



Employee Policy

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Employee Policy

The Anchorage Board of REALTORS® (ABR) and its Members are part of the Alaska Association of REALTORS® (dba Alaska Realtors) and the National Association of REALTORS® (NAR). NAR is the largest professional trade Association in the world.

Our complete staff works as a professional team to support the purpose of the Anchorage Board of REALTORS®, Alaska REALTORS® and National Association of REALTORS®, which is:

To serve the Members by providing and promoting programs and services to enhance freedom and the ability to conduct their individual businesses successfully, with integrity and competency.

To promote the extension and preservation of the right to own, transfer, and use real property.

To provide support through cooperation and communication among Members.

Employment at Will

Employment at ABR is at-will. “At-will” employment means that either the employee or Board may terminate employment at any time, for any lawful reason, with or without a statement of reason or prior notice.

In addition, no ABR representative has the authority to modify this policy or to enter into any agreement, oral or written, that alters this at-will policy. An employment agreement authorized and signed by the ABR President, and the employee may provide additional terms or benefits consistent with this policy.

This Policy contains references to potential discipline and reasons for adverse personnel action, primarily to address matters to be documented in personnel records, compliance with applicable laws, meeting professional or ethical standards, and eligibility for unemployment benefits after separation. Nothing in this Policy referring to potential discipline is intended to undermine or limit the at-will policy, or as a promise of continued employment during satisfactory performance or behavior. All employment with the ABR is indefinite in duration.

Equal Employment and Diversity

Equal Employment

The ABR is an equal opportunity employer and employs all qualified individuals without regard to race, color, religion, national origin, sex, sexual orientation, age, physical or mental disability, genetic information, ancestry, pregnancy, marital status, military status, gender identity, results of genetic testing, or service in the military and/or citizenship status or any other characteristic protected by federal, state, or local laws. If you believe you have not been treated in accordance with this policy, you should contact the Association Executive (AE) or Board President.

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The ABR expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Unlawful interference with the ability of other employees to perform their expected job duties in a manner free of discrimination will not be tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the AE or Board President. The ABR will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to retaliation, the concern should be brought to the attention of the AE or Board President. If the employee is not comfortable contacting them, the issue may be brought to the President-Elect.

Commitment to Diversity

ABR Members come from diverse backgrounds and experiences. With this and our Alaska-based mission in mind, the ABR fosters equal opportunity, diversity, and inclusiveness and expects our employees to represent these values in their interactions with others.

Disabilities and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with disabilities, the ABR will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship would result. Employees who may need accommodation should contact the Association Executive in order to begin the interactive process.

Harassment and Complaint Policy

The ABR is committed to providing a workplace that is free from harassment. Harassment based on race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, physical or mental disability, age, military/veteran status, marital status (including pregnancy), ancestry, or genetic information (including family member medical history and results of genetic testing), citizenship status, or any other protected status under federal, state and/or local law is illegal and will not be tolerated. The ABR will take prompt and appropriate action if harassment is alleged or observed.

“Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s Membership in a protected class. Harassment is unwelcomed and can be verbal or physical and can occur when:

- Employment decisions impacting individuals, including promotions, demotions, reductions in pay, awards, training, or other job-related benefits, are made based upon an employee’s status in a protected class and
- The unwelcome behavior unreasonably interfered with the individual’s work performance and was so pervasive and severe as to create a hostile work environment.

Harassment can be committed by a supervisor, coworker, Member, or from a non-employee who has a business relationship with the ABR. The following are some examples of unwelcome actions that may constitute harassment:

- Slurs, comments, jokes, innuendos
- Threats, inappropriate touching, physical or verbal aggression
- Inappropriate gestures, pictures, graffiti, slang expressions

Employees who believe that harassment or improper conduct is occurring may notify the other person, verbally or in writing, that the conduct is offensive, unwelcome, and/or needs to stop, but this is not a precondition of notifying management about their concern. Employee are encouraged to report concerns to the Board President or if the Board President is involved in the conduct, to the

President-Elect. Similarly, employees who observe harassment or discriminatory actions toward another employee or individual should promptly report the observation or concern to the AE, Board President or President-Elect.

Managers and other responsible ABR officials who observe, are notified, or suspect possible harassment must immediately report such incidents to the AE, the Board President, or the President-Elect, who will take appropriate and prompt action. Failure to report violations of the

ABR's policy can violate this policy, and for managers the failure will result in disciplinary action, up to and including separation.

The ABR will take steps to investigate and prevent recurrence of conduct that violates these policies or applicable law. The ABR will protect confidentiality to the fullest extent possible consistent with a fair investigation and prohibits retaliation against complainants and participants in investigation. To protect the process, retaliation is prohibited even if the expressed concern that triggers the ABR's investigation or response, is not well-grounded but made in good faith.

If the investigation confirms conduct contrary to this policy has occurred, the ABR will take immediate, appropriate, corrective action, including discipline, up to and including immediate dismissal.

As stated, the ABR prohibits retaliation against any employee who in good faith reports harassment or participates in an investigation. Complaints of unlawful retaliation will be addressed in the same manner as an initial complaint.

The ABR's internal investigative response does not prohibit the employee from reporting harassment to civil rights agencies and can occur simultaneously with an agency complaint.

Sexual Harassment Policy

The ABR is committed to providing a workplace that is free from sexual harassment. Sexual harassment is unlawful, and the ABR will take prompt and appropriate action if an allegation of sexual harassment is made.

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and may be considered sexual harassment when:

- An employment decision is made that affects the individual because the individual submitted to or rejected the unwelcome behavior. Examples of employment decisions include promotions, demotions, reductions or increases in pay, awards, training, or other job-related benefits that are made based upon acceptance or rejection of unwelcomed advances of a sexual nature.
- The unwelcome behavior unreasonably interfered with the individual's work performance or created an intimidating, hostile, or abusive work environment.

Harassment can come from a supervisor, coworker, Member, or non-employee who has a business relationship with the ABR.

The following examples are unprofessional, inappropriate and may be harassment or evidence of a hostile work environment for one or more employees:

- Sexual pranks, repeated sexual teasing, jokes, or innuendo, in person or via electronic communication;
- Verbal abuse of a sexual or sexually discriminatory nature;
- Physical contacts (touching, grabbing, hugging, rubbing, "massages") of a sexual nature;
- Standing too close or brushing up against another;
- Gifts or objects that are sexually suggestive;
- Persistently asking an individual to socialize after hours after the individual has indicated lack of interest and/or declined;
- Sexually suggestive gestures;
- Posting, displaying, or viewing graphic or sexual images, cartoons, or other materials at work;
- Unwelcome conduct outside of work, of a sexual nature, when it impacts work or the work environment.

To address sexual harassment, refer to the Harassment and Complaint guidance above, which provides specifics for submitting concerns, reporting events, investigation, and protection against retaliation.

Unlawful Retaliation

The ABR encourages a workplace that is respectful and free from discrimination. In the event an employee reports a suspected concern or violation, the ABR seeks to provide an atmosphere free from retaliation. Therefore, retaliation against an employee who has in good faith made a complaint regarding a possible violation is strictly prohibited.

Equal Employment Opportunity laws prohibit punishing job applicants or employees for asserting their rights to be free from employment discrimination, including harassment. Any assertion of these rights is considered protected activity, which can take many forms, including:

- Filing or being a witness in an EEO charge, complaint, investigation, or lawsuit
- Communicating with a manager about employment discrimination, including harassment
- Responding to questions during an investigation of alleged harassment
- Refusing to follow directives that would result in discrimination
- Resisting sexual advances or intervening to protect others
- Requesting accommodation of a disability or for religious practice

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process. described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of retaliation should be filed in the same manner as the Harassment and Sexual Harassment policies.

Conflicts of Interest and Confidentiality

Conflicts of Interest

A conflict of interest occurs when an employee or any party related to the employee is in a position to profit or otherwise personally benefit directly or indirectly because of the employee's position with the ABR. The ABR prohibits conflicts of interest. Employees must disclose any situation that may present a possible conflict of interest, to management review. Employees must report all actual or potential conflicts of interest to the AE or Board President.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of the ABR. Confidential information is any and all information disclosed to or known by employees because of employment with the ABR that is not generally known to people outside the ABR. Confidential information may relate to ABR business or to information about ABR Members or the businesses of Members. Disciplinary actions against Members are highly confidential and employees are required to treat such information with utmost protection.

An employee who improperly uses or discloses confidential or proprietary information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee received no concrete benefit from disclosure. This obligation of non-disclosure applies during and after employment with the ABR.

All inquiries from the media must be referred to the Board President.

Work Made for Hire

All creative work, including computer programs, models, designs, and other copyrightable and patentable materials prepared or originated by employees for the ABR or written or created in the course of employees' employment with the ABR ("Work Product") belong exclusively to the ABR, and such Work Product constitutes "work made for hire" within the meaning of the U.S. copyright laws to the extent allowed under such laws. Employees have no right to disclose or use the Work Product for any purpose outside their scope of employment not authorized in advance in writing by the ABR.

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the ABR categorizes employees as shown below. The ABR may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible for overtime pay.

Non-exempt. Non-exempt employees are paid on an hourly basis and receive additional pay when approved to work more than 40 hours in a single workweek. (See Additional Hours policy, below). At this time, the ABR has too few employees to pay overtime after 8 work hours in a single day).

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status.

Temporary. Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status.

Work Week and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:30 a.m. to 5:00 p.m., with a 30-minute lunch break. Individual work schedules may vary, but in order to serve the Membership and provide predictability, all changes from the normal workday must be pre-approved by the supervisor.

Meal Breaks

Employees are allowed a 30-minute unpaid meal break each day. Non-exempt employees shall not work during their meal break and may leave the premises for their own purposes. Before working through a meal break, the employee must obtain prior approval from their supervisor. |

Time Records

Employees are required to complete accurate weekly time reports showing all time actually worked for the ABR. These records are required for accountability, ethical and legal reasons. For exempt employees, the record is necessary to track productivity, availability to the Membership, and the use of leave. Each employee and their immediate supervisor sign the time sheet to attest to its accuracy before payroll issues. Errors may be corrected after pay is issued, with supporting documentation to explain the correction.

Additional Hours

When required due to the needs of the ABR, hourly non-exempt employees may be authorized to work more than 40 hours in a workweek, and when required by law, they will be paid time and ½ for the additional hours. All additional time must be documented accurately and pre-approved by the ABR Association Executive. Authorized leave, holidays, or other absences from work, whether paid or unpaid, do not count toward hours “worked” under this policy.

Deductions from Pay

The ABR will make mandatory deductions from an employee’s paycheck as required by law (e.g., Social Security, federal, state, and local income taxes, and wage garnishments). If an employee becomes indebted to the ABR (e.g., due to outstanding credit card balances, overpayment, payment error, or travel advances), reimbursement will be deducted from the next paycheck. As an accommodation, the ABR has the option to accept installment payments over a specific period, deducted from net pay (after mandatory deductions and taxes), if the employee signs a written installment agreement scheduling the payroll deductions within a time period accepted by the ABR Board President. The amount of the required reimbursement may be deducted in full or at separation or earlier, in the ABR’s discretion.

Voluntary deductions may be made with the employee’s written authorization (e.g., for an automatic deposit or benefit plan).

Pay advances are not permitted.

Pay Period

The pay period for all employees is bi-weekly (26 times per year). Payment is made every other week through direct deposit if authorized, or by check. If payday falls on a holiday, employees will receive pay on the preceding workday. *(BOD Amended 2.28.22)*

Access to Personnel Files

Employee files are controlled and maintained by the Board President as ABR property and are confidential. Files containing medical or health information about an employee will be maintained in a separate folder, under lock and key. A current or former employee may request access to their file (or copies) in accordance with state law. Employee records, files and personnel documents may not be removed from the ABR office or copied to personal computers, devices, or files. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to the ABR's files. The Board President may authorize staff to respond to a subpoena or court order requiring production or disclosure of ABR records.

Employment of Relatives or Friends

Relatives of the Board Members or current employees may be hired only with the approval of the Board. Relatives include household members, domestic partners, boyfriend/girlfriend, blood relations, relatives by marriage and individuals in similar categories, such as step-relatives. If a friend of an existing employee applies for a position with the ABR, the employee must disclose the relationship promptly, before any offer is made on behalf of the ABR.

Separation from Employment

In all cases of resignation, formal written notice is encouraged but not required. If resignation notice is given to the AE or Board President at least ten (10) workdays before the effective date (not counting time off and holidays), the employee will be deemed to have resigned in good standing.

The Board may implement a reduction in force or furlough if it deems necessary for business reasons or conditions, and in such case will specify if the employee is separated or only temporarily released from work.

Workplace Safety

Commitment to Safety

One of the most important aspects of managing the ABR is the safety and protection of our employees and Members. All employees can contribute to a safe work environment by using commonsense, staying alert, planning ahead, using provided safeguards and practicing safe conduct. We ask that employees always consider the safety and comfort of visitors to the office, and practice good risk management. Any requests for safety equipment or replacement of nonworking or unsafe equipment should be made to the AE. Concerns about contagion should also be directed to the AE or the Board President.

In the event of an emergency, fire, or potentially serious injury, please notify emergency personnel by calling 911. Provide the assistance you can without putting yourself at undue risk of harm. Even a slight injury reported or incurred by a visitor on premises must be reported immediately to the ABR Executive.

Drug-Free and Alcohol-Free Workplace

It is the policy of the ABR to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others doing business with the ABR.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on ABR premises or while performing services for the ABR is strictly prohibited. The ABR also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the ABR prohibits any employee misconduct or activities that adversely affect the employee's job performance, job safety, or the ABR's reputation in the community.

The ABR reserves the right to require employees to submit to a drug and/or alcohol test, at its discretion. Refusal to take a drug and/or alcohol test is grounds for disciplinary action, up to and including termination.

Alcohol may be available at certain ABR activities from time to time. Employees who consume alcoholic beverages at such events must continue to comply with ABR standards, pose no danger to person or property, and must not undermine the ABR's reputation or standing. Consumption of alcohol at a business event will not serve as an excuse for misconduct or unprofessional behavior.

Employees are prohibited from using or possessing marijuana, including medical marijuana, on ABR property or during work time. Employees must not report to work under the influence of marijuana. Marijuana odor, and other evidence of impairment, will be sufficient reason to

authorize immediate removal of the employee from the workplace, and/or request that the employee undergo drug testing.

Smoke-Free Workplace

Employee smoking is not allowed in ABR work areas, on ABR property, or ABR events. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking may be permitted during break times in clearly designated smoking areas away from ABR Members and the public. Employees using designated smoking areas are required to properly and safely dispose of smoking debris.

Prevention of Workplace Violence

The ABR is committed to providing a safe, violence-free workplace for our employees. Therefore, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. Threats may include verbal or physical harassment or abuse, attempts to intimidate, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive conduct engaged in for the purposes of intimidation or without regard to impact on others. This policy covers any violent or potentially violent behavior that occurs in the workplace or at ABR-sponsored functions.

Any employee who witnesses or is the recipient of violent behavior should promptly inform the AE or Board President. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Anyone engaging in violence against the ABR, its employees, or its property may be reported to law enforcement. Violence or threatening behavior committed by an employee will result in disciplinary action, up to and including dismissal.

The ABR prohibits weapons on its property, including in ABR parking areas. Additionally, while on duty, employees may not carry a weapon of any kind. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to disciplinary action up to and including dismissal.

The ABR reserves the right to inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time to carry-out this policy and will remove weapons or ammunition prohibited by this policy.

Medical Emergencies and Workplace Injuries

In the event of emergency, contact 911 for assistance. All workplace injuries must be reported promptly in accordance with state law and the Workers Compensation carrier's requirements. For accidents or other events that do not require a 911 call or Workers Compensation report of injury, the AE will determine if an incident report should be prepared.

Emergency Closings

The ABR makes every effort to be open for business and to serve the Membership. There may be situations from time to time in which some employees are concerned about their safety. In such instances, the AE or Board President will decide on appropriate measures, including closing early or opening late.

If the office is officially closed during the course of the day to permit employees to leave early, non-exempt employees who are working on-site as of the time of the closing will be paid for their full workday. A non-exempt employee who leaves prior to the official closing time will be paid only for actual hours worked, unless accrued PTO is used. Exempt employees will be paid for a normal full day but are expected to complete their work at other locations or within a reasonable time at the office.

Workplace Guidelines

Attendance

Employees are expected to arrive on time every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their immediate supervisor as soon as possible (preferably in person or by phone call, with detailed email, voice mail, or text message as the last resort). Excessive absenteeism or tardiness may result in discipline up to and including separation. Failure to show up or call in for a scheduled workday without prior approval permits at-will dismissal. An unauthorized absence of three consecutive workdays will be considered job abandonment or resignation.

Outside Employment

Employees are permitted to work a second job provided that they disclose the work to their supervisor and the supervisor determines that the work is not likely to interfere with ABR responsibilities or performance. Approval to work a second job may be withdrawn at any time.

Office Attire

It is important to the work of the ABR to present and maintain a professional image consistent with our Members' standards. Every employee represents and projects the reputation of the ABR. Presentable attire and good grooming promote the ABR's mission and image.

For most workdays, *business casual* attire is acceptable. Employees are expected to exercise good judgment and respect coworkers, Members, suppliers, contractors, and volunteers by dressing in a presentable and professional manner.

Employees may need to dress more formally for official or social functions, Member events and meetings. If you are unsure of the standard, speak to your supervisor.

Personal Relationships

Employees who date or otherwise engage in consensual romantic or sexual relations with another employee, ABR Member, or ABR vendor or contractor, must discuss the matter with their direct supervisor, the Board President, or the President-Elect. Failure to promptly disclose a relationship may result in discipline, up to and including separation.

Endorsement of Officer Candidates

The ABR works with all Members and therefore employees are expected to remain neutral with respect to officer elections. Employee conduct must assure the Membership that staff are not involved in benefitting or promoting a candidate or impacting election results. Employees are strictly prohibited from endorsing or recommending any candidate for any elected office at the national, state, or local level. If you have any concerns or questions about this policy, contact your direct supervisor, the Board President, or President-Elect.

Candidates for Committees, Subcommittees and Forums

Employees may have the opportunity to provide names and information about Members who appear qualified, interested, and available to serve effectively on an ABR committee, subcommittee, or forum. This limited input into the Board's selection process is for information only and is not considered to be an endorsement or recommendation for elected office.

Social Media Policy

The ABR respects employee rights to interact and communicate about non-work-related matters using social media while protecting the ABR from the posting of comments and information that may have a harmful effect on its reputation, its employees and/or its Members. For the purpose of this policy, "engaging in social media" means posting or uploading content, including comments, to all types of interactive electronic communications including but not limited to websites, weblogs, social networks, discussion boards, and list services.

Limited and occasional use of ABR's systems to engage in non-work-related social media is acceptable during nonwork time (for example, during lunch) if it does not otherwise violate the ABR's policies, is not detrimental to the ABR, and does not interfere with the employee's regular work duties.

Employees may not use their ABR-issued email address to engage in non-work-related social media communication. The ABR understands that labor law protects the right of workers to communicate with each other about the terms and conditions of employment. In communicating via electronic or other means, employees are required to make clear when they are expressing personal views and not those of the Board, and that their personal statements, opinions, and beliefs do not reflect the views of the ABR and are not made in their role of ABR employee. Disclosure of information that is confidential or proprietary to the ABR or invades a Member's privacy is prohibited. No employee is allowed to use ABR trademarks, material, equipment, or the ABR's name to suggest that the communication is sponsored, supported by, or provided by the ABR, without the ABR's permission. The ABR reserves the right to monitor social media channels and platforms to protect its mark, name, and reputation.

Employees who engage in social media, whether for personal or work-related reasons, and whether or not they are using ABR systems, can have little expectation of privacy. The ABR will take disciplinary action if it discovers that an employee is using social media to communicate confidential, proprietary, untruthful, derogatory, or other information that is harmful to the ABR, its employees or Members, unless the communication in question is protected by applicable statute or law. The ABR's anti-discrimination and anti-harassment policies, including the ABR's policies on reporting perceived harassment or discrimination, may apply to work-related statements employees make or receive over social media, regardless of whether the statements are made or received while at work.

Computers, Internet, Email, and Other Resources

Employees are provided a wide variety of communication tools and resources to use in running the ABR. Whether it is the telephone, cell phone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, instant messaging/chat, or any other ABR-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of these communication tools. All communications made using ABR-provided equipment or services are subject to review, copying and use by the ABR at any time. Employees should keep in mind that even if they delete an email, voicemail, instant message/chat, or other communication, a copy may be archived on the ABR's systems and can be forensically retrieved and reviewed. The following list reflects examples of unacceptable use of the ABR's communication systems:

- Transmission of confidential or proprietary information or organizational data, except in the conduct of ABR business;
- Establishing connections, passwords, user ID's, viruses, downloads, or other methods that would permit unauthorized users to access ABR data or systems;
- Displaying or transmitting sexually explicit images, messages, jokes, or cartoons;
- Transmission or use of communications that are fraudulent, harassing, illegal, embarrassing, obscene, intimidating, or defamatory;
- Personal advertisements, solicitations, promotions, wagering, betting, political or religious positions or activities or political campaigns;
- Using equipment or systems for personal benefit or commercial gain;
- Excessive use for personal reasons of ABR telephones and/or cell phones, including personal cell phones;
- Substantial and non-occasional personal use, such as blogging, social networking, shopping, gaming, Facebook messaging, and similar activities; and
- Use of the internet or email in any way that violates applicable law.

Reporting Pornography

In accordance with federal and state laws, any employee who discovers any depiction of child pornography at the ABR including on the network or IT equipment must immediately report the discovery to the AE, Board President, or President-Elect, without in any way copying, downloading, sharing, or publishing the material as part of the report. This requirement also applies to discovery of adult pornography. No employee is expected to examine images or graphics to determine its nature or whether it may be illegal material under federal and state laws.

Fraud Policy

The policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the ABR. It is intended to promote consistent employee behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. It applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, and/or any other parties having a business relationship with the ABR.

Fraud is the intentional false representation or concealment of a material existing fact made by one person to another with knowledge of its falsity and for the purpose of inducing the other person to act, and upon which the other person relies with resulting injury or damage. Fraud may involve the intentional use of deceit, a trick, or some other dishonest means to deprive another of money, property, or a legal right. Fraud can be considered a crime for which the fraudulent person may be charged, tried, and convicted.

A fraudulent act may be an illegal, unethical, improper, or dishonest activity, and may result in monetary losses for the ABR. The following non-exhaustive list includes examples of the type of activities considered fraudulent and in violation of this policy:

- Misappropriation or theft of funds, securities, supplies, or other assets.
- Impropriety in handling or reporting money or financial transactions.
- Profiting as a result of insider knowledge of ABR activities or information.
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the ABR, with the exception of occasional gifts less than \$50 in value.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to other person(s) securities activities engaged in or contemplated by the ABR.
- Unauthorized destruction or unauthorized removal, or inappropriate use of records, furniture, fixtures, and equipment (including computers).

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by the employee's immediate supervisor. If there is any question as to whether an action constitutes fraud, contact the AE, Board President, or President-Elect.

An employee who discovers or suspects fraud must notify the AE, Board President, or President-Elect immediately. The employee is not required to reveal their name and may request confidentiality.

The ABR is authorized to investigate suspected fraud and/or to contact law enforcement. If an investigation finds that fraudulent activity has occurred, the ABR will take appropriate personnel action.

Job Performance

Timely and effective communication is essential to foster teamwork in meeting the needs of our Members. Employees and supervisors are encouraged to communicate regularly, including informally discussing job performance. Employees should initiate discussion with their supervisors when additional feedback is needed or preferred. Performance reviews will occur or may be requested at least annually. Reviews give the employee and their manager the opportunity to set goals and expectations, both long and short term. Formal reviews may not be necessary when healthy and effective communications occur routinely.

Scheduling evaluations, setting goals, performance plans and strategies, and performance improvement plans are effective management tools supervisors may use, and which often include timelines and schedules. These plans cannot displace, alter, or undermine the ABR's at-will policy of employment. For example, placing an employee on "probation" for 3 months, or scheduling a follow-up review in several weeks, is not a promise of continued employment for any period of time. All ABR employees remain at-will and all employment is indefinite in duration.

Discipline

The ABR applies discipline to promote positive performance and to avoid repetition of identified performance deficiencies, errors, or misconduct. The ABR must retain the flexibility to encourage close teamwork and effective representation of the Membership. As a result, no set series of progressive disciplinary steps or procedures are mandated. The supervisor will use business judgment in applying discipline, knowing that each employee is unique and different situations call for tailored strategies. If a manager chooses to apply progressive discipline, that decision will not in any way alter the ABR's at-will policy of employment.

Disciplinary actions will be communicated with the employee and documented for the personnel file, which the employee has access to. In general, the supervisor's informal observations and notes will not be included in the personnel file unless they have first been discussed with the employee.

Holidays, Paid Time Off, and Other Leave

Holidays

Exempt, non-exempt, regular full-time, and regular part-time employees shall be compensated for the following holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Thanksgiving Day and the Friday after Thanksgiving
- Holiday Break between Christmas Eve Day and New Years Day.

When a holiday occurs on a Sunday, the following Monday will be recognized as the holiday.

When the holiday occurs on a Saturday the preceding Friday shall be recognized as the holiday.

To qualify for holiday pay, an employee must be in pay status on the scheduled workday immediately preceding and following the day on which the holiday is observed. For example, an employee who is on leave without pay for the scheduled workday before or after the observed holiday, shall not receive holiday pay. (BOD Amended 2.28.22; 8.1.24)

Personal Time Off

Personal time off ("PTO") is provided to employees who hold exempt, non-exempt, regular full-time, and regular part-time employee's status. Employees in temporary positions do not accrue PTO.

For planned or predictable absences, at least 2 weeks' notice of leave is requested. For an absence due to sudden illness or other unanticipated events, an employee must notify their supervisor as soon as possible prior to the time the employee is scheduled to report for work.

Employees may be required to take PTO if, in the opinion of their supervisor, they are too ill to satisfactorily perform their duties or are a health hazard to other employees.

Failure to provide proper notification or repeated absences may result in disciplinary action up to and including termination. (BOD Amended 2.28.22)

Accrual of PTO.

PTO accrues with each pay period. For new employees, accrual will be prorated to the first day worked.

The accrual rate for employees who hold exempt, non-exempt, and regular full-time positions is:

The accrual rate for employees who hold exempt, non-exempt, and regular full-time positions is: Duration of Employment	Amount of Annual Leave Earned
0 – 2 years	80 hours
2+ yeas through 5 years	120 hours
5+ years through 10 years	160 hours
10 years through 15 years	200 hours
15+ years	240 hours

For regular part-time employees PTO is pro-rated based on the average hours in paid status over the previous two pay periods. *(BOD Amended 2.28.22)*

Maximum PTO accrual.

Employees are permitted to carry over PTO hours from year to year until a maximum of 240 hours of PTO has accrued. No employee may accrue over 240 hours of leave. Once the maximum is reached, the employee accrues no additional PTO until they reduce their balance below 240 hours. *(BOD Amended 2.28.22)*

Leave cash out payment.

Once per fiscal year, an employee may request to have a PTO “cash out” from their accrued PTO. Employees must retain a balance of 24 hours of PTO for future use. Leave cash out is not available to any employee during the first six months of employment. *(BOD Amended 2.28.22)*

No Advances.

PTO shall not be advanced. Employees must have accrued sufficient PTO to cover absences in order to receive PTO pay. Employees are responsible for saving adequate PTO to ensure their ability to address illnesses, appointments or other non-vacation purposes for which PTO is intended. *(BOD Amended 2.28.22)*

Termination of Employment.

An employee shall be paid for unused accrued and unused PTO upon separation of employment if they have been continuously employed for six months. If not, accrued PTO will be forfeited. *(BOD Amended 2.28.22)*

Leave without Pay

Leave without pay may be granted to an employee by their supervisor after all PTO earned by the employee has been exhausted. PTO shall be prorated during any pay period in which an employee is on leave without pay. *(BOD Amended 2.28.22)*

Family Medical Leave

ABR shall abide by both the federal Family and Medical Leave Act (FMLA) and the provisions of Alaska Family Leave Act (AFLA). *(BOD Amended 2.28.22)*

Military Leave

An exempt, non-exempt, or regular full-time employee who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay, or length of service, on all days on which the employee is ordered to training duty, instruction exercises, or a qualified search and rescue mission, for a period not to exceed 30 working days in any calendar year; provided, that the employee provides a copy of their military orders.

An exempt, non-exempt, or regular full-time employee called for military duty shall receive benefits as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA), including five years of unpaid leave. *(BOD Amended 2.28.22)*

Bereavement Leave

In the event of death of an employee's family member, the employee shall be allowed up to five business days off per occurrence without loss of pay. A bereavement leave request shall require prior written authorization from the employee's supervisor. *Employee's family member* includes spouse, domestic partner, children and stepchildren, parents and stepparents, brothers and sisters, grandparents and grandparents-in-law, mother-in-law and father-in-law, daughters-in-law and sons-in-law, brothers-in-law, and sisters-in-law, foster parents, and foster children. *(BOD Amended 2.28.22; 8.1.24)*

Jury Duty

Employees who hold exempt, non-exempt, regular full-time, and regular part-time employees required to serve on jury duty may request up to 10 working days of leave per calendar year, shall be treated as being on approved PTO without loss of PTO or pay. A copy of the jury summons must be provided to receive paid leave and to help ensure adequate staff coverage. When on jury service, an employee is requested to report back to work when jury service ends early or is scheduled for partial days. Exempt personnel may be required to work beyond the regular business day to complete their responsibilities. *(BOD Amended 2.28.22)*

Grievances

An employee who believes they have been unfairly suspended without pay, dismissed from ABR employment, or subjected to unlawful action in the workplace, may file a written grievance with the Board President. The grievance must be filed within 10 working days after the alleged wrongdoing or the supervisor's final decision, whichever occurs later. If the employee's supervisor is not the AE, and the AE is not the person alleged to have committed wrongdoing, then the grievance shall be filed first with the AE, subject to the employee's right to appeal the AE's written decision to the Board within 10 workdays after the AE's written decision.

To be considered by the Board, the grievance must provide a short, plain statement of the alleged wrongdoing, error, or misconduct, including the alleged policies or laws that were violated; the dates of the main events; the dates of decision, adverse personnel action, and any attempted resolution with the supervisor or AE; and a short, plain statement of the remedy sought by the grievant.

The Board will review the written grievance and respond at its next meeting, provided that such meeting takes place at least 10 workdays after the Board President receives the written grievance. The Board may notify the employee of a scheduled time to present their grievance in person or via telecommunications or may decide the matter on the grievance and response provided to the Board. If the person alleged to have committed wrongdoing is permitted to make a presentation, the employee will also be permitted to present. The Board has the option, in its discretion, to designate a third party or ABR Member to investigate the matter and report back to the Board before deciding the grievance.

Employee Handbook Acknowledgment and Receipt

I hereby acknowledge receipt of the employee handbook of the Anchorage Board of REALTORS®. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the policies and benefits described in it are subject to change at the sole discretion of the Anchorage Board of REALTORS® at any time. I understand that my employment is at-will, and the Employee Policy does not constitute an employment contract, in whole or part, and does not guarantee employment for any specific period of time or duration. By signing below, I acknowledge that I have read, understand, and accept the terms of this Employee Policy.

I specifically acknowledge that I have read, and I understand the Anchorage Board of REALTORS® policies on harassment, retaliation, confidentiality, and drug provisions.

Employee's Name Printed Name

Signature of Employees

Date

Employee's Supervisor Printed Name

Signature of Supervisor

Date

A copy of this acknowledgement should be retained by the employee and a copy placed in the employee file.