the necessary paperwork to sign up for insurance within a month of starting full-time employment. You must also notify the HR and apply for change in coverage due to a change in family status within 30 days of the event.



EMPLOYEE ASSISTANCE PROGRAM

Community Building Service, Utah offers all its employees, their spouses and dependents free, confidential counseling through an employee assistance program (EAP). Professional counseling will be available during work hours. EAP services are provided for a variety of issues including stress, parenting, depression, abuse, and family issues. Your use of this program is kept strictly confidential. To schedule an appointment or for emergency issue, call 801 – xxx-xxxx

401(K) PLAN

Community Building Service, Utah has an employee 401(k) retirement plan. To participate in the plan, CBS employee must be at least 21 years of age and:

- Employee must have worked at CBS for 12 consecutive months, with a minimum of 1,000 hours OR
- Employee must have worked at CBS for 5 consecutive years, with a minimum of 500 hours per year.

Upon becoming eligible for the 401K, please see our HR Manager, Tek Neopany at 8016388329 for assistance with enrollment.

PROFESSIONAL CONDUCT AND APPEARANCE

Community Building Service, Utah depends on every employee to present an image in keeping with CBS's reputation and standards. An employee, as a CBS representative, is expected to conduct himself/herself at all times. Any behavior that draws undue attention is disruptive to our staff and customers or reflects negative on employee or CBS, is inappropriate. An employee who acts unprofessionally may be subject to discipline including termination.

ANTI-HARASSMENT POLICY

CBS is committed to providing a work environment that is free of harassment. Organization policy prohibits sexual harassment and harassment because of race, castes, religion, creed, color, national origin, ancestry, physical disability, sexual orientation, medical condition, marital status, age or any other class protected by federal, state or local law, ordinance or regulation. **All such harassment is unlawful.**

Forms of unlawful harassment include but are not limited to the following types of behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conducts such as sexually-oriented or derogatory posters, photographs, cartoons, drawings or gestures.
- Physical conduct such as assault, unwanted touching, or blocking normal movement.
- Physical interference with a worker's job performance.
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other lose and offer of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report any type of harassment.

CBS encourages any victimized employees to immediately report any incidents of harassment so that his or her complaint can be quickly and fairly resolved. If employee believes that he or she has been harassed, she or he should contact immediate manager or



the HR Manager as soon as possible after the incident occurs. Employee may be asked to provide a written statement that includes details of the incident, names of the individuals involved and names of any witnesses. CBS will immediately undertake a thorough and objective investigation of the harassment allegations. If CBS determines that that harassment has occurred, appropriate action and effective remedial action will be taken. Whatever action is taken with the harasser will be made known to the complaining employee. CBS will not retaliate against any employees who file a complaint, and will not knowingly tolerate or permit retaliation by its management or employees.

HEALTHY WORKPLACE ANTI-BULLYING POLICY

CBS is committed to offering a healthy and professional workplace that is free of bullying. Bullying behaviors that represent abuse of power or authority are unacceptable, decrease staff morale and are not in keeping with our commitment to taking care of each other.

CBS defines bullying as any conduct a reasonable person would find hostile or offensive which may include: repeated inappropriate behavior that demeans, intimidates or humiliates, is either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at work and or in the course of employment in the organization. Such behavior is considered a violation of our professional conduct policy (PCP).

The purpose of this policy is to communicate to all CBS employees that CBS will not tolerate bullying behavior. Behavior that is deemed a violation of this policy is subject to disciplinary action up to including termination. Retaliation is also a violation of this policy and will not be tolerated.

Bullying may be intentional or unintentional, however, when an allegation of bullying is made, the intention of the alleged bully is irrelevant. As with harassment, the effect of the behavior upon the individual is the relevant fact and will be investigated.

The following are examples of behavior that can be considered bullying:

Verbal Bullying behavior is harmful, insulting or humiliating:

- Persistent singling out of one person or group
- Shouting or raising your voice at an individual whether in public or private, as well as angry outbursts or public reprimands
- Personal insults, spreading rumor or gossip

Physical or Gesture Bullying: Pushing, poking, tripping, a threat of physical assault or nonverbal threatening and obscene gestures which can convey a threatening message.

Exclusion Bullying: excluding a team member from work related activities or manipulating the ability of someone to do their work (like withholding pertinent information to perform the job).

The consequences of bullying are twofold. Both the employee and the organization suffer. Deterioration of quality and quantity of work, increased absenteeism, uncomfortable work environment and psychological and stress related illness are just few of the consequences of bullying. The above consequences also affect the individuals who witness the bullying.

What to do if you believe you have been bullied:

1. Speak to your supervisor, manager, or director
2. An investigation of the issue will take place and any appropriate disciplinary actions will be taken.



GROOMING STANDARDS

Male Employees

- Hair must be clean, neatly groomed, tapered and above-color length. Hairstyle that looks awkward or extreme not limited to Mohawks, dreadlocks and random shaved areas are not permitted. If your hair style does not meet this standard, you will be asked to get a haircut or make appropriate changes matching CBS grooming standards. Tucking long hair into a hat is not acceptable. Unnatural hair colors are not permitted. CBS doesn't permit extremes in dyeing, bleaching or coloring hair.
- A neatly trimmed, unobtrusive mustache that does not extend more than half inch below the corners of the lip is accepted. Handlebar mustaches are not permitted.
- Sideburns must be straight and shaved to no longer than ear length.
- Men must be clean shaven while on duty. No jewelry is permitted.

Female Employees:

- Hair must be clean, neatly groomed, tapered and above-color length. Unnatural hair colors are not permitted. CBS doesn't permit extremes in dyeing, bleaching or coloring hair.
- Cosmetics should be moderate, with a natural look in mind.
- Pierced jewelry may only be worn on the ears; no more than three earrings per ear are allowed. Gages are not allowed.
- Other restrictions may be imposed to ensure compliance with health and safety standards applicable to your particular job.

DRESS CODE FOR WORKING HOURS

Whether you are wearing a uniform provided by organization or your own attire, you should project a positive, professional image. Your clothing must be neat, clean and appropriate for your job. All employees are required to be in professional work attire when clocking in and out for their shifts.

NAMETAGE

Community Building Service, Utah provides nametags for all employees. NAMETAGS MUST BE WORN AT ALL TIMES WHILE ON DUTY. If you lose your nametag, please notify human resources immediately so that a replacement can be obtained.

SMOKING OTHER PERSONAL HABITS

We ask your cooperation in refraining from smoking to promote the health and wellness of all employees in the workplace. Organization declares "NO SMOKING ZONE" in the workplace. Organization will take appropriate action for violators.

CELL PHONES

Personal cell phone use as part of communication for the purpose of enhancing our customers experience and safety is appropriate, provided the use is for official reasons only. Use of personal cell phones during the office duty for personal reasons except for the emergency after reporting to supervisor is strictly prohibited.



DRONE POLICY:

The use of drones is not allowed on CBS property.

TARDINESS AND ABSENTEEISM

Regular attendance and punctuality is of obvious importance to CBS's operations, regardless of the job you may perform. Every employee is expected to report to work regularly, on time and in a manner suitable to safety and efficiently perform your job responsibilities. Any delays or inability to attend duty should be reported to immediate supervisor with genuine reasons. Repeated absenteeism results in the termination.

WEAPONS AND VIOLENT CONDUCT

Employees are not allowed to carry, possess, display or store personal weapons or ammunition of any kind on organization's property without direct permission from the Director. In addition, violent conduct of any nature, including the threat of violent conduct will not be tolerated.

VANDALISM

Whether working or not, any employee who is involved in the intentional or willful destruction or abuse of organization's property is subject to disciplinary action such as prosecution or termination.

HONESTY

CBS considers trust between the organization and its employees to be of utmost importance. Omission or falsification of information during the application process is ground for termination of employment.

SOCIAL MEDIA POLICY

Social media is used for the better communication, displaying creative socially useful information, educational and information. Misuse of media through filthy comments, wrong communication or information, creating misunderstanding that result into jeopardized peaceful co-existence are considered as serious crime and liable for legal actions.

SAFETY AND HEALTH

CBS strives to provide safe working environment for its employees. All safety laws and regulations will be strictly observed. No one will knowingly be allowed to work in an unsafe condition or manner. If you are aware of any potential safety or health hazards, please bring it to your supervisor's attention immediately.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

It is organization's intention and obligation to provide a healthy, safe, drug-free and alcohol-free work environment. Our employees are expected and required to report to work in a suitable mental and physical condition for work. Therefore, to protect the interests and welfare of the organization, its employees, customers and the general public, we find that fair and equitable testing for drugs and alcohol in the workplace, in accordance with the organization's written policy, is beneficial to all.



The organization prohibits the consumption of alcohol while on duty. The organization does not prohibit off duty employees who are of legal drinking age from consuming alcohol on organization's premises so long as the consumption of alcohol is confined to locations licensed by the State of Utah. Consumption of alcohol on organization's property other than the locations licensed by the State of Utah is prohibited except under specific circumstances authorized by the Director.

GUEST RELATIONS

CONFIDENTIALTY

All personal information concerning our customers, incidents or other sensitive situations occurring in or involving the workplace are to be kept strictly confidential. Any questions from the media, insurance company representatives, attorneys or any other outside sources should be referred to the Director or Manager.

Adhering to this policy is crucial to maintaining our reputation and therefore violation of this policy may be grounds for disciplinary action.

ASSISTANCE

Federal law requires that anyone using CBS facilities who needs special assistance to accommodate a disability be offered help as circumstances allow. If you are unable to comply with a request for assistance, immediately contact your supervisor. No employee may deny a request for special assistance; a denial, if any, must come from a General Manager or Director.

HUMAN RESOURCES POLICIES AND PROCEDURES

A. RECEPTION HOURS

The administration building reception desk is open from 8:00 am to 5:00 pm seven days a week throughout the year.

B. PERFORMANCE EVALUATION PERIOD

The first 45 days of your employment with CBS are considered an evaluation period. This period is meant to give new employees and organization a chance to get acquainted and to determine whether their mutual expectations regarding employment are being met. The length of the evaluation period may be extended if departmental scheduling or an employee's performance warrants such action.

C. PERFORMANCE APPRAISALS

Employee performance reviews are based on expectation criteria for the individual positions, as well as overall fit with the organization. During your training you should receive an explanation of the criteria on which your performance will be reviewed. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review. Performance reviews will determine salary increases and promotions. If you do not receive your schedule review, you should request one from your supervisor.

- All seasonal employees should receive a written review at the end of each season. Some seasonal employees receive a written review upon completion of their 45 days evaluation period and again at the end of each season.
- All year round employees should be reviewed at least annually and may be reviewed every six months, depending upon department policy. If deemed appropriate, your supervisor may also schedule supplementary reviews.



D. PERSONNEL FILES

Your personnel file generally includes your employment application, job offer information, reviews and appraisals, employee file memos, and other pertinent documentation concerning your employment with CBS. Current employees may review their personnel files by making an appointment with the HR Manager. Organization treats the information in your personnel files as confidential, and disclosure of the information to outside sources will be limited. However, organization will cooperate with authorized law enforcement or local, state or federal agencies conducting official investigations and may be required to provide your personnel file in response to a subpoena.

E. STATUS CHANGES

It is your responsibility to notify Human Resources in a timely manner of any change in your address, telephone number and changes in family status (births, marriage, divorce, etc) which may affect your income tax status and group insurance requirements. This responsibility continues even if you are on lay-off status or leave of absence.

F. DEPARTMENT TRANSFERS AND DUAL JOBS

Community Building Service, Utah is committed to the training and development of its employees. Promotions from within and departmental transfers/dual jobs are supported whenever such a move is in the best interest of both the employee and the organization. After you have completed sixty days in your position, you are eligible to apply for another position. Your immediate supervisor and department manager must give permission for you to change departments or to get a dual job. A PAN (Payroll Action Notice) must be approved by and signed by both the old (transferred from or home) department and new (transferred to or additional) department and turned in to the Human Resources Manager before the action is finalized. Approval is granted based on satisfactory performance at your current job. In the event that you receive a suspension pending termination, this applies to all positions you hold at CBS.

G. EMPLOYMENT OF RELATIVES

Community Building Service, Utah reserves the right to exercise its discretion in cases where relatives may work together or one supervises the other. Each individual case will be reviewed by the Human Resources Manager, the Director and in certain cases by the General Manager.

DISCIPLINE, RESIGNATION AND TERMINATION

A. DISCIPLINARY ACTION

Violation of the organization's policy, unprofessional or destructive conduct and behavior deemed inappropriate by the organization, whether or not covered in this handbook, can result in disciplinary action, including immediate suspension or termination. In the event discipline of an employee becomes necessary, progressive discipline procedures may be followed if deemed appropriate by management. This means that a verbal or written reprimand may precede more serious disciplinary measures. There may be times when business necessity or other circumstances do not allow for progressive discipline. CBS reserves the right to by-pass progressive discipline at its sole discretion. Whether or not progressive discipline is used, your employment relationship with CBS is still considered to be at-will.



CBS's goal is to be the best, for its clients, customers and its employees. To achieve this end, it is imperative that all our employees follow CBS's policies and procedures. Failure to follow any of CBS's policies and procedures, whether they are written in this handbook or explained to you by your supervisor, could subject to discipline, up to and including termination of employment.

CBS uses written warning notices to ensure employees are made aware of problems regarding their employment. Written notices also allow employees and supervisors to review organization's policy and to agree to the action needed to resolve a problem. When issued, the Warning Notice should be signed by the recipient and the supervisor. The employee is provided with a copy of the Warning Notice and a copy is kept in their personnel file.

Actions or behavior considered to be of a serious nature are grounds for termination without notice. A complaint may also be filed with the Salt Lake County Sheriff.

B. TYPES OF TERMINATIONS

For various purposes, Community Building Service, Utah classifies the circumstances of termination from employment as follows:

- **Reduction in Force:** Employees who are taken off the work schedule based on a change in CBS's needs/season closure.
- **Voluntary:** Employees who terminate employment by their own choice. May be eligible for rehire at management discretion.
- **Excused Voluntary:** Any employee who needs to quit work for medical reasons can apply for an excused voluntary termination by providing written medical documentation verifying an inability to complete the season in any available position.
- **Involuntary:** Employees who are terminated by CBS, with or without cause, other than those terminated due to a reduction in force. Not eligible for rehire at CBS at any time.

C. RESIGNATION AND TERMINATION

Community Building Service, Utah intends that the employment relationship will grow to be in the best interests of both organization and the employee. Nevertheless, either the organization or the employee may terminate the relationship at any time and for any reason or for no reason. If you choose, preferably two weeks in advance.

Upon termination, and prior to issuance of final paycheck, employees must complete a Termination Checklist From with their supervisor or Human Resources Manager, confirming the return of all equipment, uniforms, keys and all other organization's property.

You are terminated, your paycheck will be given to you within 24 hours, if you resign your final check is available on the next regular payday.

Revised on 9/15/2022

