

Dear Employee:

As a matter of maintaining office records, please sign and date this memo below and return it to your supervisor so we have a record that you received a current copy of the:

**LUMBERJACK  
PERSONNEL MANUAL**

**Policies and Procedures**

**Policy Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please Print Name**

# LUMBERJACK PERSONNEL MANUAL

## Policies and Procedures

Updated January 2014

April 27, 2017

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Subject to Change

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## INTRODUCTION

### PURPOSE

Lumberjack Resources Conservation & Development Council, Inc. (hereinafter "Lumberjack") strives to provide professional services with high integrity. As such, this handbook is intended to provide information regarding important Lumberjack Resource Conservation and Development Council, Inc. (hereinafter "Lumberjack") policies, procedures, benefits, privileges, and responsibilities that are yours as an employee. Employees are expected to read and retain the manual for future reference. You are encouraged to familiarize yourself with its contents as it answers many questions concerning your employment.

Lumberjack cannot anticipate every situation or answer every question about employment. This manual is therefore not an employment contract nor does it create contractual obligations nor provide any guarantee of employment. For us to have the necessary flexibility in the administration of policies and procedures, management may change, revise, or discontinue any of the policies and/or benefits described in this handbook at any time.

## EMPLOYMENT POLICIES

### EQUAL OPPORTUNITY EMPLOYER

#### 1. Americans with Disabilities Act (ADA)

Lumberjack is firmly committed to the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. Lumberjack prohibits discrimination on the basis of disability in regard to all employment practices or terms, and conditions and privileges of employment. Consistent with this policy and applicable law, Lumberjack will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of its business.

#### 2. Equal Employment Opportunity Commission (EEOC)

Lumberjack is an Equal Opportunity Employer. Title VII of the Civil Rights Act of 1964 (amended in 1991) prohibits employment discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, and political affiliation. Lumberjack is committed to the rights of its employees.

If an employee believes that he/she has been subject to discriminatory harassment by a co-worker, supervisor, volunteer, client, vendor, or anyone during the course of employment, (and the concerns of harassment have been pointed out to the offender without a successful conclusion) concerns must be immediately reported to the supervisor, executive director or personnel committee chairperson. Retaliation against an employee by any person under Lumberjack's employment for opposing such harassment, for filing a bona fide complaint of discriminatory harassment, or for providing information in good faith regarding another employee's complaint will not be tolerated. Filing of a false complaint will be cause for employment termination.

### IMMIGRATION POLICY

Lumberjack Resource Conservation and Development Council is in compliance with the Immigration Reform and Control Act of 1986 which requires that every newly hired employee complete an I-9 Form and verify his/her identity and eligibility to work in the United States. As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Substantiating documentation must be presented to the supervisor before an employee begins working at Lumberjack. The supervisor will verify documentation, sign, and date the I-9 form.

### EMPLOYMENT AT WILL

The policies and procedures detailed herein are not conditions of employment nor do they create any contract of employment. All employees are considered "at will." "At will" means employment may be terminated with or without reason by either the employee or Lumberjack. **Employees engaged in gross misconduct or dishonesty may be dismissed without advance notice and will not be entitled to any pay or benefits after the last day worked.**

**It is Lumberjack's right to transfer an employee as needed and the right of the employee to request a transfer if desired.**

## **HARASSMENT POLICY**

Lumberjack is committed to furnishing a work environment free of harassment of any kind. Lumberjack defines harassment as offensive conduct related to sex, sexual preference, race, ethnicity/national origin, citizenship, age, disability and religion, including that intended as humor. Sexual harassment includes sexual advances, requests for sexual favors, unwelcome touching and other verbal, graphic or physical conduct of a sexual nature.

Employees who feel they are a victim of harassment ~~(and the concerns of harassment have been pointed out to the offender without a successful conclusion)~~ should report the situation/incident(s) to the supervisor, executive director, or personnel committee chairperson immediately.

The matter will be investigated on a confidential basis, and where appropriate, disciplinary action or termination of employment will occur. No one will be penalized in any way for reporting such conduct concerning one's self or another person. Do not assume that Lumberjack is aware of the problem. It is your responsibility to bring your complaints and concerns to management's attention so that management can help to resolve the problem.

After appropriate investigation, any employee who is found to have engaged in sexual harassment or to have made a false accusation of sexual harassment will be subject to disciplinary action, including termination if warranted.

## **CONFIDENTIALITY OF INFORMATION**

Information of a confidential nature is not to be discussed with anyone or distributed outside Lumberjack, and will only be discussed within Lumberjack on a "need to know" basis.

Personnel records are confidential records and must be treated as such. Employee records must be kept in a secure location except when being reviewed or supplemented by an authorized employee.

FIA and CFI plot locations and plot data are confidential. Plot locations and/or plot data are not to be discussed with anyone or distributed outside Lumberjack, the USDA Forest Service FIA, or Wisconsin DNR FIA/CFI, and will only be discussed within these same entities with authorized individuals.

Releasing plot locations and/or plot data is a Federal criminal offense with penalties of up to six (6) months in prison and/or a \$10,000 fine.

## **CONFLICT OF INTEREST**

Lumberjack respects the right of employees to engage in outside activities provided they do not conflict with Lumberjack's interests and are not used in a way that can be perceived as detrimental or embarrassing to Lumberjack.

Employees are expected to report possible conflicts of interest to their supervisor, coordinator or personnel committee chairperson immediately upon discovery or suspicion of the conflict. Each situation will then be reviewed on its merits and the employee will be notified of decisions made or actions to be taken. Not reporting a potential conflict of interest is a serious matter and can be cause for discipline, up to and/or including discharge and legal action.

## **EMPLOYMENT CATEGORIES**

Each Lumberjack employee belongs to one of the following employment categories:

**FULL-TIME** employees are regularly scheduled to work an average of 40 or more hours per week. They are eligible for all legally mandated benefits and for the company's full benefit package, subject to the terms, conditions, and limitations of each benefit program as outlined in plan documents and benefit policies in this handbook.

**PART-TIME** employees are usually scheduled to work less than 40 hours per week. There may be some fluctuation in work hours to fill in for absences of other employees or busy periods; they are eligible for legally mandated benefits. Part-Time employees must be regularly scheduled to work 20 hours or more each week to be eligible for the company's other benefits. All non-legally mandated benefits will be pro-rated for Part-Time employees.

**TEMPORARY** employees are hired to work for a specified period of time for a specific project or grant. Hours may vary widely from week to week, depending on the needs of the company. Temporary employees receive all legally mandated benefits but are ineligible for the company's other benefits.

**CONTRACT:** Employees working under a Lumberjack contract are subject to the terms of the contract which may vary from one project to another.

In addition to the categories outlined above, each position is designated as either NONEXEMPT or EXEMPT from the federal Fair Labor Standards Act and state wage and hour laws.

**NONEXEMPT:** Employees in nonexempt jobs are entitled to overtime pay.

**EXEMPT:** Employees in exempt positions are excluded from specific provision of federal and state wage and hour laws and are not eligible for overtime pay.

See your supervisor if you are unsure of your position's designation.

## **ATTENDANCE AND PUNCTUALITY**

Our successful operation in large part depends on the regular attendance of each of our employees. We are a small organization, and because every job is important, we need employees to be reliable and punctual in reporting for scheduled work. Unscheduled absenteeism and tardiness, whatever their causes are disruptive and place a burden on fellow employees. It also makes it difficult to operate efficiently and effectively.

Poor attendance and excessive tardiness will have a negative impact on performance evaluations as well as consideration for pay increases and promotions, and may result in disciplinary action up to and including termination.

Employees who do not report to work without proper notification before the start of their scheduled shift will be considered to have voluntarily terminated their employment with Lumberjack. An employee will be considered to have given prior notification if they contacted their immediate supervisor, Lumberjack Executive Director and or Personnel Committee at least 30 minutes prior to the start of their regular shift. Exceptions can be made for extenuating circumstances on a case by case basis.

#### **WEATHER-RELATED AND OTHER EMERGENCIES**

Lumberjack places safety first and foremost in its operations. Because Lumberjack has no knowledge or control over local weather, driving skills, vehicle type or road conditions, it is left to the employees to judge whether or not it is safe to come in to work and/or if it is necessary to leave early. Employees may use paid time off (vacation/comp time), request unpaid time off, or make up the lost time during the workweek in which the absence occurs (check with a supervisor).

## **EMPLOYEE BENEFITS**

#### **HEALTH BENEFITS**

A basic major medical policy will be offered to all eligible employees (see table page 22). Employer/employee policy premium share will be 80/20 respectively. The employee may select coverage under a single plan or a family plan according to family status. If an employee chooses to take part in insurance benefits, premiums will be deducted from paychecks on a biweekly basis. There is a 90-day mandatory waiting period for new employees before health care benefits can be provided.

For those employees selecting a High Deductible **Health Plan (HDHP) through Lumberjack with an associated Health Savings Account (HSA)**, Lumberjack will offer the following incentives:

- 1) An up-front, *one-time only* (see point 2 below) \$500 incentive for individual plans and \$1,000 incentive for family plans to any employee who chooses an HDHP with an associated HSA. This is paid as a lump sum directly to the employee's HSA account the first pay period after starting the plan and opening his/her HSA account.
- 2) Employees will be eligible for the HDHP/HSA incentive only once while an employee of Lumberjack RC&D. For example in 2013, Employee A elects an HDHP/HSA health plan and receives the appropriate incentive for 2013. On renewal in 2014, Employee A switches back to a traditional health plan, and on renewal in 2015 decides to go back to an HDHP/HSA plan. The employee will *not* be eligible for an incentive for the year 2015 because he/she already received the one-time incentive in 2013.

- 3) Once in the HDHP/HSA plan, employees may switch back to a traditional health care plan (if offered) only on renewal dates unless a Qualifying Life Event occurs. (see IRS rules)
- 4) Lumberjack has neither responsibility for nor liability in the management of the employee's HSA account.
- 5) Lumberjack retains the right to eliminate, change or otherwise modify its contributions to employee HSA accounts. Any changes to Lumberjack's contribution will take place only on the insurance plan renewal date after 60 day notice to employees of the change.

#### **HEALTH INSURANCE CONTINUATION AFTER LEAVING LUMBERJACK (COBRA)**

Employees covered under Lumberjack's health insurance plan need to know about their rights under certain provisions of the Consolidated Omnibus Reconciliation Act (COBRA). If an employee becomes ineligible for benefits due to reduction in hours or if employment is terminated for any reason (except gross misconduct), health insurance may be continued by paying Lumberjack's group rate premium plus 2% administration fee for up to 18 months (29 months if disabled) if not eligible for alternative group coverage (spouse's plan, Medicare, etc.)

Another very important provision concerns an employee's spouse and/or children if they are on the family plan. In the event of the employee's death or divorce, dependents may continue coverage under Lumberjack's plan for up to 36 months if there is no alternative coverage for which they may be eligible. If children reach age 26 and are not disabled, they cannot be carried as dependents on Lumberjack's plan. However, they would be eligible to purchase continuation coverage under Lumberjack's plan for up to 36 months if there is no alternative coverage for which they are eligible.

There are many details explaining how this law works; please contact your insurance carrier if you have any questions. It is the employee's responsibility to notify Lumberjack if a currently covered family member becomes eligible for continuation coverage. Again, please do not assume Lumberjack "just knows" when these things happen. Lumberjack cannot fulfill obligations to notify dependents of their rights if not made aware of their eligibility. Employees who fail to notify us on a timely basis may lose their right to continue coverage.

#### **LIFE INSURANCE**

After three (3) months of employment, Lumberjack will pay the complete premium on a life insurance policy on eligible employees **working at least 30 hours per week**.

#### **RETIREMENT**

A Savings Incentive Match Plan for Employees (SIMPLE) retirement plan is currently available to all eligible employees. Under this program employees save for retirement by deferring salary on a pretax basis (federal and state) along with a matching company contribution of up to 3% of an individual employee's gross pay. As the employer, Lumberjack has the option to temporarily reduce the match to as low as 1% in two years of any five-year period.

Employees are eligible to participate in the program on January 1<sup>st</sup> after earning \$5,000 in the year preceding eligibility, and are expected to earn at least \$5,000 in the year of eligibility. Changes to withholding will be allowed quarterly and should be sent to the Lumberjack

bookkeeper by the first pay period in the calendar quarter. Any other account changes or questions should be directed to your financial advisor.

SIMPLE-IRAs are individual accounts. An employee may retain his/her account as a SIMPLE-IRA or take it as a withdrawal with penalties once he/she terminates employment. Upon termination Lumberjack is no longer liable for the employer contribution.

**WORKER’S COMPENSATION**

All employees are covered under Lumberjack’s Workmen’s Compensation insurance policy. In accordance with the worker’s compensation act of the State of Wisconsin, each on-the-job injury shall be immediately reported to the immediate supervisor or Lumberjack office.

**HOLIDAYS**

Full-time employees are eligible for paid holidays after they have completed three months of employment.

Part-time employees regularly scheduled for 20 hours or more per week are eligible for paid holidays after three months of employment; holiday pay will be prorated according to average number of hours worked.

Full-time Lumberjack employees receive eight (8) hours of pay for the following holidays unless otherwise designated:

<i>January</i> New Year’s Day Martin Luther King Day	<i>September</i> Labor Day
<i>February</i> President’s Day	<i>October</i> Columbus Day
<i>March or April</i> Good Friday (1/2 day, 4 hours)	<i>November</i> Veteran’s Day Thanksgiving Day
<i>May</i> Memorial Day	<i>December</i> Christmas Eve (1/2 day, 4 hours) Christmas Day
<i>July</i> Fourth of July	

Paid holidays cannot be used as a last day worked when terminating employment with Lumberjack.

**VACATION revised**

Paid vacation will be granted to full-time and part-time employees. The amount of vacation earned is based on years of service with Lumberjack as follows:

<b>YEAR</b>	<b>Accrual rate per pay period (26 pay periods annually)</b>
0-1	1.75 hours
2 - 4	3.25 hours
5 - 11	4.75 hours
12 - 19	6.25 hours
20 +	7.75 hours

Vacation time accrual starts immediately; however no vacation will be considered to be accrued until after three months of employment. Upon completion of three months, the appropriate vacation will be posted to an employee’s account. Part time employees who are scheduled to work more than half-time, but less than full time are entitled to pro-rated time for vacation leave based on the average number of hours worked in the previous year. Hours remaining over 200 on the employee’s anniversary date are forfeited.

Employees must have approval from their immediate supervisor for scheduling vacation. Supervisors will grant or deny vacation requests according to current workload.

Lumberjack RC&D reserves the right to limit the amount of vacation time carried over from one contract to another. Amounts carried over will be determined by the project supervisor and Lumberjack RC&D Personnel Committee prior to the start of the new contract. All vacation time will be paid out at the rate at which it was earned.

Employees who have not completed three months of employment with Lumberjack will not be entitled to reimbursement for any vacation time.

**SICK LEAVE/ILLNESS IN FAMILY**

Sick leave should be viewed as an employee benefit and not as an entitlement. Abuse of the use of accumulated sick leave may result in time off without pay or termination, if warranted. Two (2) hours of sick leave are earned for each 40 hours worked. Regular part-time employees working a minimum of 20 regularly scheduled hours per week shall be eligible for sick leave with pay prorated based on the number of hours worked. Sick leave may be used for doctor (including mental health) or dentist visits for the employee or the employee’s immediate family member (see definition of immediate family member below.) An employee may also use accumulated sick leave to care for an immediate family member (for sick leave purposes the definition of immediate family is: a parent, child by blood or adoption, step-children and spouse) who is ill.

Lumberjack shall may require a doctor’s excuse for absences of five consecutive working days.

Lumberjack RC&D reserves the right to limit the amount of sick leave carried over from one contract to another. Amount carried over will be determined by the project supervisor and

Lumberjack RC&D personnel committee prior to the start of the new contract. The maximum amount of sick leave that can be accumulated is 520 hours.

Employees receive no type of compensation for any sick leave remaining at the time of termination of employment.

**EXCUSED ABSENCES**

The project supervisor or personnel committee chairperson may authorize an excused absence for any of the following reasons:

**A Family Member’s Death:**

A death in the family will warrant the following number of days of paid leave:

<b>RELATIONSHIP</b>	<b>PAID LEAVE ALLOWABLE</b>
Spouse/child	Up to 5 days
Parent/sibling	Up to 3 days
Grandparent/grandchild	Up to 2 days
In-laws to include: Mother, father, sister, brother	Up to 2 days

**Jury duty/witness duty:**

Lumberjack will pay up to eight (8) hours administrative leave per day. To receive paid leave, wages received through the court system must be documented and paid to Lumberjack.

**Military leave:**

Military leave will be viewed as LWOP.

**Other Personal business:**

For necessary personal business that cannot be conducted outside of normal working hours employees may be able to use paid time off (vacation/comp time), request LWOP, or make up the lost time during the workweek in which the absence occurs (check with your supervisor.)

## **TIMEKEEPING, EXPENSES, AND PERFORMANCE**

### **WORK HOURS**

Regular scheduled work hours are based on a 40-hour work week, Monday through Friday or as otherwise approved by the supervisor or Lumberjack personnel committee chairperson. Circumstances may allow deviation from this schedule.

The regular workday includes an 8-hour paid work shift (or 10-hour paid work shift in the case of an employee working a four-day work week). Employees may take a one-half hour unpaid lunch period.

There will be a fifteen minute paid break period approximately mid-morning and mid-afternoon.

### **EXEMPT EMPLOYEES**

Circumstances may require employees to work beyond a 40-hour workweek. In instances when exempt employees work beyond a 40-hour workweek, compensatory time will be earned hour for hour in excess of 40 hours per week worked. Compensatory time balance may not exceed 200 hours. Although there is no limit to the number of hours of compensatory time that can be earned in a week, due to safety concerns, permission should be requested from a supervisor before working over 60 hours per work week.

No time less than 1/4 hour will be compensated. Compensatory time may be taken in segments of not less than 1/4 hour and up to the maximum accumulated.

Compensatory time can be "leave taken" only after earned. Exceptions may be made on a case by case basis only for situations of extreme hardship, etc. and as approved by a supervisor or personnel committee chairperson.

All compensatory time earned will be paid out at the rate at which it was earned. Lumberjack RC&D reserves the right to limit the amount of compensatory time carried over from one contract to another. Amounts carried over will be determined by the project supervisor and Lumberjack RC&D personnel committee prior to the start of the new contract.

Unused accumulated compensatory time will be paid to the employee in dollar amounts upon termination of employment, or if timely completion of a contract precludes an employee's ability to take time off. All cash payments of accumulated compensatory time for other than termination of employment must be authorized by the project supervisor and the Lumberjack Personnel Committee.

### **NONEXEMPT EMPLOYEES**

Full- or part-time employees who work in excess of a 40-hour workweek will be compensated at time and one-half their current rate of pay for those hours worked in excess of 40 hours during the week worked. Employees require authorization from their supervisor or the personnel committee chair before working overtime.

## PAYDAYS

Paychecks are issued on a bi-weekly basis. The Lumberjack main office must receive all time and expense sheets on the Monday morning (no later than 8:00 AM) following the last day of the pay period. Some employees may be required to turn in their paperwork to their supervisor on the Friday ending the pay period. Pay checks are issued on the Monday following the last day of the pay period. In the case of direct deposit, funds are available on the Wednesday following the last day of the pay period. **If a payday falls on a holiday, pay checks and direct deposits will be available one day later than usual.**

## TRAVEL AND EXPENSES

Business expenses will be reimbursed upon presentation and approval of an itemized expense report. Employees may receive an expense advance up to \$200 as authorized by the supervisor or Lumberjack treasurer. Reimbursement rates will be those currently approved by Lumberjack (either expense supported by receipts or daily per diem).

“Travel Status” is defined as working and staying for more than one day, more than 60 miles from the employee’s office (or residence in the case where the employee works principally out of his or her home.) **For FIA employees, travel status determination is at the discretion of the supervisor.**

The following explanations cover common expenditures, but are not all-inclusive:

**Hotel rooms** are allowable expenses while on travel status and are paid for with a company credit card. Check with a supervisor or the Lumberjack main office for current allowable rates for hotels. Any lodging charges incurred by the employee above the allowable rate will be paid by the employee in the form of reduced expense reimbursement or payroll deductions, barring prior approval from your supervisor or Lumberjack treasurer.

**Meals** may not be put on the credit cards; they are included in the per diem.

**Per Diem** will be paid to employees in lieu of reimbursements for purchased meals and/or daily incidentals while on travel status.

$\frac{3}{4}$  per diem will be paid for the first and last day of travel.

Full day per diem rates apply for days when employees are on full travel status, i.e. employees leave from and return to a temporary residence at a location outside of a roughly 60-mile radius of their office location and/or residence.

Consult a supervisor or the Lumberjack main office for current rates.

~~Telephone and facsimile charges are allowable only if required as a part of Lumberjack business.~~

**Lumberjack employee credit cards** are to be used for RC&D vehicle gasoline, necessary vehicle maintenance, approved supplies, and motel rooms only.

**No one** other than another Lumberjack employee is permitted to accompany a Lumberjack employee at Lumberjack expense.

**No one** other than a Lumberjack employee or a USDA Forest Service FIA employee ~~covered under the Lumberjack/USDA Forest Service FIA Memorandum of Understanding (MOU)~~ is permitted to drive or ride in a Lumberjack vehicle. No pets are allowed in vehicles.

Upon termination of employment, in instances of advanced expenses, that amount originally issued by Lumberjack will be immediately returned by the employee to Lumberjack. If an employee has not repaid or cleared an advance at the time of separation from Lumberjack, the amount owed will be deducted from the final expense/paycheck.

#### **EMPLOYEE PROBATIONARY PERIOD**

All new employees will serve a minimum probationary period of three (3) calendar months and will be subject to a performance evaluation to help assess the employee's ability to successfully complete the job. Upon a less than satisfactory performance evaluation, the probationary period may be either extended or the employee's position may be terminated upon recommendation by the immediate supervisor, or the Lumberjack personnel committee. ~~Forest inventory personnel have a twelve-month probationary period because of the length of training for the position.~~

Because of the higher degree of responsibility of the employee, the probationary period for full-time project supervisors will be twelve months from their anniversary date. Upon a less than satisfactory performance evaluation, the probationary period may be extended in length as recommended by the Lumberjack personnel committee, or the employee may be terminated.

**ELIGIBILITY TIMELINES**

ITEM	EXEMPT AND NONEXEMPT FULL TIME	REGULAR PART TIME Regularly scheduled for 20 hours or more per week (other than Health & Life Insurance – see footnote 2)	TEMPORARY	CONTRACT
PROBATION	After 3 calendar months (supervisors & For. Inv. personnel—12 calendar months)	After 3 calendar months	No benefits.	Benefits to be specified in individual contracts.
SICK PAY	After 3 calendar months	After 3 calendar months—prorated according to hours worked		
VACATION PAY	After 3 calendar months	After 3 calendar months—prorated according to hours worked in previous year		
HOLIDAY PAY	After 3 calendar months	After 3 calendar months—prorated according to hours worked		
RETIREMENT	See footnote 1	After 12 calendar months 1		
LIFE INSURANCE	After 3 calendar months	After 3 calendar months (Min. of 30 hours/week required to qualify)		
HEALTH INS 2	After 90 days	Eligible on the 91 <sup>st</sup> Day		
DENTAL INS	After 90 days	Eligible on the 91 <sup>st</sup> Day		
ADMIN. LEAVE	After 3 calendar months	After 3 calendar months		

<sup>1</sup> Employees are eligible to participate in the program on the first January 1<sup>st</sup> of employment provided they earn a minimum of \$5,000 during the year preceding eligibility and at least \$5,000 during the year of eligibility.

<sup>2</sup> Compliance with the ACA requires that employees that are Regular Part-Time working no less than 30 hours per week are eligible for Health Insurance, Dental & Life Insurance according to the approved Plan.

**PERFORMANCE EVALUATIONS, PAY SCHEDULES AND PAY INCREASES**

Performance Evaluations and Work Plans will be developed by the personnel committee. New employees are reviewed for performance after 90 days of employment. Performance Evaluations will be completed by the supervisor or personnel committee prior to an employee's anniversary date. Pay increases are based on annual performance evaluations and are approved by the Lumberjack personnel committee.

FIA employees will be eligible for Grade/Step increases on their anniversary date, according to the federal system of wage increase eligibility. Field foresters start at GS 4 Step 1, and Supervisors start at GS 9 Step 1. Higher starting wages may be approved based on relevant experience.

**Table 1. Pay Scale for Inventory Employees**

GS Level	Steps 2-4	Steps 5-7	Steps 8-10
GS 4 Step 1	Starting Wage		

<b>GS 5 Step 1</b>	<b>1 year</b>			
<b>GS 6 Step 1</b>	<b>1 year</b>			
<b>GS 7 Step 1</b>	<b>1 year</b>	<b>1 year</b>	<b>2 years</b>	<b>3 years</b>
<b>GS 9 Step 1</b>	<b>Starting wage</b>			
<b>GS 10 Step 1</b>	<b>1 year</b>	<b>1 year</b>	<b>2 years</b>	<b>3 years</b>

Project staff salaries and wage increases are contingent on approved project budgets.

Lumberjack RC&D Council, Inc. office staff will be eligible for annual wage increases based on acceptable performance and as approved by the Lumberjack Personnel Committee.

On January 1st, each year, FIA and office staff employees will be given a general wage increase at the same rate given to federal employees.

**EMPLOYEE BONUSES AND SPECIAL CONSIDERATIONS**

**FIA and WisCFI Employees**

Inventory employee bonuses will be distributed based on project funding and contract restrictions. Lumberjack RC&D reserves the right to eliminate employee bonuses at its discretion. For details on the calculation of the inventory employee bonus see the project supervisor.

Employee bonuses will be distributed based on project funding and contract restrictions. Lumberjack RC&D reserves the right to eliminate employee bonuses at its discretion.

**Clothing Allowance**

A clothing allowance as approved by the Lumberjack council is allowed to all permanent FIA and Wis CFI field foresters, including the supervisor, on January 1 of each year. Employees starting during the year will receive a prorated portion of the allowance based on the remaining number of days in the year, to be paid after successful completion of the probationary period. Check with your supervisor or Lumberjack office for the current rate.

**Non-FIA Employees and Volunteers**

Lumberjack staff, other than FIA Project personnel, are eligible to receive incentive awards for performance-based ratings at the end of the year or as soon as possible for noteworthy contributions and/or achievements. Volunteers are also eligible to receive awards for noteworthy contributions and/or achievements.

Recognition may be given for outstanding accomplishment, superior contribution on a short-term assignment or project, or a significant cost savings. A letter of commendation should accompany each award. Awards may be cash, non-cash or a combination of both.

<b>Contribution Level</b>	<b>Non-cash Award</b>
<b>Substantial</b> Substantial change or modification of an operating procedure. An important improvement to the value of a product, activity, program, or service that affects	Cash, keepsake, or gift certificate up to \$125 value or up to 8 hours paid time off.

the Lumberjack area.	
<b>High</b> Major change or improvement in methods or operating procedures that affects Lumberjack, as well as other partners outside the area.	Cash, keepsake, or gift certificate from \$125 to \$250 value or up to 16 hours paid time off.

**Awards**

Whenever possible, the employee/volunteer should be allowed to choose the type of recognition they receive.

**DOCUMENTATION**

Nomination and approval for recognition must be documented on the “Recognition Nomination and Approval” form” (Appendix I – page 25). The nominating council member will forward documentation for the employee/volunteer award recognition to the Personnel/Special Events Committee for review. Upon approval by the committee and the council, the award documentation will be forwarded to the treasurer for release of funds. The award documentation will then be filed in the employee or volunteer’s personnel file or volunteer file by the main office.

## EMPLOYEE CONDUCT

### VEHICLES

Lumberjack may provide a vehicle for business use only. Non-employees may not ride in company vehicles nor accompany employees while on the job. It is the responsibility of the employee who has a Lumberjack vehicle to maintain the vehicle per the manufacturer's recommendations. Any misuse, abuse, or negligence of Lumberjack vehicles may be grounds for immediate discharge of the employee. ~~FIA project personnel~~ Employees must possess a valid state driver's license without violations that would preclude insurance coverage of the employee or result in a financial burden to Lumberjack through increased insurance premiums. It is at Lumberjack's sole discretion to define what constitutes "financial burden".

If a Lumberjack vehicle is not provided, Lumberjack will reimburse the employee for mileage at currently established Lumberjack rates, which are equal to current federal rates. Mileage expenses will be reimbursed at a lower rate if a Lumberjack vehicle is available to the employee and the employee chooses to utilize their own vehicle for Lumberjack business. Check with your supervisor or the Lumberjack bookkeeper for the current rate.

Employees must sign a Lumberjack Vehicle Use Agreement before using a personal vehicle for work. Lumberjack employees are **not** covered under Lumberjack's vehicle policy while driving a personal vehicle for work purposes.

Vehicle logs are provided for all Lumberjack vehicles and must be kept current on a daily basis.

A Wisconsin Driver Report of Accident form will be completed for all accidents and turned in to the project supervisor as soon as possible. (See Safety Manual Appendix, pages 24-25.)

Any employee who receives a motor vehicle violation while on the job must report this to their immediate supervisor at the first possible opportunity. A written, signed statement by the employee describing the incident will be kept in the employee's file. Any fines incurred while on the job (regardless if the employee is driving a Lumberjack or personal vehicle) is the responsibility of the employee (See Appendix II).

### WORKPLACE VIOLENCE

The safety and security of our employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect Lumberjack, or which occur on company property, are considered misconduct and will not be tolerated.

The prohibition against threats and acts of violence as described above applies to all persons involved in the operation including (but not limited to) Lumberjack personnel, contract and temporary workers, and nonemployees on work premises. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment, even on the first offense.

No provision of this policy statement or any other provision in this plan alters the at-will nature of employment (page three). The Lumberjack Council makes the sole determination of whether and to what extent threats or acts of violence are acted upon. In making this determination, the council may undertake a case-by-case investigation in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Any employee who has been the recipient of a threat of violence or a victim of an act of violence is to make a report to the supervisor or personnel committee chairperson. Such reports will be kept confidential to the maximum extent possible and used in the investigation. Being that the threat may come from a source external to the organization, we will assess the need for special safeguards and cooperate with local authorities.

### **SUBSTANCE ABUSE POLICY**

Lumberjack wants to assure that employees are fit for duty and able to conduct business in a safe, productive, and healthy manner. It is our intent to create a work environment free from the adverse effects of employees impaired by the use of alcohol or other drug substances.

Therefore, no employee shall be under the influence of any substance that can impair safe performance while on Lumberjack business, Lumberjack premises, or while driving a Lumberjack vehicle. This includes, but is not limited to, the following substances:

- ✓ beverages containing alcohol
- ✓ illegal drugs
- ✓ legal drugs as defined by the law as over-the-counter medication
- ✓ prescription drugs which may impair safe and effective performance of duties

Management may require an employee to submit to a drug or alcohol test when there is probable suspicion of drug or alcohol use, or in event of an accident while engaged in Lumberjack work activities.

### **SAFETY POLICY**

The Safety Policy is included as the second section of this manual.

### **CELL PHONE USE & DRIVING POLICY**

The Cell Phone Use & Driving Policy appears on the next page. This policy must be removed, read, signed, a copy made for yourself and the original signed document given to your supervisor.

LUMBERJACK RC&D COUNCIL, INC. CELL PHONE USE & DRIVING POLICY

April 27, 2017 - Because Lumberjack RC&D Council, Inc. is committed to establishing and following practices that make working here safer, and because we value the safety and well-being of all our employees, the following policy has been instituted to promote safe driving habits:

- Lumberjack RC&D Council, Inc. employees may not 1) use **electronic devices\*** (either hand-held or hands-free, regardless of ownership), 2) initiate or respond to phone calls, 3) read or respond to text messages or emails (including “Speech-to-Text” applications) in any of the following situations:
  - A) While operating a motor vehicle owned, rented or leased by Lumberjack RC&D Council. This includes personal vehicles while being used for work-related purposes.
  - B) While operating a personal vehicle and using a Lumberjack issued **electronic device\***.
  - C) While engaging in work-related communications in a personal vehicle and/or on a personal **electronic device\***.
  - D) While traveling on Lumberjack business (even if it is personal communication on a personal phone in a personal vehicle.)
- Emergency Situations: Employees who need to make or take an emergency call while on the road must first park the vehicle in a safe location.
- Lumberjack issued cell phones will include the following voice mail message: “For safety reasons, I do not make or receive calls while driving.”
- Failure to follow Lumberjack’s Cell Phone Use and Driving Policy will result in consequences such as a verbal warning, a written warning or dismissal to be determined at the discretion of the Forest Inventory Supervisor or the Lumberjack Executive Committee.
- This policy may be changed as deemed necessary at any time by a majority vote of the Council.

**\*Electronic devices** include cell phones, tablets or any other hand-held electronics. All GPS devices, such as the Garmin Nuvi, may only be viewed while driving when windshield or dash mounted. Setting the device must take place prior to being underway. Using voice commands is encouraged.

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Vehicle Safety Policy Acknowledgement:

I have received a written copy of Lumberjack’s Cell Phone Use and Driving Policy. I fully understand the terms of this policy and agree to abide by them. Further, I understand the consequences for failure to comply.

Sign and print your name, add today’s date, copy and return the original to your supervisor and place the copy in your Personnel Manual for future reference.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Printed Name: \_\_\_\_\_



**Appendix I**  
**RECOGNITION NOMINATION and APPROVAL for**  
**NON-FIA EMPLOYEE AWARD**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Time Period of Contribution: \_\_\_\_\_

Recipient's Contribution (continue on reverse side if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Award Type**

\_\_\_\_\_ Letter of Commendation (*Please provide appropriate text on a separate page.*)

\_\_\_\_\_ Keepsake (suggestion for item): \_\_\_\_\_

\_\_\_\_\_ Gift Certificate from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Paid time off: \_\_\_\_\_ hours.

\_\_\_\_\_ Cash award in the amount of \$ \_\_\_\_\_.

**Nominating Council Member (please print):** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Council Approval</b> _____ Yes      _____ No      Date: _____
--

**Council President (please print):** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Council Treasurer (please print):** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix II  
DNR Citations Memo

Claudia Baker

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**From:** Paul Mueller [pmuellerrcd@newnorth.net]  
**Sent:** Wednesday, September 08, 2010 12:39 PM  
**To:** Caleb Wolden; Hayward FIA; Patrick Nelson; Terry Schreiber; Wis Rapids FIA; Zackary Klessig  
**Cc:** 'Claudia Baker'  
**Subject:** DNR and other citations while working

Hey All,

This is a notice that Lumberjack will NOT pay any DNR, Federal or other citations issued to an employee while on the job. These will all be treated as speeding tickets currently are – if you get a ticket, it's yours.

Examples of citations would be driving in unauthorized areas (if we have a key, we are authorized), around burms, trespassing, speeding, parking tickets, destruction (rutting) of roads, etc.

If you've got any questions, call me.

Please respond to this e-mail so I know you have all received it. Use the "Forward" option so that my e-mail is included in your response.

Thanks,

Paul

**Paul M. Mueller**  
Supervisor  
Forest Inventory and Analysis Program  
Wisconsin Continuous Forest Inventory Program  
Lumberjack RC&D Council, Inc.  
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