

USA FIELD HOCKEY POLICIES

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USA Field Hockey recognizes that its greatest asset is its employees. Each and every employee is important to the achievement of the goals of the organization. Since we have a relatively small staff it is sometimes necessary to assume new duties as our programs grow at a greater speed than our staffing capabilities. The willingness of staff to accept new responsibilities and to fully support the efforts of others is key to a successful work experience at USA Field Hockey.

Because of their specialized duties some of USA Field Hockey's staff is located in other areas of the country such as New Jersey, Louisiana, and California. These employees, as well as those in Colorado Springs, are critical contributors to the organization's successful achievement of its goals.

BACKGROUND CHECKS

All employees must be willing to submit to a background check as a condition of employment with USA Field Hockey.

- 1) Background checks are required for all coaches, including National Coaches.
- 2) Background checks are required of all Futures coaches.

BENEFITS

Throughout this document, family is defined as husband, wife, domestic partner, and children.

Health Insurance

Health insurance is offered by United Healthcare, and USA Field Hockey contributes 100% of the premium for employee and a percentage of the premium for employees' family members. Premiums are deducted from each pay check.

Dental Insurance

Dental insurance is available to which employer contributes 100% of the premium for employee and a percentage of the premium for employees' family members.

Vision Insurance

Vision insurance is available to which employer contributes 100% of the premium for employee and a percentage of the premium for employees' family members.

403 B

Employees may elect to participate in a voluntary Tax Sheltered Annuity (403 B) retirement savings plan offered by TIAA-CREF. After one year of employment, USA Field Hockey will contribute matching contributions up to 4% of an employee's annual base salary. Employees are, however, eligible to participate in the plan upon hire **without** matching contributions by USA Field Hockey during that first year period.

Cafeteria Plan

United Healthcare and USA Field Hockey offers its employees Flexible Spending Account, a cafeteria (pre-tax savings) plan for medical expenses not covered by insurance and dependent care.

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COMPENSATION

- 1) Payroll checks are issued twice per month (on the 15th and the last business day of each month). When either of these dates fall on a weekend or holiday checks are issued on the preceding Friday. Direct deposit is available for all employees.
- 2) Deductions, required by applicable law, are taken from each employee's compensation. Among these is Federal, state, and local income taxes. Social Security taxes on earnings up to a specified limit are also deducted.
- 3) Eligible employees may voluntarily authorize deductions from their paychecks for benefits beyond those required by law. Among these is the Flexible Spending Account (a cafeteria plan).
- 4) Deductions for plans elected by the employee will be taken for health insurance, all optional benefits and the 403 B Retirement Savings Plan.
- 5) Employees who meet the eligibility criteria may elect to participate in the 403 B Retirement Savings Plan.
- 6) Employees are required to report all sick days, vacation days, personal days, jury duty, bereavement leave, etc. to immediate supervisor for approval. Supervisors must approve and submit to Director of Finance.

HIRING

- 1) USA Field Hockey is committed to hiring the absolute best staff available.
- 2) USA Field Hockey is committed to a diverse workplace.
- 3) No one may be hired, by staff or volunteers, without the approval of the Executive Director.
- 4) Positions will be advertised first on the USA Field Hockey website, the USOC website, and any other website related to field hockey or sport in general that is believed to be able to yield a strong field of candidates.
- 5) After two weeks, positions may be advertised on other sites and locations as appropriate to the position.
- 6) New hires are required to stay in the job they were hired for at least 1 year unless otherwise approved by the Executive Director.
- 7) New hires are subject to an introductory period of not less than 6 months. Employees failing to successfully complete the introductory period will be terminated.

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TERMINATION

Advance notice is not required, if an employee wishes to resign, but at least two weeks written resignation notice when possible is requested. USA Field Hockey and employees are both legally entitled to terminate the employment relationship unilaterally, with or without cause, and with or without notice, at any time. All employees that separate from USA Field Hockey, voluntary and involuntary, will be subject to an exit interview to:

1. Return USA Field Hockey issued equipment
2. Provide passwords and other access-controlled data
3. Turn over files (hard copy and electronic)

Employees separating from USA Field Hockey will not be paid for unused sick leave or unused personal days. Employees will receive their final paycheck in accordance with applicable state law.

TIME-OFF

Time off (including sick leave) must be reported to the Director of Finance who maintains the organization's records for vacation, personal days, sick, and other leave. "Request for Time Off" form is to be completed by the employee for supervisor's approval and the signed form is then forwarded to the Director of Finance for payroll reporting purposes.

Vacation

Regular full-time employees are granted vacation benefits (pay and time off) if they are scheduled to work 30 or more hours per week. Vacation benefit accrual will begin with the first day of employment. Eligible regular full-time employees accrue vacation time as follows unless otherwise stated in employee contract:

- 1) 0 – 3 years of service completed earns 0.83 days per month or 10 days per year.
- 2) 3 – 10 years of service completed earns 1.25 days per month, or 15 days per year.
- 3) 10+ years of service completed earns 1.6 days per month, or 20 days per year.
- 4) 120 hours (15 days) may be rolled over to the next year.
- 5) Vacation time of greater than 10 consecutive working days requires the approval of the Executive Director.
- 6) Vacation time may not be taken during the USA Field Hockey annual audit without the express written permission of the Executive Director.
- 7) Employees are eligible to take vacation as it accrues with approval by supervisor.
- 8) With approval of the Executive Director, employees may take time off in excess of their accrued benefits, but such time off will be unpaid.
- 9) Upon separation from USA Field Hockey employees will be paid all earned, but unused vacation days.

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Holidays

- 1) USA Field Hockey follows the USOC announced schedule of holidays.
- 2) USA Field Hockey does not automatically award discretionary days off granted by the USOC to its employees.
- 3) Regular full-time employees regularly scheduled to work 30 hours or more per week are eligible to be paid for USA Field Hockey designated holidays from the first day of employment.

Personal Days

Regular full-time employees are granted three (3) personal days each calendar year to be used at the discretion of the employee subject to supervisor approval. Personal days must be used within the calendar year. Personal days cannot accumulate and are forfeited upon separation from USA Field Hockey.

Workers Compensation

Injuries incurred in the performance of employment duties are insured by Pinnacol Assurance and USA Field Hockey for compensation and benefits required by the worker's compensation law. Injuries sustained while working must be promptly reported to the Executive Director and the Director of Finance.

Jury Duty

USA Field Hockey supports employees in the fulfillment of their civic duty to serve on juries and awards pay for days spent on jury duty. However, in the event of prolonged service USA Field Hockey reserves the right to pay only the balance between the jury fee and the salary of the employee. Employees must notify their supervisor and the Director of Finance of pending jury duty.

Discretionary Time Off

Employees may be granted discretionary time off at the sole discretion of the supervisor based on USA Field Hockey travel requirements over holidays, weekends and extended periods of time. It is the responsibility of the supervisor to report such time off to the Director of Finance.

Bereavement

Eligible regular full-time employees are granted up to three days of paid bereavement leave per occasion for immediate family (as defined by the IRS). Employees may use personal days or vacation days to extend the leave with approval of the Executive Director.

Sick leave

Eligible regular full-time employees are provided paid sick leave benefits for periods of temporary absence due to illness or injuries. Sick leave must be earned before it can be used. Sick leave benefits may be used for those times when employees are normally scheduled to work and will be calculated based on the employee's regular pay rate at the time of the absence. Eligible regular full-time employees will accrue sick leave benefits at the rate of four (4) hours per pay period, equal to twelve (12) days per year. Sick leave benefits accrue from the first day of employment. Unused sick leave benefits will be allowed to accumulate up to a maximum of 480 hours per year for short term disability. Abuse of sick leave may result in disciplinary action up to and including termination of employment.

Certification from a health care professional may be required for absences of more than three days. In addition, USA Field Hockey reserves the right to require written verification of an illness as deemed

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appropriate. Eligible employees may use sick leave benefits for absence to injury or illness of their own or their immediate family defined for sick leave purposes as their spouse, their parent or their child, which include:

1. Illness (doctors note after 3 days)
2. Injury (doctor's note after 3 days)
3. Care of a sick child
4. Care of a critically ill immediate relative (spouse, partner, child, parent)
5. Pregnancy and delivery related leave

Family Leave

- 1) Family leave may be requested only after completing 90 calendar days of service.
- 2) Unpaid family leave of absence may be requested by regular full-time employees who need to take time off from work duties in order to meet family obligations directly related to childbirth, adoption, or placement of a foster child.
- 3) Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider. A health care provider's statement verifying the need for family leave may be required with the start and expected end dates.
- 4) Family leave should be requested where possible to immediate supervisor at least 30 days prior to date leave would start in order for supervisor to plan for absence.
- 5) Eligible employees may request up to a maximum of 12 weeks of Family Leave within any 12 month period. The 12 week maximum applies to any combination of both Family Leave and Medical Leave during any 12 month period. Before beginning an unpaid Family Leave, you must first use any available paid leave such as personal, vacation or sick benefits.
- 6) Subject to the terms, conditions and limitations of applicable plans, health insurance benefits for the full period of any approved family leave will be continued.
- 7) Upon return from family leave, employee will return to the same job if it is still available. If that job is no longer available, employee will be placed in an equivalent job for which they are qualified. If the employee does not come back to work promptly at the end of a family leave, it will be assumed they have resigned.

Snow Days & Delayed Starts

- 1) USA Field Hockey will observe early snow closings based upon the posted USOC calendar. Information can be accessed by calling 866-4766 (866-4SNO).
- 2) USOC late starts or early closings due to the weather will not effect staff vacation time. However, if the USOC is closed for the entire day and a staff person is on vacation, sick, or on a personal or comp day the staff person will not be charged with a vacation, personal, sick, or comp day.

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- 3) Staff must use vacation or personal time for paid time off due to severe weather when the complex is open for business. If a personal or vacation day is called in and the USOC closes early, the early closing time will not be credited toward the day taken off.
- 4) Snow days only apply to Colorado Springs employees.

ZERO TOLERANCE

USA Field Hockey has zero tolerance for:

- 1) Use of illegal substance by employees
- 2) Harassment based on gender, race, religion, age, and ethnicity
- 3) Illegal behavior of any kind
- 4) Use of USA Field Hockey equipment, premises, or funds for activities involving sexual behavior or gambling

2011 U.S. OLYMPIC COMMITTEE HOLIDAY SCHEDULE

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<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	Monday, January 3
Martin Luther King, Jr., Day	Monday, January 17
Presidents' Day	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veterans Day	Friday, November 11
Thanksgiving Day	Thurs./Fri., November 24 &
25	
Christmas	Fri./Mon., December 23 & 26
New Year's Eve	Friday, December 30