

CUSP POLICIES REVIEW

AS APPROVED BY THE BOARD OF DIRECTORS

January 29, 2016

The Board and staff of the Coalition for the Upper South Platte are dedicated to fulfilling our mission of *protecting the water quality and ecological health of the Upper South Platte Watershed through the cooperative efforts of stakeholders with emphasis on community values and economic sustainability* with the highest level of integrity and respect for all the individuals and organizations who are stakeholders in our watershed.

We believe that as stewards of the Coalition, which has been established for public benefit under section 501(c)3 of the Internal Revenue Code, and which has legal standing for that purpose, we have accepted a public trust to abide by intensive standards of performance and ethical behavior. Our partners and funders have the right to expect that CUSP will not only uphold and follow legal requirements as set forth by federal and state laws, but will always work to live up to the highest values of honesty, competency, responsibility, and accountability. To that end we have developed the following policy documents.

ETHICS

Non-discrimination Policy

The Coalition for the Upper South Platte (CUSP) has a policy and procedure of non-discrimination with regard to race, color, religion, national origin, physical and mental disability, military status, age, gender, sexual orientation and gender variance, applicable to CUSP's paid and volunteer staff; applicable to membership in CUSP's governing board; and applicable to persons served by CUSP.

Incidents or circumstances of discrimination, harassment, or sexual harassment will not be condoned, nor tolerated; violation of this policy is grounds for disciplinary action as outlined in section 3, Disciplinary Action, of this document. Definitions for this section include:

- **Discrimination**

Discrimination with respect to any condition of employment, or against any applicant for employment, may be a violation of Title VII of the Civil Rights Act of 1964, as amended the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and/or State statutes. Discrimination concerns the unfair or unequal treatment of a person or group (either intentional or unintentional) based on race, color, age, national origin, religion, sex, or disability.

- **Harassment**

Harassment is conduct that involves a pervasive atmosphere of severe or unwelcome working conditions that have the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

- **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct directed at an individual because of that individual's gender or gender expression constitute sexual harassment when:

- Submission to such conduct is either explicitly or implicitly a term of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Youth and Vulnerable Citizens Protection Policy

CUSP works frequently with many youth on volunteer and educational projects, and from time-to-time with vulnerable citizens, such as handicapped individuals or extreme elderly citizens. Our goal is to provide safe opportunities for youth and vulnerable citizens to participate in CUSP activities. To that end:

Two-person adult supervision: Two CUSP staff, or one CUSP staff and one parent and/or adult group leader, both of whom must be 18 years of age or older, are required for all events and projects involving youth or vulnerable citizens. This extends to instances where a large group is dispersed into smaller groups to organize work groups or to travel. The participating organization is responsible for ensuring that sufficient adult supervision is provided for all activities, at the minimum ratio of one adult to 10 youth. Increased adult supervision may be required due to factors such as: project safety, limitations in ages or physical abilities. One-on-one contact between adults and youth will not be permitted. In situations requiring personal attention, such as disciplinary action, first aid or medical transport, two adults will be present, preferably one CUSP staff and one parent and/or adult group leader.

Overnight supervision:

The above policy applies to all overnight events or projects. During coed overnight events or projects, both male and female adult leaders shall be available at the ratio as stated above.

Adult attendance at all times:

Under no circumstances will youth be left unattended. CUSP staff and participating organization leaders will be aware of each youth's whereabouts at all times. This policy will be communicated to all staff, organization leaders and volunteers in a pre-project discussion at the onset of all events and projects involving youth.

Whistleblower Policy

CUSP encourages staff, volunteers, board members, contractors, grantees, or others to report suspected or actual occurrences of illegal, unethical, or inappropriate behavior or practices. Those reporting (the whistleblower) shall not be subject to retribution when the report was made in a good-faith effort, without malice toward an individual or the organization. A whistleblower who makes a false or misleading report with malice, and not in good faith, is subject to discipline, as outlined in section 3, Disciplinary Action, of this document.

The whistleblower should promptly report suspected or actual incidents to his or her supervisor, or if uncomfortable doing so, should report to a higher level of management, including to an appropriate Executive Committee member. The whistleblower's identity will be kept confidential. Anyone who retaliates against a whistleblower will be subject to discipline as outlined in section 3.

Board members who receive a report or suspect an incident or issue should report it immediately to the Executive Director if the report pertains to an employee or volunteer serving under the Executive Director, or to the Chair if the incident or issue involves the Executive Director and/or another board member. If the incident or issue involves the Chair, the whistleblower should notify another member of the Executive Committee. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement.

The whistleblower shall receive a report within five business days of the initial report regarding the status of the investigation, disposition, or resolution of the issue. If the resolution is not to the whistleblower's satisfaction, he or she has the right to report the event to a higher level of management, or to law enforcement, without fear of reprisal or retaliation.

Conflict of Interest

CUSP does not tolerate conflicts of interest. The detailed conflict of interest policy is incorporated into the CUSP Financial Policy, as an addendum to this policy.

Personnel

Compensation

CUSP strives to provide reasonable compensation for employees. The Board will annually consider the compensation of the Executive Director, taking into account comparable pay for similarly qualified staff at other organizations in Colorado. The Executive Director sets pay rates for other employees, and will, likewise, review pay rates for similar positions in other organizations. Our goal is to treat employees fairly within our ability to pay, and market conditions.

Employee Conduct

Employee Conduct shall include, but is not limited to the following:

- **Attendance**
Employees are expected to maintain a good attendance record, and report promptly when scheduled. Employees shall also keep an accurate record of hours worked according to reporting guidelines outlined by the Executive Director.
- **Substance Abuse**
The use, abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, jeopardize their safety and that of others, as well as impair job performance. The illegal use, possession, abuse, transaction or sale of prescription medication, narcotic, alcohol, drug or controlled substance by an employee while on duty, or in a manner that could or does affect the employee's performance, shall result in disciplinary action.
- **Over-the-counter and Prescription Drugs**
From time to time, employees may need to take over-the-counter drugs, such as cough and cold medicine, or may be taking prescriptions as provided them by their physician for pain or illness. We recognize that everyone needs to take these things occasionally, but also recognize that these substances may impair judgement or response, or may result in other reactions. Thus employees who are taking medication should inform their supervisor of what they are taking, and for how long, so that we can work with the employee to assure that work duties are suitable for the circumstances. We may require an employee to receive a written note from their physician clarifying work restrictions.
- **Drug Testing**
CUSP does not perform routine drug testing; however, in the case of an accident or near-miss, or if the Executive Director or Operations Director/Safety Officer suspects that an employee may be under the influence of drugs or alcohol at work (including drugs described in the previous paragraph), the employee may be required to provide a blood, urine, or mouth swab sample within 24 hours of receiving written directive from the Executive Director or Operations Director/Safety Officer.

Disciplinary Action

Authority

The Executive Director or appropriate supervisory personnel have the right and responsibility to counsel employees on their performance and take appropriate action.

Disciplinary Action

May include, but is not limited to oral warnings, written warnings, suspension without pay, demotion, or termination of employment. Violations of this or other policies that recklessly endanger life or property, or that are criminal in nature, will result in immediate termination.

Grievances of Working Conditions or Practices

- Reasonable effort to provide satisfactory and equitable working conditions and practices to all employees shall be made.

- Employees and supervisors shall endeavor to inform each other and resolve problems quickly.
- Employees who file a grievance or complaint shall be protected by their supervisor from retaliation and such grievance or complaint will be maintained in confidentiality.
- Any employee who files a grievance may pursue it up the chain of command, if their supervisor does not respond to the grievance in writing within ten working days.

Hiring and Probation

- Upon receiving and accepting an offer of employment, appointment to the Board of Directors, or commitment in the case of long-term volunteers, individuals shall receive a copy of this handbook.
- New hires will work under a probationary status for six months. During the probationary period, employees do not have the right to any hearing with a higher staff supervisor or the executive committee of the Board for disciplinary action based on unsatisfactory performance.
- Following the probationary period, individuals who receive disciplinary action may request a hearing before a higher staff supervisor or the executive committee.
- CUSP may require background checks on employees who will have a direct role in financial management, or staff or volunteers who will work directly with children or other vulnerable populations.

Separation from Employment

- An Employee may separate from employment by resignation, layoff, retirement, or termination.
- When an employee intends to voluntarily leave employment, the employee shall provide written notice at least two weeks prior to the last intended date of employment. Employees who forego giving appropriate notice may lose paid time due them for vacation, sick time, or comp time.
- Any employee may be laid off because of lack of work, lack of funds or change in operations as determined by the executive committee or supervisor.
- Conditions for *termination for cause* may include, but are not limited to, employee misconduct, failure to comply with this and other policies, and/or unsatisfactory job performance as determined by the executive committee or supervisor. Written notice of termination will be provided to any employee who has passed their probationary period.

Benefits

Holidays

- Full Time Employees
The following shall be holidays for all full time employees:

• New Years Day	January 1
• Memorial Day	Last Monday in May
• Independence Day	July 4
• Labor Day	1 st Monday in September
• Thanksgiving	4 th Thursday in November
• Day After Thanksgiving	4 th Friday in November
• Christmas Eve	1/2 day of holiday time
• Christmas Day	December 25
• New Years Eve	1/2 day of holiday time

- Part Time Employees
Part Time Employees shall be entitled to the same holidays as full time employees, but will be paid pro rata based on their weekly hours. For example an employee working 32 hours a week will receive pay for 6.4 Hr per holiday.
- Seasonal Employees
Season employees shall be entitled to any holiday, which falls in the term of employment for the position, and if part time on a pro rata basis.
- Trading
Employees may trade the above paid holidays for other days with approval from the Executive Director or their supervisor.

Vacation and Sick Leave

- All employees shall receive 0.039 hours of vacation leave per hour worked to be used at their discretion.
- No employee will be eligible to take vacation leave until they have been employed for at least three months of employment.
- Employees who have completed at least six months of employment may be paid for accrued vacation time upon separation.
- Employees must schedule vacation leave with their supervisor at least seven days in advance. All vacation leave is subject to executive committee or supervisor approval.
- All employees shall receive .019 hours of sick leave per hour worked.
- Employees who have completed at least five years of employment may be paid for 50% of accumulated sick leave upon termination.
- Employees shall give prior notice for sick leave used whenever possible by phoning their supervisor or the office as soon as possible.
- Sick leave may be used to attend to ill family members, or for routine medical appointments by the employee or by a dependent of the employee.

Bereavement Leave

When a death occurs in an employee's immediate family, all regular employees may take up to five (5) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. Immediate family members for the purpose of this leave include: an employee's spouse or domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of extended family (such as aunts, uncles, cousins) or a close, non-family member. These requests must be approved by the Executive Director or the employee's supervisor on a case-by-case basis.

CUSP understands the deep impact that death can have on an individual or a family, therefore additional time off may be granted either using accrued time off or without pay. The employee may make arrangements with his or her supervisor for additional unpaid days off in the instance of the death of an immediate family member. Staff may, at the discretion of the Executive Director, donate some of their paid vacation to a fellow staff member who requires additional time off following a death in their immediate family.

Jury Duty Leave

As citizens we have a civic responsibility to participate in jury duty if called upon to do so by our county, town, or city. CUSP will pay employees who are called for trial or grand jury service their regular wages for the first three days of their juror service or any part thereof. "Juror service" includes any time that a person spends in the jury selection process and any time that a person spends in trial. After three days, the employee will receive payment for jury service from the State of Colorado.

CUSP will not pay for lost wages due to other legal processes. For example, we will not compensate an employee for time spent: serving as a witness in a case, responding to a subpoena, or acting as a plaintiff or defendant in the courts.

Leave Without Pay

Leave without pay is a period of absence from work that is not covered by Vacation or Sick Leave. Leave without pay may be granted by the executive committee or supervisor.

Social Security and Withholding Taxes

CUSP is required to pay into Social Security in accordance with the provision of the Federal Insurance Contribution Act. Employees are also required to contribute. Required Contributions are set by the federal government. CUSP may also be required to withhold monies from employee's checks for federal and/or state income tax. CUSP will supply workers with regular statements provided with each pay check that clearly show such deductions.

Employee Insurance

CUSP supplies employees with a Life Insurance policy, as well as both Long-Term and Short-Term Disability policies. Each employee will be provided with documentation describing the benefits and plan particulars on their first day of work. CUSP offers employees the opportunity to participate in group insurance. CUSP will pay 50% of the employees cost for a "Bronze" plan as offered through our system, and 30% toward the cost of family coverage. Employees who do not opt to participate in this program do not receive compensation in lieu of the insurance payment.

Retirement

CUSP wants to help employees save for their retirement. After you have completed your probation (six months) you are eligible to participate in our Simple IRA Retirement Plan through Fidelity. Through this plan, we contribute funds to match contributions you make up to 3% of your pay. You are also able to contribute additional funds as deferred income, meaning you will not pay taxes on what you save until you withdraw it after you retire. All post-probationary employees will be given a plan guide that explains the Simple IRA, and appropriate paperwork for enrollment.

Time and Pay

Pay Periods

CUSP will operate on a twice-monthly pay system. Pay periods end the 15th and the last day of the month. Efforts will be made to issue checks quickly after the end of the pay period; however, checks will not be deemed to be late until after ten business days following the close of the pay period.

Time Records

Employees are responsible for recording their time on record forms or computer systems as determined by their supervisor or the executive committee. Time records shall accurately reflect details of employees hours worked, time started, time ended, and work performed. Falsifying time records is considered grounds for dismissal. Employees and supervisors will sign time sheets, attesting to their accuracy and truthful representation of time worked. See additional information regarding time records under Financial Policies that follow.

Overtime

CUSP will pay employees time and one half for overtime, or at the employee's discretion allow the employee to accumulate compensatory time at time and one half for hours over the pay-period full-time equivalent hours (or the equivalent of 40 hours per week prorated for 1/2 a month).

Email and Internet Policy

Business Use

The e-mail and Internet systems are to be used for the business purposes of CUSP. All information and messages that are created, sent, received or stored on CUSP's e-mail system are the property of the CUSP. Exercise common sense and good judgment in the use of e-mail and the Internet.

E-mail Review

All CUSP e-mail is subject to the right of the CUSP Secretary of the Board or Executive Director to monitor, access, read, disclose and use such e-mail without prior notice to the originators and recipients of such e-mail. E-mail may be monitored and read by said personnel to inspect for any violations of law, breaches of CUSP policies, or for any other reason. E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through e-mail.

Prohibited Content

- E-mails may not contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.
- Employees are forbidden from web-surfing on pages that contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.

Education

CUSP believes that various forms of continuing education, ranging from attending specialized conferences or meetings, to taking college classes or working toward a degree, are valuable for us and our employees. As part of our desire to see our employees meet their full potential, CUSP will support education in the following ways:

1.) Meetings and Conferences

Employees may be required to attend meetings or conferences, or they may request to attend such events. All requests must be submitted to the Executive Director on a meeting request form at least two weeks prior to the meeting or conference, or prior to expenditure of registrations or travel funds, whichever is earlier. The employee shall describe the event, time, date, location, and what they and/or CUSP, will get out of attending, as well describing all expected expenses associated with the event. Employees are expected to make their own travel arrangements, and CUSP is not responsible for expenses associated with such events if the employee did not receive written approval to attend the event prior to expending funds.

Travel funds for such events shall be based on the following criteria:

1. Mileage will be reimbursed at the current rate established by the Internal Revenue Service.

2. Hotels must be less expensive than the US government employee's approved rates, based on the city the meeting will take place in, unless the employee is staying at a conference site at the conference rate for which room rates are less than 125% of the approved government rate.
3. Employees will be reimbursed for food and incidental expenses (at a cost not to exceed the per diem rate established by the US government based on the city where the meeting is taking place.)
4. In cases where air travel is required, the employee is expected to purchase tickets at least two weeks prior to travel to get the best rates, and the employee is expected to shop for the best rate.
5. Other reasonable, actual expenses, including parking, airport shuttles, etc. will be reimbursed.
6. Car rentals will only be reimbursed if the employee has requested permission for a car rental in advance from the Executive Director or the Executive Committee.
7. All reimbursements require adequate documentation.
8. Employees who are attending conferences and meetings are encouraged to apply for scholarships when available. If the employee has been invited as a speaker or participant, they should investigate whether the organization putting the meeting on can provide some or all of the funding to offset travel expenses.
9. Attendance at conferences and meetings is generally considered a privilege. These events, when paid by CUSP, are seen as an extra benefit. Thus employees will only be allowed 8 hours of paid time per day while at any conference. Because CUSP often pays for a hotel, dinner and other per diem expenses, 8 hours is the pay limit regardless of other activities that may be associated with the event.

2.) College or Certain Vocational Classes

1. CUSP will work to the best of our ability to accommodate an employee's scheduling so that the employee can take classes. This may include a reduction in hours during the semester, and/or arranging work times to allow attendance in classes.
2. In cases where an employee's continuing education is in an arena that relates directly to CUSP's mission, CUSP will consider requests to participate in our Tuition Assistance Program.
3. Tuition assistance requires prior written approval for each semester and is based upon CUSP's current financial condition; the applicability of the classes or degree to our mission; employee performance; and employee tenure.
4. Participation in the Tuition Assistance Program is only open to employees who have worked for CUSP for at least one year, and who normally work at least 20 hours per week on average.
5. Participation will be granted on a funds-available basis, so employees are encouraged to contact the Executive Director early if they are considering making a request. This is not a guaranteed benefit, but will be considered on a case-by-case basis.
6. Tuition Assistance will be provided on a reimbursement basis for tuition only, with reimbursement of tuition after completion of the course based on the following formula: An employee who receives an "A-" or 3.7 or better in their class will receive a 50% reimbursement; for a B+ through B-, or 2.7 to 3.5, will receive a 40% reimbursement; and finally an employee who receives a C (2.0) or C+ (2.5) will receive 25%. No reimbursement will be made for grades below a C.
7. Employees attending such classes are expected to do so on their own time. We will not pay wages for time spent on classes or homework; however, if an employee is completing a project for school that is directly related to their on-the-clock work (such as doing monitoring for CUSP, or producing a GIS layer for CUSP), that work may be authorized by the Executive Director to be completed "on the clock."

Use of CUSP Equipment

All office facilities, equipment, supplies, and so forth, are for business purposes only; personal use of such is prohibited without prior written permission from the Executive Director, Operation's Director, or the Executive Committee. Unauthorized use of CUSP equipment supplies will be grounds for dismissal or other disciplinary action!

Consequences of Violations

Violations of this policy or other company policies may result in disciplinary action, including but not limited to oral warnings, written warnings, fines, suspension without pay, demotion, or termination of employment.

Additional Policies

- Safety Policy: Safety comes first in all operations. Employees shall use care in performance of their duties so that no injury occurs to themselves or to others. CUSP maintains a separate safety policy.
- Financial Policy: CUSP's goal is to be financially responsible and transparent in our dealings. CUSP maintains a separate financial policy.
- Job Descriptions: CUSP has developed job descriptions that are considered part of this policy.
- Other Policies: CUSP may adopt other policies as the Board deems necessary.
- Policy Review: Each staff member, board member, or long-term volunteer shall review and comply with this and other policies at the time of coming on board with CUSP, and annually thereafter.

FINANCIAL POLICIES

COALITION FOR THE UPPER SOUTH PLATTE

CONFLICT OF INTEREST STATEMENT

1. No member of the Board of Directors, the staff, nor certain consultants as identified by the Executive Committee, shall derive any personal profit or gain, directly or indirectly, by sole reason of his or her participation with the organization.
2. The Board of Directors does wish to have local business community members and other individuals who bring unique expertise and experience to our Board, such as representatives of other nonprofits we work with, involved on the Board, and our bylaws require us to seek out these individuals to serve. It is not CUSP's desire to preclude these individuals from having any business relationship with CUSP when there is open and competitive bidding and they are the best and most appropriate bidder.
3. However, any individual who as an actual or potential conflict of interest, or a relationship that gives rise to the appearance of conflict of interest, shall immediately disclose all material facts of said relationship to the Executive Committee or Board of Directors.
4. Said individual shall not participate in any discussion or vote on any matter in which he, she, or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. He or she shall disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved.
5. Further, in connection with any committee or board action specifically directed to that agency, business, or group, said individual shall not participate in *any* decision making that affects that agency, business, or group.
6. When any interested individual as outlined in paragraph 1 is determined to be the best bidder to supply services or materials, the decision to ratify a contract with that individual must be made and/or ratified by the full board.
7. Any such interested individual shall also refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation with CUSP.
8. The Executive Director, the Executive Committee, or other Directors shall make inquiry if such conflict appears to exist and the individual has not made it known.
9. If the Executive Committee or full Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
10. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, including, but not limited to canceling agreements or contracts, and removing the individual from their position of responsibility with CUSP.

Invoicing for Labor and Contracts

It is widely recognized in the nonprofit world that many nonprofits are challenged by organizational sustainability. CUSP has recognized this in our own planning efforts. In order to establish a more business-like approach to our sustainability we have adopted the following invoicing approach:

- When developing budgets for grants, regardless of source (federal, state, local, corporate or foundation), when invoicing said grants, or when negotiating or invoicing fee-for-service work in public/private partnerships, CUSP will use the following rates:
 1. CEO/ED Staff: \$ 85
 2. Senior Exec Staff; Senior Specialists: \$ 75
 3. Deputy Level Staff; Watershed Coordinators; Specialists 2 \$ 60
 4. Field Crew Leaders; Program Leaders; Specialists 1, Sub-coordinators \$ 45
 5. Natural Resource Tech 2; GIS Techs \$ 40

6. Natural Resource Tech 1; Office & Watershed Assistants	\$ 35
7. Seasonal Natural Resource Techs:	\$ 30

Note: Specialists include positions such as hydrologists, engineers, scientists, etc

- When CUSP contracts externally under grants or fee-for-service partnerships, CUSP will add a 5% administrative fee to the contracts.
- Funds generated by these invoicing fees cover certain employee fringe expenses, a proportional portion of our overhead, and the maintenance, improvement, and expansion of our mission-driven programmatic operations. This benefits both the actual work covered by the invoice as well as other programmatic work that may not be covered by grants, such as participating in external committees and workgroups (e.g. the Front Range Roundtable, Pikes Peak Wildfire Prevention Partners, Colorado Watershed Assembly to name just a few), or developing and nurturing new programs and projects, and are necessary to support overall operations of CUSP.

ACQUISITIONS & MINIMIZING EXPENSES

It is CUSP's policy to minimize costs whenever and wherever possible, to expend funds for items that are necessary, reasonable, allocable, and allowable to fulfill our mission per these policies and the requirements of our donors and grantors. To that end CUSP will follow these additional policies:

- Require all employees to keep accurate time records and accounting of work performed, including breakdowns through billing codes as to which project their work falls under, on a designated work sheet. The Staff Accountant or Office Manager will print a timesheet for review by the employee and his/her immediate supervisor. Printed sheets are to be signed by the employee's immediate supervisor and by the employee within 5 days if correct, and returned to the bookkeeper for filing. If sheet is incorrect, employee or supervisor shall notify the bookkeeper within 5 days and provide corrected time records.
- All items purchased that have a value greater than \$250.00 will have be checked from three sources for pricing, and the lowest price option shall be used unless there is satisfactory written justification for selecting a higher priced item or service based on such criteria as experience, timeliness or availability of products or services, or other such valid concerns for completing projects in a timely and professional manner.
- CUSP is exempt from Sales Tax and Property Tax, and all staff shall make all reasonable efforts to assure that we utilize these exemptions in purchasing and bidding.
- Sole source procurement is discouraged, and requires written approval by the Executive Director prior to purchasing or contracting for services.
- All contractual services with a value greater than \$10,000.00 shall require open bidding with at least three bids solicited, and the lowest bid option shall be used unless there is satisfactory written justification for selecting a higher priced bid based on such criteria as experience, timeliness or availability of bidder to provide services, or other such valid concerns for completing projects in a timely and professional manner.
- Contracts shall be signed by the Executive Director, Operations Director, or a member of the Executive Committee. Contracts greater than \$500,000 or those over a one-year term shall be approved by the Executive Committee prior to signing. Said approval may be provided by email.
- If a contractor to CUSP will be using subcontractors to perform any or all work under their contract with CUSP, subcontracts must be approved by the Executive Director, Operations Director, or the Executive Committee.
- Contractors and subcontractors must have on-file anti-discrimination policies that are compliant with federal anti-discrimination policy requirements, and adequate safety policies, and must enforce said policies.
- Contractors and subcontractors must have adequate insurance as prescribed by CUSP's insurer and submit a complete a complete W9.

GIFTS TO STAFF/BOARD

CUSP staff/board members are occasionally asked out to lunch or dinner by a school or volunteer groups that they have worked with, or offered a personal gift from such groups. They may also be offered gifts from people for whom they have worked on or with for a project. CUSP has adopted the following policies regarding such gifts:

- **Meals:** Staff members may accept a meal that has a value of less than \$15.00 for a breakfast or lunch, or \$25.00 for a dinner when it is offered by volunteer groups. Staff may accept food provided by a landowner from their own kitchen while working on a project.
- **Acceptable Gifts:** Staff members may accept any gifts with a value of \$10.00 or less, such as a pen or a key chain. Gifts with a value greater than \$10.00 and less than \$25.00 are appropriate if they have a direct connection to the group offering the gift (for example, a staff member may accept a baseball cap or a tee shirt with the group's logo, or commemorating the group's event with CUSP, but not a hat or tee shirt that is not affiliated with that particular group). Staff members shall never accept a gift with a value in excess of \$25.00, unless it meets the following exceptions: Certificates of Appreciation, plaques, awards, or other similar forms of recognition that are intended for display on a wall or shelf are appropriate even if their value exceeds \$25.00.
- **Cash:** Employees shall never accept cash as a gift to them personally. All cash gifts are considered a donation to CUSP, and shall be turned into the Office Administrator with a cash-in form.
- **Clarification:** If an employee is unsure of the appropriateness of a gift, they should contact their supervisor for clarification.

Records Retention

It is CUSP's policy to retain key records and documentation in order to assure accountability and transparency. As such, we will:

- Keep indefinitely: Audit reports and financial statements; annual trial balances; checks or bank supplied facsimiles for taxes, capital purchases and important contracts; bank statements and reconciliations; legal and tax correspondence; tax returns; general ledgers and journals; bylaws; minutes; insurance records and accident claims; depreciation schedules; appraisals.
- Keep for at least eight years: Checks other than those mentioned above; vouchers for payments to vendors and employees; expired deeds and mortgage documents.
- Keep for at least seven years: Inventories, payroll records, expense reports, payables and receivables ledgers; expired contracts and agreements; purchasing correspondence and purchase orders; invoices and sales records; time sheets; cost ledgers.
- Keep six years: Monthly trial balances, employee withholding records and employee disability or workers comp records.
- Keep three years: Personnel files for terminated employees, bank reconciliations, petty cash vouchers, expired insurance policies.
- Keep two years: General correspondence, requisitions, bid documents.

Permitted document destruction will be overseen by the Executive Director. CUSP may scan and store noncritical files electronically, such as bank statements or copies of time sheets, so long as adequate protection is made through backups housed in a secure way, so as to assure no loss of records. If CUSP is being investigated by a governmental law enforcement agency, routine destruction shall not be resumed without the written approval of the Executive Committee.

Cash Policies

CUSP's Office Assistant will serve as the Petty Cash Custodian.

- **CASH IN:** Staff turns in cash received from donations, fees etc, with a filled out Money Received Form, which the employee signs. The Petty Cash Custodian verifies the amount and initials the Money Received Form and records the cash received in a notebook established for said purpose, and initials and dates the entry. The Staff Accountant or Office Manager then posts the

receipt to the bookkeeping system, and deposits the funds to the checking account.

- **CASH OUT:** When petty cash is needed, the staff person obtains petty cash from the Petty Cash Custodian, and will sign a Petty Cash Withdraw Form. The employee must, within 48 hours, return to the Petty Cash Custodian documentation for the expense (a receipt from the store or business where petty cash was used at), which is stapled to the Petty Cash Withdraw Form and initialed by both the employee and the Petty Cash Custodian. The Petty Cash Custodian will then enter the transaction in the the petty cash notebook.
- **RECONCILING PETTY CASH:** The Staff Accountant or Office Manager will reconcile petty cash at least once each month (within the first five business days of the month) or as needed to replenish petty cash. At this time, all expense transactions will be entered by the Staff Accountant or Office Manager into the bookkeeping system and categorized according to grant and/or program.
- **REPLENISHING PETTY CASH:** When the petty cash account needs to be replenished, a check will be written to Petty Cash Custodian, who will cash the check and put the funds back into the petty cash bag, and record the transaction in the notebook.
- **CASH HANDLING AT SPECIAL EVENTS:** When CUSP receives cash at special events, at least two staff shall be tasked with managing the cash. Both must count and sign for the cash in as outlined in bullet one.
- **CASH HANDLING AT THE SLASH SITE:** The staff person who is responsible for running the slash site will be provided with a cash bank before the beginning of the slash-site season. They will use carbonless and pre-numbered forms for each transaction at the slash site, which are signed by the individual delivering slash to the site.

All forms must be returned even if one is voided (form should be marked voided with an explanation for the void). The staff person is to return money promptly to the Petty Cash Custodian, on Monday or their first day back at work the following week. The Petty Cash Custodian or Office Manager will count and cross check the forms, and follow the procedures in bullet one above.

Checks over \$15,000

Checks over \$15,000 require the signatures of both the Executive Director and the Operations Director. Because of schedule conflicts, both individuals are rarely at the same place to conduct this process in a timely manner. Therefore, it will now be standard practice for one individual to “pre-sign” a batch of checks. These blank checks will be safely kept in a fireproof safe in the Executive Director’s office. A real-time log of pre-signed checks will be kept in this safe dictating the first signer, check number and date pre-signed. Upon issuing one of these checks, the second signer will notate in the log the issuance date. The final step in this process will be the first signer to review the purpose of the pre-signed for reasonableness. The first signer will then notate that the check was issued for an approved purpose. CUSP is implementing this procedure to improve internal controls regarding checks over \$15,000. This process will allow both the Executive Director and Operations Director adequate oversight of checks written above \$15,000.

Adjustments to Quickbooks

Periodically, adjustments need to be made to transactions previously recorded in Quickbooks. In an effort to strengthen internal controls, CUSP will now be implementing the following policies going forward:

- a) For adjustments made to expense items after the Board has reviewed financials, a “void” must be implemented. This creates an adequate paper trail for future users to determine what in fact was changed.
- b) For adjustments made to income items after the date of initiation, a “credit memo” must be implemented. This ensures that CUSP has an adequate paper trail of all revenue items.

Other financial policy statements:

- All representations made in promotional, fundraising, and other public information materials are accurate and not misleading with respect to the organization's accomplishments, activities, and intended use of funds.
- All funds are spent for the purpose(s) identified in the solicitation or, where not specifically solicited, in accordance with any stated wishes of the donor.
- The fiscal period is the calendar year.
- The Executive Director shall have primary responsibility for ensuring that proper financial management procedures are maintained and that the policies of the Board are carried out. In the Executive Director's absence the Operations Director will oversee operations and system management. If the Executive Director is unavailable for more than 14 consecutive days, the Operations Director will inform the Executive Committee.
- The Treasurer and the Executive Committee shall provide fiscal oversight in the safeguarding of the Assets of the Organization and shall have primary responsibilities for ensuring that all internal and external financial reports fairly present the organization's financial condition.
- The Treasurer, Chairman, Vice Chairman, and the Executive Director and the Operation's Director are authorized as signatories on the general checking account, which requires two signatures on all checks in excess of \$15,000.00.
- The Treasurer may approve other accounts, such as a monthly expense (petty cash) account, certificates of deposit, or other accounts as needed to ensure the orderly operation and responsible management of CUSP and its assets.
- The Staff Accountant is responsible for bookkeeping entries and cutting checks under the supervision of the Executive Director using Quick Books for Nonprofits. All transactions shall be posted to accurately reflect how donations and grants were expended. The Executive Director will be the only employee with administrator privileges in Quick Books. In the Staff Accountant's absence or as needed, the Office Manager will perform these bookkeeping duties.
- The Executive Director shall open and review the bank statement, signing said statement, prior to giving it to the Office Manager for reconciling said statement. The Executive Director will review the reconciliation upon completion and forward the original statement and the reconciliation to the Treasurer, maintaining a copy in the CUSP office. Copies of bank statements shall be provided to the Treasurer in a timely manner. The Treasurer is responsible for reviewing said reconciliation and bank statements, and for signing same upon review.
- All invoices will be reviewed and approved by the Executive Director prior to payment. The Executive Director will work with the Office Manager to assure that expenses are properly categorized to funding source and program.
- CUSP shall have audits performed by a Certified Public Accountant in any fiscal year in which cash expenditures are greater than \$100,000.00, or at such time as required by grant conditions.
- CUSP's Executive Director shall cause to be filed such legal documents as Internal Revenue Service tax forms, filings of annual reports and charitable solicitation reports with the Secretary of State, and other such documents as are required for responsible management and operations of CUSP and maintenance of its legal status. The Executive Director will prepare and deliver copies of all such documents to the members of the Executive Committee.
- CUSP does not make loans to board members or staff.
- Key employees have a CUSP credit card. This card is solely intended for the purchase of official CUSP supplies, travel, or other expenses, and shall not be used for any personal use. Misuse of the credit card is grounds for disciplinary action, including dismissal. CUSP's intent is not to carry a balance, but instead to pay the card off in full each month. The cards are simply intended for convenience. All documentation for the expenses must be supplied promptly to the Office Manager for processing.
- All expenses reimbursed to staff, board, or volunteers must have adequate documentation. The Executive Director is responsible for reviewing and approving all staff-incurred expenses prior to

reimbursement. Expenses incurred by board members must be approved by the Executive Committee prior to reimbursement.

- CUSP has a succession plan for key employees.
- If CUSP uses an outside fundraising consultant they must be registered with the Secretary of State. CUSP will not pay such consultants based on a percentage of revenue received or other commission-based payment scheme, but instead will only contract with fundraising consultants on a fixed-fee agreement or a pre-agreed hourly rate with a not to exceed clause. Fundraisers and key staff will abide by the Association of Fundraising Professional's Code of Ethical Principals.
- CUSP will maintain adequate levels of insurance, including general liability, director's and officers, workmen's comp, volunteer coverage, and auto.

Gift and Endowment Policy

The principal basis for making a major charitable gift should be a desire on the part of the donor to support the work of CUSP in fulfilling its mission; however, CUSP reserves the right to refuse any gift that is not in its best interest in fulfilling its mission. No charitable gift, trust agreement, or contract shall be urged upon a donor or prospective donor to benefit the organization at the expense of the donor's intent and best considerations.

Congress has provided tax incentives for charitable giving, and the emphasis in this policy on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation for the donor of those incentives and their implications. CUSP will, to the best of its ability, inform donors about options, and benefits, but donors should also consult outside professionals, including lawyers, accountants, or financial planners, to fully understand the implications of their donations.

These guidelines are provided to ensure that assets given to CUSP for its long-term sustainability are: 1.) accepted, managed, and invested to provide maximum benefit to CUSP; 2.) handled pursuant to the donor's intent and wishes, and; 3.) in the case of endowment, managed to minimize the risk to the underlying corpus.

CUSP may accept cash donations and marketable securities at any time, for the purposes of establishing an endowment as outlined below, or for its direct use under its charitable purposes. These gifts may be accepted by the Executive Director. The Executive Director may also accept gifts of personal property with a value less than \$50,000, when such property is intended for CUSP's direct use in fulfilling its charitable purposes (for example, gifts of vehicles or equipment used in CUSP's work).

Gifts of other assets, such as real estate, life insurance policies, closely held stocks, or tangible goods, such as art, jewelry, or personal property not included in the previous paragraph, may be accepted as approved by the Board of Directors, and may be directly invested or sold to provide cash for investment. In the case of gifts that require Board acceptance, CUSP will work to promptly respond to donors; however, CUSP will take the time needed to do appropriate due diligence in accepting such gifts, which may include reviewing the gift with technical consultants including but not limited to realtors, surveyors, appraisers, attorneys, accountants, and other specialists who would be critical for CUSP to adequately evaluate material information pertinent for CUSP's Board in making a decision to accept such gifts.

All gifts shall be valued based on Internal Revenue Service regulations in place at the time the gift is accepted. All representations made in promotional, fundraising, and other public information materials are accurate and not misleading with respect to the organization's accomplishments, activities, and intended use of funds. All funds are spent for the purpose(s) identified in the solicitation or where not specifically solicited, in accordance with the state wishes of the donor. All donor gifts are acknowledged in writing, in compliance with IRS rules, which may require a third-part appraisal for certain donations of real or personal property. Quid pro quo donation values will be adjusted according to the value of the service or product the donor receives.

A written document referred to as an "major gift/endowment agreement" will be prepared in support of the gift. The agreement may be provided in the form of a letter from the donor, or may be drafted by staff based on pertinent language from a legal document such as a will or a trust. Wording of the agreement should specifically address the following items:

1. Named Funds: CUSP reserves the right to only approve individually named funds for donations of at least \$25,000. The endowment agreement shall specify the name of the fund as the donor wishes it to be recorded. Funds can be named in such a way as to not give away the identity of the donor.
2. General Purpose Funds: Donors may donate smaller funds for CUSP to add to CUSP's Board-established general endowment, or to other endowment funds pursuant to the endowment agreement for such funds.
3. The specific purpose[s] for which the gift or endowment distributions are to be used, such as for a specific program or project, or for CUSP's general support.
4. The agreement shall define the period of restriction, either permanent or temporary for a stated period of years, and during the restricted period, terms such as how the principal may or may not be used (for example, for general operations or capital expenditures) unless as specified in the next item.
5. In the case of restricted endowments, the agreement shall also state that if, during the restricted period, severe economic conditions result in a decrease in the endowment principal below the original donation, CUSP may reduce the remaining principal by no more than 5% per year, upon a vote of the Board, in order to sustain the program, project or general operations for which the fund was established.
6. If, in the opinion of the Board, fundamental circumstances change so radically that the purpose for which the endowment was originally established becomes illegal, impractical or no longer able to be carried out to meet the needs of CUSP, the Board may designate an alternative use for the gift or endowment, but in so doing the Board shall give utmost consideration to the donor's special interests and wishes as evidenced in the original agreement. Thus, the agreement should spell out alternate uses that the donor considers acceptable, up to and including dispersing the gift or principal to an alternate 501(c)3 nonprofit.
7. If, subsequent to the original gift, any person or entity, including CUSP, is allowed to make additions to a named endowment fund, the agreement should state that such additions must be made subject to the provisions of the original endowment agreement, or should specify terms that apply to said additional funds.
8. Funds distributed from endowments in one year may be retained and expended for the purposes of the endowment in subsequent years, or may be reinvested at the discretion of the Board, as a permanent addition to the principal of the endowment.
9. Gifts and endowment funds may be commingled with other funds for the purpose of maximizing earnings on investments or reducing administrative burden.
10. Endowment distributions may include income, defined as dividends, interest, and other income, and net appreciation of endowment principal, both realized and unrealized.
11. Donor confidentiality will be maintained according to the wishes of the donor, within the context of federal or state laws requiring reporting of donations.

Board and Staff Giving Policy

CUSP relies on the generous donations of individuals, businesses, and government entities to fulfill its mission. To demonstrate their personal investment in the organization, all board members and staff are expected to annually give financially to the organization within their ability to donate, to at least occasionally volunteer their time, and to assist in raising external funds. Board members who represent specific external organizations are expected to also act as advocates for CUSP within their organizations.

Acquisition and Capitalization Policy

Capital asset additions must be purchased within the established approval policies and procedures.

Expenditures that do not meet the minimum dollar requirements outlined below under Capitalization Threshold must be expensed. The cost of all maintenance contracts on equipment and software shall be expensed when paid.

An upgrade shall be defined as physical modifications to an existing capital asset which clearly adds value to, expands the functionality of or extends the estimated useful life of the original asset. The cost of an upgrade which clearly extends the useful life of the asset will be added to the net book value and the sum shall be depreciated over its new estimated useful life.

In general, all expenditures which do not add significantly to the value or utility of an asset should be expensed in the current period. Such expenditures include, but are not limited to, normal repairs, spare parts, routine maintenance, relocation and storage.

Any exceptions to this policy must be reviewed and approved by the Executive Director or Treasurer.

Capitalization Threshold : The minimum dollar amounts for the general Capital Asset categories are as follows:

General Asset Categories	Minimum Capitalization Amount
Leasehold Improvements	\$ 5,000
Equipment	\$ 3,000
Furniture and Fixtures	\$ 3,000
Automotive Equipment	\$ 3,000
Computer Equipment	\$ 3,000
Computer Software Licenses	\$ 3,000

Depreciation Policy

The entire cost of an asset must be depreciated. Depreciation is allocated monthly over the estimated useful life of the capital asset, as detailed below.

Depreciation is to commence in the month the asset is placed into service. Fixed assets will be depreciated on a straight-line basis over their estimated useful life.

Guidelines for estimated useful lives by capital asset category are as follows:

Capital Asset Category	Estimated Useful Life
Leasehold Improvements	Length of lease or 5 years, whichever is less
Machinery and Equipment	4 years
Furniture and Fixtures	5 years
Automobiles	4 years
Personal Computers	3 years
Laptop/Notebook Personal Computers	3 years
Other Data Processing Equipment	4 years
Personal Computer Software	3 years**
Client Server Software	3 years**
Leased Equipment	Term of the lease**
Computers and related equipment	3 years
Purchased software	3 years
Non-computer office equip (phones, copiers, calculators, typewriters, etc.)	5 years

** Apply the shorter of the listed term or the estimated economic life of the specific asset.

The above useful lives may be affected by changes in the business and technological environment or the use of the equipment.

Depreciation expense for a fixed asset begins in the month the asset was placed in service and continues until the accumulated depreciation equals the original installed cost, or until the asset is retired from service.

A fully depreciated fixed asset will remain in the fixed asset sub-ledger until the fixed asset is retired from service.

Retirements and Disposals

Capital assets are to be retained as long as they continue to contribute in an efficient and economical manner to the operations. This may extend beyond the useful life used for depreciation purposes. Only when the assets are disposed of will the original asset and accumulated depreciation be written off the fixed asset record.

All disposals of capital assets must be approved by the Executive Director or Treasurer prior to disposal. The asset's tag number, serial number, description, cost, accumulated depreciation, and reason for retirement/disposal must be documented and submitted to the Office Manager.

Upon approval of disposition, the asset may be disposed via sale, donation, scrap, or used in a trade-in transaction if authorized. Upon disposition of the asset, the Staff Accountant will be notified, the asset will be deleted from the asset records, and a gain/loss will be recorded.

SAFETY POLICY

It is the policy of The Coalition for the Upper South Platte (CUSP) that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. CUSP requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the CUSP Employee handbook, Safety Policy and the Fuels Reduction Safety Requirements(for applicable staff).

The designated safety coordinator for CUSP is the Operations Director, who will be the primary contact for safety-related matters. All employees will receive an orientation to the safety rules and CUSP policy upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to this concern within 24 hours.

Although it is not the desire of the Board or Executive staff to unduly punish employees for accidents, this is not a progressive discipline system and any gross and willful safety violation may lead to an employee's termination without prior instruction or warning. Management reserves the right to impose whatever disciplinary action it deems appropriate.

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice, or procedure, consult your supervisor for guidance.

1. **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor before the end of your shift. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated.
2. **HAZARD REPORTING:** Employees and other personnel are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.
3. **SEAT BELTS:** All employees and others who drive or ride in company vehicles or are on company business and drive their own vehicles must wear seat belts.
4. **HORSEPLAY:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
5. **MACHINERY:** Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees or personnel are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
6. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
7. **HOUSEKEEPING:** All employees and other personnel are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
8. **PERSONAL PROTECTIVE EQUIPMENT:** Employees and other personnel must practice proper use, care and storage of personal protective equipment.
9. **SIGNS/LABELS:** Pay attention to all signs and labels. They are present as reminders for safety.

10. **DRINKING WATER:** Always drink from regular water fountains or approved water coolers. Water from any other source may be unsafe to drink.
11. **HYGIENE:** It is each person's responsibility to maintain personal hygiene particularly when working with hazardous chemicals. Eat or smoke only in designated areas, and always wash your hands before eating/smoking.
12. **CONCENTRATE:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.

Safety Training

All new personnel (including Board members and volunteers) shall receive orientation and training from an experienced staff member when performing work for CUSP. Program/equipment- specific training may be required. For example, personnel who will operate a chipper will receive specific training as based on manufacture recommendations, and those handling chainsaws shall have gone through chainsaw training as offered by CUSP. Every two years, personnel will participate in a first-aid/CPR refresher course. Prior and after volunteer events, staff will provide a tail-gate safety orientation and debrief. For additional Safety policy information, example planning, reporting and investigation forms, please refer to the full safety policy, which each employee is supplied when they are hired or when it changes, and each employee is required to review and sign an acknowledgement of the review each year.

Claims

1. All employees will be provided with an explanation of the Workers' Compensation system and the benefits it will provide. Volunteers are covered on a separate volunteer policy.
2. In the event of a work-related injury or illness, the injured person must report it to their immediate supervisor or the safety coordinator before the end of the work shift.
3. If the injured person needs immediate medical attention, they will be driven or sent to the nearest appropriate hospital or clinic.
4. If the injury is not an emergency, an appointment will be made with the designated medical provider as soon as possible.
5. An accident investigation will be conducted following all work-related injuries. The supervisor or safety coordinator will be responsible for interviewing the injured employee and all witnesses.
6. The safety coordinator will report the claim by phone to CUSP's workman's comp insurer within 24 hours of the accident. The phone number is available from either the Executive Director or the Office Manager.
7. If the incident involved a death or a catastrophe (three or more persons admitted to the hospital) OSHA must be notified within eight hours.
8. The safety coordinator will use information from the accident investigation to identify changes that may help prevent future incidents.
9. For employee lost time claims, the supervisor will contact the injured employee at least once a week to answer questions, keep the injured employee informed of organization activities, and discuss return to work options.
10. The safety coordinator will contact the medical provider after each appointment to keep current on the employees work status and medical progress, and to ensure that appointments are being kept.
11. Modified duty procedures will be as follows:
 - ☐ The medical restrictions will be evaluated by the employee's supervisor, who will determine if the employee can return to their regular job duties.

- If the employee is unable to return to normal job duties, the supervisor will determine if the employee's position can be temporarily modified to accommodate the restrictions.
 - If the job cannot be modified, the safety coordinator will evaluate other tasks or positions the employee may be able to perform until the medical restrictions are lifted.
 - If the employee is unable to return safely to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee is returned to work as soon as possible.
12. An entry will be made on the OSHA 200 Log for all cases involving medical treatment. (Employers with 10 or more employees)
 13. Accurate records will be kept for all Workers' Compensation claims. This file will document all communications regarding the claim and all records from the medical providers and CUSP's workman's comp insurer.

Policy Review Acknowledgement

I, _____ hereby acknowledge that I have received and read a copy of the Coalition for the Upper South Platte (CUSP) Personnel Handbook, Safety Policy, and Financial Policy; I understand the policies as presented, or have requested clarification from my supervisor; and I agree that:

- 1) The CUSP Board of Directors may develop and implement additional information and policies from time to time. In some instances, procedures for implementing a particular policy may exceed the scope of this manual. In such cases, the policy refers to specific sections of supplemental procedural manuals (such as the safety and financial policies).
- 2) Nothing contained in these policies is an employment agreement or guarantee of employment.
- 3) Employees are “at will”, which means either the employee or CUSP may terminate the employment relationship, for any reason or for no reason. This can only be changed through a written agreement duly authorized and executed by the Board of CUSP and the employee.
- 4) There have been no statements, agreements, promises, representations or understandings made by any officer, employee or agent of CUSP inconsistent with this Acknowledgement form.
- 5) I will comply with the terms and conditions of CUSP’s personnel, safety, and financial policies.

Signature of Employee, Board Member, or Long-Term Volunteer:

Printed Name: _____

Date: _____