

Master VOICES

**EMPLOYEE HANDBOOK
(UPDATED JUNE 2016)**

MasterVoices Handbook for Full-Time Employees

Welcome to MasterVoices!

This Employee Handbook provides information you need to know as a staff member of MasterVoices. Although this Handbook does not cover every circumstance that might arise, it is meant to outline the guidelines that are used in making decisions. It is not a contract of employment. It does not create a contractual commitment by MasterVoices and does not guarantee employment. The right to change or modify the contents of this Handbook at any time without prior notice to the staff is at the discretion of MasterVoices' management.

The Employee Handbook is intended to comply with all applicable laws. In the event any provision conflicts with applicable law, it will be applied in accordance with the law.

Please read your Employee Handbook carefully and keep it for future reference.

We hope that you will find MasterVoices a great place to work!

**MasterVoices
Employee Handbook**

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OUR MISSION

MasterVoices performs and produces musical programs for New York audiences showcasing the power of the human voice. Our mission is:

- To present the finest choral singers in collaboration with important artists in new works and the classics
- To promote the art of musical storytelling with fresh and captivating productions from choral masterworks to opera to musical theater
- To enrich our community by providing opportunities to experience the joy of making music together.

EMPLOYMENT POLICIES & PRACTICES

EMPLOYMENT AT MASTERVOICES

Regular full-time employees are defined as those working consistently 30 hours or more per week on an annual basis. All part-time (i.e., working less than 30 hours per week) and contract (hired for a specific period under contract) employees are not eligible for any of the programs outlined below.

All employees of MasterVoices are employed "at will" and their employment may be terminated with or without cause and with or without notice at any time at the discretion of MasterVoices.

Many descriptions are summaries of programs and policies offered. For full details, please consult the respective insurance policy and/or information provided by MasterVoices or the insurance carrier.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

MasterVoices enthusiastically endorses a policy under which MasterVoices in all its elements (audience, governance, and staff) reflects the cultural diversity of our geographic community and fosters equal opportunity. MasterVoices vigorously seeks qualified applicants for all available positions and promotions within the administrative staff, the chorus and the governing boards, and administers its programs and services without regard to any classification protected by applicable federal, state or local law including race, color, sex, religion, age, national origin, handicap, veteran status or sexual orientation.

WAGE & HOUR POLICY

It is MasterVoices' policy to pay employees for all hours worked and to comply with all applicable wage and hour requirements under federal, state and local law. This includes overtime that may be required to non-exempt employees (i.e., hourly employees and salaried non-exempt employees) pursuant to statutory provisions. Overtime must be authorized by the appropriate manager before it is worked.

BUSINESS ETHICS POLICY

a) Integrity

MasterVoices conducts all business with uncompromising integrity and the highest ethical standards. Every employee is required to understand and comply with this Policy. Also, every governor, overseer, officer and employee must exercise sound judgment in all matters involving business ethics and integrity and to refrain from any conduct that could be questionable, or appears to be questionable, on ethical grounds. Employees are expected to come forward with any legal, ethical and/or safety concern. We maintain a policy against retaliation and are committed to review and investigate

b) Confidential Information

Every employee is prohibited from using or revealing outside of MasterVoices, without proper authorization, any confidential information regarding

MasterVoices, such as customers or donors, possessed by MasterVoices. Such confidential information may include, but is not limited to, MasterVoices' strategies, plans, actions, forecasts, sales and earnings, financial condition and new contracts.

c) Conflict of Interest

The term "conflict of interest" describes any circumstance that could cast doubt on the ability of an employee to act objectively regarding the interests of MasterVoices. Therefore, all employees or any members of their immediate family are expected to avoid any circumstances including, but not limited to, investments, employment or consulting arrangements, and the receipt of gifts which could in any way affect their actions, or appear to affect their actions, on behalf of MasterVoices' best interests.

Accounting and Recordkeeping: MasterVoices' financial statements and the books and records on which they are based must accurately reflect all transactions. All receipts and disbursements of funds must be properly recorded on our books. In addition, our records must disclose the nature and purpose of transactions. One of the duties of MasterVoices' independent outside auditors is to ensure that this requirement is strictly followed. MasterVoices will cooperate fully with its auditors. Under no circumstances will an employee withhold information from them.

Gifts and Entertainment: No offer or payment of any gift, loan or gratuity is to be made or received, either directly or indirectly, to or from any business or government entity or any employee of such in exchange for, or otherwise in an attempt to procure business for, or influence business with, MasterVoices. Gifts and entertainment may be used or received if they are of limited value, are customary in the situation, are permitted under applicable local and domestic laws and regulations and their public disclosure would not embarrass MasterVoices.

For a comprehensive description of terms, policies, and procedures regarding Conflict of Interest, please refer to the separate Conflict of Interest document that you received on your first day of hire.

d) Use of Assets or Services

All employees must protect MasterVoices' assets and ensure their efficient use. Every employee is prohibited from using any funds or other assets of MasterVoices, or providing any services, for any purpose, which is unauthorized by MasterVoices or violates any applicable local and domestic laws and regulations. No undisclosed or unrecorded funds or assets of MasterVoices shall be established for any purpose. All employees should be alert to any situation that could lead to the loss, misuse or theft of MasterVoices' assets and report any abuses or concerns.

e) Political Activities and Contributions

Employees may participate in the political process, including voluntary contributions to candidates or parties and issues or causes of their choice. No contributions from MasterVoices' funds, or use of MasterVoices' facilities or

equipment, are to be made to or permitted for use by, directly or indirectly, any political candidates, organizations or causes unless permissible under applicable law and approved by MasterVoices' legal advisors.

g) Compliance and Investigation

Every employee is required to comply with this Policy and any other MasterVoices' policy or procedure, and to immediately report any known or suspected violation. Failure to do so will subject a director, officer or employee to disciplinary action, up to and including termination of employment or service, or such other action as may be appropriate under the circumstances, subject to applicable local and domestic laws, regulations and collective agreements. Any employee who has questions about this Policy or who needs to report a known or suspected violation should contact MasterVoices' legal advisor, George J. Grumbach, Co-Chair of MasterVoices' Board of Directors.

MasterVoices will fully investigate any suspected violation of this Policy. MasterVoices must, however, be given sufficient information to enable it to conduct a thorough investigation. All employees are expected to fully cooperate with any such investigative efforts and to provide complete, accurate and truthful information, subject to investigatory due process rights afforded under applicable law. MasterVoices will attempt to maintain confidentiality where feasible and where consistent with any investigatory due process rights afforded under applicable law.

h) Internal Controls

Every employee has an obligation to assist MasterVoices in complying with all applicable local and domestic laws and regulations. Technical compliance with generally accepted accounting principles and applicable governmental financial reporting and disclosure rules and regulations is, however, insufficient. Employees responsible for any aspect of MasterVoices' internal accounting controls and financial and tax reporting systems are further obligated to maintain high ethical standards of integrity and honesty. Employees responsible for any aspect of MasterVoices' internal accounting controls and financial reporting systems must also work diligently to prepare and review financial statements and reports that are not false or misleading, and that present full, fair, accurate, timely and understandable disclosure in MasterVoices' periodic reports and other public communications. This is particularly important in any matter in which a governor, overseer, officer or employee has any personal interest, such as any matter that has a direct or indirect effect on their compensation. Any uncertainty about judgments concerning accounting, auditing, or tax matters should be discussed with MasterVoices' legal advisor (currently George J. Grumbach); when in doubt, ask for guidance.

Any action taken to fraudulently influence, coerce, manipulate, or mislead any internal or external auditor performing an audit of, or audit-related functions concerning MasterVoices' financial statements or financial reports will not be tolerated and is expressly prohibited by law.

i) **Non-Retaliation**

MasterVoices will not retaliate against any employee who reports a suspected violation of this Policy or who assists in an investigation or proceeding relating to a suspected violation. Any form of retaliation or adverse action against any governor, overseer, officer or employee for reporting a suspected violation of this Policy or for participating in complaint investigation efforts will not be tolerated and is expressly prohibited. Any employee who engages in retaliatory conduct in violation of this Policy will be subject to disciplinary action, up to and including immediate termination of term, employment or service, or such other action as may be appropriate under the circumstances, subject to applicable domestic and international laws, regulations, and collective agreements. Any suspected retaliation, reprisal or intimidation must be reported immediately to MasterVoices' legal advisor.

HARASSMENT

MasterVoices is committed to providing a workplace that is free of harassment. Sexual harassment in the workplace is unlawful, and it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. MasterVoices subscribes to the following guidelines concerning sexual harassment and has adopted them as policy. Moreover, as part of MasterVoices' overall non-discrimination policy, we prohibit all forms of harassment of others because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran, or other protected status. In particular, an atmosphere of tension created by discriminatory remarks or discriminatory animosity does not belong in our workplace, and will not be tolerated. MasterVoices will maintain a zero tolerance policy toward incidents of sexual harassment.

For purposes of this policy, sexual harassment is defined as any type of sexually oriented conduct, whether intentional or not, that is unwelcome and has the purpose of creating a work environment that is hostile, offensive, or coercive to a reasonable woman or man, as the case may be. The following are examples of conduct, which, depending on the circumstances, may constitute sexual harassment:

- (a) unwelcome and unwanted sexual jokes;
- (b) written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- (c) the display of sexually suggestive objects, pictures, posters or cartoons;
- (d) unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies;
- (e) asking questions about sexual conduct;
- (f) unwelcome touching, leering, whistling, brushing against the body or suggestive, insulting, or obscene comments or gestures; and
- (g) demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

MasterVoices will conduct periodic training sessions about harassment in the workplace.

If you believe that you have been the subject of sexual harassment or subjected to a hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, you are strongly encouraged to immediately notify your supervisor or MasterVoices General Manager so that MasterVoices may have the opportunity to investigate and deal promptly with your complaint. An investigation of all complaints will be undertaken immediately, and all information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties. Employees may also contact:

New York City Commission on Human Rights
40 Rector Street, 10th Floor
New York, NY 10006
(212) 306-5070

Equal Employment Opportunity Commission – NYS District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Phone: 1-800-669-4000

Any employee of MasterVoices who is found by MasterVoices after an investigation to have harassed another in the workplace will be subject to appropriate discipline up to and including termination, depending upon the circumstances of the situation.

EMPLOYEE CONDUCT

STANDARDS OF CONDUCT

It is MasterVoices' expectation that its employees will conduct themselves in compliance with our policies and procedures.

PROFESSIONAL APPEARANCE AND WORK ATTIRE

Because of the high degree of interaction with the public including customers, donors and Board members, MasterVoices staff members are expected to be dressed professionally at all times. During the summer, dress may be a little more casual but still appropriate for interaction with the public. All staff members are expected to dress more formally for Board meetings and concerts/events which usually means a suit and tie for men and semi-formal dress or suit for women.

MOBILE PHONES

Personal cell phones should be turned to a non-ring or low-ring setting in the office at all times.

ELECTRONIC MEDIA POLICY

a) Equipment

Computers that are provided for employee use are the property of MasterVoices. Software purchased by MasterVoices employees for personal use is not to be installed on a MasterVoices computer under any circumstances for reasons including, but not limited to: 1) software copyright laws; 2) the potential introduction of computer viruses which may prove disastrous to not only the desktop computer on which it is installed but the organization's entire network; and 3) potential incompatibility with software provided by MasterVoices. Use of computer games of any sort is strictly prohibited. All information stored on MasterVoices' information systems is the property of MasterVoices and to be used for job related purposes. Employees should not consider any material on these systems to be private including erased and deleted material. MasterVoices reserves the right to access anything on its systems and to bypass any password to do so.

b) Email

MasterVoices email system is to be used for business purposes only. All communications sent, received and stored through MasterVoices email system are the property of the organization. MasterVoices reserves the right to monitor all email communications even if it means bypassing a password to do so. Employees should never open email attachments from an unknown sender. Executable programs obtained via email from external sources are not to be downloaded under any circumstances.

c) Internet Use & Social Networking

The connectivity of the computers in MasterVoices' office to the Internet is supplied to the employees as a business tool. Internet use is a privilege and will

be monitored and restricted at any time for inappropriate use. An excessive or irresponsible use of personal email, Facebook, MySpace, Instant Messaging or any other type of internet communication for personal use during working hours is prohibited. Any employee who violates this rule is subject to serious warning and termination after three warnings if personal use is not discontinued.

Sending, receiving, accessing, or storing material that is obscene, illegal, discriminatory or intended to harass or defame others is expressly prohibited and may be cause for immediate termination. Visiting sites that contain content depicting violence, profanity, nudity, intolerance, drug culture, the occult, gambling and alcohol/tobacco is expressly prohibited.

FRAUD

MasterVoices considers acts of malfeasance, fraud, misrepresentation, or defalcation committed by its staff members to be reprehensible and, in response, will take all disciplinary or other action that MasterVoices deems appropriate. Malfeasance may include falsifying time sheets or documents, abuse of sick time, theft, etc. Defalcation includes the misuse or stealing of funds or other MasterVoices resources.

INSURANCE/BENEFITS

MasterVoices' goal is to improve the quality of life of our employees and strive to offer a benefits package that offers provisions for protection.

If you are a Full-Time Employee you are eligible for MasterVoices' benefit plans.

We have provided an overview of the benefits offered by MasterVoices below. It does not, however, cover every detail included in the plan documents or other contracts that govern the plans, nor does it include every detail in the relevant policies. Every attempt has been made to ensure the accuracy of the information in this Employee Handbook. If there is any discrepancy between the contents of this material and the official plan documents and contracts or the relevant policies, the plan documents and contracts and policies will govern. MasterVoices reserves the right to change, amend, or terminate its plans and policies at any time for any reason.

d) Health Insurance

MasterVoices currently provides coverage through United Health Care Oxford. MasterVoices' plan is the Exclusive Plan Metro, Freedom Network. MasterVoices covers the employee's individual coverage in full. Please refer to the benefit guide for information on specific services and their relative co-payment amounts or deductible. You can request a benefit handbook from MasterVoices' Executive Director or you can register as an employee at www.oxhp.com where you can view all of the plan benefits and details. New employees are allowed to join on the first day of the month following 30 days from their hire date.

e) Dental Insurance

MasterVoices offers insurance through the Guardian DentalGuard Preferred Network program. You may go to any dentist, however those who belong to the Dental - DentalGuard Pref - New York network will be most cost effective. See plan documents for details. Plan details are available by registering at the Guardian website: www.guardiananytime.com. The calendar year maximum for in-network services is \$1,500 per person. The calendar year maximum for "out of network" services is \$1,000. For new employees who elect to participate in the plan, coverage begins following a 30 day waiting period after the first day of employment and ends on the last day of employment.

COBRA

This serves as your general notice of COBRA continuation rights. This explanation contains important information about your right to COBRA coverage and generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

Title X of the Consolidated Omnibus Budget Reconciliation Act of 1986 and Chapter 176J, require employers to provide continued health and dental care benefits for specified periods of time for covered employees and their family members upon the occurrence of certain

"qualifying events". A qualifying event is: death of a covered employee, termination of employment (other than by reason of gross misconduct) or reduction of work hours to a level below the number that entitles the employee to coverage, a divorce or legal separation of a covered employee, a covered employee's entitlement to Medicare benefits, and a dependent child ceasing to be a dependent as defined in the plan. The continuation of coverage period offered is generally for 36 months unless group health/dental coverage is lost due to termination of employment or reduction in hours. In that case, the required continuation of coverage period is 18 months.

New York State's continuation coverage law resembles the federal COBRA. It applies to employers with fewer than 20 employees. Continuation coverage gives workers who work for employers with fewer than 20 employees and their families the right to continue to purchase group health insurance for limited periods of time when they would otherwise lose coverage due to certain events. Qualifying events include voluntary or involuntary job loss, reduction in hours, transition between jobs, death, divorce and other life events. Qualified individuals may be required to pay up to 102% of the premium cost. People eligible for continuation coverage may have up to 36 months of coverage.

New York State continuation coverage also grants people who are eligible for federal COBRA coverage who are not entitled to up to 36 months of coverage under federal law.

Although you are allowed by law to continue group health coverage at your own expense under the above circumstances, continued coverage will be terminated if: MasterVoices ceases to maintain a group health plan, you fail to pay the premium on time, you are covered by another group health plan which does not contain any exclusion or limitation with respect to pre-existing conditions, or you are entitled to Medicare benefits.

In cases where MasterVoices is normally aware of a qualifying event (i.e. termination or reduction in hours), COBRA (or the NYS equivalent entity) notification will be provided. In all other cases, the employee should notify MasterVoices of a qualifying event.

WORKERS' COMPENSATION

Employees who have an accident or injury while on the job must notify the Executive Director immediately. If the injury is deemed to be work-related and you are unable to earn your full pay due to your injury, you may receive workers' compensation benefits related to lost wages. Time away from work due to a work-related injury will be deemed to run concurrently with leave under the FMLA and similar state or local law, if applicable.

REASONABLE ACCOMMODATIONS

It is MasterVoices' policy to comply with the Americans with Disabilities Act (ADA) and similar applicable state and local law by providing reasonable accommodations to individuals with disabilities, where doing so will not impose an undue hardship on the organization.

ATTENDANCE & STAFF TICKET POLICY

ATTENDANCE AND PUNCTUALITY

Failure to comply with these requirements may result in disciplinary action up to and including termination.

Note: An employee will not be subject to discipline for any absence, tardiness, or early departure protected under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) or other applicable law, provided the employee complies with the procedures described in this Employee Handbook.

OFFICE HOURS

It is the responsibility of every employee to report to work on time, unless otherwise approved. Official office hours are Monday-Friday 10:00AM-6:00PM, with 60 minutes for lunch. Most positions require additional working hours around concerts and/or events which usually take place at night and on weekends. Employees are entitled to comp days earned for MasterVoices duties performed on weekend days. These days are to be used within the calendar year, and scheduled with approval of the Executive Director.

STAFF MEETINGS

Staff meetings are scheduled on a periodic basis with advance notice to employees. All employees are expected to attend staff meetings. Any conflicts should be reported immediately to your direct supervisor.

STAFF TICKET POLICY

All staff members are entitled to two complimentary tickets per concert program subject to availability. Requests should be made via email to the Marketing Manager at least a week before the concert. No additional comps may be released without approval from the Executive Director.

TIME OFF

a) **Bereavement Leave**

In the event of a death in the immediate family, full-time employees are eligible for up to three days of paid bereavement leave. Under some circumstances this leave can be extended either without pay or with the use of accrued vacation time.

b) **Compensation Time**

There is no official policy on comp time, but occasionally after a stretch of long work hours, MasterVoices may grant comp time to employees. Comp time cannot be accumulated toward vacation time and must be taken within the time period set by MasterVoices when the time is granted.

c) **Maternity Leave**

Any full time employee who has been employed by MasterVoices for more than one year is eligible for maternity leave. Eligible employee will receive one week of paid maternity leave for each full year worked, to a maximum paid maternity leave of four weeks. Accumulated vacation can be used to supplement this leave.

d) **Religious Observance**

Time off for observance of religious holidays that are not included in the holiday schedule should be arranged with your immediate supervisor. Such time off must be taken in place of an official MasterVoices holiday, as paid vacation, or as unpaid absence.

e) **Jury Duty**

MasterVoices grants time off for jury duty. Employees must notify the Executive Director as soon as they are called for jury duty so that arrangements may be made to cover work assignments.

f) **Vacation & Sick Leave**

Full time employees are entitled to 2 weeks of vacation time annually, eligible after the first completed year of employment, with the consideration of a 3rd week of vacation after the second year. Full time employees are entitled to 5 sick/personal days per year.

In order to take leave time, the employee must make a request by email to the Executive Director at least two weeks in advance. If an employee calls in sick, that day will be taken out of their leave bank automatically. Pay in lieu of leave time is not permitted except upon termination, provided proper notice is given and employment period has been at least one year.

g) **Holidays**

It is the usual practice for MasterVoices to observe the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and day after
The week between Christmas and New Year's Day

However, MasterVoices reserves the right to set the holiday schedule at the beginning of each fiscal year according to MasterVoices' concert schedule. Each year's holiday schedule may include days listed or not listed above and/or exclude days listed above.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

In accordance with the Family and Medical Leave Act (FMLA), MasterVoices provides eligible employees with up to 12 weeks of unpaid, job-protected leave in a 12-month rolling-backward period.

An employee may request protected unpaid leave under FMLA if they have at least 12 months of service who has worked 1,250 hours or more for MasterVoices in the past 12 months. In addition, MasterVoices will comply with any similar applicable state and local laws regarding leave. Where applicable, leave under the MasterVoices' FMLA policy will run concurrently with similar leave under applicable state or local law.

Requests for FMLA leave may be made for the following reasons:

- The birth of a child, or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job;
- A serious health condition affecting your spouse, domestic partner, parent or child for whom you are needed to provide care;
- A qualifying exigency arising out of the fact that your spouse, domestic partner, child, or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation; and
- To care for a covered service member in the armed forces who incurred a serious injury or illness in the line of duty, if you are the covered service member's spouse, domestic partner, child, parent or next of kin.

For the first four reasons listed above, an employee may take up to 12 weeks of FMLA leave in a rolling 12-month period measured backward from the date the employee uses any FMLA leave for these purposes.

For the last reason listed above, an employee may take up to 26 weeks of FMLA leave in a 12-month period that is measured forward from the date the employee's first leave for this purpose begins. The 26 weeks available includes up to 12 weeks of leave taken for the first four reasons listed above.

If you would like to request FMLA leave, you must provide verbal or written notice sufficient to make the Executive Director aware of your need for FMLA leave, as well as the anticipated timing and duration of the leave.

Check the workplace postings at your location for a copy of the "Employee Rights and Responsibilities under the Family and Medical Leave Act." To request a complete copy of MasterVoices' Family and Medical Leave Act Policy or a copy of the Rights and Responsibilities Poster, please contact the Executive Director.

MILITARY LEAVE

All employees are eligible for military leave for voluntary or involuntary military service consistent with all applicable federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee on military leave will be reinstated in accordance with applicable federal and state laws.

Employees must notify the Executive Director as soon as possible after learning of their need for military leave. If the employee's order to report for duty is in writing, the employee should provide the Executive Director with a copy of the order as soon as possible.

LEAVING MASTERVOICES

LEAVING MASTERVOICES

The end of an employment relationship with MasterVoices will fall within one of the following categories with indicated policies applicable to each:

a) **Resignation**

A voluntary termination freely made by the employee for any reason he/she chooses. It is requested that entry level staff give a minimum of two weeks notice. Directors and managers are requested to give at least a month's notice.

b) **Mutual Agreement**

Whereby both the employee and MasterVoices agree that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by MasterVoices and a departure date is formally agreed upon and documented in writing within a reasonable period of time.

c) **Reduction In Force**

Resulting from job elimination due to reorganization or financial considerations determined by MasterVoices. Any employee so affected will be given one week of pay for every completed year worked.

d) **Unsatisfactory Performance**

Failure of an employee to meet performance standards. Any employee is subject to dismissal without notice at any time when, in the opinion of management his/her job performance and/or conduct is deemed unsatisfactory for any reason. Except in cases of dishonesty, insubordination or other serious misconduct it is MasterVoices' policy to usually follow disciplinary procedures before dismissal; however the decision as to whether to follow such disciplinary procedures before dismissal is at the discretion of the Executive Director.

RETURN OF PROPERTY

Upon separation, employees are responsible for returning all property, materials, or written information issued to them or in their possession or control due to their employment with MasterVoices. MasterVoices may take all action deemed appropriate to recover or protect its property.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Employee Handbook (June 2016) as of the date written below.

Employee's Name

Employee's Signature

Date