

Joint Meeting of the Advance CTE and The Center to Advance CTE Boards of Directors

November 9, 2021

3– 4 p.m. ET

[Click here to join](#)

3 – 3:01 p.m.	Welcome	Marcie Mack <i>Pages 1-4</i>
3:01 – 3:02 p.m.	Vote: Review and Approval of September 28, 2021 Joint Board Meeting Minutes	Angel Malone <i>Pages 5-7</i>
3:02 – 3:07 p.m.	Update: Career Clusters Modernization Initiative Prompting question: <i>Any feedback or concerns with the project pivot that Dan Hinderliter presented at the Business Meeting?</i>	Kimberly Green
3:07 – 3:12 p.m.	Vote: Update on Finance Manual Revisions	Krissy Haynes <i>Pages 8-18</i>
3:12 – 3:17 p.m.	Vote: Update on Personnel Policy Revisions	Kimberly Green <i>Pages 19-42</i>
3:17 – 3:20 p.m.	Vote: Budget Modification Board Policy	Krissy Haynes <i>Page 43</i>
3:20 - 4 p.m.	Executive Session: Executive Director Contract Renewal	Sarah Heath

**ADVANCE CTE
BOARD OF DIRECTORS
FY 22**

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Vice President

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FY 22**

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BOARD OF DIRECTORS
FY 22**

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Joint Advance CTE/The Center to Advance CTE Board of Directors' Meeting
MINUTES
September 28, 2021
Zoom call

BOARD ATTENDEES: Marcie Mack, Sarah Heath, Laura Scheibe, Thalea Longhurst, Donna Lewelling, Victoria Crownover, Katie Graham, Tiara Booker-Dwyer, Cathie Raymond, Nicole Smith, Alex Harris, Wendi Safstrom

NOT PRESENT: Luke Rhine, Angel Malone

STAFF: Kimberly Green, Kate Kreamer, Krissy Haynes, Tanya Powers, Austin Estes

Welcome: Mack called the meeting to order at 3:03 p.m. ET, welcoming everyone to the meeting.

Mack asked for approval of minutes from August 5, 2021, as presented.

**MOTION: To approve Joint Advance CTE/The Center to Advance CTE minutes from August 5, 2021, as presented.
Heath; Scheibe.
MOTION APPROVED.**

Mack asked for approval of the consent agenda.

**MOTION: To approve Advance CTE/The Center to Advance CTE consent agenda, as presented.
Scheibe; Harris.
MOTION APPROVED.**

FY22 Strategic Plan Update: Kreamer gave a brief summary of the reporting structure of the strategic plan. Based on the Board-approved strategic plan, staff identified ongoing and upcoming activities or developed those needed to accomplish the strategic plan. Kreamer presented several discussion questions to the Board to help identify how often and at what level the Board wanted updates and if the Board thought that the activities adequately advance the Equip, Empower, and Elevate priorities. Booker-Dwyer asked if the organization had the capacity to accomplish all of the activities. Green noted that Delivery Associates is helping to identify what the organization's staff needs are. Kreamer said there is flexibility and internal recalibration as needed. Scheibe expressed concern about whether the compilation of the evaluations for the Board was time consuming for staff. Safstrom suggested keeping the review for the Board at a strategic level. Harris and Mack both agreed with Safstrom about keeping the updates for the Board at a strategic level at a frequency that makes the most sense for the activity. Green said the organization is working on streamlining systems as part of internal operational management.

Proposed Dashboard Measures: Estes presented an updated draft demo of the new Advance CTE dashboard noting that it was not a final draft. Estes said that Delivery Associates had been incredibly helpful in deciding what measures to include so that it aligned with the strategic plan. Estes shared that the organization has been collecting data on fifty different individual measures since 2017 and many of those measures were not indicators of the organization's impact. The measures in the new design align with the strategic plan and are indicators of the organization's impact. Estes provided an overview of the ten measures that the new dashboard will be collecting data around, the frequency that data will be collected and shared, and which element of the strategic plan each measure is aligned with.

First, Estes shared a few of the new measures that align with the three E's: Equip, Empower, and Elevate. Some of them will require new survey questions that probe deeper on impact internally and for members. There will be a new measure that will evaluate whether Advance CTE's technical assistance is helping to develop proof-points for *CTE Without Limits* implementation. Estes also shared measures that evaluate the level of influence with decisionmakers and a national poll that will help to better understand public perceptions of CTE. Last, Estes stated that the organization was currently working with Education Strategy Group to develop a CTE Equity Index which will be used for one of the new measures of the dashboard. It will provide a simple way of understanding progress towards equitable outcomes for learners. Estes asked if the Board had any questions. Kreamer posted the following questions in the chat:

1. Are there any components of the performance measures and dashboard that need to be clarified?
2. What questions do you have about the process of sharing and discussing the performance measures with the Board?

Crownover asked in the chat if there would be definitions for the measures shared. Estes said there would be definitions for the measures and technical documentation shared with the Board. Booker-Dwyer liked the transparency of the dashboard. Graham expressed her excitement about the data and complimented the work that has been done so far. She wanted to be sure to clarify the use of the dashboard output. It is a shared vision and not only a metric of Advance CTE's effectiveness. Crownover wanted to confirm that there would not be a state-by-state comparison on the dashboard and that it would only show an aggregated measure. Estes said state level information would not be shared and that information will only be collected internally. Scheibe said as a State Director, she would be interested in how South Dakota ratings are to help improve internal processes.

Smith expressed her excitement about the new data on the dashboard. She noted that she would like to be able to look at details of each component of the index in order to see areas of concern. Estes said the dashboard will have the capability to look at each component with exceptions to some of the surveys. Harris complimented the work and said it was an elegant package. He stated that as a Board member, the information he sees was equally important to how informative it is

to Advance CTE. Harris encourages Advance CTE to editorialize and share commentary from the information with the Board.

Mack asked for approval to move forward with the proposed dashboard recognizing Advance has latitude to make additional adjustments.

**MOTION: To approve moving forward with the proposed dashboard recognizing Advance CTE has latitude to make additional adjustments.
Harris; Scheibe.
MOTION APPROVED.**

Mack adjourned the meeting at 4:06 p.m. ET.

Overview of Proposed Finance Manual Revisions
Report submitted by Krissy Haynes, Finance & Operations Manager

The organization has seen growth in staff, funding and resources in recent years. This growth has necessitated a few proposed changes to the Finance Manual. The revisions were led by the Finance & Operations Manager and approved by the Executive Director. The revisions maintain appropriate internal controls.

- Accounts Payable and Signature Authority: With the expansion of the organization in recent years, the Deputy Executive Director, and soon to be Director of Operations, have been given increased responsibility within the organization, such as fundraising, managing larger teams, and contract and budget management. Signature authority and payment approval is being granted to the Deputy Executive Director and Director of Operations not only to increase efficiency, but also because they have the most insight into the projects, contracts and budgets that they manage. This is also being added as part of succession planning consideration, for organizational stability should any senior leadership team member be out for an extended period of time or depart the organization.
- Audit: Decreased redundancy by removing the last bullet point as it was covered by the first bullet point.
- Background and Credit Checks: It has been internal policy that any staff that handles Advance CTE funds will undergo a background and/or credit check. Including this in the Finance Manual to bring it in line with the internal policy.
- Voided Checks: Clarified that voided checks get shredded per procedure.
- Deposit Procedure: Added the ability for the Deputy Executive Director and Director of Operations to make mobile deposits due to their role in the organization. Also added that hard copies of checks are saved for 30 days before being shredded. All files are now digital, so once the check has cleared the bank there is no longer a need to keep a hard copy. This policy has been verified with the auditors.

Board action required: Approve the adoption of the Proposed Finance Manual Revisions.

**Advance CTE/The Center to Advance CTE
FINANCIAL MANUAL
Last Revision Approved on September 25, 2020**

Advance CTE/The Center to Advance CTE Financial Policies and Procedures Manual

Introduction:

The policies and procedures described in this manual provide guidance for any staff members who handle financial matters for Advance CTE/The Center to Advance Career Technical Education (Advance CTE/The Center). Advance CTE/The Center embraces high quality and ethical standards in all matters of its operations, especially its fiscal responsibilities.

Overall, financial matters are to be completed promptly and in a manner that assures completeness, accuracy and compliance with all applicable federal, state, and local statutes and regulations.

Accountant Duties:

As part of its fiduciary responsibility, as well as to ensure proper compliance with all applicable legal and accounting laws, regulations and codes, Advance CTE/The Center will retain an accounting firm. The firm shall provide expert advice and consultation on all fiscal matters and shall have the following duties: monthly reconciliation of all investment and bank statements, assist with audit preparation, 990 tax preparation, journal entry support, and other duties as assigned. The Finance/Audit Committee and Boards of Directors shall have direct access to the accountant.

Finance Manager Duties:

Advance CTE/The Center to Advance CTE has employed the services of a Finance Manager. The Finance Manager is responsible for ensuring all entries into the accounting software program are created completely and accurately. The Finance Manager is responsible for all accounts payable and receivable entries, monthly payroll and benefits entries, and the Executive Director's monthly Expense Reports. In addition, the Finance Manager stores all records in the online cloud storage system.

Accounts Payable:

The Executive Director or relevant project manager will initially receive all bills, verify them for accuracy and then approve payment. The Executive Director, Deputy Executive Director, or Director of Operations will approve all bills for payment before the bills are ~~scanned-sent~~ to the Finance Manager for entry into the accounting software. The Finance Manager will save all bills and supporting documentation in organization's cloud storage system.

All bills must be paid in a timely manner without incurring late fees. Once the approved bill is received by the Finance Manager, he/she will enter the bill into the accounting software program. To ensure accuracy, the Finance Manager should pay careful attention to the amount, payee, remittance address, expense category and project to which the expenses are charged. After the bill has been entered into the software and its accuracy verified, the Finance Manager will process the payment using the bill pay feature of the accounting software. The Secretary/Treasurer must approve all bills over \$10,000 prior to payment being processed. Payroll, benefits and rent expenses do not require approval by the Secretary/Treasurer each

month as these are core operating costs and their aggregate expenses are approved by the annual budget.

Accounts Receivable:

For all invoices except dues (which are governed by a separate policy), when the receivable exceeds 30 days past the due date and staff has received no communication from the company/individual as to the status of payment, staff will:

1. Email a copy of the outstanding invoice to the customer taking care to note PAST DUE in the topic of the email.
2. Should the customer not remit payment or respond to communications within 30 days after the emailed invoice, a hard copy of the invoice will be mailed and stamped PAST DUE.
3. Beyond 60 days past due and depending on the customer and the size of the outstanding payment, the Executive Director, or designated staff member, may call the customer to inquire as to the status of payment.
4. The Executive Director shall review all outstanding accounts receivable at the end of each fiscal year to determine which invoices to write off.

Accounts Receivable – Miscellaneous:

Staff often attend/present at events for which their travel will be reimbursed. The staff member will fill out the reimbursement form for the company we are to receive reimbursement from and scan a copy to the Finance Manager. The Finance Manager will create an accounts receivable invoice in QuickBooks Online that includes the reimbursement form and all receipts. The Finance Manager will submit the invoice to the company for reimbursement.

1. A copy of the reimbursement form and receipts must be provided for each item entered into *accounts receivable*, and shall be stored in the A/R miscellaneous file in the organization's cloud storage system.
2. When reimbursing the staff for travel in the accounting software, note name of company/organization in the Description line with A/R noted next to the name of the company/organization. This is to quickly identify relevant reimbursable expenses associated with an event, vendor or organization.
3. A list of outstanding accounts receivable can be generated from the accounting software by running the reports.
4. A review of outstanding accounts receivable miscellaneous invoices should be conducted monthly by the Finance Manager.

Audit:

As part of our continuous improvement process and ensuring that the Boards are meeting their fiduciary responsibilities, Advance CTE/The Center must undergo a full audit annually. The Finance/Audit Committee has recommended the following requirements for reviewing the current audit firm.

1. Maintain the RFP requirement to benchmark costs every five years. If the financial position of the organization changes substantially, or there is dissatisfaction with the firm's performance, benchmarking should be conducted on an as needed basis.
2. If engaging the same auditing firm for more than three consecutive years, request a partner rotation as early as every three years, if warranted, but a partner change is required after five consecutive years of engagement.

~~3. Based on these recommendations, an RFP will need to be issued in FY21 for price benchmarking purposes.~~
~~4. purposes.~~

The goal is to conduct the prior year audit as close to the completion of a fiscal year as possible. Ideally, the draft audit report will be available to the Finance/Audit Committee by the end of the calendar year to review, approve and advance to the Advance CTE/The Center Boards for final approval. The draft audit report will be presented to the Advance CTE/The Center Boards by the Auditors during the January Board call. The audit should be finalized in time to submit the 990 tax forms by February 15, with an approved extension from the IRS. On the January Board calls, the Advance CTE/The Center Boards will be presented with the audit and management letter and final year-end financial statements. The Advance CTE/The Center Boards and Finance/Audit Committee shall have direct access to the auditors and accountant and may request to meet with them to review the audit/financial reports at any time.

Staff will work with the accountant and Finance Manager to prepare all required documents for the auditing firm. The Finance Manager will review all financial records and reports for accuracy prior to submission to the auditor. The primary contact for the auditor is the Finance Manager.

The auditing firm will present the draft audit to the Finance/Audit Committee. If there is a management letter, the Finance/Audit Committee will review the findings and develop a set of recommendations to be provided to the Advance CTE/The Center Boards for consideration and action.

Bank and Investment Reconciliations:

To ensure appropriate internal controls, the accountant will, on a monthly basis, reconcile the Advance CTE/The Center bank and investment accounts. The accountants will provide copies of the original reports, as well as the reconciliation reports, investment spreadsheet, balance sheet and year-to-date profit and loss statements to the Executive Director for review.

Board meeting materials:

At each meeting of the Board of Directors, not less than two times per year, the Board will be presented with the most up-to-date financial documents including a profit and loss statement, balance sheet, budget comparing actual income and expenses to the budget, and an investment summary. The Secretary/Treasurer will present the financial report to the Board of Directors. The Advance CTE Board of Directors shall receive a copy of all The Center financial documents, given the legal and related nature of the organizations.

Budget:

Budgeting is a critical component of effective and efficient management of the organizations. The budget is an important management tool that should be actively used in decision-making throughout the year. Staff is responsible for creating a first draft of the proposed budget based on the projected program of work and historical expenditures. The budget proposals will include projected expenses contrasted with the current budget. Explanations for fluctuations in the recommended budget should be provided. The budget proposal will be presented to the Finance /Audit Committee for review and approval. If the Finance/Audit committee does not approve, modifications shall be made to the budget then returned to the committee for reconsideration. Upon approval, the Finance/Audit Committee will forward the budget to the appropriate Board of Directors for approval. Quarterly, budget reports (with supporting balance sheet and profit and loss statements) should be presented to the Finance/Audit Committee. As project plans are initiated, project-based budgets may be used and aligned to the overall organizational budget.

Cash:

When cash is received, a written receipt should be provided to the individual. This written receipt must be from a cashbook that allows a carbon copy to be retained. The individual providing the cash should initial the receipt prior to the receipt being removed from the cashbook, thereby their initial acknowledging the transmittal of cash to the organization. The receipt should indicate the date, amount of cash received, the person providing the cash, and the purpose for the transmittal of the cash.

The cash should be deposited into the bank as soon as possible, preferably within twenty-four hours of being received. If the cash is received while staff is at an off-site location, the cash should be placed in a safe deposit box until staff leaves the site.

When cash is deposited, the carbon copy of the written receipt from the cashbook should be scanned to the Finance Manager to be stored in the company's cloud storage system with the deposit documentation.

Credit cards:

Customers can pay invoices using a credit card. When an invoice is sent to a customer via the accounting software, it contains a link for the customer to securely pay using their credit card online. If a customer calls Advance CTE/The Center to pay their invoice, they should be transferred to the Finance Manager so he/she can assist the customer with payment. The accounting software stores all records of the transaction. Advance CTE/The Center does not retain copies of credit card numbers. Each month, the Finance Manager will appropriately categorize all credit card fees in the accounting software so they are applied to the appropriate budget account.

Delegation of duties:

It is important, given the staff size of Advance CTE/The Center, that responsibility for financial matters be shared for internal controls while also retaining a high degree of efficiency and quality. These staff responsibilities will be determined by the Executive Director, based on the workload and expertise of staff.

Background and Credit Checks:

Any employee that will be handling Advance CTE/The Center funds will be subject to a background and credit check to ensure fiscal responsibility.

Deposits:

Deposits should be made in a timely manner but may need to be made more or less frequently when the volume or amount of checks warrants. The deposit procedures written in the attached Addendum A are to be followed as policy. During the reconciliation process, the accountant will assure that the deposit entered in the accounting software corresponds with what was deposited into the bank. The accountant will enter any transfer of funds or bank fees into the accounting software via journal entry. See deposit procedures-Addendum A.

Expense reports:

Staff shall prepare and submit expense reports in compliance with the approved reimbursement policy. The reports must include itemized receipts for all requested reimbursements. Scanned/digital copies of itemized

receipts are acceptable. If travel is being reimbursed by another organization, then the staff member must retain their original receipts for six months to ensure they are not required by the reimbursing organization. Reports are submitted to the Executive Director for approval. Once approved, the Finance Manager will enter the expense reimbursement into the accounting software and process the payment via online bill pay. The expense report, receipts and approval will be stored online in the company's cloud storage system.

The Executive Director's expense reports are reviewed for compliance by the Finance Manager, reconciling receipts with the report. Quarterly, the reports are emailed to the Executive Committee members for their review. Receipts are available to the Executive Committee upon request. Executive Committee members must acknowledge approval of the expense reports. All approval letters/emails are attached to the quarterly expense reports and filed. The schedule for distribution of the Executive Director's reports to the Executive Committee is July 31, October 31, January 31, and April 30.

Fiscal year:

Advance CTE/The Center's fiscal year is July 1 through June 30.

Meeting registrations:

Upon receipt of a meeting registration, in the meetings@careertech.org email box, the Finance Manager will invoice the meeting attendee and appropriately file the registration email once invoiced.

If a meeting attendee or sponsor has poor payment history, Advance CTE/The Center can request a credit card number at time of registration. Advance CTE/The Center will charge the card if payment has not been received within 30 days of the event.

Membership Dues Invoices:

See Board policy as reference.

Advance CTE has three types of membership: State Membership, Associate Membership and Organizational Membership. A state membership entitles a state, not an individual, membership status and benefits. Under this membership category, the State Director or designee receives membership benefits on behalf of that state, as well as up to four other members (see Board policy for more details).

An associate membership provides benefits for an individual. There is a two-tiered dues structure for associate members, one rate for state agency employees and one rate for all other individuals interested in being a member. The organizational membership provides for three individuals at the same company to receive membership benefits. Additional employees at the company will receive a reduced membership rate.

Early in the calendar year, staff will research the current Consumer Price Index. Per Board policy, this rate will be presented to the Executive Committee or Board of Directors for approval as the percentage the following year's state dues will increase. No later than February of each year, staff will send a dues chart to states indicating the increase for state dues the next membership year.

Advance CTE will issue dues invoices to members no later than mid-May of each year. Prior to invoicing, the Finance Manager should generate a report listing current members to ensure that the invoices accurately reflect the current and potential membership. Invoices should include the most up-to-date contact

information. Each dues invoice should have a statement indicating dues are not tax-deductible.

After the Finance Manager generates the current list of members, a dues intent form is sent to each State CTE Director that is a current member. The dues intent form should provide a space for the State Director to indicate the source of payment (Federal or Non-Federal). Once the dues intent form is returned to Advance CTE, the Finance Manager will send an invoice to the member.

See the dues policy for schedule of collections. Purchase orders, intent forms or other relevant information related to the invoice should be saved in the company's cloud storage system.

When an invoice is paid, a copy of the check or other method of payment, such as a wire transfer, should be stored in the company's cloud storage system by the Finance Manager. A thank you email should be sent within five business days to the State CTE Director/associate member/organizational member upon receipt of their dues payment.

Payroll:

The Executive Director shall be the primary contact for all payroll matters. All employees are paid twice a month. Refer to the Personnel Policies for guidance on payroll related items.

Purchase of products/supplies:

When products or supplies are needed, the requestor should send an email to either the Finance Manager or Executive Director indicating the item(s), quantity, and cost. The Executive Director will review the request and, if approved, direct the Finance Manager to acquire the item(s). Upon receipt of the supplies the Administrative Associate, or person receiving the box, should verify the correct items have been received. If there are discrepancies, the receiver should notify Finance Manager. When product/supply purchases are made, the approval email, invoice, and receipt should be saved in the company's cloud storage system.

Signature Authority:

The Executive Director, ~~and~~ Deputy Executive Director, and Director of Operations have~~has~~ the authority to sign checks, contracts and legal documents on behalf of Advance CTE/The Center. At the start of each fiscal year, the Secretary/Treasurer and Board President will be added to all of the investment and bank accounts as authorized signers. Any officer that resigns or retires from the Board will have their signing authority revoked.

Secretary/Treasurer responsibilities:

According to the organizational bylaws, " In his or her capacity as *Treasurer*, the Secretary/Treasurer shall present reports on the finances of the Corporation at Board of Directors meetings; present the annual budget for approval by the Board of Directors; serve as Chair of the Finance Committee; ensure that the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; and in general perform all the duties incident to the office of Secretary/Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors."

The Secretary/Treasurer has three primary roles:

1. Serve as an officer of Advance CTE and The Center.

2. Have charge, and custody of, and responsibility for all funds and securities of both Advance CTE and The Center.
3. Provide ongoing oversight of all aspects of the finances for both Advance CTE and The Center.

Specific Responsibilities include:

Chair the Advance CTE/The Center Finance/Audit Committee:

- Review and recommend approval of an annual operating budget.
- Regularly review financial reports.
- Ensure the maintenance of an appropriate capital structure.
- Oversee the management of organization-wide financial assets.
- Present all financial reports to the Advance CTE and The Center Boards of Directors and membership.
- Present minutes to the Advance CTE and The Center Boards of Directors and membership.
- Review and approve bills over \$10,000.
- Serve as a liaison to the ACTE Board of Directors.
- Review and recommend for approval all changes and updates to the finance policy.

Voided Checks:

Voided checks are marked void in permanent ink/marker across check. The voided checks will be noted in the accounting software and soft copies of the voided checks will be stored in the company's cloud storage system, while the original voided check will be shredded.

Schedule of Regular of Activities

Daily:

- Receive and record deposits
- Pay bills
- Update spreadsheets (e.g. registration, membership)

Weekly:

- Make deposits at bank
- Check and report bank balances/transfer funds as appropriate
- Reconcile A/R (misc., conference registrations, and dues)

Bi-Monthly:

- Process payroll and benefits
- Timesheet reconciliation

Monthly:

- Bank and investment reconciliations by accountant
- Payroll allocation entries made by Finance Manager

Quarterly:

- Executive Director's expense reports are sent to Executive Committee
Finance/Audit Committee receives budget reports

Overview of Yearly Activities:

- January - determine CPI/dues increase for states; approve audit and 990s
- February - notice of dues increase to states
- Spring - Board of Directors' Meeting/Conference
- May – All Dues invoices sent; beginning preparations year-end
- May/June – Budget development and approval
- July 1- Beginning of fiscal year; year-end turnover begins
- Fall -Board of Directors' Meeting/Conference and annual audit
- November - Tax returns due (unless extension has been approved by IRS for them to be paid by February 15)

Addendum A: Mail and Check Deposit Process:

MAIL RECEIVING PROCEDURE

- Invoices/mail/checks directed to the company are opened by the Administrative Associate
- Administrative Associate should deliver mail and packages to the indicated recipient
- For mail directed to the Executive Director, the Administrative Associate should separate the mail into the following folders in the Executive Director’s inbox
 - Invoices – all invoices pending approval for payment
 - Signature Required – Anything that is not an invoice that requires the signature of the Executive Director (e.g. contracts)
 - Scanned Invoices – Invoices that have been previously approved by the Executive Director and scanned to the Finance Manager
 - Invitations – Any document or communication that requests the Executive Director attend, speak at, or present at, an event
 - Miscellaneous – Copies of scanned checks (three hole-punched), anything that cannot be applied to another category
- If the Administrative Associate is out of the office or if the position is vacant, the Executive Director opens mail and scans all checks and approved invoices directly to the Finance Manager

CHECK RECEIVING PROCEDURE – Receiving and Copying

- Checks are received and opened by the Administrative Associate
- Checks, including the stub (if applicable) are scanned to the Finance Manager
- Finance Manager receives check scans and enters them into the accounting software
- A copy of the check is made (including the stub is not necessary), three-hole punched, initialed and dated by the Administrative Associate and put into the “Miscellaneous” folder in the Executive Director’s inbox
- Checks are put into a manila folder in the safe, located in the IT closet, to await the weekly deposit
- If the Administrative Associate position is vacant, the Executive Director assumes these responsibilities.

DEPOSIT PROCEDURE

Checks are either deposited physically at the bank or via mobile banking. The deposit procedures are outlined below.

Mobile Banking:

- Executive Director, Deputy Executive Director, or Director of Operations scans checks into the mobile banking app and forwards a copy of the deposit confirmation to the Finance Manager
- Finance Manager enters the deposit into the accounting software program and saves a copy of the deposit confirmation to the organization's cloud storage system
- Hard copies of the checks are saved for 30 days before shredding to ensure there were no issues with the deposit. After the 30 days, if the bank cleared the deposit, the check will be shredded.

In-Person Bank Deposit:

- On day of deposit – Administrative Associate gathers the envelope with checks
- Executive Director reconciles the checks, copies and accounting software deposit summary
- Administrative Associate creates handwritten deposit slip based on deposit summary created by the accounting software and the checks that have been received
 - The deposit slip should match the checks to be deposited and the deposit summary
 - Double check the amounts of the checks against the deposit summary
 - If the Administrative Associate observes discrepancies, she/he will immediately notify the Executive Director or Finance Manager for correction or clarification
 - Possible errors:
 - Missing check
 - Check numbers do not match
 - Check amounts do not match
 - A copy of the deposit slip is made before the deposit is taken to the bank
 - Deposits are to be completed at least once a week, unless there are no funds to be deposited. The Administrative Associate should obtain deposit receipts from the bank
 - Once the deposit has been completed, the deposit summary, deposit slip, and bank deposit receipts are scanned to the Finance Manager for storing in the cloud storage system.
 - Once the deposit summary, deposit slip and the bank deposit receipt have been scanned to the Finance Manager, they should be filed under the appropriate month in the deposit binder, located in the IT closet.
 - If the Administrative Associate position is vacant, the Executive Director fulfills the duties of the Administrative Associate.

Deposit Reconciliations

For mobile bank deposits, the Finance Manager compares the check to the deposit confirmation and bank account to confirm all information matches and the deposit was successfully made into the bank.

For in-person bank deposits, two different reconciliations happen. The two reconciliations are outlined below.

First Reconciliation (by deposit preparer)

- Administrative Associate compares copies of the checks with accounting software deposit summary and the handwritten deposit slip. All should match
 - If it does not match up, hold the deposit. The Administrative Associate will need to determine where the error occurred and determine the appropriate remedy

Second Reconciliation (by Finance Manager)

- After deposit is made – Deposit summary, deposit slip and bank deposit receipt are scanned to the Finance Manager. The Finance Manager will save a copy of each in the company's cloud storage system
- Finance Manager compares all checks copies with the accounting software deposit summary

- Checking the amount reported on the accounting software deposit summary against the check amount
- Verifying the check number using the check number entered on the deposit summary
- The Executive Director is to be notified if any check/summary or any issues appear

Overview of Proposed Personnel Policy Revisions

Report submitted by Kimberly A. Green, Executive Director

Annually, Advance CTE/The Center to Advance CTE submits its personnel policies to the organization's attorney to be reviewed to ensure compliance with applicable federal, state and local employment laws. That review was conducted prior to these proposed policies being submitted to the Board for consideration.

As you likely know from your own news sources, the future of work is upon us, and the pandemic is resulting in changing workplace expectations. At Advance CTE/The Center to Advance CTE, we have hired four staff members who live outside of the DC metro area and anticipate that trend continuing. In addition, our organization has sustained a great deal of staff transition, like many other organizations. As part of the preparation of this set of proposed policy revisions, the leadership team solicited input from the staff on additional workplace retention strategies we should consider. In addition, I have done extensive reading and consulted with numerous other national organizations on how they are approaching changing workplace expectations and how their policies are evolving, with the intent to benchmark to our policies to other like-sized, like-minded, education/workforce development sector DC-based organizations. And finally, our internal DEI Advisory Group gave input into our proposed, revised telework policy.

The policies reflect a moderate shift. These recommendations aspire to respond to staff input, workplace trends and balance those requests against the organization's commitment to meet its mission and strategic priorities.

We are working toward refining what is in the personnel policies versus what is in an employee handbook. You'll see things striped out of this set of policies, like the kitchen policy or green policy or a pared down expense reimbursement policy because we intend to create an employee handbook that defines internal policy and practice expectations that do not warrant inclusion in the personnel policies.

Lastly, I anticipate additional changes as we continue to hone the policies to ensure Advance CTE/The Center to Advance CTE is a great place to work and plan to have our Director of Operations, when hired in 2022, conduct a more comprehensive policy analysis and benchmarking.

- Edits: Throughout the document, grammatical changes were made. These are not highlighted for ease of reading and do not impact the intent or content of any policy.
- Telework: The proposed policy is a wholesale replacement of the previous policy. It allows for all DC metro area staff to telework up to three days per week, with no restrictions related to tenure. Language is proposed to extend the policy to more days per week for health-related flexibility and national or locality-based emergencies (re: regional flare up of the pandemic). The telework policy will be supported by an FAQ and telework

agreement, which as before, is not Board policy. Finally, the transportation benefit – which is a commuting reimbursement benefit - reflects language to indicate if an employee teleworks, this benefit will be scaled back appropriately. As is the case with all flexibilities, telework is not an employee right and may be scaled back or revoked for any reason, including performance.

- Remote Work: The proposed policies, as appropriate throughout, reflect the addition of fully remote workers to the Advance CTE staff. This includes, for example, an indication that we'll comply with employment laws where the employee resides which may include additional leave requirements. In contrast, there are places throughout where the policies make clear that certain provision apply only to DC metro area staff.
- Alcohol and Drug Free Workplace: The proposed revisions reflect changing state laws that now allow for recreational use of marijuana. As approved by the attorney, the proposed policy indicates employees may not bring any form of marijuana to work or be under the influence of any form of marijuana while working.
- Succession policy provisions: In addition to recommendations in the Finance Manual, the proposed personnel policies add the Director of Operation and Deputy Executive Director to relevant policy language that speaks to obligation of funds and handling of funds.
- Flexibility in leave policies: The proposed revisions allow staff more flexibility in when they schedule annual or sick leave and reduce the timeframe for when new employees can begin to take annual leave from six months to three months.

Board action required: Approve the adoption of the proposed personnel policy revisions.

PERSONNEL POLICIES

ADVANCE  **CTE**

State Leaders Connecting Learning to Work

The Center to

ADVANCE  **CTE**

September–November 2021

SECTION I: INTRODUCTION

The purpose of this handbook is to set forth the policies and practices of the National Association of State Directors of Career Technical Education Consortium (NASDCTEc)/Advance CTE and the National Career Technical Education Foundation (NCTEF)/The Center to Advance CTE with regard to working conditions, employee benefits, and other policies affecting employment.

Employment is contracted with our legal name, National Association of State Directors of Career Technical Education Consortium and The National Career Technical Education Foundation. Both organizations operate under a DBA listed as Advance CTE for the National Association of State Directors (NASDCTEc) and The Center to Advance CTE for the National Technical Education Foundation (NCTEF). For the purposes of this document, references made to Advance CTE cover both Advance CTE and The Center to Advance CTE.

THIS HANDBOOK DOES NOT CREATE A CONTRACT, IMPLIED OR EXPRESS, OR PART OF A CONTRACTUAL AGREEMENT WITH ANY Advance CTE EMPLOYEES. Advance CTE follows the practice of employment – at-will and thus, reserves the right to terminate an employee at any time, with or without cause.

The organizational policies are established by a thirteen-member Board of Directors that employ an Executive Director empowered to hire and fire staff and manage the affairs of the national association and the headquarters office.

Advance CTE reserves the right to revise, supplement, or rescind any policies or procedures in this handbook as deemed appropriate, in its sole and absolute discretion. The policies and procedures in this manual supersede any pre-existing documents.

Equal Employment Opportunity Policy: Advance CTE's Employment Policy is to comply with all applicable federal, state and local laws regarding equal employment opportunity and prohibiting discrimination. These laws and regulations apply to all aspects of employment.

SECTION II: OPERATING PROCEDURES

II. A. Hiring:

Advance CTE's policy is to select qualified persons, whether from within Advance CTE or from outside, on the basis of ability, experience, education, and training.

II. B. Working Hours:

Advance CTE's normal working hours for regular full-time employees are from 9:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday.

Advance CTE recognizes that circumstances beyond the employee's control may occasionally cause him/her to be absent from work for all or part of a day. Whenever an unexpected delay prevents an employee from beginning their designated work day on time~~arriving on time at the office~~, the employee must notify Advance CTE headquarters as soon as possible and give an estimate of how long the delay will be. Unauthorized absence or tardiness will not be tolerated and will result in disciplinary action.

An employee who is absent for three consecutive days without prior notice to the Executive Director

or President is presumed to have resigned without notice. Under these circumstances, Advance CTE will not pay out the employee's accrued annual leave.

II. C. Overtime Hours:

When workload requirements cannot be met during regular working hours, nonexempt employees may be required to take part in overtime work assignments. Nonexempt employees are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Employees who are classified as nonexempt will be paid overtime at the rate of one- and one-half times the regular hourly pay only after a full workweek of 40 hours. Overtime work is based on actual hours worked, and must always be approved by the Executive Director in writing before it is performed. Overtime compensation does not apply to exempt employees.

II. D. Flexible Work Schedule:

Advance CTE's normal working hours for regular full-time employees are from 9:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours can be adjusted to meet the specific needs of the employee or Advance CTE, including compressed work weeks, flexible hours, etc. The employee's type of work and performance will be considered in approving requests. Alternative work schedule arrangements must be made with the employee's direct supervisor and approved by the Executive Director. The flexible work schedule is at the discretion of Advance CTE as to the terms and/or duration and Advance CTE may remove the right to the flexible work schedule at any time. All requests for an alternate work schedule must be submitted in writing and approved at least two weeks prior to the start date of the flex schedule. ~~Employees are eligible for this benefit upon the completion of the six-month probationary period.~~

II. E. Telework Flexibility

Flexible Location:

Telework is a work-at-home arrangement for part of the workweek on a regular basis. In general, telework is a privilege which may be granted under appropriate circumstances to employees whose job responsibilities are suited to such an arrangement and are meeting job-based performance expectations, and each request to telework will be decided on an individual basis under the policy set forth below.

Participation in telework is voluntary on the part of the employee. Employees who wish to telework must first discuss the request with their immediate supervisor, who must submit the request to the Executive Director for approval. Each employee who teleworks will be required to annually sign a telework agreement, or more frequently if needed (e.g. if the telework work location changes, etc.).

Employees are eligible to telework up to three days per week. Employees who have documented, compromised health conditions may be approved by the Executive Director for extended telework beyond the three days per week. Telework days (meaning selected days of the week) and will be part of the telework agreement. Advance CTE can override the telework days for required staff meetings, work-related travel, etc.

Telework is not an employee right, and at any time, can be restricted, reduced or revoked with or without cause. At the discretion of the Executive Director, other Advance CTE positions, based on duties and responsibilities, may not be eligible for telework.

The employee is expected to work in a setting that is conducive to productive work, maintain homeowners or similar liability insurance, including for personal injury claims by third parties, in an amount of not less than \$250,000 per claim, ~~have a required level of homeowner's or renter's insurance that covers injuries to third parties~~ and reliable phone and internet access in the telework location, at no cost to Advance CTE/The Center to Advance CTE. The employee is not

allowed to have in-person meetings at their telework location.

The employee must agree to and abide by all telework policy, FAQs and terms and conditions in the telework agreement, which may be amended, modified or revoked at any time.

In times of national or locational emergency, the Executive Director may authorize telework for employees that extend beyond the terms of this policy as written.

~~Telework entails a work-at-home arrangement for at least part of the workweek on a regular basis. In general, telework is a privilege which may be granted under appropriate circumstances to high performing employees whose job responsibilities are suited to such an arrangement, and each request to telework will be decided on an individual basis under the guidelines set forth below.~~

~~Participation in telework is voluntary on the part of the employee. Employees who wish to telework must first discuss the request with their immediate supervisor, who must submit the request to the Executive Director for approval. Each employee who teleworks will be required to annually sign a telework agreement.~~

~~An employee who successfully completes the one year of employment with Advance CTE and receives a "3" in all categories of performance in their most recent evaluation may be eligible to telework for one day per week. Teleworking cannot begin before the annual evaluation has been finalized and approved by the Executive Director.~~

~~An employee who successfully completes five years of employment at Advance CTE and receives a "3" in all categories of performance in their most recent evaluation may be eligible to telework up to two days per week. Teleworking two days per week cannot begin before the most recent annual evaluation has been finalized and approved by the Executive Director.~~

~~Telework, at any time, can be restricted, reduced or revoked with or without cause. Positions that are non-exempt, primarily administrative, part-time employees, interns and fellows are not eligible for telework. At the discretion of the Executive Director, other Advance CTE positions, based on duties and responsibilities, may not be eligible for telework.~~

~~The employee is expected to have appropriate homeowner's or renter's insurance that covers injuries to third parties and reliable phone and internet access in the telework location, at no cost to Advance CTE/The Center to Advance CTE. The employee is not allowed to have in-person meetings at their telework location.~~

~~The employee must agree to and abide by all telework guidelines, FAQs and term and conditions in the telework agreement, which may be amended, modified or revoked at any time.~~

II. F. Lunch Policy:

Employees are allowed one half of one hour for lunch. If additional time is desired for lunch, the employee shall make arrangements with the employee's direct supervisor or Executive Director on how best to accommodate this request.

II. G. Timesheets:

Employees are required to record all working time taken through the Advance CTE time tracking software. Timesheets are due three days after the end of a pay period. If that day falls on the weekend, timesheets are due the following Monday. All employees are required to submit their semi-monthly

timesheets through Advance CTE's time tracking software. Submitting a timesheet in the time tracking software represents that the employee agrees that the timesheet is complete and accurate. Timesheets must be approved by the employee's direct supervisor, Deputy Executive Director or Executive Director.

II. H. Pay Period:

Advance CTE employees are paid on the 15th and last day of each month. If a payday falls on a weekend or holiday, payroll is disbursed on the preceding Friday or the day preceding the holiday.

II. I. Travel Expenses:

Prior to any business travel trip taking place, all Advance CTE employee travel must be approved by coordinated with the employee's direct supervisor, Deputy Executive Director or Executive Director. ~~Employees plan travel in advance to obtain the most reasonable rates.~~

~~Upon approval, employees will be reimbursed for automobile travel, for Advance CTE business, at the current Federal reimbursement rate. Employees will be reimbursed for meals~~ Travel expenses will be reimbursed according to the Employee Reimbursement Policy.

~~Meals not available at the meeting/event/conference the employee is staffing or attending will be reimbursed. Employees are asked to use judgment and discretion when incurring business related expenses. Advance CTE will not reimburse for the purchase of alcoholic beverages. All expense reimbursements are subject to approval by the Executive Director and must abide by the reimbursement policy.~~

II. J. Expense Reimbursement:

All expense reimbursements are subject to approval by the Executive Director and must be submitted on either an approved expense form or through Advance CTE's expense report software with itemized receipts. Employees are to use fiscal discretion in incurring costs and are encouraged to be reasonable in their expenditures. All expenditures must be guided by budget allocations and must meet expense reimbursement guidelines or are subject to disallowance.

Advance CTE will reimburse employees for applicable business-related expenses incurred and approved. The reimbursement request must be submitted by the 7th of the month following the date the expense was incurred or the completion of travel. All expenses must be accompanied by an itemized receipt, with the exception of portage and miscellaneous expenses where receipts are not available for or appropriate. For expenses being reimbursed by an outside organization, all original receipts must be kept until the reimbursement is received from the outside organization.

~~Housekeeping tips and entertainment costs will not be reimbursed. Any meal charges to a credit card must include itemized breakdown of the meal plus the summary receipt that includes the meal total and tip. Reimbursement of internet charges will be made only when the employee has business-related communications to conduct. Reimbursement of luggage fees will only be approved for business trips requiring three or more days of travel or if approved in advance.~~

The Finance Manager will review the Executive Director's expense reports to assure appropriate expenditure of Advance CTE funds. In addition, the Executive Director's expense reports will be forwarded to the Executive Committee at the end of each quarter for review and approval.

II. K. Payroll Deductions:

Advance CTE is required by law to withhold applicable federal, state/~~District of Columbia~~, and local income taxes and FICA (Social Security) contributions from employees' paychecks. The amount of the tax deduction is based on the employee's salary, the number of tax exemptions claimed on the withholding statements and the tax rate.

II. L. Garnishment of Employee Wages:

Advance CTE is obligated to comply with any court order received for the garnishment of employee wages. The amount withheld is stipulated by court order.

II. M. Probationary Period:

Employees are considered on probation for the first six months of employment. During the probationary period, employees can accrue annual and sick leave. Annual leave cannot be taken until the probationary period expires. Employees are not eligible for life insurance benefits until the probationary period expires. At the end of the first 90 days of employment, employees will receive a verbal evaluation check in. A second review, which will be in writing, will be conducted at the end of the first six months of employment. Employees can be terminated at any time during the probationary period without cause. Successful completion of the probationary period does not alter the employment at-will employee relationship.

II. N. References:

Requests for information about former employees must be provided by the Executive Director or President and are limited to verification of employment dates and job title(s). Any employee who leaves Advance CTE may request a letter of recommendation from his or her immediate supervisor or from any other employee who is qualified to vouch for the employee's performance and other work-related qualities. However, the only official employment-related verification and recommendation, if any, will be the one issued by the Executive Director or the supervisor, if approved by the Executive Director. Any staff member may serve as personal references for former employees.

II. O. Dress Code:

Advance CTE requires employees to present a neat, professional, and businesslike image to coworkers, members, and the public. Therefore, employees must be dressed in appropriate, clean and tidy business attire. Business attire does not include ~~shorts~~, crop tops, ~~flip flops~~, exercise attire, strapless tops, any attire with team logos, political logos, (including any movement, campaign or candidate statements/phrases/images, politically motivated statements, phrases, images or wording/phrases not associated with the organization). When teleworking or working in a remote work location, appropriate business attire may be adjusted to include shorts, jeans, or flip flops so long as the attire is appropriate to the employee's duties, meetings, etc. Jeans are allowed in Advance CTE offices but only if this does not interfere with appropriate attire for the employee's duties, meetings, etc. on that day. If an employee's attire is found to be in violation of this policy, disciplinary action will be taken, at the discretion of the Executive Director. Grooming and hygiene are an equally important part of a professional appearance. ~~Hair should be clean and neat.~~ Advance CTE will accommodate requests for dress and grooming that deviate from this Dress Code based on an employee's religious practices as required by law.

II. P. "Green" Policy:

~~Advance CTE strives to be environmentally conscious and to reduce the organization's carbon footprint. Further, recycling is a mandate for employers residing in Montgomery County, Maryland. Fines can be levied on non-compliant organizations. Recycling bins are provided for employee use, as well as briefing materials explaining the county's recycling requirements. Further, employees are encouraged to limit printing and photocopying and to recycle all toner cartridges. Employees are requested to turn off their computers and monitors, as well as the office lights at the close of the~~

business day.

II. Q. Kitchen Policy:

~~Advance CTE employees have been provided with kitchen facilities. All unmarked containers, condiments and food will be disposed of at close of business each Friday. The building cleaning staff will not clean the kitchen appliances therefore all staff is requested to be courteous and clean up after themselves. Further, all staff are expected to clean the kitchen on a rotating basis. Guidelines have been established for what tasks are required when it is an employee's turn to clean the kitchen.~~

II. R. Political and Related Communications Policy:

Employees should avoid overt expressions (including wearing or displaying buttons, hats, posters, signs, stickers, or screensavers) of personal viewpoints on non-work-related political, social or cultural issues that have a likelihood of generating controversy, or strong, conflicting opinions among the staff.

SECTION III: CODE OF CONDUCT

III. A. Alcohol and Drug Free Workplace Policy:

Advance CTE is committed to providing an employment environment that is drug-free, healthful, and safe. While employees are performing their job duties, no employee may use, possess, distribute, sell, be under the influence or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs (whether punishable by criminal or civil penalties). Any violation will be reported to the appropriate legal authorities.

~~In states where the recreational use of marijuana is legal, employees may not bring any form of marijuana to work or be under the influence of any form of marijuana while working. Employees legally authorized under state law to use medical marijuana may request an accommodation. However, under no circumstances may an employee use or be under the influence of any form of marijuana while acting in the capacity as an Advance CTE employee.~~

Employees may not bring alcoholic beverages to work or be under the influence of alcohol while working.

Violations of the drug and alcohol policies will result in disciplinary action, up to and including termination of employment.

~~Employees legally authorized under Maryland law to use medical marijuana may request an accommodation. However, under no circumstances may an employee use or be under the influence of marijuana while acting in the capacity as an Advance CTE employee.~~

III. B. Employee Relations:

~~Advance CTE believes that effective communication is essential to a productive work environment and that all employees should have knowledge of its mission, objectives, priorities, policies, and administrative guidelines. Staff meetings will be held to communicate and gather feedback on important organizational issues. Ideas and creativity to strengthen the organization are always welcome and should be communicated to the employee's supervisor, Executive Director or President.~~

III. C. Whistleblower Policy:

Advance CTE/The Center to Advance CTE Boards of Directors believe it is essential to have a safe and comfortable work environment and as such the Board of Directors of both organizations have adopted a whistleblower policy. This policy is in attachment A of the personnel policies and is to be

reviewed and signed by each employee annually. There will be no retaliation for reporting incidents that qualify as whistle blowing.

III. D. Conflict of Interest Policy:

The Advance CTE/The Center to Advance CTE Boards of Directors approved a conflict of interest policy that must be reviewed and signed by all staff and Board members annually or as circumstances may dictate. A copy of the policy is included in attachment B.

III. E. Immigration Law Compliance:

Advance CTE is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Advance CTE within the past three years, or if their previous I-9 is no longer retained or valid.

An Advance CTE employee, who, knowingly, or unknowingly breaks the immigration and/or labor laws of the U.S., may be committing a crime and the organization does not condone such activity. Accordingly, persons who engage in such behavior may be subject to disciplinary action, which may include dismissal.

III. F. Harassment:

Advance CTE is committed to assuring all employees a bias-free work environment. Harassment based on a protected characteristic or status, such as race, sex, religion, disability, national origin, age, color, marital status, sexual orientation, or gender identity is strictly prohibited. Harassment may consist of insults, jokes, or other comments or conduct that may create a hostile, intimidating, or offensive work environment or otherwise interfere with an employee's work performance.

Sexual harassment in particular has also been defined by government regulations as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature... when submission to such conduct if made, either explicitly or implicitly, a term or condition of the individual's employment, ... (when) submission to or rejection of such conduct... is used as the basis for employment decisions affecting such individual."

Harassment in the form of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature is also unlawful if it unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Employees found to have engaged in harassment will be disciplined as appropriate, up to and including discharge.

If an employee believes that he or she has been the victim of harassment, whether by a co-worker or a third party (e.g., a vendor, member, consultant, etc.) the employee should immediately discuss the situation with the Executive Director or President. To the degree possible, the investigation will be conducted in such a manner as to protect the privacy of all concerned. There will be no retaliation for reporting incidents of harassment.

III. G. No Smoking Policy:

Smoking is prohibited in the Advance CTE offices.

III. H. Ethics:

Employees of Advance CTE hold a position of trust. All employees are required to maintain the highest ethical standards. This means that employees will act with honesty and integrity in all dealings, including with each other, with members, with Advance CTE constituencies, and with the public. Employees will not accept gifts from persons doing business or seeking to do business with Advance CTE. Employees will not show partiality to vendors, members, or anyone else based on friendship or personal bias, or for personal advantage. Employees will comply with the law and seek, within the scope of their responsibilities, to ensure that Advance CTE complies with the law.

III. I. Handling of Advance CTE Funds:

Integrity in the handling of all Advance CTE monies is of the utmost importance. No one may obligate Advance CTE financially without the prior approval of the Executive Director, Deputy Executive Director or Director of Operations.

Advance CTE may perform a credit/consumer report on prospective employees or current employees who have a fiscal responsibility within the organization. All employees must cooperate in providing the necessary information to, and signing the necessary documents for, Advance CTE. All information will be kept confidential by Advance CTE and a copy of such report may be requested by the employee.

III. J. Systems and Computer Use Policy

Information technology systems (including but not limited to computer programs, software, databases, hardware, websites, wireless networks, files, and storage services) and computer resources are tools provided by Advance CTE to assist users with their professional duties. Since all items contained within these systems are property of Advance CTE, users are reminded that this is not a private means of communication and all aspects of the system are accessible by Advance CTE. This means that all messages composed, sent or received on the network systems and computer resources; voicemails, texts, instant messages, and other electronic communications are the property of Advance CTE.

Network systems and computer resources must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement. Similarly, these systems must not be used to solicit others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Unlicensed software should not be loaded or executed on the network systems, and licensed software should not be copied onto any media other than for the purpose of backing up a hard drive. Personal use of such tools is permissible on a limited basis. This limited personal use should not be during charged time and should not interfere with job performance. Personal messages may not be broadcast to groups of people or other employees except to appropriate forums (such as designated listservs). Permission for organization-wide broadcasting of personal messages must be obtained from the user's supervisor. Distribution of chain letters, junk mail, jokes, executables, and other large attachments for purely recreational purposes is prohibited.

Users expressly waive any right of privacy in anything they create, store, send or receive on the organization's information system. Advance CTE can, but is not obliged to, monitor e-mails and internet/computer activity without prior notification. If there is evidence that users are not adhering to the guidelines set out in this policy, Advance CTE reserves the right to take disciplinary action, including termination and/or legal action.

All passwords must be made known to Advance CTE upon request. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

III. K. Telephone, Internet, and Email Policy:

The Advance CTE telephone systems and messaging resources and all items contained within these systems are the property of Advance CTE. This means that all messages composed, sent or received on the telephone systems and messaging resources, including voicemails are the property of Advance CTE.

Telephone calls are an important means of communication with Advance CTE members, customers, and partners and therefore should be handled promptly, efficiently and in a courteous manner. All telephone messages should include the time and date of the call and the correct name, organization, and the telephone number of the caller.

Advance CTE discourages excessive use of the telephone and email for personal business. Advance CTE recognizes that it may be necessary to make or accept a limited number of personal calls and email communications while at work. However, the frequency and time spent on personal business must be kept to a minimum.

Employees may not conduct business for profit or gain from Advance CTE telephones or email. Calls to 1-900 numbers, or other pay per call/premium rate telephone numbers, are prohibited. Advance CTE staff should utilize the most cost-effective method of telephone use when on travel for association or foundation business.

Advance CTE may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Advance CTE may restrict access to certain sites that it deems are not necessary for business purposes. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement. The Internet must not be used to access, send, receive or solicit sexually oriented messages or images. Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

Employees found to be utilizing the internet or email for inappropriate or illegal uses will be terminated immediately and will not be eligible for payout of annual leave. Further, if any suspected illegal usage of the internet or email is found, authorities will be contacted without exception.

III. L. Employer Property:

Computers and computer disks/drives/transportable electronic file storage, filing cabinets, electronic mail, and other items utilized in the course of business are property of Advance CTE. Such property shall be utilized for business purposes only and may be searched by Advance CTE as necessary. The Executive Director shall keep all passwords in a confidential file.

III. M. Employer Intellectual Property:

Advance CTE invests significant resources in the products, materials and services it provides to its membership and other consumers. All rights, title, and interest, including copyright, in and to all work of any kind created or produced (e.g. workshop, presentation, service, technical assistance, article, product, research paper, etc.) by and as an Advance CTE employee, temporary employee, or intern for the purposes of Advance CTE shall be considered a "work for hire" and Advance CTE shall own

all rights, title, and interest, including copyright, in and to all work of any kind created or produced (e.g. workshop, presentation, service, technical assistance, article, product, research paper, etc.) by and as an Advance CTE employee, contractor, temporary employee, intern, or volunteer for the purposes of Advance CTE, whether done on or off premises. No employee is permitted to use these products (in any form) for personal gain either while employed by Advance CTE or after the employee has left the organization unless expressly given permission to do so by Advance CTE. Each employee agrees to provide any necessary assistance to protect, enforce, or perfect Advance CTE intellectual property rights. Further, each employee agrees not to register, file, obtain or attempt to register, file, or obtain in his or her own name any patent, copyright, or trademark relating to any work product.

III.N. Conflict Resolution

To promote a productive and cooperative work environment, Advance CTE encourages open communication and wishes to create a safe environment for addressing differences of opinion. Employees with work related disputes are encouraged to follow the conflict resolution procedures outlined below:

- The employee should first make an attempt to resolve the dispute directly with the other employee(s) involved.
- If the problem cannot be resolved or otherwise persists, then the employee should contact their immediate supervisor or, if the dispute/conflict is with their immediate supervisor, then they should contact the Deputy Executive Director. The immediate supervisor (or Deputy Executive Director) should seek to mediate the matter, including by holding a face-to-face meeting with the employees.
- If these efforts are not successful, then the matter should be escalated to the Executive Director for final resolution.

NOTE: This process is not applicable to work performance or disciplinary matters, or to situations involving harassment or whistleblower complaints. Such matters are addressed elsewhere in these Policies.

III. O. Internet Postings/Social Media Policy:

Employees who effect postings via the Internet, including but not limited to podcasts, blogs, and social networking websites such as Facebook, Twitter, Instagram, Tik Tok, etc. and which can be viewed by persons outside of Advance CTE, should adhere to the following guidelines:

1. Be aware of your relationship with Advance CTE in online social networks. Ensure your profile and related content will not cause embarrassment or bring disrepute upon Advance CTE, or subject Advance CTE to scorn, by virtue of its employment relationship with you.
2. Do not disparage or criticize: (1) the quality or content of products, services, and other offerings of Advance CTE; (2) policy or legislative positions of Advance CTE; (3) suppliers, advertisers, and vendors of Advance CTE; or (4) the field of Career Technical Education.
3. If you discuss matters related to Career Technical Education or other matters within the scope of interest or activity of Advance CTE, be clear that you are speaking for yourself and not on behalf of Advance CTE.
4. Do not post or disclose confidential or other proprietary information of Advance CTE. Ask permission to publish or post materials owned by Advance CTE.
5. Do not cite or reference members, volunteers, supporters, customers, or constituents without their approval.
6. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.

7. Internet postings should not violate any other applicable policy of Advance CTE.

Nothing in this policy is designed to interfere with, restrain, or prevent communications by non-supervisory employees regarding terms and conditions of employment.

III. P. Outside Employment and Other External Activities

Employees must obtain approval from the Executive Director or President before accepting any outside employment (including part-time employment or contract work). Approval will be based on possible conflict of interest, any interference with the employee’s ability to perform his or her duties for Advance CTE, and interference with regular working hours. Activity related to outside employment may not take place during the employee’s regular hours nor involve the use of the Advance CTE resources.

Any employee who wishes to serve in an advisory capacity for another organization or serve on the board of any organization must first obtain approval from the Executive Director or President. Approval will be granted based on possible conflict of interest and interference with the employee’s ability to perform his or her duties for Advance CTE.

SECTION IV: LEAVES AND HOLIDAYS

IV. A. Annual Leave:

Employees begin to accrue leave time from the date of employment. Employees may use annual leave after the completion of the three full months of employment at Advance CTE~~completion of the six-month probationary period~~. Leave time will be accrued with each pay period. DPY = days per year

Length of employment:	Annual Leave:
1 - 3 years	3.34 hours per pay period (10 DPY)
3 - 5 years	5 hours per pay period (15 DPY)
5 - 9 years	6 hours per pay period (18 DPY)
9 + years	7 hours per pay period (21 DPY)

Employees hired after November 30, 2020 will have their annual leave pro-rated based on their start date for the first pay period. Employees hired prior to November 30, 2020 will accrue leave for the full month if their start date is prior to the 15th of the month. If their start date is after the fifteenth of the month their annual leave will begin accruing the following month.

Employees may accrue annual leave up to a maximum of thirty days. Any leave above the thirty-day cap will be transferred to the employee’s sick leave account. Annual leave time will be pro-rated for part-time employees.

Upon departure from Advance CTE, employees shall receive a lump sum payment for accumulated annual leave. Calculation of the final annual leave balance (how much time is available and at what compensation level) will be based on the last full pay period worked. Annual leave is not accrued for partial pay periods and will not be accrued or pro-rated in the last paycheck if an employee’s last day falls prior to the end of the full pay period.

Advance CTE encourages staff to take advantage of the annual leave benefit and to plan in advance for use of leave in order to avoid conflict with position responsibilities or meetings. For annual leave requests of two days or less, prior to taking the leave, e~~Employees must submit request the~~ annual leave, for two days or less through BambooHR. For annual leave requests greater than two business days, employees must request approval through BambooHR, at least two weeks before the employee intends to use the leave. The employee’s direct supervisor must

approve the annual leave request. If leave [of more than two days](#) is requested less than two weeks from the date the employee wishes to use the leave, the leave may be disallowed or approved as leave without pay. In general, [all annual leave \(no matter the length of the leave request\)](#) will not be authorized the two weeks prior to an annual conference or meeting (e.g. spring meeting, fall meeting, etc.). [Annual leave requests may be denied by Advance CTE for any reason.](#)

~~Use of annual leave must be approved in advance by employee's direct supervisor or the Executive Director.~~ If an employee has given notice of leaving Advance CTE's employment, the employee is not allowed to use annual leave during the last two weeks of employment with the organization.

IV. B. Sick Leave:

Advance CTE offers 12 paid sick leave days per year, one per month, to permanent staff. This leave can be accrued to a maximum of 90 days. Sick leave will be pro-rated for part-time employees. For absences of more than five consecutive days, the Executive Director may request a doctor's statement. Sick leave is not compensable upon departure or termination.

Employees hired after November 30, 2020 will have their sick leave pro-rated based on their start date for the first pay period. Employees hired prior to November 30, 2020 will accrue leave for the full month if their start date is prior to the 15th of the month. If their start date is after the fifteenth of the month their sick leave will begin accruing the following month.

Sick leave may be used in the event that the employee or family member is sick. A "family member" is a spouse, child, parent, or grandparent, or other persons so classified by applicable law. Additionally, employees may use sick leave for themselves or family members who are victims of domestic violence, sexual assault, or stalking, in order to obtain medical attention and victims services.

If an employee is sick, the employee must notify his/her immediate supervisor prior to his/her regularly scheduled start time of the day the employee will be absent. If the employee does not provide such notification, the leave will be deducted as annual leave rather than sick leave.

If the employee is using sick leave for a doctor's appointment, the leave request must be made as soon as practicable after the employee determines the need for the appointment, ~~and ideally at least two weeks before the date of the appointment.~~ The leave request must be approved by the employee's supervisor. All sick leave must be submitted through BambooHR.

IV. C. Additional Leave:

Advance CTE permanent employees will have off between the Christmas and New Year holidays. This leave will not be deducted from an employee's annual leave balance. This leave cannot be transferred or accrued. The dates for this leave will be set by the Executive Director annually and are not compensable upon departure or termination. [Additional leave may be granted as required by state laws.](#)

IV. D. Bereavement Leave:

Bereavement leave may be granted for the death of a close family member, such as a spouse, child, mother, father, sister, brother, parent-in-law, grandparents or other individuals as approved by the Executive Director or President. Generally, three days is approved for bereavement leave, however the Executive Director or President may extend or limit this leave as appropriate. Additional leave to be taken would need to be deducted from the employee's annual leave balance or be unpaid leave. All Bereavement Leave must be submitted through BambooHR.

IV. E. Inclement Weather Absence or Early Dismissal:

Advance CTE employee's safety is of the utmost importance. [For the DC metro area staff](#), Advance CTE uses the Office of Personnel Management (OPM) as its guide for delayed arrivals, early dismissal and closures. Delayed arrival and early dismissal is provided to ensure a safe commute for the employee; it is not intended to be unscheduled administrative leave and therefore should be used with discretion. If an employee is going to be late in arriving or wishes to leave early, within the parameters of the OPM's delayed arrival and early dismissal guidance, this must be communicated to the employee's supervisor or Executive Director prior to the employee's regular start or dismissal time. This time will be charged as administrative leave.

When the Office of Personnel Management closes the federal government but authorizes telework, exempt employees ([remote employees and DC metro area staff](#)) are expected to work from home with an Advance CTE-provided laptop. If the inclement weather was unanticipated and, the employee does not have access to a computer or resources/supplies necessary to conduct his/her/their work, or the home environment is not conducive to working, the employee should communicate with his/her/their supervisor and Executive Director. Flexibility may be provided in these circumstances, allowing for a portion of the day to be recorded as administrative leave rather than annual leave. If the employee chooses not to work a full business day or to telework, unscheduled annual leave will be recorded.

If an employee chooses to extend inclement weather-related delayed arrivals, early departures or take an unscheduled annual leave day, annual leave will be charged for scheduled work missed.

Employees who are working remotely [or teleworking on a specified day of inclement weather](#) are not eligible for inclement weather delays, early dismissals, closures or absences.

IV. F. Court Leave:

Employees are encouraged to fulfill their civic responsibilities, including participation in jury duty. Time off for jury duty will be granted to all employees upon presentation of the summons. Exempt employees who are on jury duty for less than one workweek will be paid the difference between their regular pay and jury duty pay for that workweek. For circumstances, where jury duty calls for a commitment beyond one workweek, compensation will be negotiated with the Executive Director or President. Advance CTE reserves the right to request employees to seek permission from the courts to have their jury duty rescheduled, under appropriate circumstances.

IV. G. Holidays:

Advance CTE observes all eleven federal holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Presidential Inauguration Day is also observed. In addition, Advance CTE's offices are closed the Friday after Thanksgiving.

Exempt employees who work a full business day on a holiday preceding an Advance CTE/The Center to Advance CTE conference will be entitled to another day off, to be approved and scheduled in advance. Part-time employees who work on a holiday will be entitled to overtime compensation.

Holidays that fall on Saturday will normally be observed on the preceding Friday. Holidays that fall on Sunday will normally be observed on the following Monday.

IV. H. Leave Without Pay:

While Advance CTE is not subject to the Federal Family and Medical Leave Act, unpaid leave may be granted, on a case-by-case basis for (1) the birth of a child of the employee; (2) the adoption of a child by the employee; (3) the care of a family member of the employee who has a serious health condition;

or (4) a serious health condition of the employee that renders the employee unable to perform the functions of the employee's position.

Employees who have been employed by Advance CTE for 12 months are eligible for up to twelve weeks leave without pay for requests that meet the criteria above. If such leave is granted, Advance CTE may also agree to pay for the health insurance coverage as described in V.B. during the leave period, on the condition that the employee returns to full time employment with Advance CTE after the twelve-week period. If the employee does not return or voluntarily departs Advance CTE within six months of returning following the leave without pay period, the employee will be responsible for reimbursing Advance CTE for these health care costs. These costs will be deducted from the final paycheck. No other benefits are available to the employee during the twelve-week leave without pay period.

SECTION V: EMPLOYMENT BENEFITS

V. A. Group Life Insurance:

Advance CTE provides term life insurance coverage through Forrest T. Jones, Inc. in an amount equal to one- and one-half times the employee's salary. Life insurance is offered in \$20,000 increments. Coverage will be at the closest increment to one- and one-half times the employee's salary. Employees are eligible for this benefit upon the completion of the six-month probationary period and begin the first full pay period after the probationary period expires. **If the employee is deemed ineligible for life insurance by the life insurance company, Advance CTE is unable to offer this benefit to the employee.**

V. B. Health Insurance:

Advance CTE provides health care coverage for all employees through the association's health insurance plan. Employees may elect to have family coverage, at the employee's own expense. Employees are eligible for health insurance coverage on the first day of the month following 30 days of continuous eligible employment. For example, if an employee is hired on March 15, the employee will be eligible for employer-provided health insurance on beginning May 1. Upon termination of employment, health care coverage will end on the last day of the month in which employment terminates.

V. C. Retirement Program:

Employees are eligible to participate in the Advance CTE 401(k) retirement plan on the first day of the first full month after an employee has been employed by Advance CTE for 12 months. For example, if an employee is hired on March 15, 2017, the first employer contribution would be processed in April 2018. Advance CTE will contribute nine percent of the employee's gross current salary to the retirement plan. The employer contribution is made once per month, in line with the pay period [on the ~~lasten~~ last](#) day of the month.

Upon termination, the final contribution will be 9% of the employee's prorated final month's salary, not including annual leave payout or bonuses.

V. D. Part-time employees:

Regular part-time employees who work at least 20 hours per week may be eligible for employee benefits. Part-time employees are not eligible for participation in the health insurance plan, life insurance benefits, or paid holiday leave. Per plan documents, part-time employees are eligible for participation in the 401(k) after meeting eligibility criteria.

V. E. Transportation Reimbursement:

With appropriate documentation, [DC metro](#) employees are eligible to receive up to one hundred and fifty-five dollars per month to offset the employee's commuting expenses. [These benefits will be scaled based on employees' telework agreements.](#) Employees will receive these benefits via an electronic transfer to the employee's Smartrip card or direct payment to the landlord for parking. Only one transportation benefit option may be chosen at a time. The employee is responsible for purchasing his/her Smartrip card and must register the card with WMATA in order to participate in the transportation reimbursement benefit. Any unspent funds from the Smartrip program are returned to the organization each month, as the funds are intended to be offsetting commuting costs for that month.

If the Smartrip or parking option is not chosen as the means for the transportation reimbursement, staff can request that some or all of this benefit be in the form of a reimbursement of other commuting expenses (e.g. MARC, VRE, parking, bus tokens, etc.) pending approval of the appropriate documentation (e.g. receipts). Employees are eligible for this benefit upon the completion of the six-month probationary period. Benefits will begin the first day of the seventh full month of employment. For example, if an employee is hired on March 15, the transportation benefit would begin on October 1.

The transportation reimbursement cannot be used for mileage. If monthly parking spaces are not available in the Advance CTE headquarters' building, an employee who chooses the transportation benefit to offset parking costs can do so by submitting receipts, on a monthly basis.

Transportation benefits are not available for remote employees ~~and may be paused for employees that telework for a full month or longer.~~

SECTION VI: EMPLOYEE EVALUATIONS

VI. A. Performance Evaluation:

Advance CTE believes that performance evaluation is a continuous process of feedback and two-way communication between employees and the employee's supervisor, the Executive Director or President. Each employee is entitled to a timely, semi-annual formal assessment of his or her performance and abilities. This ensures that employees have a clear definition of the role they play in achieving the objectives of the organization, as well as an understanding of the criteria that will be used in their formal performance evaluation.

Explicit and objective evaluations are encouraged. Evaluations will be conducted openly and constructively, while avoiding using subjective criteria for measuring performance. An employee is evaluated against the responsibilities of the position, as well as any agreed upon performance goals.

The performance evaluation process:

- Is an opportunity for the employee and the employee's supervisor, Executive Director or President to discuss the responsibilities of the position and exchange ideas on the position's potential development;
- Clarify expectations of the employee's supervisor, Executive Director or President and the employee;
- Identify the employee's areas of strength and areas of needed development;
- Identify training needs; and

- Provide a basis for setting merit salary increase and determining promotions.

Employees are rated using the following categories:

- 5: Far exceeds expectations** – performance clearly exceeds all criteria listed consistently and over a sustained period of time; both results and how those results were achieved are outstanding; serves as a model for others to follow
- 4: Exceeds expectations** – performance clearly and consistently demonstrates all criteria and exceeds some criteria for the competency; significant contributions are made beyond the criteria listed
- 3: Meets expectations** – performance consistently meets all of the criteria listed
- 2: Partially meets expectations** – performance meets expectations in some criteria, but needs improvement in others
- 1: Does not meet expectations** – performance needs significant improvement in several criteria quickly and requires goals to address deficiencies

The discharge of an employee for unsatisfactory performance may be preceded by verbal and written warnings and suspension. However, at management discretion, employees may be separated from Advance CTE without prior warning. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between Advance CTE and its employees.

VI. B. Performance Evaluation Procedures:

At the conclusion of the first 90 days of employment, employees will receive verbal performance evaluation check in. A second review, which will be in writing, will be conducted at the conclusion of the first six months of employment. Written performance evaluations are given to all employees annually on the same schedule, generally in September or October. After the first anniversary date, verbal performance evaluation check-ins are conducted mid-year.

SECTION VII: TERMINATION

Employees can be terminated voluntarily or involuntarily. Every effort is made to affect a smooth transition from the organization, ensuring that employees are granted all rights and benefits to which they are entitled.

VII. A Voluntary Termination:

Advance CTE would appreciate employees providing the Executive Director or President of the association with at least 30 days written notice before leaving Advance CTE. Those holding leadership positions within the organization should provide for more time to effectuate an appropriate transition.

VII. B Involuntary Termination:

It is not possible to list all forms of behavior that would warrant dismissal and are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal of possession of Advance CTE property;
- Falsification of timekeeping records or expense reports;

- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty or while operating employer-owned equipment;
- Fighting or threatening violence in the workplace;
- Insubordination or other disrespectful conduct;
- Sexual harassment;
- Lack of work, funds or elimination of position;
- Unsatisfactory performance or conduct; inability to perform the essential functions of the job.

Employment with Advance CTE is at the mutual consent of Advance CTE and the employee and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

The Executive Director will approve all terminations and suspensions.

VII. C. *Accrued Pay and Leave:*

Terminated employees are entitled to a final paycheck, to be processed with the next regular payroll (either the 15th or last day of the month), provided all keys, passwords, Advance CTE/The Center to Advance CTE property and equipment are returned. The final check will include all earnings through the last day of employment and payment for up to thirty days of accrued vacation at the employee's regular rate of pay, less any outstanding expenses or overdrawn sick leave or other uncleared financial obligations.

VII. D. *Unemployment Compensation:*

Advance CTE contributes to Maryland's unemployment compensation program for [DC metro area](#) employees, which provides weekly salary payments to unemployed persons. [For remote employees, Advance CTE contributes to the state unemployment program for the state in which the employee's work location is located.](#) Advance CTE's contributions are established by the ~~Maryland~~-state government. Eligibility for unemployment compensation is determined by the unemployment compensation agency in the state in which the unemployment person files, not Advance CTE. Advance CTE will verify the reason for termination, which is stated on the employee's application for unemployment compensation.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received and read this revision of the Advance CTE/The Center to Advance CTE personnel policies and I understand that it is my responsibility to follow the policies contained in it, as well as any revisions made to it. I understand that the handbook is a statement of policies and is not an express or implied contract of employment or a legal document.

I further understand that I am employed at-will, that both Advance CTE and I are free to terminate the employment relationship at our discretion, and that no supervisor or other employee, other than the Executive Director, has the authority to alter this relationship.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that further revisions to the Advance CTE/The Center to Advance CTE personnel policies may occur.

Acknowledged and Accepted by:

Name: _____

Signature: _____

Date: _____

**Advance CTE/Center to Advance CTE
APPROVED WHISTLEBLOWER POLICY**

Should any person have knowledge of any illegal or unethical conduct in connection with the finances or other aspect of Advance CTE operations, that person should inform the Executive Director. If the alleged wrongdoing concerns the Executive Director, then the Advance CTE President or other Executive Committee member of Advance CTE should be notified instead.

Should the Executive Director, President, or other Officer or Director of Advance CTE/Center to Advance CTE receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspect of Advance CTE operations, that person shall inform the Executive Committee.

The Executive Committee shall investigate all credible allegations. At all times respecting the privacy and reputation of individuals involved to the extent possible, the Executive Committee shall inform the Board of Directors if any material allegation is confirmed, or if the Committee otherwise believes that the Board of Directors should be made aware of the situation. Should any member of the Executive Committee be the subject of an allegation of wrongdoing, that member shall recuse themselves from any investigation, deliberation, and decision-making.

There will be no punishment or other retaliation for the good faith reporting of conduct pursuant to this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation or resolution.

[Note: This Whistleblower Policy is a unilateral expression of Advance CTE policy and, as with all personnel policies, does not create an express or implied contract or change the at-will nature of employment with Advance CTE].

Employee's name: _____

Employee's signature: _____

Witness signature: _____

Witness title: _____

Date: _____

Advance CTE/Center to Advance CTE EMPLOYEE CONFLICT OF INTEREST POLICY

PURPOSE: This Conflict of Interest Policy has been adopted to protect the integrity of purchasing and other decisions and actions of Advance CTE.

DISCLOSURE: An employee shall disclose to the Executive Director any business or personal relationship of the Employee with any vendor or other firm, organization, or individual with which Advance CTE do business or are actively considering doing business.

IMPROPER INFLUENCE: An employee shall not attempt to influence any decision of Advance CTE to do business with any vendor or other firm, organization, or individual with which the Employee has a business or personal relationship.

GIFTS AND GRATUITIES: No employee shall accept gifts, services, transportation, meals, lodging, entertainment, or similar items or benefits from a vendor or other firm, organization, or individual with which Advance CTE has, or is actively considering, a contractual or other business relationship, with a value totaling more than \$250 annually. This prohibition shall not apply to complimentary lodging, meals, or transportation provided by hotels, convention centers, or convention and visitors bureaus in connection with meetings or events of Advance CTE, including site visits.

FEES FOR ADVISORY SERVICES: No employee shall accept any fee or other consideration for advising or consulting services provided to any person who has an interest in an issue, matter, or transaction related to the interests of Advance CTE.

Employee's name: _____

Employee's signature: _____

Witness signature: _____

Witness title: _____

Date: _____

Overview of Proposed Budget Modification Policy
Report submitted by Krissy Haynes, Finance & Operations Manager

During the September 28, 2021 Center to Advance CTE Board Meeting, the Board proposed having a ten percent threshold for bringing organizational operating (the front page of the budget, which summarizes total income and expenses by grant or project area) budget modifications to the Board. This proposal was discussed with the auditor and CPA, and both agreed that this is a reasonable policy and is a standard policy among organizations. Therefore, we are proposing a new Board Policy for both Advance CTE and The Center to Advance CTE, which is as follows:

Board policy:

Advance CTE and The Center to Advance CTE can modify, up to ten percent, a Board approved operating budget without the need for Board approval. Any modification above the ten percent threshold, for income or expenses, would need to be brought to the respective Board for approval. To ensure that internal controls are in place, the Executive Director will be required to approve all budget modifications that are below the ten percent threshold.

Board action required: Approve the adoption of the Budget Modification Policy.