

Pajarito Environmental Education Center (PEEC)
Employee Handbook



PEEC

Pajarito Environmental
Education Center

Approved June 2026

TABLE OF CONTENTS

WELCOME!	4
<i>At-Will Employment</i>	5
<i>Equal Employment Opportunity</i>	5
<i>Diversity Policy</i>	5
<i>Americans with Disabilities Act</i>	6
<i>Open Communication Policy</i>	7
<i>Pay Transparency Policy</i>	7
<i>Nepotism/Romantic/Personal Relations</i>	8
<i>Outside Employment</i>	8
<i>Resignation</i>	9
<i>Involuntary Termination</i>	9
<i>Lack of Work</i>	9
SCHEDULING AND PAY	9
<i>Employee Classifications</i>	9
<i>Overtime</i>	10
<i>Attendance and Punctuality</i>	11
<i>Timekeeping</i>	11
<i>Paycheck Distribution</i>	12
<i>Mandatory Deductions</i>	12
<i>Pay Corrections</i>	12
<i>Payroll Loans and Advances</i>	12
<i>Performance Reviews</i>	12
BENEFITS	13
<i>Holidays</i>	13
<i>Paid Time Off (PTO/Vacation)</i>	15
<i>Earned Sick Leave (ESL)</i>	16
<i>Bereavement Leave</i>	17
<i>Parental Leave</i>	17
<i>Workers' Compensation</i>	18
<i>Reimbursements</i>	19
APPROVED ABSENCES	19
<i>Disaster/Emergency Services Leave</i>	20
<i>Jury Duty</i>	20
<i>Military Leave</i>	21
<i>Voting Time</i>	21

<i>Nursing Mothers</i>	22
CONDUCT IN THE WORKPLACE	23
<i>Safety</i>	24
<i>Harassment and Discrimination</i>	24
<i>Policy Against Retaliation</i>	25
<i>Bullying in the Workplace</i>	25
<i>Workplace Violence</i>	26
<i>Possession of Firearms and Weapons</i>	26
<i>Solicitations</i>	27
<i>Social Media Policy</i>	27
<i>Drug and Alcohol Policy</i>	28
<i>Arrests and Convictions</i>	30
<i>Discipline</i>	30
<i>Personal Appearance</i>	30
<i>Customer Service</i>	31
<i>Phone Use</i>	31
<i>Smoking</i>	31
<i>PEEC Property</i>	32
<i>Vehicle Use Policy</i>	33
RECEIPT & ACKNOWLEDGMENT OF PEEC EMPLOYEE HANDBOOK	35

WELCOME!

The Pajarito Environmental Education Center (PEEC) is a non-profit organization established in 2000. Since April 2015, PEEC has operated the Los Alamos Nature Center for the County of Los Alamos.

PEEC's Mission

Enriching people's lives by strengthening their connections to our canyons, mesas, mountains, and skies.

This Employee Handbook supersedes any policies and procedures, expressed or implied, prior to the date on this document. PEEC reserves the right to modify, create, or rescind any policy in this handbook at any time and will make reasonable efforts to notify employees of such changes. Benefits offered to eligible employees may be changed and/or cancelled at any time at PEEC's discretion. The Executive Director will make every effort to notify employees of any such changes as soon as reasonably possible. Nothing in this handbook is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

Your Employment with PEEC

Letter of Employment (LOE)

An LOE outlines the specific conditions of employment and will be amended when any changes are made. It is important that each employee keep a copy of the signed LOE document and all its addendums/amendments. Each employee consents to a background check and acknowledges and signs the [Code of Conduct](#) and the [Conflict of Interest](#) Policies. These are binding conditions of PEEC employment.

At-Will Employment

Employment at PEEC is on an at-will basis unless otherwise stated in a written individual letter of employment signed by the Executive Director. This means that employment may be terminated by the employee or PEEC at any time for any reason or for no reason and with or without prior notice.

No one has the authority to make any expressed or implied representations in connection with, or in any way limit, an employee's right to resign or PEEC's right to terminate an employee at any time, for any reason or for no reason, and with or without prior notice. Nothing in this handbook creates an employment agreement, expressed or implied, or any other agreement between any employee and PEEC.

Equal Employment Opportunity

PEEC is an equal employment opportunity employer. Employment-related decisions are based on ability, skills, and programmatic needs. No employment decision or practice is based upon race (including traits historically associated with race, such as hair texture, length, protective hairstyles and cultural or religious headdresses), color, religion, sex (including pregnancy, childbirth and related medical conditions), age, sexual orientation, gender identity, national origin, ancestry, physical or mental handicap or serious medical condition, HIV status, genetic information, smoking or nonsmoking status, military or veteran status or any other characteristic protected by Federal and/or State law.

Diversity Policy

PEEC is committed to maintaining a work environment that represents a culture of acceptance, because employee differences are respected and valued. We embrace our employees' differences in race, color, ethnicity, age, gender identity, sexual orientation,

marital status, religion and other characteristics that make each employee unique. We believe these differences contribute to the overall achievements as an organization. All employees of PEEC have a responsibility to treat others with courtesy and respect at all times.

Immigration

Each individual hired by PEEC is required to establish and certify their identity and right to work in the United States. Submission of Form I-9 fulfills this requirement. Your offer of employment was contingent upon receipt of Form I-9.

Americans with Disabilities Act

PEEC complies with all applicable provisions of the Americans with Disabilities Act (ADA), its amendments (ADAAA), and corresponding State laws. It is our policy not to discriminate against any qualified employee or applicant with regards to any terms or conditions of employment because of an individual's disability or perceived disability. If an accommodation is needed, you must make your supervisor aware of your need and what type of accommodation would be useful to you. We may ask for documentation regarding the need for accommodation from your doctor. An accommodation will be granted if it is reasonable and does not constitute an undue hardship on PEEC. If such an accommodation includes time off, we will require the employee to use any accrued or earned paid time off during the leave granted under the ADA and, as appropriate, to utilize leave under Federal or State Family Medical Leave Act (FMLA) if applicable.

Communicable Diseases Policy

PEEC's decisions involving employees who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. We may choose to broaden this definition in accordance with information received through the Centers for Disease Control and Prevention (CDC).

PEEC will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease.

PEEC will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure

procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Open Communication Policy

We cannot address or correct a problem if we have no knowledge the problem exists. Therefore, it is your responsibility to report issues or concerns to your supervisor or the Executive Director. We welcome and encourage all employees to share suggestions, problems, and concerns, without fear of retaliation. We all play a role in making PEEC a great place to work.

Personal Information

PEEC will only collect personal information that is needed for its business operations and to abide by governmental reporting and disclosure requirements.

Standard employment personnel files are maintained for every employee. Employee files include new hire paperwork, performance evaluations, disciplinary documentation, tax deductions, payroll documents, and other employment-related information. Please notify your supervisor if you have changed your address or need to change your tax deductions. The contents of your personnel file is available to you upon request.

If contacted for employment verification, PEEC will only give out your dates of employment and position held, unless providing more information is required by law or is authorized in writing by you. In the future if you use PEEC as a reference, please advise us and we will provide any information about your employment that you authorize us to release.

Pay Transparency Policy

PEEC will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with PEEC's legal duty to furnish information.

Employment of Minors

PEEC complies with all applicable state and federal laws and child labor law provisions regarding employment of minors (people under the age of 18 years). Minors under the age of 16 may not work more than 3 hours per day and 18 hours per week during a school week, and 8 hours per day and 40 hours per week during non-school weeks, nor may they work during scheduled class time. In order to work for PEEC, we require official work permits issued by the school superintendents,

Approved June 2026

school principals, designated issuing school officers, or the director of the New Mexico Labor and Industrial Division for those ages 14-16 along with written permission from a parent or guardian.

Background Checks

PEEC conducts a background check on each employee before any work is done. The cost for this check is paid by PEEC. If an employee terminates and is re-hired after 30 days, another background check report will be required. Please read and be familiar with the full text of the background check policy that is published under

<https://peecnature.org/about/policies/>

Nepotism/Romantic/Personal Relations

Employees may not be in a supervisor/subordinate relationship with any family member or someone whom they are dating. If an employee is dating or is related to another employee, both involved parties must disclose their relationship to their supervisor. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved. Romantic or sexual relationships that create an actual, perceived, or potential conflict of interest, potential charges of sexual harassment, discord or distractions that interfere with workplace productivity are prohibited.

Outside Employment

Employees may not have any outside employment that competes or interferes with PEEC business or an employee's ability to meet the performance standards of their job. Any employee holding a job with another organization must demonstrate satisfactory performance in his or her job responsibilities with PEEC at all times. All employees will be expected to meet the job performance standards established by PEEC and will be subject to PEEC's work and scheduling demands, regardless of any other outside work requirements. If outside employment interferes with your job performance, you may be asked to cease working for the other employer or change the terms of your outside employment.

Employees may not gain profit outside of PEEC from materials produced while performing their job with PEEC.

Professional Development

Employees are encouraged to seek opportunities to further their education and to contribute to their peers' education in topics related to their job duties. Any professional development opportunity or professional certification that costs more than \$50 or lasts more than one half (½) day must be approved by the supervisor.

TERMINATION OF EMPLOYMENT

Resignation

A termination is considered voluntary when an employee elects to resign employment with PEEC. Whenever possible, employees are requested to submit, in writing, the reason for leaving and the anticipated date of separation.

If you are thinking of resigning, please talk it over with your supervisor before doing so. If you do decide to leave, PEEC requests that, when possible, you give two (2) weeks' advance notice. Employees will receive their final paycheck and all balances due upon the next regular payday.

Involuntary Termination

Employees whose employment is involuntarily terminated by PEEC (i.e., they are fired) will receive their final paycheck within five (5) days of their termination. Any pending expenditures due to the employee will be reimbursed at that time.

Failure to report for work after three (3) consecutive work days without contacting your supervisor or failure to return from a leave of absence on the designated date will be considered grounds for termination.

Lack of Work

When there is not enough work, an employee's work hours may be cut, or the decision may be made to terminate employment. These decisions are at PEEC's discretion and may be based on seniority, availability, and/or skills necessary for current projects. PEEC employees who are terminated for lack of work may be eligible for unemployment insurance to help cover the cost of lost wages.

SCHEDULING AND PAY

Employee Classifications

- **Exempt:** Exempt employees are exempt from overtime provisions of the federal and state wage and hour laws. In order to qualify as exempt, the employees must meet certain standards and be paid a minimum set salary.
- **Non-Exempt:** Non-Exempt employees receive overtime pay at a rate of time and one half (1 ½).
- **Full-time:** An individual who holds a signed Letter of Employment (LOE) with PEEC, and works 40 or more hours per week.
- **Part-time:** An individual who holds a signed Letter of Employment (LOE) with PEEC, who works fewer than 40 hours per week.

- Regular: Any individual, except a Casual employee, who holds a signed Letter of Employment (LOE) with PEEC.
- Casual: An individual who holds a signed Letter of Employment (LOE) with PEEC, who works on an as-needed basis and receives no benefits except sick leave.
- Contract: An individual who contracts their services with PEEC for a set fee. PEEC issues a 1099, not a W-2, to a contract employee.
- Rehired: Former employees who left PEEC in good standing may be eligible for re-employment. Employees who are rehired following a break in service in excess of 30 days, other than an approved leave of absence, are considered new employees from the date of re-employment.

Overtime

Our work week runs from Monday - Sunday. Non-exempt employees will be paid overtime at a rate of time and one half (1 ½) when over 40 hours have been worked in one work week, in accordance with the Federal Fair Labor Standards Act. All overtime must be pre-approved by the employee's supervisor.

Flex Time

Exempt employees are expected to manage their time in a way that is fair to themselves and to PEEC. When programmatic needs require working ten or fewer extra hours within a pay period, the employee should informally take Flex Time off within the same pay period. When more than ten extra hours are necessary, or it is impractical to match the pay period, flex time is reported on the time report for the pay period as earned and not used and is available for use during a subsequent time period.

Work Schedule

Due to the nature of PEEC's operations, work schedules will vary and are based on job requirements and program needs. Every employee's particular hours of work will be determined by their work assignments. Employees are not guaranteed a specific work schedule or specified work hours. Employees are expected to be flexible regarding their work schedules.

Overnight Work Policy

At times PEEC employees are required to be away from home overnight for a work event. This policy defines when PEEC employees are compensated for overnights away from home, and differentiates between overnight work and overnight stays.

Definitions:

- Overnight work is defined as the time during which an employee is required to be on call. Employees who are on call must remain available to respond to participant needs, incidents, or emergencies that may arise during the night. Employees are compensated for overnight work when they are designated as on call.

- Employees are considered on call during overnight programs that require direct staff supervision. Direct supervision is required when staff and/or volunteers serve as the primary supervisors responsible for the care, safety, and well-being of participants under 18 years of age.
- Employees are not considered on call during overnight programs that do not require direct staff supervision. Examples include adult overnight trips, in which participants are responsible for their own well-being, and family camping programs, in which a parent or guardian is responsible for the care and supervision of their child throughout the program.
- In determining whether overnight work qualifies as on-call time, the key factor is whether staff and/or volunteers are primarily responsible for the care and safety of participants under 18 during the overnight program.
- Overnight stays include attendance at conferences or workshops. Overnight stays are not compensated.

Salaried employees should adjust their work schedule within the month to compensate for overnight work hours.

Hourly employees will be paid their hourly rate for overnight work. If this requires overtime for the week, they will be paid at a time and a half (1 ½) rate for the overtime hours. Hourly employees asked to work more than 40 hours in a week (Monday through Sunday) should discuss this with their supervisor and receive approval in writing for overtime before the work begins.

Attendance and Punctuality

Excessive absenteeism and tardiness hinders PEEC's ability to serve our members and visitors. All employees must be ready to work by the beginning of their scheduled workdays and reasonably complete all assigned tasks. Employees are expected to work their scheduled hours and show up to all meetings and appointments in a timely manner. If you will be absent or tardy, you must notify your supervisor in advance, with as much notice as possible.

If an employee is out for an extended period of time due to a health issue, they may be required to provide their supervisor with documentation from a doctor authorizing a return to work. Failure to communicate any absence or failure to return from the un-communicated absence for three (3) days will be considered grounds for termination.

Timekeeping

All employees are responsible for submitting a time report to their supervisor as soon as possible after the end of each pay period. Reports shall include their hours worked, PTO hours used, holiday hours, sick time used, flex hours earned and used, and unpaid time off (UPTO), as applicable. Salaried employees are responsible for sending an email to their supervisor and hourly employees will submit a PDF of a time sheet as an email attachment.

PEEC uses a monthly timesheet for hourly employees that calculates the totals for each type of pay and any overtime hours in compliance with applicable laws. Each employee is required to document hours worked during the pay period that are charged to restricted funds. Supervisors will forward the approved time report to the payroll processor by 3:00 p.m. on the second work day of the month.

Employees may not falsify their timesheet, nor submit a timesheet for another employee.

Paycheck Distribution

Employees are paid monthly, no later than the 4th work day of the following month. We offer employees direct deposit to checking and savings accounts of their choice or a printed check. The employee may complete a direct deposit form or input bank information directly into the payroll system. The payroll system sends a notice to each employee after payroll has been processed. Each employee may access the details of their paycheck(s) using their personal login to the payroll system.

Mandatory Deductions

PEEC is required by law to make certain deductions from each paycheck. Among these are Federal, State, and local income taxes, contribution to Social Security, and any wage garnishments as required by law. The amount of the deductions will depend on employee earnings and on the information furnished on form W-4. Employees may also authorize voluntary deductions in writing. These deductions will be itemized on each check stub.

Pay Corrections

If an employee believes that there is an error on their paycheck, the employee must contact their supervisor or the payroll processor immediately. PEEC will investigate the time sheets and make any corrections that are needed. These corrections, if needed, will be applied to the employee's next check.

In the event that there is an overpayment on an employee's paycheck, the employee must advise their supervisor or the payroll processor immediately. Overpayments will be deducted from the employee's next paycheck.

Payroll Loans and Advances

Generally, loans or paycheck advances are not granted to PEEC employees, but the Executive Director has the discretion to grant a paycheck advance.

Performance Reviews

Supervisors will conduct in-person reviews of each employee's performance at least annually. A performance review may cover the following areas:

- The quality and quantity of your work
- Your strengths and areas for improvement
- Your initiative and teamwork
- Attendance
- Safety
- Problem-solving and decision-making skills
- Ongoing professional growth and development
- Any additional areas that apply to your job

During the performance review is a good time to discuss the employee's career goals with their supervisor because PEEC is interested in helping its employees learn and advance their career with us.

Each employee will be asked to acknowledge the review by signing the performance review document. Signing the performance review does not necessarily indicate agreement with all of the comments; it merely indicates that the employee has been given the chance to review the evaluation and time to discuss any concerns they may have with their supervisor.

BENEFITS

Holidays

PEEC shall recognize the following as paid holidays for regular, full-time employees:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

PEEC shall recognize the following as paid holidays for regular, part-time employees:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Eve Day

- Christmas Day

Holidays shall be paid at the employee's regular hourly or daily rate of pay. If an employee works on a holiday, the employee may substitute another day within the same pay period or subsequent pay period as their recognized holiday.

Paid Time Off (PTO/Vacation)

PTO is an all-inclusive time-off policy for regular employees to use for vacation, personal business, or any other need for time off from work. This benefit will be computed based upon the number of years of service per the schedule below for full-time employees working 40 or more hours per week. Regular part-time employees shall accrue prorated PTO based on their hours worked. PTO is accrued at the end of the pay period.

<i>Years of Service</i>	<i>0-4</i>	<i>5-9</i>	<i>10+</i>
<i>Accrual Rate</i>	<i>10 hours per month</i>	<i>13.33 hours per month</i>	<i>16.67 hours per month</i>

Salaried employees will not accrue additional PTO if they work over 40 hours in any week.

PTO will be granted at the discretion of the supervisor based on work schedules and business needs. PTO must be used in increments of thirty (30) minutes. If an employee has an unplanned absence, they must contact their supervisor prior to the start of the workday and must also contact their supervisor on each additional day of an unexpected absence. Only accrued PTO may be used. PTO shall be paid at the employee's current rate of pay.

The maximum amount of PTO an employee can carry over from one calendar year to the next is 1.5 times their annual accrual. If an employee is above the annual cap on January 1 00:01, their PTO balance will be reset to the cap. All employees who sever employment will have their remaining unused PTO paid out upon termination.

Unpaid Time Off

All regular employees are eligible for unlimited Unpaid Time Off (UPTO), which may be granted at the discretion of the employee's supervisor or the Executive Director. All accrued PTO balances must be used before time off without pay will be granted (exceptions may be granted in cases of Jury Duty requirements).

Earned Sick Leave

PEEC abides by New Mexico's Healthy Workplace Act (HWA), which requires New Mexico employers to provide Earned Sick Leave (ESL) to all employees, including part-time, temporary, and seasonal employees.

Earned Sick Leave Entitlements

Eligible employees may use ESL for their own qualifying reason or for a family member's qualifying reasons. Qualifying reasons include:

- An employee's own mental or physical illness, injury or health condition, medical diagnosis, care or treatment of a mental or physical illness, injury or health conditions, or preventive medical care.
- An employee's need to care for a family member's mental or physical illness, injury or health condition, medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or preventive medical care.
- Meetings at the employee's child's school or place of care related to the child's health or disability.
- Domestic abuse, sexual assault, or stalking suffered by the employee or a family member of the employee, so long as the leave is required for the employee to:
 - Obtain medical or psychological treatment or other counseling
 - Relocate
 - Prepare for or participate in legal proceedings, or
 - Obtain services or assist a family member of the employee with any of the activities set forth in the qualifying reasons listed in this policy.

Eligible family members include:

- Grandparents, grandchildren, siblings, domestic partners, family members of an employee's spouse or domestic partner and a person whose close association with the employee or the employee's spouse or domestic partner is the equal of a family relationship.

Earned Sick Leave Accrual

Hourly employees will earn one (1) hour of ESL for every thirty (30) hours worked or .0333 ESL per hour effective immediately upon starting work. Exempt employees are expected to work a forty (40) hour work week per Federal Fair Labors Standards Act.

Exempt employees shall be granted 69.33 hours of sick leave annually on January 1st. Exempt employees hired anytime after January 1st will receive a prorated grant per the requirements of the mandate. Full time salaried employees are frontloaded sick leave but hourly employees earn it based on hours worked.

Earned Sick Leave Usage

Employees are required to provide a verbal or written request for any foreseeable anticipated need for ESL usage. If an employee knows in advance that they are going to use sick leave for 2 or more consecutive days, they are expected to inform their supervisor in advance of the leave taken. If an employee's sick leave absence exceeds

their number of accrued sick leave hours, they may use available PTO or UPTO in accordance with this policy.

When the use of ESL is not foreseeable, the employee is required to notify their supervisor as soon as practicable either verbally or in writing. Employees who are absent for more than three consecutive days may be required to provide documentation to the Executive Director. ESL may be used in increments of 15 minutes (0.25 hours), and it may be used as it accrues.

Earned Sick Leave: Carryover, Termination, and Reinstatement

ESL hours are not capped. Employees will not be paid out ESL at the time of termination of employment nor be able to cash out any unused ESL. Employees who are rehired within 12 months of separation from PEEC will have their ESL reinstated to the balance that was unused upon the employee's last day of employment.

For additional information:

New Mexico Department of Workforce Solutions

www.dws.state.nm.us/en-us/

Albuquerque Office: 1-(505)-847-4400

Bereavement Leave

Regular full-time PEEC employees are entitled to up to five days of paid bereavement leave if an immediate family member dies. Immediate family includes the employee's spouse or domestic partner, parent, grandparent, sibling, child, or any other member of their immediate household. Any other request for bereavement leave shall be approved at the discretion of the Executive Director. PEEC may require documentation of the need for bereavement leave.

Parental Leave

Regular employees who have worked for at least 6 months may take up to 6 weeks of paid leave for the birth of a child, or placement of a child for adoption or foster care, to bond with the newborn or newly placed child. This leave shall not be deducted from an employee's leave banks. Additional leave beyond the 6 weeks shall be taken from an employee's leave bank.

Regular full time employees will be paid at their regular rate of pay based on their typical hours worked. Part-time employees' pay will be pro-rated based on the average hours worked in a week for the previous 12 month period.

Medical, Dental, and Vision Insurance

PEEC offers medical, dental, and vision insurance for regular employees who are authorized to work at least 30 hours per week. PEEC pays 80% of health insurance premiums for employees and 50% of health insurance premiums for their dependents. PEEC pays 50% of dental insurance premiums for employees and their dependents.

Vision insurance is available at full-cost to the employee. No other types of insurance are offered at this time except Workers' Compensation Insurance.

SIMPLE IRA Plan

One of the benefits offered to eligible regular employees is participation in a Savings Incentive Match Plan, or "SIMPLE IRA." To the extent any adjustments in PEEC's practices are required to conform to federal law, they will be made.

- a. Employees may defer 0% to 100% of their compensation, not to exceed the amount allowed by law. They are not required to contribute every year to participate in the plan.
- b. PEEC will match an employee's contributions, up to 3% of that employee's salary/wages. The precise percentage of the match will be reflected in the PEEC SIMPLE IRA Notification to Eligible Employees that will be provided to every employee by the Executive Director prior to an employee's sixty-day election period, on or about an employee's third month of employment. This form is also used by employees to inform PEEC of their monthly contribution amount or percentage.
- c. Employee Eligibility: Eligible employees include all regular employees who have worked for a minimum of three months and earned at least \$5,000 in the past year.

Workers' Compensation

Workers' Compensation insurance covers employees if they are accidentally injured while performing a service arising out of and in the course of their employment. Any injuries or illnesses that occur while you are working must be immediately reported to your supervisor. This is to ensure that proper medical treatment, if necessary, is provided and that the appropriate forms required by the Workers' Compensation Administration are filed on time. Any employee who receives medical treatment for a reported work-related injury may be subject to post-accident drug screening if there is a reasonable suspicion that drugs and/or alcohol could have played a part in the injury. Employees returning to work from a Workers' Compensation leave of absence must provide their supervisor with a doctor's certification clearing them to return to work.

OTHER BENEFITS

Cell Phone Reimbursement

PEEC offers a monthly stipend to any employee who uses their personal cell phone to conduct PEEC business for safety or operational purposes. Employees are responsible for opting in and out of this benefit. Cell phone stipends will take effect the month the employee opts in. Upon termination, cell phone reimbursement shall be ended upon the employee's final date of employment. For the purposes of this policy, the word "use" is defined as:

- Having their personal cell phone available during their work day/working hours
- Ensuring sufficient battery life
- Responding to texts, calls, or emails through their device in a reasonable amount of time

Full-time employees are eligible to receive \$50 per month and part-time employees are eligible to receive \$25 per month for cell phone reimbursement.

Discounts

Regular employees are granted free PEEC membership and a 40% discount in the gift shop.

Regular employees and their family members may participate in all PEEC programs free of charge unless the program fee is greater than \$100. If the fee is greater than \$100, employees shall pay 50% of the program fee per person.

Reimbursements

To be reimbursed for approved expenses paid with personal funds, the employee must complete a request for reimbursement form (R4R) and submit the form and receipts to their supervisor. The employee will be reimbursed by check or EFT.

APPROVED ABSENCES

Domestic Abuse Leave

Employees who are victims of domestic abuse may take up to 14 days of leave per calendar year, with a maximum of eight hours per day, for the purpose of:

- Obtaining a protection order or similar judicial relief;
- Meeting with law enforcement officials;
- Consulting with attorneys or district attorneys' victim advocates; or
- Attending court proceedings related to the employee or the employee's family member.

For purposes of this policy, "family member" includes the employee's minor child or a person for whom the employee is a legal guardian. Time off will be without pay, except that exempt employees may be paid, as required by applicable law. Additionally, employees may use any accrued sick leave or other available PTO for leave under this policy. Health coverage and eligibility for other benefits will continue during the leave of absence. Employees or their representative must provide notice within 24 hours of taking leave. PEEC may also require verification of the need for leave, such as:

- A police report indicating that the employee or a family member was a victim of domestic abuse;
- A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse, but the document does not constitute a waiver of confidentiality or privilege between the employee and the employee's advocate or attorney; or
- The written statement of an attorney representing the employee, a district attorney's victim advocate, a law enforcement official or a prosecuting attorney that the employee or employee's family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.

PEEC will keep information regarding domestic violence leave strictly confidential and disclose such information only with the employee's consent or as required by law.

We will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy, nor will PEEC interfere with, restrain or deny an employee the right to domestic abuse protection leave.

Disaster/Emergency Services Leave

Employees who serve as "volunteer emergency responders" are entitled to up to ten (10) days of unpaid time off each calendar year if they must be absent from work in order to respond to an emergency or disaster. For purposes of this leave, volunteer emergency responder means a person who is a member in good standing of:

- A volunteer fire department
- An emergency medical service
- A search and rescue team
- A law enforcement agency or
- Enrolled by the state or political subdivision of the state

An employee shall make reasonable efforts to notify the employer of their absence, if and when possible. Verification of the disaster or emergency response will be required.

Jury Duty

Employees who are summoned to jury duty will be granted time off to fulfill their civic obligations. An employee must provide PEEC a copy of the jury summons immediately upon receipt and will be expected to report for work during jury duty whenever the court

schedule permits. Employees will be required to submit official court timesheets with all jury duty days and hours recorded and must telephone their supervisor each day to alert them to the jury duty schedule. The same rules apply for witness duty if you are subpoenaed to attend court. You may choose to use your accrued PTO or take the time without pay. Any other court appearances are not covered by this policy and will not be granted PTO outside of the PTO policy.

Military Leave

When on a military leave, employees will retain their positions (if work is available) and seniority in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). The following standards apply to employees returning from military leave:

- For periods of military service for less than 31 days or for a fitness examination, employees must report back to work at the next regularly scheduled workday after the expiration of eight (8) hours and after a period allowing for safe transportation from the place of service to the employee's residence.
- For periods of military service of more than 30 days, but less than 181 days, employees must apply for re-employment within fourteen (14) days after completing service. If it is impossible or unreasonable to do so, through no fault of their own, the employee must apply for re-employment no later than the next full calendar day after it becomes possible to do so.
- Following a period of 180 days or more, employees must apply for re-employment within ninety (90) days after completing service.

Although military leave is unpaid, employees may use their accrued leave. Where reasonably possible, an employee must give advance notice that they will be taking a military leave of absence.

National Guard

In addition to the military leave rights set forth in the National Handbook, employees who are members of the National Guard of New Mexico or any other state also enjoy the rights, privileges, and responsibilities set forth in the federal Servicemember's Civil Relief Act whenever they are called to state active duty for a period of 30 or more consecutive duty days or called to federally funded duty in an operational role for homeland security. Employees who are National Guard members of New Mexico or any other state are also entitled to the rights, privileges and responsibilities set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) whenever they are called to state or federal active duty for a period of 30 or more consecutive duty days.

Voting Time

Employees are encouraged to fulfill their civic duties. PEEC is committed to complying with New Mexico State law ([§1-12-42 NMSA](#)) that allows employees PTO to vote. Please speak with your supervisor in advance to arrange for this voting time.

TEMPORARY ACCOMMODATIONS

Pregnancy Accommodation

PEEC complies with the New Mexico Pregnant Worker Accommodation ACT ([28-1-7 NMSA 1978](#)). It is our policy not to discriminate against any qualified employee or applicant with regards to any conditions from pregnancy or childbirth. PEEC will provide employees a reasonable accommodation for known limitations related to pregnancy, childbirth or a related medical condition, including lactation. The employee must make their supervisor aware of their needs and what type of accommodation would be useful. PEEC may ask for supporting documentation from the employee's doctor regarding the need for and type of accommodation. An accommodation will be granted if it is reasonable and does not constitute an undue hardship for PEEC. If such an accommodation includes time off, the employee has the option to use any accrued PTO or take UPTO, unless the employee voluntarily requests to be placed on leave under the ADA.

Nursing Mothers

PEEC abides by New Mexico state law ([28-20-2 NMSA 1978](#)) which allows for "the use of a breast pump in the workplace" for all nursing mothers. The law states, in order to foster the ability of a nursing mother, who is an employee, to use a breast pump in the workplace, an employer, including the state and its political subdivisions, shall provide the following:

- A space for using the breast pump that is:
 - Clean and private;
 - Near the employee's workspace; and
 - Not a bathroom
- Flexible break times

PEEC is not liable for storage of breast milk or payment for additional breaks beyond the established break time the nursing mother may need to take. Payment is not required for any overtime acquired due to a nursing mothers' need to use the breast pump outside of regularly scheduled break times.

We also abide by the Federal "Break Time for Nursing Mothers Provision" which requires employers to provide a nursing mother reasonable break time to express breast milk for a nursing child for one (1) year after the child's birth and a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public to express milk. This provision does not require PEEC to compensate an employee receiving reasonable break time to express milk for any work time spent for such purposes.

Leave of Absence

PEEC understands that employees may occasionally need time off from work, without pay, to address health or medical issues or family leave. Unless otherwise required by law, requests for time off from work will be evaluated according to business necessity and scheduling needs.

Employees should request all leaves of absence at least 30 days in advance when the absence is foreseeable and with as much notice as possible when the leave is not foreseeable. PEEC may request a doctor's certification in the event that an employee is unable to continue working due to a medically-related condition.

All leaves of absence must be pre-approved by the supervisor, and employees may request up to six (6) weeks of unpaid leave within a twelve-month period. Employees will be required to take any accrued paid leave concurrently with the approved unpaid leave of absence. Upon returning from a leave of absence for medical reasons, the employee must provide a doctor's release to return to work. Failure to return to work at the end of the term of leave will be considered a voluntary resignation.

If the employee is found to have accepted other outside employment while on a leave of absence and will not be returning to their position, the employee will have given PEEC reason to terminate the employee.

Upon an employee's return to work, PEEC will make every effort to place the employee in the same position held prior to the leave, but cannot guarantee such reinstatement. If PEEC is unable to reinstate the employee to the same position, the employee may be placed in a position with similar responsibilities and pay.

CONDUCT IN THE WORKPLACE

Code of Conduct

All employees and directors shall review and sign the [Code of Conduct](#) annually. Signed copies shall be kept in personnel files or by the Board secretary.

Communications and Public Relations

This policy applies to all PEEC personnel (employees, contractors, volunteers, and board members). In a crisis, refer to the crisis communication plan.

The Executive Director and the President of the Board of Directors are the official spokespeople for PEEC on matters of policy and position.

PEEC employees should be aware that PEEC, as a 501(c)(3) organization, may not act in any way that appears to endorse any candidate for political office and may not encourage voters or legislators to vote any one way on legislation that is currently being considered. PEEC may not spend more than 15% of its budget on any action that could be considered advocacy without registering as lobbyists with the state. PEEC can provide information on any topic, but cannot encourage people to vote one way or the other or to speak to their legislators about voting one way or the other. If an employee has questions about how to apply this to their current work, they should consult with the Executive Director before taking action.

Business information that is not already public should not be released to the public without the consent of the Executive Director.

Publications or information that indicate PEEC's sponsorship must be approved by the Executive Director. No personnel may give any person, company, or agency a testimonial in which PEEC's name is mentioned recommending a product or service without permission from the Executive Director and approval by the Board of Directors.

PEEC personnel must comply with copyright and trademark laws.

Program presenters not affiliated with PEEC are solely responsible for the content of their presentations and do not represent PEEC on an official basis.

Any public relations issue that could be damaging to PEEC's reputation should be brought to the attention of the Executive Director, who will determine the appropriate response.

Safety

PEEC is committed to creating and maintaining a safe and healthy work environment for all employees and members. Each employee should become familiar with all safety regulations and report any unsafe or unhealthy situations to their supervisor immediately. Maintaining a safe work environment requires the cooperation of all employees.

PEEC will not knowingly permit unsafe working conditions or permit employees to engage in unsafe acts. Employees must immediately report any safety hazards or concerns to their supervisor. Reports of unsafe and/or unhealthy issues will be promptly investigated to determine cause and prevent the recurrence of similar issues. PEEC encourages all employees to provide suggestions and recommendations for achieving a safer, healthier workplace.

Harassment and Discrimination

PEEC intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, and any type of offensive behavior. Harassment and discrimination includes harassment based on, but not limited to: Race, color, religion,

sex, age, sexual orientation, gender identity, national origin, ancestry, physical or mental disability, conditions related to pregnancy or childbirth, serious medical condition, genetic information, veteran status, or any protected status as provided for by Federal and/or State law.

Examples of harassment include, but are not limited to: derogatory statements, insults, name calling, slander, signs, jokes, written materials, photographs, e-mails, cartoons, pranks, intimidation, physical contact, anything of a sexual nature, assault, violence, and threats of violence. Any actions that are intended to degrade, humiliate, undermine, isolate, or intimidate will not be tolerated. This includes bullying in the workplace.

PEEC encourages employees to communicate directly with alleged harassers and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate. Employees should always contact their supervisor, the Executive Director, or a member of the HR committee to report any uncomfortable situation. They will take prompt and appropriate action in response to any complaint, and an investigation will be conducted. PEEC appreciates and encourages cooperation with investigations. PEEC will make determinations on a case by case basis as to whether confidentiality is required during an investigation. PEEC reserves the right to make confidentiality requests when deemed necessary due to safety or concern of retaliation.

PEEC will ensure that managers and directors take positive steps to comply with this policy. They are required to monitor the workplace to prevent harassment and discrimination, resolve issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a harassment/discrimination complaint.

Harassment and discrimination, no matter how minor, will not be tolerated.

Policy Against Retaliation

PEEC prohibits retaliation against any person who, in good faith, reports a complaint of unlawful activity, testifies, assists, or participates in any investigation or proceeding conducted by PEEC or a government enforcement agency. Additionally, employees have the right to report workplace injuries and illnesses without fear of retaliation.

Bullying in the Workplace

PEEC is committed to a workplace free of threats, intimidation, and bullying. Bullying is defined as any repeated, unreasonable behavior directed toward an employee, customer, or vendor that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. Examples of bullying behavior include, but are not limited to:

- Using intimidating, threatening, or hostile statements, actions, or gestures
- Falsely accusing of and punishing for "errors" not actually made; blaming without justification

- Verbal abuse, demeaning comments
- Direct, conditional, or veiled threats
- Intimidation
- Yelling, screaming, and other demeaning behavior
- Public humiliation of another employee
- Hostility such as glaring, clenched fists, or a threatening posture

PEEC requires employees to behave in a professional manner and to treat colleagues, customers, and vendors with dignity and respect when they are at work. If you feel you have been bullied, you should immediately contact your supervisor, the Executive Director, or a member of the HR committee.

All complaints will be promptly investigated. Managers, supervisors, and all other employees are asked to cooperate fully with the investigation and resolution of all bullying complaints. If the investigation determines that bullying has occurred, PEEC will take immediate and appropriate action.

PEEC will ensure that managers and supervisors take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint.

Workplace Violence

PEEC is committed to complying with the General Duty Clause, section 5(a)(1) of the Occupational Safety and Health Act of 1970 and to therefore provide employees with a safe and healthful work environment. Any acts or threats of violence, whether on or off duty, will not be tolerated. Employees must refrain from fighting, “horseplay,” or any other conduct that may cause danger to themselves or others. This policy applies to our interactions with other employees, managers, and anyone else with whom we interact professionally.

All instances or threats of violence will be taken seriously. Any employee witnessing such an action must report it to their supervisor, the Executive Director, and/or any Board Director as soon as safely possible. Any employee who has been threatened with serious bodily injury or property harm must notify PEEC of the threat. No adverse employment actions will take place against the employee, and PEEC will not require that the employee pursue criminal charges. PEEC will review each reported threat or instance of violence and will take further precautions to maintain safety in the workplace as necessary.

PEEC will promptly investigate all reports of threats and may suspend employees, with or without pay, pending investigation to maintain safety in the workplace.

Possession of Firearms and Weapons

Employees, contractors, and volunteers may not possess firearms, weapons or other dangerous devices at work without written approval of their supervisor, and only as permitted under applicable law (if state or local law provides otherwise, state or local law will prevail).

Solicitations

PEEC prohibits the solicitation of one employee by another employee while either employee is on working time. Working time is defined as when an employee is “on the clock” or is expected to be performing work tasks and does not include meal or break periods. Solicitation during meal or break periods may take place only in the break room.

Employees are prohibited from soliciting PEEC members at any time, or for any reason.

Social Media Policy

PEEC employees should express only their personal opinions on social media and never represent themselves as a spokesperson for PEEC. If PEEC is a subject of the content being created, the employee must be clear and open about their affiliation with PEEC and that their views do not represent those of PEEC, fellow associates, customers, suppliers, or people working on behalf of PEEC. If the employee publishes a blog or post online related to the work they do or subjects associated with PEEC, they must make it clear that they are not speaking on behalf of PEEC. It is best practice to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of PEEC."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with PEEC Equipment Policy. Do not use PEEC email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Confidential Data and Information Management Policy

Any personal information collected by PEEC is confidential and will never be shared outside the organization with the exception of financial contributors listed in our annual report or reported to the IRS in official tax documents. Donors and members may choose to be anonymous.

PEEC may use publicly available sources of personal information, such as phone directories, information publicly available on the Internet, or information available to be purchased from organizations that provide this type of service.

PEEC's online financial transactions are secured by payment processors that protect privacy through industry-standard encryption, authentication, and verification processes. All financial transactions are transmitted on SSL-secured connections.

PEEC uses a nonprofit-focused Constituent Relationship Management (CRM) database to keep electronic records of membership, donations, and participation in activities. All data are password-protected with 2-factor authentication, and in compliance with industry standards for security.

PEEC stores photos, including photos of people at events, on local servers and in the cloud. Attendees of public events waive their right to photographic consent; PEEC will not publish photographs of participants attending PEEC outings and summer camps without the written consent of all participants or their parents/guardians.

Confidential information is available only to the PEEC Executive Director or persons authorized by the Executive Director. Electronic records are kept on password-protected computers and secure online databases. At the time of disposal, all printed confidential material will be shredded. Before any person is given access to confidential information they are required to sign the PEEC Confidentiality Agreement. The following are some statements from the Agreement:

- I understand that I have access to confidential information in verbal, electronic, or written form, relating to program participants, members, donors, volunteers, employees, or the organization.
- I agree that I will hold all such information in confidence and discuss this information only so far as necessary to perform my duties.
- I understand I am likely to see people I know in the database. I will not discuss the information PEEC has about them, or mention PEEC's database.
- I will not share PEEC's constituent information with other organizations or use it to contact people for any reason outside my work for PEEC.
- I will not forward confidential emails to anyone else.
- I will not discuss confidential information after I have left my position at PEEC.

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, PEEC has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of our employees and to the security of PEEC's equipment and facilities. For these reasons, we are committed to the prevention of drug and alcohol abuse in the workplace.

Whenever employees are working, operating any vehicles, present on PEEC's premises, or conducting PEEC-related work offsite, they are prohibited from:

- o Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or marijuana (to include possession of drug paraphernalia).
- o Being under the influence of alcohol, marijuana, or an illegal drug as defined in this policy.

PEEC is committed to maintaining a drug-free workplace. PEEC prohibits the unlawful manufacture, distribution, dispensation, possession, and use of an illegal controlled substance and possession of drug paraphernalia anywhere on the Nature Center property or while employees are engaged in business on PEEC's behalf in other locations. Also prohibited is coming to work under the influence of an illegal controlled substance. If an employee is suspected of violating this policy of a drug-free workplace, PEEC reserves the right to arrange transportation from the workplace to the employee's home and to request that the employee not return to work until confirmation of a negative drug test is presented.

Employee Assistance

We will assist and support employees who voluntarily seek help for drug and or alcohol problems before becoming subject to discipline or termination under this or other PEEC policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Drug and Alcohol Testing

If reasonable suspicion of drug or alcohol abuse is witnessed in the workplace or during any PEEC event or activity, we reserve the right to conduct appropriate testing. At least two PEEC representatives must observe and report behavior consistent with substance use, possession, and/or impairment.

When there is reasonable suspicion that testing is warranted, we will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours when possible. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Crimes Involving Drugs

We prohibit all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on PEEC premises or while conducting PEEC business. PEEC employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Arrests and Convictions

In order to promote the safety and security of our guests, employees, contractors, vendors and other visitors to our property, enhance the operations and protect against potential legal liability, while at the same time recognizing the rights of our employees, the following policy has been established regarding employees who are:

- Charged with committing any felony or violent misdemeanor, or any crimes related to their position;
- Arrested or incarcerated;
- Convicted or who plead guilty to any felony or violent misdemeanor crimes; or
- Are sentenced to a period of confinement in a penal institution or some other facility.

Any employee who is subject to one of the above situations under federal, state or local law must immediately notify his/her manager. At that time, a risk assessment may be made by the supervisor and/or Executive Director, as to whether the nature of the crime(s) for which the employee has been charged and whether the circumstances are such that allowing the employee to continue to work would create an unreasonable risk for PEEC. Factors that may be considered include, but are not limited to, whether the alleged crime involved violence and/or injury to another person, the job duties of the accused employee and whether the situation has been reported in the national or local news media. The employee may be placed on an unpaid administrative leave pending the outcome of the risk assessment. This policy shall be applied as permitted under applicable law.

Discipline

Employees are expected to follow all PEEC policies and procedures in the handbook, along with federal and state laws. Any violation may lead to disciplinary action, up to and including immediate termination of employment.

Disciplinary tools that may be used by PEEC include, but are not limited to, formal and informal counseling, verbal warning, written warning, final written warning, performance improvement plan, suspension, probation, reassignment or termination. The existence of these tools does not indicate the existence of any system of progressive discipline, and the use of these tools will be based on the severity of the offense and past offenses and is solely at the discretion of the employer. If employees feel that they have not been

treated fairly, they should contact their supervisor, the Executive Director or a member of the HR committee.

Personal Appearance

You represent PEEC to the public. You are expected to dress in a manner that is consistent with your responsibilities, with special attention paid to PEEC's image, customer interaction, and safety. We expect all employees to present a clean, neat, and professional appearance at all times when conducting PEEC business. Acceptable personal appearance is an ongoing requirement of employment with PEEC. Employees should dress according to the requirements of their positions and abide by the required dress code. Employees' dress should project a positive image on PEEC when they represent PEEC with clients, visitors or other external parties members.

PEEC has the authority to modify the appearance standards set forth in these guidelines, according to business and client requirements.

If your religious beliefs or medical condition require deviations from this policy, we will enter into an interactive dialog with you in an attempt to reach a reasonable accommodation.

Customer Service

Each of us represents PEEC to the public. The way we behave is a direct reflection on our organization. Assisting current members, potential members and visitors is our first business priority. We ask employees to be courteous and respectful to the public while conducting PEEC business.

Phone Use

PEEC recognizes that cell phones and personal communications devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, PEEC has adopted the following rules regarding the use of personal communication devices in the workplace during working hours.

Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or work station so as not to disturb co-workers. Minimal or incidental use is permitted (e.g., child confirming safe arrival at home after school).

When attending a meeting with customers, or co-workers, employees should turn off or silence their cell phones and personal communication devices. Except in extraordinary circumstances (e.g., family emergency), employees may not respond to personal calls during a meeting.

While driving for PEEC business, employees must use hands-free devices when talking on their cell phones.

Smoking

PEEC is dedicated to providing a healthy, comfortable and productive work environment for our employees. In June 2007, the State of New Mexico enacted the Dee Johnson Clean Indoor Air Act requiring 100% smoke free-workplaces. In light of this legislation, PEEC shall be entirely smoke-free indoors.

Los Alamos County also prohibits smoking in all indoor public places and workplaces, adhering to the New Mexico Dee Johnson Clean Indoor Air Act, with a 25-foot smoke-free buffer zone around entrances, windows, and ventilation systems of county-owned buildings. Smoking is also restricted to specific areas during fire restrictions.

Employees are prohibited from smoking or chewing tobacco when interacting with customers.

PEEC Property

Any PEEC property that is issued to you, such as uniforms, keys, equipment, computers, cell phones, credit cards, etc., must be returned in good condition. Employees will be responsible for any lost or damaged items.

Employees must immediately report any malfunctions that occur while using PEEC equipment. Employees may not use PEEC or county property for any illegal or unethical purposes. Employees will be required to reimburse PEEC for any personal use of PEEC property that incurs a fee.

Employees should not expect a right to privacy while using PEEC computers, phones, or printer while conducting PEEC business. Items or PEEC property taken off premises are subject to inspection. Employees' desks, workstations, and work areas are also subject to inspection should suspicion warrant such activities.

Vehicle Use Policy

Authorized Drivers:

PEEC vehicles are operated only by licensed employees or volunteers over the age of 18 who have been given permission to do so by their supervisor or the Executive Director and only for the specific purposes for which that permission is granted. If the person's drivers' license is not on file, the license must be shown to the person giving permission for use of the vehicle before the driver is authorized. Employees approved to

drive are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

All drivers must read, sign, and date this policy before using PEEC vehicles.

Authorized Passengers:

Authorized passengers are only PEEC employees or volunteers while involved in authorized PEEC business or, occasionally, program participants. If program participants or volunteers under age 18 are going to be passengers, follow all child protection policies.

The driver makes the final decision about whether or not to allow any passengers in a PEEC vehicle.

Scheduling Vehicle Use: Vehicle use must be scheduled in advance using the PEEC Google calendar. Please note how long you will use the vehicle and where you will be traveling to. If there are conflicting needs at the same time, the destination that is the furthest distance from the nature center OR the employee who does not have an alternate mode of transportation will be given priority for use.

With permission from the executive director, a car may be taken to an employee's residence overnight.

Driver Responsibilities:

- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Read and comply with all current insurance requirements.
- Maintain a valid U.S. driver's license and notify the Executive Director promptly of any changes in license status.
- Operate vehicles in accordance with Federal, state and local regulations, traffic laws, and ordinances. Reference NM MVD Driver's Manual if necessary.
- Use safe driving practices at all times.
- Report unsafe vehicle conditions or concerns promptly to the Executive Director.
- Promptly (within 24 hours) report all accidents and traffic violations (including parking violations) in PEEC vehicles to the Executive Director.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash in the vehicle.
- Do not operate a PEEC vehicle at any time or operate any personal vehicle while on PEEC business while using or consuming alcohol, illegal drugs or prescription medications that may affect the ability to drive. These prohibitions include circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication. Do not smoke in the vehicle.

- Charge the vehicle immediately upon its return. Move the vehicle away from the charging spot as soon as possible after it is fully charged, except on cold winter nights, when it is recommended to leave it plugged in.
- Driver is personally responsible for the payment of all fines or traffic violations associated with the use of PEEC vehicles unless the fine is due to conditions outside of the driver's control, i.e. expired tags.
- Mobile devices are only to be used hands-free while the vehicle is in motion.
- Vehicles are not used for personal errands or similar activities.
- Damages including those to third parties resulting from unauthorized or illegal use of PEEC vehicles are the complete responsibility of the driver.
- Lock the vehicle when not in use. The keys must be stored in the Nature Center at all times when the vehicle is not in use.

In Case of an Accident:

- Stop, look, and assess the situation; call for police assistance if there is an injury or significant property damage.
- If the injuries are or could be severe, call 911.
- If police involvement is necessary, request that the attending officer file a written report regardless of the extent of the damages.
- Fill out the PEEC Incident Report Form found in the vehicle's glove box or online for any accident, whether or not police have been called. Give or send this report to the Executive Director within 24 hours of the accident.
- In the event of an accident, do not debate or admit responsibility, and do not make statements to anyone except police/law enforcement, the Executive Director, or legal counsel.

RECEIPT & ACKNOWLEDGMENT OF PEEC EMPLOYEE HANDBOOK

This employee handbook is an important document intended to help employees become acquainted with PEEC policies and procedures. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of PEEC Employee Handbook.

1. I understand that this Employee Handbook supersedes and replaces all previous editions or versions of any Employee Handbook, or any employee policies, written or verbal.
2. I understand that my employment is at-will and may be terminated by me or PEEC at any time, for any reason, with or without notice, and with or without procedural formality or progressive discipline.
3. I understand that the policies and procedures in the Employee Handbook do not constitute a contract, and that PEEC at its sole discretion may vary from the policies in any of its manuals/handbooks, and may change or revoke any of those policies at any time.
4. I understand that nothing in this handbook is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).
5. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the PEEC Employee Handbook. I understand that I am required to abide by the policies in this Employee Handbook.

EMPLOYEE'S PRINTED NAME

DATE

EMPLOYEE'S SIGNATURE