

EMPLOYEE MANUAL

FOR

SANTA FE CONSERVATION TRUST

A NONPROFIT CORPORATION

January 1, 2014

ADOPTED FEBRUARY 8, 2014 BY THE SFCT BOARD OF DIRECTORS

UPDATED AUGUST 7, 2018 BY THE SFCT BOARD OF DIRECTORS

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INTRODUCTION

The Santa Fe Conservation Trust ("SFCT") is a non-profit, 501(c)(3) corporation, dedicated to preserving the spirit of place among the communities of northern New Mexico by protecting open spaces and critical wildlife habitat by creating trails and protecting the traditional landscapes of our diverse cultures. SFCT aims to protect and enhance key natural areas, ranch and agricultural lands, river and stream corridors, trails, and the natural open lands that define and sustain our rich and memorable landscape.

SFCT accomplishes its mission by working with people in culturally diverse communities in ways that enhance community values, create meaningful connections between people and the land, preserve heritage and encourage collaborative action.

SFCT is committed to the highest standards of open, honest, ethical behavior. We expect that all of our employees will act in accordance with these standards and will enhance the credibility and professional image of SFCT through the quality of their work and the quality of their interactions with the public and colleagues within and outside SFCT.

ABOUT THIS MANUAL

This manual is provided for your use as a reference and partial summary of the employee policies and work standards for Santa Fe Conservation Trust ("SFCT"). This manual cannot and does not address every employment situation that may develop. As an employee of SFCT, you are expected to be familiar with all of the topics covered in the following pages.

The rules and regulations contained in this manual do not in any manner alter your status as an employee at-will, as explained below.

Because governmental laws and the requirements of SFCT may change, all of the following policies and procedures are subject to change, modification, supplementation and revocation without prior notice. New policies are adopted by an affirmative vote of a majority of the members of the SFCT Board. Whenever possible, it is the intent of SFCT to discuss proposed policy changes with the staff, with the aim of achieving consensus, prior to presentation to the Board. We urge you to check with your Executive Director to obtain current information on any policy.

This manual is the property of SFCT. Any duplication of distribution of this manual, or any part thereof, is prohibited.

Section 1: WORK STANDARDS

A) DISCRIMINATION AND HARASSMENT

To the fullest extent required by applicable state and federal law, SFCT provides equal employment opportunity for everyone regardless of age, sex, color, race, national origin, religion, sexual orientation or disability.

SFCT is committed to providing a work environment that is free from all forms of harassment based on age, sex, color, race, creed, national origin, religion, sexual orientation or disability, as required by applicable state and federal law. SFCT simply will not condone or tolerate unlawful harassment. The actions of any employee who engages in such conduct are not to be considered the actions of SFCT, and SFCT does not accept any liability for such actions.

What is harassment? Harassment can take many forms. It may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexual harassment on the job is any unwelcome sexually oriented behavior, demand, comment or physical contact, initiated by any individual at the workplace, which is a term or condition of employment, a basis for employment decisions, or that interferes with the employee's work or creates a hostile or offensive working environment. Common forms of harassment include offensive or abusive physical contact, lewd language, suggesting sexual favors, displaying sexually suggestive objects, pictures, magazines, calendars, etc. Any conduct that could interfere with an employee's work performance or could create an offensive environment will be considered harassment in violation of this policy. This is the case even if the offending employee did not intend to be offensive.

B) Reporting

If you believe you have been subjected to sexual harassment or any other type of improper harassment, you should confront the person or persons responsible for the offensive behavior and indicate to them that it is unwelcome and should be stopped. In addition, you **MUST** report the matter promptly to the Executive Director or a member of the SFCT Board of Directors with whom you feel comfortable. If you observe or become aware of harassment, but are not yourself the victim, you **MUST** report the matter to the Executive Director or a member of the SFCT Board of Directors with whom you feel comfortable.

C) Investigation

SFCT will investigate all reports of alleged harassment. To the extent possible, SFCT will keep the information confidential, consistent with its obligation to investigate promptly and thoroughly. If SFCT determines that harassment has occurred, it will take appropriate measures to correct the problem, which may include, but are not limited to, training, counseling, disciplinary measures or termination.

No employee will be retaliated against in any way for reporting in good faith any allegations of harassment. Such retaliation in and of itself may result in disciplinary action, up to and including termination.

All employees are required to cooperate with any investigation undertaken by SFCT in response to an allegation of harassment. Refusal to cooperate in an investigation may result in disciplinary action, up to and including termination.

D) CLIENT RELATIONS

SFCT's success depends upon the quality of the relationships between SFCT and its clients. Our clients' impression of SFCT and their interest and willingness to obtain our services are formed by the people who serve them. You are our ambassador. The more goodwill you promote, the more our clients and partners will respect and appreciate you, SFCT, and our products and services.

Here are several things you can do to help give clients a good impression of SFCT:

- Act competently and deal with clients in a courteous, candid and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

E) CONFIDENTIALITY

All employees must, without exception, maintain the absolute confidentiality of all client and client-related matters and information and all confidential and proprietary information relating to SFCT, including, but not limited to, client correspondence and communications, property locations and access codes, client financial information, client documents or records, client lists, and employee compensation. Additionally, no documents of any kind should be released to persons other than SFCT employees and board members without prior approval of SFCT.

F) OFFICE HOURS

SFCT is open for business from 9:00 a.m. until 5:00 p.m., Monday through Friday. Unless instructed or authorized otherwise, employees are expected to work between the hours of 9:00 a.m. and 5:30 p.m., Monday through Friday with a one-half (½) hour break for lunch, except for scheduled holidays, as explained below. From time to time, due to work demands, it may be necessary for employees to work extra hours on weekends or before or after regular office hours. Your actual working hours can be flexible upon approval of the Executive Director.

G) ABSENCE FROM WORK AND ARRIVING LATE TO WORK

You are expected to be at the office and ready to work or on duty outside of the office, as required by your position, when you are scheduled to start work, and you are expected to remain at work until the conclusion of your workday, except for lunch.

SFCT recognizes that from time to time it may be necessary for you to be absent from work. SFCT is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise.

If you are unable to report to work, if you will arrive late or if you must leave the office during your workday, you must contact the Executive Director as soon as possible before the start of your workday or absence. If you are unable to call in yourself, be sure to have someone call on your behalf. If the Executive Director is not available when you call, leave a detailed message for him/her describing the circumstances, including your expected time of arrival and a telephone number where you can be reached.

H. EXPENSE REIMBURSEMENT

Employees may be reimbursed for reasonable and necessary expenses paid or incurred in the performance of their duties for SFCT, in accordance with SFCT's budget and guidelines. You must have the Executive Director's authorization prior to incurring an expense on behalf of SFCT other than for routine budgeted expenditures (such as coffee, office supplies, etc.)

J. USE OF INTERNET, EMAIL, COMPUTER NETWORK, COMPUTERS

All business equipment, computers, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in SFCT's information systems are the property of SFCT and are intended to be used solely for job-related purposes, except as otherwise expressly permitted in this policy. To ensure proper use of computers, communications systems, and business equipment, SFCT may access and monitor the use of these systems and equipment from time to time to ensure compliance with this policy. **Because SFCT reserves the right to access and monitor the use of these systems, no employee should have any expectation of privacy in connection with the use of this equipment or the transmission, receipt or storage of information in such equipment, whether the information is personal or business-related.**

Except as expressly permitted in this policy, SFCT strictly prohibits non-job-related uses of its software and business equipment. SFCT reserves the right to require any employee to disclose any pass code or procedures used by the employee in the transmission, receipt or storage of any information in any such equipment.

K. SECURITY

Maintaining the security of SFCT's office and its computer system is every employee's responsibility. Develop habits that ensure security as a matter of course, such as:

- Always keep cash and checks properly secured. Do not leave them lying on desk tops, counters, etc.

- Always keep client information, including landowners' personal information and security access codes, properly secured.

L) SMOKING

Smoking is not allowed in SFCT's office or the building in which it is located.

M) STANDARDS OF CONDUCT

SFCT employees are expected to maintain the highest standard of ethical and professional conduct. While at work or representing SFCT in any capacity, employees shall avoid activities and behaviors which are inconsistent or conflict with the mission and goals of SFCT.

While it is the policy of SFCT to treat all persons in a fair, unbiased, non-discriminatory manner, SFCT reserves the right to take any disciplinary action up to and including dismissal for certain conduct. Some examples of such conduct:

- Poor work performance
- Unprofessional behavior
- Misconduct on the job, or misconduct off the job that adversely affects the organization
- Clear conflicts of interest involving personal material gain
- Insubordination, including refusal to perform work assigned
- Falsification of employment application or other organizational records, books, or documents
- Unethical, dishonest, or criminal conduct
- Reporting to work under the influence of alcohol or drugs not taken under the direction of a licensed physician, or use or sale of alcohol or drugs on the premises

SECTION 2: EMPLOYEE POLICIES AND BENEFITS

A) PERSONNEL ADMINISTRATION

The task of handling personnel records and related personnel administration functions has been assigned to the Executive Director at SFCT. Questions regarding insurance, wages, payroll and interpretation of personnel policies should be directed to him/her.

B) PERSONNEL FILE

SFCT maintains job-related information about current and former employees in its official personnel files and other records, as required or permitted by law. All employees are responsible for informing the Executive Director of any changes in the following information:

- Legal name
- Home address
- Home telephone number
- Persons to call in case of emergency and their current telephone number
- Number of dependents

- Change in any beneficiaries
- Number of exemptions claimed for federal and state income taxes

Current employees may have reasonable access to inspect and copy the contents of their personnel records by contacting the Executive Director in advance and scheduling an appointment. SFCT reserves the right to supervise the review or copying of such materials and to remove sensitive information prior to review or copying, as permitted by law.

Ordinarily, access to an employee's personnel records is restricted to the employee, the Executive Director, and other employees with a need for access.

In response to requests for information about a current or former employee, SFCT may verify basic information about the employee, such as employment status, dates of employment, reason for separation and last salary without notice to the employee. Additional information from personnel records may be made available to others if subpoenaed or otherwise required by law. SFCT also reserves the right to cooperate with law enforcement, public safety and health officials who have a valid need to obtain information about current or former employees.

C) INJURIES AND ILLNESSES WHILE ON THE JOB

If you hurt yourself or become ill on the job, you must advise the Executive Director immediately. If you fail to report an injury or illness, you may jeopardize your right to collect workers' compensation payments.

D) FEDERAL EMPLOYMENT ELIGIBILITY REQUIREMENTS

Federal regulations require that before becoming an employee, all applicants must complete and sign federal form I-9, Employment Eligibility Verification Form. All applicants who are hired must present documents of identity and eligibility to work in the United States.

E) PERFORMANCE AND COMPENSATION REVIEWS

Employees can expect to receive frequent informal feedback from the Executive Director, colleagues and the SFCT Board of Directors for the purpose of continuously improving the overall performance of SFCT. Employees are expected to participate in the development of specific goals for their work several times during the year.

SFCT may conduct performance evaluations of its employees from time to time, but it is not required to do so. In addition, employees may receive from time to time a formal written evaluation.

SFCT endeavors to conduct compensation reviews annually, usually at the end of each calendar year. Compensation decisions, including any increase or reduction in the amount of

compensation to be paid an employee, are made at the sole discretion of SFCT. The fact that SFCT conducts compensation reviews is not a guarantee or promise that compensation will be increased.

The fact that SFCT may conduct performance and compensation reviews does not in any way alter your status as an employee at-will. In addition, anything that is said or written during any evaluation does not alter the at-will employment relationship as described in this manual.

F) FULL-TIME AND PART-TIME EMPLOYEES

Typically, employees fall within two categories based on their work schedules;

1. Full-Time: Salaried, 32-40 hours per week
2. Part-Time: Salaried, 20-31 hours per week

Note: Consultants and Contractors are not employees of SFCT and are responsible for complying with all applicable laws, rules and regulations including payment of federal, state and local taxes or contributions imposed or required under the social security, worker's compensation and income tax laws.

Employees who work a regularly scheduled work week of at least 25 hours ("Eligible Employees") will be eligible to participate in SFCT's retirement plan and health insurance plan, to the extent any such plans are available, and are eligible for paid leave, paid holidays and reimbursement for professional development programs, seminars and conferences, all as described below

G) EMPLOYEE COMPENSATION AND OVERTIME COMPENSATION

Unless otherwise specified at the time of employment, all employees of SFCT are paid on a salary basis, not an hourly wage, although an equivalent hourly rate may be used for payroll calculations.

If a future position was determined to be non-exempt (paid hourly and whose job duties are not exempt from the overtime requirements of state and federal laws) overtime pay will be paid at one and one-half the regular straight time hourly rate for all hours worked in excess of forty hours (40) in a designated work week. The designated work week begins on Monday and ends on Sunday.

H) BONUSSES

Bonuses may from time to time be awarded at the sole and absolute discretion of SFCT.

I) PAYCHECKS

All employees receive employment compensation in the form of payroll checks issued by SFCT every two weeks. Employees are not to be paid in cash and may not be paid out of petty cash or from any similar source.

Employee compensation is subject to various withholdings as required by applicable state and federal law. These deductions will be itemized on your check stub.

Every effort is made to avoid errors in your paycheck. It is the employee's responsibility to check each pay stub. If you believe an error has been made, advise the Executive Director immediately.

J) PAID LEAVES AND HOLIDAYS

a) Vacation

During the first year of service, Eligible Employees are entitled to fifteen (15) days of paid vacation, accruing at the rate of 1.25 days per month of employment with SFCT. For a new Eligible Employee, the number of paid vacation days for the first calendar year will be determined by multiplying fifteen (15) days by a fraction, the numerator of which is the number of days left in the calendar year as of the date for first employment and the denominator of which is 365.

During the second and subsequent years of service, Eligible Employees are entitled to twenty (20) days of paid vacation, accruing at the rate of 1.66 days per month of service. The Eligible Employee's paid leave for the calendar year in which his or her second anniversary date falls shall be fifteen (15) days plus a proportionate amount of the additional five (5) days based on the number of remaining days in the calendar year after the Eligible Employee's second anniversary date, which additional number of days shall be determined by multiplying five (5) days by a fraction, the numerator of which is the number of days left in the calendar year as of the anniversary date and the denominator of which is 365. For example, if an employee's second anniversary date falls on July 1, that employee's paid leave for that calendar year shall be 18.5 days (1 day + 15 accruing days + $(182/365 \times 5)$ accruing days).

Under any of the foregoing equations, all numbers will be rounded up or down to the nearest one-half ($\frac{1}{2}$) day.

All paid vacation days should be used by the end of the year marked by the employee's anniversary date of hire. However, up to five (5) unused paid vacation days from the preceding calendar year may be carried forward until the last day of December of the following year. Employees will not be compensated for unused expired vacation days.

Paid vacation days can be used in minimum increments of one-half ($\frac{1}{2}$) day. To schedule paid vacation time, an employee must submit in advance the proposed dates to the Executive Director for approval of the proposed dates.

Requests for vacation will be approved in the discretion of SFCT based on a number of factors, including, but not limited to, business needs and staffing requirements.

Upon termination of employment, an employee will be paid for unused and unexpired paid vacation time accrued to the effective date of termination. Expired vacation days will not be counted in calculating compensation for unused paid days.

Employees who are not Eligible Employees are not entitled to paid days of leave.

b) Health and Family Leave

Health and Family Leave can be taken for employee illness and medical care, for the birth or adoption of a child, to care for a child, parent, spouse, or domestic partner with a serious health condition, or for travel due to family illnesses or funerals.

Eligible employees accrue ten (10) days per year (one day being 1/5 of the employee's weekly salaried hours) of paid Health and Family Leave (Leave) at a rate of .83 day per month beginning immediately upon employment. Leave can be accumulated up to a maximum of 60 days. Absences of longer than one week require either pre-approval by the Executive Director or verification of the reason for the leave. Leave cannot be taken before it is accrued. If an employee has used all accrued Leave and must remain away from work longer, she or he must use available vacation time and unpaid leave (see below), in that order. Employees are not paid for unused Leave on their separation from SFCT.

c) HOLIDAYS

SFCT provides up to ten (10) paid holidays (listed below) per calendar year. SFCT recognizes the following holidays during which the office will be closed if the holiday falls on a weekday:

- New Year's Day
- Martin Luther King Day (3rd Monday in January)
- President's Day
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Columbus Day (2nd Monday in October)
- Veteran's Day
- Thanksgiving Day
- Christmas Day

If a paid holiday falls on a Saturday or Sunday, SFCT may, in its sole discretion, recognize the holiday on either the preceding Friday or following Monday. In a particular calendar year, SFCT may in its sole discretion cancel a holiday and add it on to another holiday in that year. SFCT also reserves the right to modify, cancel or adjust paid holidays in its sole discretion.

Employees who are not Eligible Employees are not entitled to paid holidays.

d) UNCOMPENSATED ABSENCE

Any excused absence from SFCT during the employee's normal working hours that is not treated as paid leave shall be treated as an unpaid leave of absence. Time attributable to a leave of absence shall be deducted from the employee's salary on a proportionate basis, i.e., the employee's salary for the next pay period shall be reduced by a proportionate amount equal to the employee's normal salary for that pay period multiplied by a fraction the numerator of which is the number of unpaid days of absence in that pay period and the denominator of which is the number of working days in that pay period.

K) PROFESSIONAL DEVELOPMENT

SFCT expects its staff to remain current in their areas of expertise, and to continuously grow and develop their professional skills. SFCT will support this growth by paying all or a portion of the cost for relevant seminars, meetings, and conferences attended by Eligible Employees. Requests must be submitted to the Executive Director in advance and are subject to SFCT's sole approval.

L) RETIREMENT PLAN

If SFCT implements a 401(k) or other salary deferral plan, Eligible Employees may elect to enroll in such plan according to its terms. Please inquire with the Executive Director as to the availability of such retirement plan.

M) HEALTH INSURANCE

After thirty (30) calendar days of continuous employment, Eligible Employees become eligible to enroll for SFCT's health insurance benefit. Eligible Employees who decline to enroll at that time may not be eligible to enroll until the next enrollment period. Eligible Employees should review the health insurance plan materials to determine when such enrollment periods occur.

For Eligible Employees who regularly work 32-40 hours per week, SFCT will pay 75% of the premium for the health insurance benefit. For Eligible Employees who regularly work 25-31 hours per week, SFCT will pay 50% of the premium for the health insurance benefit. SFCT pays the portions of the premium described above only for the coverage of the participating Eligible Employee. The Eligible Employee may elect to add health coverage for a spouse, children or both; all of the additional cost for such coverage will be paid by the Eligible Employee through payroll deduction in after tax dollars.

N) NEW MEXICO'S AT-WILL EMPLOYMENT LAWS

Your employment with SFCT is at will. Being an at-will employee means that either you or SFCT can discontinue or terminate your employment at any time with or without notice and with or without cause. There is no specified duration for your employment with SFCT.

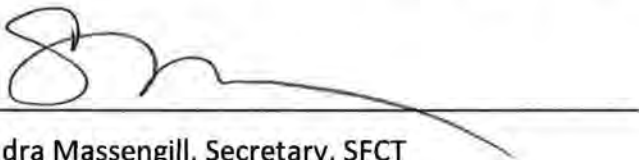
This manual and any other documents provided to you regarding employee policies or procedures do not constitute or in any manner create an employment agreement or contract, either express or implied, and the rules and regulations contained in this manual do not in any way alter the at-will employment relationship between you and SFCT. Additionally, a violation of any of the policies, rules, procedures or requirements set forth in this manual is not required for termination of employment. The fact that you may receive a warning or other admonition for failing to comply with any policy, procedure, rule or requirement does not mean that a warning or admonition of any kind is required as a condition for termination of employment.

O) COMPENSATION AND BENEFITS SUBJECT TO CHANGE

Employee compensation is subject to modification, including reduction, any time in the sole discretion of SFCT.

All employee benefits are subject to modification, reduction or elimination at any time in the sole discretion of SFCT.

Approved on the 7 day of August, 2018.

A handwritten signature in black ink, appearing to be 'S. Massengill', written over a horizontal line.

Sandra Massengill, Secretary, SFCT

Santa Fe Conservation Trust

PAID LEAVE CALCULATOR

Vacation Calculator												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Months Worked	1	2	3	4	5	6	7	8	9	10	11	12
First Year												
Vacation Days	1.5	2.5	4	5	6.5	7.5	9	10	11.5	12.5	14	15
Second Year and Subsequent Years												
Vacation Days	1.5	3.5	5	6.5	8.5	10	11.5	13.5	15	16.5	18.5	20

Health and Family Leave Calculator												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Months Worked	1	2	3	4	5	6	7	8	9	10	11	12
Year 1												
Health & Family Day	1	1.5	2.5	3.5	4	5	6	6.5	7.5	8.5	9	10
Subsequent Years:	Health and Family Leave will continue to accrue in this manner until it reaches a cap of 60 days.											