

Methow Recycles

Employee Handbook

Introduction

This Employee Handbook describes many of the policies, procedures, and employee benefits at Methow Recycles. It is not an employee contract. Included in the Handbook are Methow Recycles' responsibilities to you as an organization, as well as your responsibilities to Methow Recycles as a paid employee. Please keep this handbook and refer to it when you have questions about our employee policies procedures and benefits. Updates to this handbook will be made available to you. If anything is unclear, please discuss the matter with the Executive Director.

Methow Recycles is managed by a volunteer Board of Directors which serves without pay. It is the function of the Board of Directors to establish the road map for management of the organization. The Board appoints an Executive Director who is directly responsible for managing the daily operation of the organization and all employees.

Methow Recycles values flexibility, openness, and professionalism. We want each employee's job to be rewarding and enjoyable. We strongly encourage open, thoughtful, and professional communication among employees, directors, advisors and our supporters.

Most importantly, remember that you are now a member of the Methow Recycles team. Our Mission Statement drives our work, and it is essential that you embrace the Mission Statement and Guiding Principles below.

Methow Recycles MISSION STATEMENT

Methow Recycles inspires and facilitates resource conservation through recycling, waste prevention and materials reuse in the Methow Valley.

Methow Recycles GUIDING PRINCIPLES

- a. We nurture our relationship with everyone who visits, volunteers, recycles, does business with, or is employed by Methow Recycles and treat all with the utmost respect. All are our customers, valued business partners, and supporters.
- b. Methow Recycles' long-term sustainability depends upon our successful preparation of materials to industry and buyer standards and upon the support by the community we serve.

- c. No one in the Methow is required to recycle, so we want them to want to recycle. This means their visit here will feel safe and welcoming.

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I. **Safety**

Safety in the industrial environment of Methow Recycles is extremely important. All employees will put safety high on their list of priorities when on the job. This includes your personal safety, as well as that of the public, volunteers and co-workers. Employees are encouraged to err on the side of safety rather than expediency, convenience or preference. If an unsafe work situation comes to your attention, you are expected to immediately take steps necessary to resolve the situation and protect people from harm. Notify your supervisor of any unsafe situations you encounter. Detailed procedures for handling medical emergencies are outlined in the emergency procedure section below, which all volunteers and paid staff are required to review annually.

A. Heavy Equipment Operation

Employees will not independently operate heavy equipment, including the baler, forklift and Bobcat, until properly trained and approved by the Executive Director or Operations Manager.

B. Accident Reports

All on-the-job accidents must be reported to the Executive Director (or to the President of the Board when the accident involves the Executive Director) immediately. The Methow Recycles Accident Report (available from the Executive Director) will be completed for all reported accidents.

C. Emergency Procedure

911 physical address: 12 Twisp Airport Rd. Mention that we are next door to the county transfer station.

The following procedure applies to any medical emergency that takes place at Methow Recycles.

When any accident or medical situation occurs, the staff is responsible for everything that happens next. Regular re-enforcement of the following procedures with staff and volunteers will support this.

1. Volunteers must immediately report all injuries - to themselves, another volunteer, or a customer - to the manger on duty.
2. Staff should be familiar with the medical conditions of their volunteers and other employees as documented by the volunteer or employee on their registration form.
3. All volunteers and staff are required to review and initial their registration forms annually to ensure that they are current.
4. Take charge of the situation promptly:

- a) Stop all equipment, stop all work. If there are things going on out front that would normally require staff attention, delegate them to a volunteer to handle.
- b) Quickly examine/assess the injury or illness and decide what to do.
 - i. The area may need to be washed first (with soap and water) to obtain a good look. If so, put on protective gloves from the first aid kit first.
 - ii. If it's something that can be addressed with the contents of our first aid kit, go ahead & do that.
 - iii. Keep in mind that rushing off too quickly may potentially cause more harm than good.
5. Do not hesitate to call 911! If someone is unconscious, bleeding badly, going into shock, experiencing chest pain or difficulty breathing, or you just feel like it's out of your comfort zone, CALL 911.
6. You may decide that you or another volunteer should take the volunteer to get medical attention. You may elect to call their emergency contact person to assist. The important consideration is whether you and injured or ill person think it safe for them to drive themselves.
7. If the situation is the result of an accident, Methow Recycles has L & I insurance for volunteers for exactly this reason. The volunteer should be reminded of this, and the medical provider must be notified at the time of treatment. They will produce a multi-part L&I form of which we get one portion.
8. As soon as it is practical, the Executive Director must be notified. If the Executive Director is unavailable, the President of the Board must be notified.
9. The Accident Report form must be completed within 2 days and submitted to the Executive Director.

II. Employment

A. **Employment at Will Statement**

Any worker whose employment is not governed by the terms of a written contract with terms to the contrary is considered to be an "at will" employee. The employment of such workers may be terminated with or without cause at any time at the discretion of either the employer or the worker. This handbook, in whole or in part, does not represent a written employment contract. This employment-at-will is in effect throughout your employment with Methow Recycles

B. **EEO/Affirmative Action Statement**

Methow Recycles ensures an equal employment opportunity for all employees and applicants without regard to race, color, religion, sex, sexual orientation, marital status, pregnancy, national origin, ancestry,

age, physical disability, mental disability, or medical condition, so long as the applicant or employee can perform the essential function of the work assigned. Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, promotion, job benefits, disciplinary action, and social and recreational activities.

C. Immigration Reform and Control Act of 1986

Methow Recycles is committed to complying with this law. We will not knowingly hire anyone who does not have the legal right to be employed in the United States. As an employee, you will be required to provide documentation proving your legal identity and legal right to work in the US. You will be required to complete US Citizenship and Immigration Services Form I-9.

D. Disability Policy

Methow Recycles will make reasonable accommodations for qualified individuals with disabilities, if it can do so without undue hardship or compromise to safety. Any employee who requires an accommodation in order to perform his or her job because of a disability (whether resulting from a physical or a mental impairment) or a medical condition should contact the Executive Director and inform her/him about the situation. Accommodations can include, but are not limited to, modifications and/or adjustments to the work environment, a modification to the employee's job position, or a change in a policy or procedure.

E. Policy Against Illegal Harassment

Methow Recycles will not tolerate illegal harassment in the workplace. No employee, patron or volunteer should be subject to unwelcome verbal or physical conduct that is harassing in nature.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. (U.S. Equal Opportunity Commission)

Harassment is prohibited whether or not it violates federal and/or state law. Violations of this policy may result in disciplinary action up to and including dismissal. Harassment of any sort should immediately be reported to the Executive Director or to the President of the Board.

Retaliation against employees who bring harassment charges or assist in the investigation of such charges will not be tolerated.

F. Trial Service Period

All new employees must complete a four month trial service period, to learn procedures and to assess their capabilities and suitability for the job. Your supervisor is responsible for evaluating you at the end of that period. Your supervisor or the Executive Director may extend the trial service period for any employee and if this occurs, notice shall be given the employee in writing of the extension of the trial service period. Both during and after the trial service period, employees work at will. Completion of the trial service period does not entitle the employee to remain employed by Methow Recycles for any definite period of time. After completion of the trial service period, eligible employees will receive the benefits described in this handbook. All benefits accrue during the trial service period but are only given to the employee after completion of the trial period and continued employment by Methow Recycles. If the trial service period is not completed, or if employment is not continued after the trial service period, the employee does not receive benefits accrued during the trial service period.

G. Classifications of Employment Status

1. Full-time is defined as 32 hour/week. The minimum average annual work-time over the year in order to be eligible for medical, retirement, and vacation leave benefits is 20 hours/week.
2. Exempt status refers to overtime rules established by the Washington State Labor Relations Board.
3. **Exempt employee** (usually salaried): hired full time a specified number of months annually, which may fluctuate during the year, without specified duration of employment.
4. **Non-exempt employee** (usually paid hourly): hired for a specified number of hours monthly, which may fluctuate during the year, without specified duration of employment.
5. **Seasonal employee**: hired for a specified number of monthly hours during specific seasons. Seasonal employees are not eligible for benefits, including vacation leave
6. **Contract worker**: hired for a specific project and usually paid pursuant to a contract for professional services; contract workers are not employees of Methow Recycles and are not provided benefits or covered by this Handbook.
7. **Volunteer**: an unpaid worker performing any of a variety of duties for or at Methow Recycles; volunteers are not employees and are not provided benefits or covered by this Handbook.

H. Conflict of Interest

Methow Recycles has a Conflict of Interest Policy that applies to all

employees. Employees are required to read and acknowledge the full policy annually.

III. Time

A. Hours of Work

The Executive Director will work with staff to establish work hours. Work hours include those work hours established by the Executive Director as well as time spent doing administrative or other projects approved by the Executive Director. Travel time to and from work or projects is not compensated. All time is computed on a quarter hour basis. Employees are responsible for keeping a log of the time they work.

B. Absenteeism and Tardiness

Employee attendance on a regular basis is necessary to avoid interruption of the services we offer our clients and in fairness to co-workers. Methow Recycles recognizes that there are instances in which absences or late arrivals may be unavoidable and necessary. If it is necessary for you to be absent or tardy from work for any reason, you must notify your supervisor or the Executive Director as soon as possible prior to or during the day that you are absent or tardy from work. Your notification must include an explanation. The Executive Director shall determine use of any available leave for absenteeism or tardiness.

C. Holidays

Methow Recycles recognizes no paid holidays. At minimum the recycling center will be closed on the following holidays, though others may be added:

- New Year's Day
- Independence Day/Fourth of July
- Thanksgiving Day
- Christmas Day

D. Hazardous Weather

Employees must use their own judgment when determining if they are unable to report for work due to hazardous weather conditions. Employees must notify their supervisor or the Executive Director if they are not able to report for work. The Executive Director may also determine that the weather conditions present a hazard such that no employee should report to work or that all employees are authorized to work a shortened workday to allow for the passage of the hazardous weather. In either of those situations, the Executive Director will attempt to notify all employees in a timely manner before the beginning of normal work hours.

E. Jury Duty

All employees who have successfully completed the trial service period and who are required to respond to a jury duty summons will receive their regular pay, subtracting any jury per diem payment, not to exceed eight

(8) hours per day of jury duty service and not to exceed five (5) working days per fiscal year unless approved by the Executive Director, which shall not include “on call” jury time when employees are able to work. In addition, for any day of jury duty that two (2) or more hours remain in the employee’s regular work day, the employee shall be expected to return to work.

The receipt of a subpoena or notice to report to jury duty along with a return to work notice must be reported immediately to the Executive Director (or to the President of the Board when regarding the Executive Director).

IV. Compensation and Benefits

The Executive Director and Board of Directors shall establish the range of compensation, including benefits, for each employment classification.

A. Wage & Salary Administration

The Executive Director requires time reports to determine the hours actually worked by all employees. All time is computed on a quarter-hour basis. It is every employee’s responsibility to submit correct, complete payroll documentation in a timely manner. All pay will be made by check. No deductions from paychecks will be made unless authorized in writing by the employee, as required by law or as directed by court order. Whenever court-ordered deductions are to be taken from an employee’s paycheck, the employee shall be notified.

B. Merit and Cost of Living Increases

Methow Recycles may issue merit bonuses or merit increases. All merit increases or merit bonuses shall be based upon a performance evaluation of the employee. Methow Recycles may provide an annual cost of living increase to all employees. Cost of living pay increases will be determined by Methow Recycles’ Executive Director and cannot be guaranteed annually.

C. Overtime

All overtime must be approved in advance by the Executive Director. Non-exempt and seasonal employees will be paid time and a half for all hours worked in excess of 40 hours in a 7-day work week. Exempt employees are not entitled to overtime pay or compensatory time.

D. Pay Periods

Wages are paid monthly. Pay periods are the 1st through the last day of the month. Paychecks shall be issued on or before the 5th business day after the end of each month. Pay received will be based on reported time worked and any paid leave taken.

E. Health Insurance

Methow Recycles does not provide a group health insurance plan. For any eligible employee (see Classification of Employment Status) Methow Recycles will pay a bonus, intended to be used for health care, based on a portion of a model monthly premium for that employee. Since funds are distributed to the employee as bonus income, Methow Recycles and the employee will pay the appropriate taxes on this health benefit.

The bonus paid to eligible employees will be calculated using the following schedule:

- First year of employment: 25% of a “model” policy premium
- Second year: 35% of a “model” policy premium
- Third year: 45% of a “model” policy premium
- Fourth year: 55% of a “model” policy premium
- Fifth year: 65% of a “model” policy premium
- Sixth year: 75% of a “model” policy premium

At this time the model policy premium will be defined as equal to the premium of an age-specific, high deductible, “Bronze”-level, Health Savings Account (HSA)-qualified, non-smoker individual plan. The bonus amount will be established once per year during the model plan’s annual year-end open enrollment period.

This health insurance benefit will be reviewed at least annually and may change frequently given the fluid nature of healthcare coverage and plan options. Methow Recycles will not consider or inquire about any subsidies an employee may receive through the Affordable Care Act or other health insurance arrangements in calculating this benefit.

F. Workers’ Compensation

Methow Recycles carries Workers’ Compensation insurance for all employees. Please refer to the Executive Director for a review copy of the current policy.

G. Vacation Policy

1. Vacation will begin occurring after the trial service period for newly hired employees. New employees will earn paid vacation during their trial service period, they may not use it until completion of this probationary time.
2. The accrual schedule (the amount of paid vacation earned by an employee) will be based on the date of hire and will be recalculated each January based on the prior years *worked* hours. Since

- calculations are performed annually, the last year's hours determine next year's accrual rate.
3. Accruals will be prorated for the approximate percentage of full-time an employee works. For example, if someone averages eight hours per week, they are considered a 0.2 FTE.
 4. The accrual schedule is:
 - Year 1 - one week
 - Years 1+ to 3 - 2 weeks
 - Years 3+ to 5 – 3 weeks
 - Years 5 and beyond - 4 weeks
 5. Using our eight hour per week example employee, they would receive:
 - Year 1 - 8 hours of paid vacation time
 - Years 1+ to 3 - 16 hours of paid vacation time
 - Years 3+ to 5 – 24 hours of paid vacation time
 - Years 5 and beyond - 32 hours of paid vacation time
 6. The maximum amount of vacation time that can remain in the vacation "bank" is four weeks. Any amount over that will expire and will no longer be available to use.
 7. Vacation pay will be dispersed with monthly payroll in the month the vacation time is taken.
 8. Unused accrued vacation is payable in cash to the employee upon termination.

H. Retirement Savings Benefit

Methow Recycles does not currently offer a retirement benefit, but such a program may be considered in the future.

I. Medical Leave

Methow Recycles does not offer paid medical leave. An employee may use accrued paid vacation time for medical leave or take unpaid personal leave. If an employee needs medical leave, this will be arranged by the employee through the Executive Director or through the President of the Board in the case of the Executive Director.

J. Personal Leave

Employees who have completed the trial service period are entitled to take unpaid leave for any approved personal or professional reason. Eligible employees may take such leave for a reason and duration to be approved by the Executive Director, or the Executive Committee when regarding the Executive Director. If health benefits are offered, employees taking leave under this policy are entitled to receive health benefits while they are on unpaid leave under the same terms and conditions as when they were on the job. Other benefits do not accrue during a period of unpaid personal leave. Employees taking unpaid personal leave will be returned to their previous or an equivalent position with no loss of benefits at the end of the

leave. Employees contemplating or requesting a leave under this policy must first use all accrued vacation leave before taking any personal leave.

K. Maternity Leave

Methow Recycles will adhere to all federal and state maternity leave regulations, including up to four months leave without pay for pregnancy, delivery and newborn care.

L. Reimbursement of Staff Expenses

Methow Recycles has an Expense Reimbursement Policy that applies to all employees and volunteers. Please refer to this policy for proper handling of organizational expenses paid by employees or volunteers.

V. Discipline, Rules and Termination

A. Work Rules

1. Just as Methow Recycles assumes a certain responsibility towards its employees, employees have certain responsibilities and obligations to Methow Recycles, fellow employees, patrons and volunteers. An employee's most immediate responsibilities are to do a good job on the work assigned and to maintain a positive, constructive attitude. Every employee is a representative of Methow Recycles – to our supporters and to the public at large. An employee's actions and attitudes can say more about Methow Recycles than anything else we do. This includes good safety performance, regular attendance, diligent and efficient work and cooperation with fellow employees.
2. Smoking is not allowed in any area of Methow Recycles office or on Methow Recycles premises.
3. Employees should be dressed to meet the public at all times in the office. The Executive Director is responsible for informing employees if their attire is not appropriate.
4. All electronic and telephonic communications systems and all communications and information transmitted by, received from or stored in these systems are the property of Methow Recycles and, as such, are to be used in a professional manner and their use should be related to Methow Recycles business. All passwords issued to employees to gain access to any electronic or telephonic communications are the property of the Methow Recycles.
5. Items such as building security card keys, office keys, keys to another facility on property owned or managed by Methow Recycles and Methow Recycles credit cards must be kept in the possession of the employee to whom they are assigned and not be given to any other persons unless for the specific performance of their duties. All such items must be returned to Methow Recycles upon termination of any employee's employment.

6. Attendance at meetings held outside the office should be coordinated with the Executive Director. From time to time, any regular employee will be expected to attend functions during evenings or weekends as a normal part of fulfilling the employee's job responsibilities. Also see [Hours of Work](#).

B. Work Breaks

Employees may take on-site breaks as needed, given the working conditions and workload, but must still be responsible for ensuring the safety of co-workers and concerns of customers during breaks.

C. Confidentiality

1. Patron Confidentiality. Methow Recycles staff and volunteers are exposed to many types of material that may contain overt or implied information about patrons of Methow Recycles (i.e. addresses, reading preferences, product preferences, etc.). Staff will not actively pursue or share such information beyond the needs of performing the work of Methow Recycles (i.e. sorting, answering questions from patrons, etc.). It is the responsibility of all employees to respect the confidentiality of all information relating to the population served by Methow Recycles and to keep all information, records and documents from public knowledge.
2. Employee Personnel File. Every employee has a personnel file that contains documentation regarding all aspects of the employee's tenure with Methow Recycles including performance evaluations, disciplinary actions and counseling, and letters of commendation. To ensure that your personnel file is accurate and current at all times, each employee is responsible for notifying the Executive Director of any changes in the following:
 - Name;
 - Telephone number;
 - Home address;
 - Marital status;
 - Number of dependents;
 - Beneficiary designations;
 - Individuals to notify in case of an emergency; and
 - Any other significant changes in your status.

This file may be inspected by that employee in the Methow Recycles office upon request. Methow Recycles will maintain personnel files in a secure location, and will not allow any third party access to such files without notification to the employee. Only dates of employment and the position held shall be released to a third party unless the employee has signed express authorization to release additional information (i.e. in the course of applying for a loan or seeking employment elsewhere). This authorization will be kept in the

employee's personnel file. Such authorization may be waived if a proper and current subpoena is served by an authorized court or agency.

D. Disciplinary Procedure

1. Methow Recycles follows a progressive discipline model. It is a structured, but flexible disciplinary plan, whereby discipline will be handled in phases, and the severity of the discipline will generally increase based upon the severity or frequency of the violation. This model is used where appropriate and necessary, but certain violations may require immediate and more serious action, based upon the nature or degree of the violations and other factors. The Executive Director is responsible for instituting this progressive discipline model. Methow Recycles' progressive discipline model is structured as follows:
 - a) Verbal warning. A note is placed in the personnel file is a reminder only of the date of violation. Verbal warnings are cleared after one year.
 - b) Written warning. Written documentation shall be placed in the personnel file.
 - c) Suspension without pay. Written documentation of the nature of the offense and the starting date of the suspension is placed in the personnel file.
 - d) Termination. With appropriate documentation termination from employment may be needed.
2. Minor violations will typically begin with a verbal warning, while more serious violations can result in suspension or in rare cases, termination. The purpose of each disciplinary level is to improve a staff person's behavior or performance. If such improvement is not achieved, a higher level of discipline will be imposed. At all times, because of the at-will nature of employment, Methow Recycles reserves the right to impose any level of discipline upon an employee for any type of violation.
3. Generally, Methow Recycles will not initiate corrective counseling or impose discipline for actions and events that occur on non-work time. However, to the extent that unacceptable off-duty conduct affects Methow Recycles, appropriate discipline may be imposed.

E. Grievance Procedures

An employee with a grievance should consult with his or her immediate supervisor. If the grievance is with that supervisor, the employee should take the issue up with the Executive Director. If the grievance is with the Executive Director, the employee should take the issue up with a member of the Executive Committee of the Board of Directors (Board President, Vice President, Treasurer, or Secretary).

F. Substance Use and Abuse

The unlawful manufacture, sale, distribution, possession or use of controlled or illegal substances is prohibited while on duty or on property owned or managed by Methow Recycles. Failure to comply with this policy is grounds for immediate termination. Any employee convicted of a drug-related crime must notify the Executive Director within five (5) days of the conviction. If the conviction involves the Executive Director, the Executive Director must notify the President of the Board. Methow Recycles will not tolerate an employee's reporting for work impaired by any substance, legal or illegal.

G. Whistleblower Policy

Methow Recycles encourages employees, volunteers and others related to the organization to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by employees, volunteers, or others related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. For more details, see the full Whistleblower Policy.

H. Privacy

There is no reasonable expectation of privacy in any aspect of your job with Methow Recycles, except for your confidential personnel file (see above under [Confidentiality](#)). The equipment and other areas where information and supplies are stored (including your office space, desk, credenza, drawers, cabinets, bookcases, computer files, e-mail, lockers, parking area, etc.) are all set up and designed to take care of the business of Methow Recycles; serving our clients and customers, and running the business. For this reason, no employee should have any expectation of privacy in any such area. If you are not here, or you are away from your work area, other employees or, where appropriate, volunteers may need to and should be expected to look through your office, space, desk, shelves, files, computer files, etc. to find whatever is needed for business purposes. No space in the office may be locked except on the authority of the Executive Director to maintain the confidentiality of our business, financial, or employee records.

I. Termination

If you choose to terminate your employment with Methow Recycles, you should provide at least two weeks notice (see Employment-at-Will above). Methow Recycles reserves the right to determine how it will respond to your termination notice. Methow Recycles may retain your services for the duration of that notice period or it may discharge you immediately and provide you with compensation equivalent to your normal pay for the remainder of the notice. If the employee chooses to terminate his/her

employment with Methow Recycles without at least two weeks notice, Methow Recycles reserves the right to immediately discharge the employee without further compensation except payment for any accrued and unused vacation leave.

If Methow Recycles is forced to downsize its expenses due to financial downturn, the organization will make every reasonable attempt to avoid a layoff of employees. However, if a layoff cannot be avoided, Methow Recycles has the right to make staffing adjustments, including terminations, on a schedule and in a manner that the Board and Executive Director deem in the organization's best interest.

VI. **Performance Appraisal**

The performance of every employee in the organization will be evaluated annually. The Executive Committee will evaluate the Executive Director, and supervisors will evaluate other employees. Evaluations may be conducted more frequently upon request of employee or determination of the Executive Director or Executive Committee. Performance will be evaluated against position job descriptions and in some cases individual annual work plans. Performance appraisals will become part of an employee's personnel file.

VII. Employee Acknowledgement

I have read and/or verbally discussed the Methow Recycles Employee Handbook. I understand and will comply with direction and information provided. I will support and behave according to the Mission Statement and Guiding Principles of Methow Recycles.

If I have any questions, concerns, issues, etc., regarding my work with Methow Recycles, I will communicate with the Executive Director or Board President as soon as possible.

Employee Name/Signature	Date
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Methow Recycles Name/Signature (Executive Director or Board President)	Date
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Annual Acknowledgement:

_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
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