

High Rocks Personnel Policy and AmeriCorps Manual



Educate. Empower. Inspire

Updated 9/15/15

**a master copy of this policy may be found on the HR server |HREC.files|staff*

Contents

Notice Regarding At Will Employment.....	4
Confidentiality Statement & Use of High Rocks Resources or Assets	4
Standards of Workplace Conduct	6
Dress Code	7
Equal Opportunity	8
Non-Discrimination Statement	8
Conflict of Interest	8
Holidays	10
Timesheets.....	11
Flex Time for Salaried Staff	13
Personal Use Time (Sick Time)	14
Vacation	16
Federal Student Loan Forgiveness.....	19
AmeriCorps Service Hours: How much do I serve?.....	21
Mentoring and Training.....	24
Performance Evaluation.....	24
Harassment.....	25
Media Use	25
Confidentiality Policy	26
Open Door Policy	26
Grievance Policy	27
Employee Protection (Whistleblower) Policy	27
Voluntary Termination of Employment	28

Involuntary Termination of Employment 28

Job Cutbacks and Layoffs 29

Working with our Students: Appropriate Boundaries 29

Child Abuse 30

Safety 30

Drugs and Alcohol 30

Receipts, Mileage, Reimbursements, Petty Cash, & In-Kind
Donations 31

Company Credit Card: Rules 33

Professional High Rocks Vehicle Use 34

If You Wreck a High Rocks Vehicle 37

Personal Vehicle Use..... 37

When You Owe High Rocks Money or Things38

Confidentiality of Voice Mail, Electronic Mail, and Work Space39

Public Discourse (Blogging, etc)39

Intellectual Property.....41

AmeriCorps Recruitment and Placement.....42

Prohibited Activities for AmeriCorps Members44

Children in the Work Place45

Dogs in the Workplace.....48

Neither this Manual nor any other High Rocks document confers any contractual right, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by High Rocks, or you may resign for any reason at any time.

All employment at High Rocks is employment-at-will meaning that employment may be terminated at any time for any reason consistent with applicable state and federal laws. Employment may be terminated upon your voluntary resignation, because of a reduction in force, or for cause.

You signed a copy of this form on your hire date. The signed copy of this acknowledgement will be retained in your personnel file.

High Rocks Personnel Policy Statement

Receipt and Acknowledgment of High Rocks Personnel Policy & Receipt and Acknowledgment of Confidentiality Statement

Notice Regarding At Will Employment

You are an at-will employee. Employment with High Rocks is voluntarily entered into, and you are free to resign at any time, with or without cause. Similarly, High Rocks may terminate the employment relationship at will, at any time, with or without notice or cause.

The policies have been developed at the discretion of management and board of directors and, except for the policy of employment-at-will, may be amended or cancelled at any time, with or without notice to you, at the sole discretion of High Rocks. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Director and the Board.

Confidentiality Statement & Use of High Rocks Resources or Assets

All resources or assets (including office supplies, computers and intellectual property), written materials, records, data and other documents prepared or obtained by employees and members during their employment with High Rocks are the company's exclusive property and to be used for the sole benefit of High Rocks. All records are confidential.

This certifies that I, _____, have received a copy of the High Rocks Personnel Policy. The High Rocks Personnel Policy is provided as a guide for policies, benefits, and general information to assist you during your employment and/or service. These guidelines are not to be constructed in contrast. High Rocks reserves the right to make changes in content or application of the information in the Personnel Policy

as it deems appropriate, and these changes may be implemented even if they have not been communicated or substituted in the Personnel Policy. Nothing in the Personnel Policy changes the fact that employment is at-will and may be terminated at any time by you or by High Rocks.

The employee handbook describes important information about my employment relationship with High Rocks Educational Corporation. With my signature below, I am indicating my understanding that:

1. It is my responsibility to read and comply with the policies contained herein as well as any future revisions.
2. The handbook is neither a contract of employment nor a legal document.
3. The information, policies and benefits described in the handbook are subject to change as needed and appropriate and revisions to the handbook may occur.
4. Revised information may supersede, modify or eliminate existing policies.
5. Only the Executive Director and Board of Directors of High Rocks are permitted to adopt revisions to the policies in the handbook.
6. If I have any questions about the information contained in the handbook I should consult with my supervisor and/or the Director.
7. I give permission for my writing and photos and videos of me to be used by High Rocks.

I understand that a copy of the Personnel Policy is available to me at all times on the High Rocks network in the HREC files at Staff/Personnel Policies/High Rocks Personnel Policy.

Print Name: _____

Signature: _____ Date: _____

Standards of Workplace Conduct

Updated 8/27/14

High Rocks strives to develop and maintain a pleasant, efficient, and fair work environment that fosters cooperation and understanding. All staff members are expected to be:

- On time and ready for work at the beginning of their workday
- Careful and conscientious in the performance of their work
- Working on their work, not surfing the internet or hanging out on Facebook
- Respectful and considerate with others
- Courteous and helpful when dealing with other staff members and with volunteers, supporters, and the general public
- Professional when representing High Rocks. While dress for work can be casual, when going to schools or representing High Rocks publicly, professional dress is required.

Additionally, here are some guidelines for success as a professional in our workplace:

1. Find joy in your work.
2. Keep your work space clean. You should be ready for a visit from a donor at any time.
3. Be a team-player. We can do more together than we can do alone.
4. Be solution-oriented. If you identify a challenge, be proactive in making sure we address it productively.
5. Leave things better than you found them.
6. Fix things when they break.
7. Work smarter, not harder.
8. Refrain from negative talk, gossip, or venting about co-workers. Your supervisor always has an open door for any frustration if you need to talk. This helps us keep a drama-free and productive team.

Key to remember:

- Return borrowed High Rocks property promptly
- Turn in all timesheets, receipts, evaluations and other paperwork promptly.
- Reimburse High Rocks for personal use of copier, etc.
- Help keep the lodge and other offices clean and welcoming. We collectively share the responsibility for cleaning here.

- Seek mentoring and opportunities for professional development and leadership. We want you to grow while you are here.

If you need to be absent from work for any reason, please call your supervisor before the start of your workday – ideally, the night before or as soon as you become aware of your situation. You also need to follow up by arranging coverage for your duties, and sending an email your supervisor and the rest of your staff detailing your absence, return date, and coverage plan for your duties.

Dress Code

Added 9/15/15

High Rocks involves working with the public and therefore the image that you convey through your personal appearance is a direct reflection on the organization. As such, we expect every employee to dress and present themselves in a neat and professional manner.

Employees and members are expected to present themselves in a professional manner at all times and the dress code is business casual.

Basic expectations related to everyday appearance and dress code include:

- Cleanliness of body, hair, teeth and nails is required for everyone.
- Clothing should be clean and neat, free of holes, stains, excessive wear and wrinkles.
- Jewelry, piercings, tattoos and other statements of personal style should be tasteful and not excessive.. Additionally, it should not present a safety hazard in the workplace.
- All clothing should fit well and not be excessively baggy or excessively tight.
- Shorts and skirts, if worn, should be of modest length.
- Clothing with the High Rocks insignia is generally acceptable work attire.
- Clothing with political messages, logos or images which are not High Rocks are not permitted.
- Blouses and shirts should fit well and not be too loose or too tight or show excessive cleavage or undergarments.
- AmeriCorps members must display an AmeriCorps logo in their workspace , and must wear an AmeriCorps logo on their person when away from their workspace at all times.

- /If you are unsure if an item is acceptable, it probably is not and you are encouraged to consult with your supervisor.

If you are/ working at camp, doing projects involving physical labor, or in the gardens, camping attire is appropriate. Please wear clothes you are comfortable getting dirty in.

Can I wear jeans? If you can make them look business casual, and/or pair them with High Rocks clothing, and they are clean and neat. You cannot wear jeans when you are working in the public schools.

Members who do not comply with this policy may be sent home to change at the discretion of the program staff or host site supervisor. If your supervisor feels your attire and/or grooming is out of place or unsafe, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

NOTE: If you AmeriCorps partner site has a dress code policy, the most strict policy will prevail.

Equal Opportunity

Updated 8/21/14

High Rocks is an equal opportunity employer. It is important to us to have a diversity of age, race, ethnicity, sexual orientation and class background on our staff.

Non-Discrimination Statement

Updated 12/11/13

High Rocks Educational Corporation views people from diverse backgrounds as partners, not just clients or recipients of services and does not discriminate against employees, volunteers, board members or the members, constituents, and students that it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, handicap, ancestry, sexual orientation, or any other characteristic protected by law.

Red Flags for Employees

Updated 9/22/15

The following are red flags that may trigger an automatic improvement plan or dismissal. These red flags are used by supervisors and supervisees to spot trouble signs of below-standard performance.

1. Not showing up to work
2. No call, no show.
3. Refusing to take on tasks.
4. Failing to follow through with tasks.
5. Lack of commitment to the mission.
6. Failure to follow the dress code.
7. Inappropriate or immature interactions with participants.
8. Negativity.
9. Personal use of social media at work.
10. AmeriCorps service prioritized below other jobs.
11. Failure to respond to emails.
12. Speaking negatively about the organization in public. Constructive, positive solution-oriented criticism is welcome.

“Automatic” Gold Stars

Updated 9/22/15

What does it mean to go above and beyond? Here are examples of Gold-star level performance actions (above standard) that should be celebrated.

1. Take, post, file and share GREAT photos.
2. Recruit new participants for your program.
3. Create, fund, and implement a self-initiated program or system.
4. Recruit and engage new volunteers.
5. Write and receive a grant.
6. Get public, positive recognition for your program, High Rocks, and AmeriCorps.
 - a. Press release/coverage/blogs, etc that are shared with us
 - b. Community, school, family and participant feedback to us about how great you are.
7. Recruit new donors.
8. Do something special to appreciate our donors and partners.

Conflict of Interest

Updated 10/10/09

We expect all employees to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict

of interest between the employee's interests and the interests of High Rocks. If you are unsure whether a certain transaction, activity (including outside employment), or relationship (including pursuing intimate relationships with co-workers) constitutes a conflict of interest, you should discuss it with your supervisor.

High Rocks is in many ways is like a big family – and often several members of the same family are involved with a project or program. It is vitally important to High Rocks that we recognize the amazing positive power of family energy in the High Rocks, while monitoring ourselves to keep conflicts of interest at a minimum.

Many times it comes down to a judgment call about whether or not participation in particular decision is a conflict of interest. If it's your family, it's clear. If it's your best friend or someone close to you, it isn't always so black and white. When in doubt, review it with the director. The director will discuss her potential conflicts with a board member.

As for the nuts and bolts of money, no member of High Rocks (including the board, director, committee members, staff, interns, volunteers and certain consultants) shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the person must announce the potential conflict, and be excused from the meeting until discussion is over on the matter involved.

The President or facilitator of the meeting is expected to make inquiry if such conflict appears to exist and the party has not made it known. (e.g. Sarah can't order meat from her farm, Susan can't hire her boyfriend, the President of the Board can't advocate purchases from his company). If you feel like there is a conflict of interest that may be happening, please discuss it with the director so that we can make sure your concerns are addressed.

Any member of the High Rocks board, staff, volunteer team or any committee shall refrain from obtaining any list of High Rocks contacts for personal or private solicitation purposes at any time.

Holidays

Updated 9/15/15

The following holidays are observed during the year:

President's Day
Easter Monday
Memorial Day
Independence Day, July 4
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day, Dec. 25
Day after Christmas, Dec. 26
New Year's Day, Jan. 1

Martin Luther King, Jr. Day is a "day on" at High Rocks.

Staff members and VISTA may count seven hours for each holiday in addition to any hours worked. (Part-time employees working 20 hours per week or more year-round will be pro-rated for paid holiday time whether they are salaried or hourly employees.)

For holidays that fall during scheduled paid vacation, just write vacation. You do not put any hours down for those days.

AmeriCorps Members will have the day off on these holidays, but on their timesheets will only count hours actually worked.

*Founder qualifies for pro-rated holidays even if working under 20 hours per week, while on salary.

Timesheets

Updated 9/15/15

Recording your working hours is important for High Rocks sustainability. All staff and AmeriCorps members must record their hours on their time sheet daily.

- Every staff member is given 30 minutes paid lunch daily, however, if they wish to take a walk during their lunch break then it will be extended to 60 minutes. Unfortunately AmeriCorps members are not allowed to count hours during their lunch break. This is an AmeriCorps regulation and not up to our discretion.

- Record time for college trips, weekend trips with students, and overnights as:
 - All time with students
 - 1/3 of time without students/resting, etc.
 - No time for sleeping
- Record time for conferences and retreats as:
 - All time spent at conference events
 - 1/3 of time for generally being stuck away from home
 - No time for sleeping
- Record all time spent with students anywhere (including on the phone or in the car). *Exception: Salaried Employees and Camp. If you are a salaried employee, record no more than 10 hours per day, averaged over camp. This is because after recording 10 hours per day for an entire week, you will have accumulated 30 hours of flex time, which is almost enough to have a week off during the scheduled Flex Break.*
- Time traveling to events and meetings is counted. Time traveling home is not. Please review special travel circumstances with the director prior to travel.
 - AmeriCorps Volunteers and Vistas are the exception to this rule and may count time traveling to and from events as hours.
- When in doubt about how to record your time, please ask.

The normal workweek is Monday through Friday. We keep our phones and office open between 10:00 a.m. and 4:00 p.m. Monday through Friday.

For Staff and VISTAs

Record any hours over 40 worked from Monday-Sunday as flex time accrued. If you are unable to complete the required minimum of 35 hours in a week due to one of the reasons described under Personal Use Time, and you have had this approved by your supervisor, record personal time used to get up to 35 hours. During scheduled flex time breaks or other times approved by your supervisor to draw down excess flex accrued, your timesheet will subtract the number of hours less than 35 that you work from your total flex time. Salaried part time prorate the above 40 and 35 hours.

During scheduled vacation, just write vacation, no hours, unless you are actually working during scheduled vacation. Any hours worked during vacation should go directly into flex time accrued. **There will be a total of 25 scheduled vacation days in the year, prorated for salaried part time. You**

are given a week at Thanksgiving, two weeks at Christmas, and 2 other weeks during the year.

Record 7 hours for each holiday if you work full-time, pro-rate if part-time more than 20 hours per week. (see holidays, below.)

For AmeriCorps Members

You are required to submit your timesheet online in the Oncorps system. Your timesheets will be checked by your supervisor and by the Project Director. The Project Coordinator will train you on use of the system, including classifying your time according to Direct or Indirect Service, etc.

For Hourly Workers

All overtime pay (over 40 hours in one week) is paid at time and a half, however, High Rocks is generally not in a position to pay time and a half for overtime work. All hours you work must be approved in advance by your supervisor, but in particular, please be aware that it is our general policy not to approve overtime work. If you feel that your supervisor is requesting you to work more than 40 hours in one week, please bring this to the attention of the Director so she can determine whether the situation justifies authorizing overtime pay.

Flex Time for Salaried Staff

Updated 9/1/10

Hourly employees and contract workers are not eligible for flex time.

Flex Time for Staff and VISTAs

Work schedules at High Rocks are based on organizational functions and individual job responsibilities, and vary by employee. The normal workweek for a full-time, year-round salaried employee is between 35 and 40 hours. You must work 35 hours. Any hours worked over 40 will be tracked as flex time.

The High Rocks salaried employees are responsible for fulfilling their responsibilities as outlined in their job descriptions and the organizational strategic plan. We recognize that we can accomplish our organizational goals and support employees' personal responsibilities by making it possible for you work a schedule that sometimes varies from your scheduled work week. The purpose of flex time is to help supervisors work with staff to avoid burn-out. We encourage you to use flex time when it can accommodate both personal and High Rocks needs.

Flex time guidelines are as follows: work must be suitable to flex time scheduling, the flex time schedule will not inconvenience coworkers, and you have your supervisor's prior approval. It is not the intent of flex time that all recorded hours will be necessarily used up by the employee. Employees are encouraged to review their flex time with their supervisor on a regular basis.

Staff will use flex time during scheduled breaks in early April, late May, and mid August. Employees may petition to use flex time for one other extended event during each fiscal year -- i.e. attending a family function, a special vacation, etc. Only under special circumstances may an employee accrue negative flex time, with prior approval from the Director.

On August 31st, at the end of our fiscal year, flex time will go to zero for all employees. Any exceptional cases will be reviewed individually. No employees will be paid for unused flex time when they leave High Rocks.

For AmeriCorps members

You do not use the flex time system, but the spirit of the flex time system still exists for you. You are required to give a minimum of 1700 service hours in a year. If you are ahead on your hours, you may ask for time off, following the same flex-time guidelines outlined for staff above.

Personal Use Time (Sick Time)

Updated 9/15/15

Staff and VISTAs

We recognize that we all have responsibilities outside of work.

Furthermore, we want to offer our employees some protection against loss of income due to personal, family or household member illness. Therefore, in lieu of sick time, High Rocks provides regular employees and VISTAs with personal use time off from work to be used for any of the following:

- Personal illness or injury
- Family or household member illness or injury
- Funeral
- Appointments (routine or otherwise that cannot be made outside work hours)
- Wellness
- Observance of personal, religious, or ethnic holidays. (Employee birthday, anniversary, Valentine's Day, Chinese New Year, St.

Patrick's Day, Good Friday, Yom Kippur, Cinco de Mayo, Rosh Hashanah for example)

Accrual:

All regular staff members will be given 15 days personal use time at the beginning of the fiscal year. All new staff members will be given 5 days personal use time for their first three months, and remaining 10 days upon completion of three months work. For employees beginning or leaving mid-fiscal year, personal use time will be prorated (at the rate of 7 hours per month.) Part-time positions who are working 20 hours per week are eligible for pro-rated personal days and family leave.

If an employee leaves the company, they forfeit their personal use time.

*Founder will be eligible for pro-rated personal time even if working under 20 hours per week, while on salary.

Use:

The intention of personal time is to serve as a “cushion” for when employees cannot work their normal hours due to personal circumstances. Therefore, personal use time is not to be used as vacation time, and Personal use time is not to be used when an employee already has in excess of 35 hours worked in a given week –i.e., you cannot convert personal time to flex time. Exceptions to this policy can be made on a case-by-case basis by the Director (for example if an employee is prevented from building up flex time for an upcoming scheduled break because they have needed to be at doctors appointments or family/household situations).

Guidelines:

When an employee realizes that they will need to use personal use time in the near future (funeral, appointment, etc.), they will notify the Director and their supervisor in advance **by phone**. If something unexpected comes up (waking up with the flu, car with 4 flat tires and a fuel leak), they will notify the Director and their supervisor ASAP, but always before the start of the work day. This notification will include an estimate of when they expect to return to work as well as a plan for further check-ins to confirm or clarify that expectation. **The employee should call first and then also send this notification in an email, including the reason for the absence and expected return date, so that it will be easy for their supervisor to refer to in planning for coverage during the employee's absence. It is the responsibility of the employee to arrange for others to cover the duties they would have**

been responsible for performing during the time they will miss. If the nature of the absence prevents this, the employee should inform their supervisor of this and list those duties in the email if possible.

Wellness use is not to be used for routine wellness (e.g. taking a weekly yoga class), but to recognize that sometimes a day of prevention is worth a week of sick days. If you are unclear about whether you can use personal use time for a particular situation, it is your responsibility to clarify with the Director in advance.

At the end of the fiscal year, you may donate any unused personal use time to the employee personal use pool. In circumstances of medical emergency or catastrophic illness, the Director has the authority to grant additional time from the personal use pool (pup), after meeting with the staff to discuss the situation. The cap for the employee personal use pool is set at 45 days.

Maternity/**Paternity** leave – an additional workweek (35 hours) of Personal Use Time will be granted (35 hours)

Bereavement leave - All employees will be granted an additional workweek (35 hours) of Personal Use Time for the loss of a spouse/domestic partner, parent, parent-in-law and child / step-child. For other family members, (grandparent, grandchild, aunt, uncle, niece, nephew or sibling; or spouse's/domestic partner's grandparent, grandchild, aunt, uncle, niece, nephew or sibling), an additional three days (21 hours) of Personal Use Time will be granted.

For AmeriCorps members

If you have an occasion where you are sick or need to take care of something during work hours, you may ask for time off following the personal use guidelines above. You must complete 1700 service hours in a year, regardless of any health conditions.

If you have a baby, we will work with you to have a period of at least 2 weeks that you can stay home with your new baby and still complete your 1700 hours.

Vacation

Updated 9/1/14

Staff and VISTAs: The High Rocks staff work year is scheduled in concert with our fiscal year, and includes 5 weeks of scheduled paid vacation for full time personnel: one week over Thanksgiving and four weeks over Christmas (from the second week in December through the first week in January). This schedule was developed for programming staff. For staff whose duties are primarily in administration, they have vacation scheduled for one week over Thanksgiving, two weeks over Christmas, and two other weeks during the year. It is important that our admin staff is never out of the office for more than 2 weeks at a time.

All staff should discuss their individual vacation plans with their supervisors, who can grant variances in scheduling, with approval from the Director. Although there are two holidays during Thanksgiving week, it is still considered an entire week of vacation, so if someone were to reschedule that particular week, they would only get three days off (or prorated equivalent) since holidays cannot be rescheduled.

For part-time salaried year-round positions that are more than half time, the time will be pro-rated. Part-time hourly positions do not qualify for paid vacation time. This vacation time is already accounted for in your rate of pay.

*Founder will be eligible for pro-rated vacation time even if working under 20 hours per week, while on salary.

There is no pay-out for vacation if you leave the organization.

AmeriCorps: Although you cannot receive paid vacation, we have scheduled breaks for you during the year that will still allow you to accrue 1700 service hours. See the High Rocks annual calendar for your scheduled breaks.

Retirement Benefits

Updated 9/1/10

Permanent employees will have retirement accounts set up through High Rocks after one year of employment. Eligible employees have worked 12 months, a minimum of 1000 hours (average 20 hr/week), and completed the necessary paperwork.

High Rocks offers 401(K) Safe Harbor Retirement Plans with American Funds, administered through PAi. Goodlife Financial in Green Bank, WV is our insurance agent and can provide additional counseling and advice on

your retirement benefit. High Rocks will contribute 3% of eligible employees salaries at the end of every fiscal year.

Additionally, High Rocks will match 100% of employee's contributions to their 401(K) retirement account up to 3% of employee's salary. If you contribute 2%, High Rocks will contribute 5% (3%+2% match). We strongly recommend that employees take advantage of this great way to double their retirement savings at no cost to them.

All benefits, except health coverage, will be prorated according to the percentage of time worked for salaried, year-round employees, except as noted in this policy.

Health Benefits:

Updated 9/1/14

Staff: High Rocks will make every effort to provide long-term, permanent, full-time, year-round employees with reasonable benefits, including contributions toward health insurance and retirement. These benefits are necessarily dependent on funding availability, and will be negotiated on an individual basis with employees each year as part of an overall job offer. Levels at which these benefits can be provided will be based on the board-approved High Rocks budget for that year.

Both salaried and hourly full-time, year-round employees are eligible for coverage through the group health insurance policy or they may opt for a monthly contribution towards offsetting premium costs through a spouse or other family member, deductibles, and/or medical expenses. The Affordable Care Act defines full-time employees as employees who work 30 hours per week. For hourly employees, the 30 hour per week benchmark is based on an average over the year. Seasonal workers are not eligible for health benefits. AmeriCorps volunteers are eligible for coverage through the AmeriCorps health plans.

High Rocks offers a group plan option for eligible staff employees. Our plan is the Highmark Blue PP0 (Preferred Provider Organization) 1000 plan. For health insurance purposes, full-time employees become eligible first day of the month following 30 days from full-time hire date. Seasonal workers are not eligible for coverage through the group policy. High Rocks will contribute 80% toward employee's premium only. Spouses and family members are eligible for coverage from a payroll deduction from the

employee's salary. High Rocks cannot subsidize coverage for family members. Plans may change on an annual basis.

Health insurance provided by High Rocks will begin the first day of the month after hire, provided the employee has completed necessary paperwork. Employees may add spouses or dependents to HR's group plan; **the full premium for family additions will be withheld from the employee's paycheck.** Dependent premiums are subject to payroll taxes.

High Rocks offers up to \$250/month of reimbursable health expenses for eligible employees health care costs (premiums, deductible, and/or medical expenses) that do not opt in to the group policy. This is a good option for employees who can be insured through their spouse or parent or are eligible for Medicare or Medicaid.

Employees who have worked more than 10 years with the organization may be eligible to receive health benefits when they are less than full-time and transitioning to retirement.

AmeriCorps: Members who qualify for Medicaid will sign up with the WV Medicaid office for health coverage. High Rocks offers health insurance coverage that meets federal standards for compliance with the AmeriCorps program for members who are not eligible. This is a group plan with Corps High Rocks pays 100% of these premiums.

Other AmeriCorps and VISTA Benefits

See your AmeriCorps member contract for details on your health insurance, loan deferral, child care, and education award.

VISTA Benefits

Contact your VISTA supervisor for details on your health insurance, loan deferral, child care, and education or cash award.

Federal Student Loan Forgiveness

Updated 1/29/15

By working at High Rocks, you may qualify for the Public Service Loan Forgiveness program. Do not put your loans in deferment if you want monthly low-income payments to qualify. If you are an AmeriCorps

volunteer, you can use your award to make monthly payments instead of one lump payment.

The following information and more details can be found here:

<https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service#page>

The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, borrowers may qualify for forgiveness of the remaining balance of their Direct Loans after they have made 120 qualifying payments on those loans while employed full time by certain public service employers.

Qualifying employment is any employment with a federal, state, or local government agency, entity, or organization or a not-for-profit organization that has been designated as tax-exempt by the Internal Revenue Service (IRS) under Section 501(c)(3) of the Internal Revenue Code (IRC). The type or nature of employment with the organization does not matter for PSLF purposes. Additionally, the type of services that these public service organizations provide does not matter for PSLF purposes.

A private not-for-profit employer that is *not* a tax-exempt organization under Section 501(c)(3) of the IRC may be a qualifying public service organization if it provides certain specified public services. These services include emergency management, military service, public safety, or law enforcement services; public health services; public education or public library services; school library and other school-based services; public interest law services; early childhood education; public service for individuals with disabilities and the elderly. The organization must not be a labor union or a partisan political organization.

- You must make 120 on-time, full, scheduled, monthly payments on your Direct Loans. Only payments made after October 1, 2007 qualify.
- You must make those payments under a qualifying repayment plan.
- When you make each of those payments, you must be working full-time at a qualifying public service organization.

Only loans you received under the William D. Ford Federal Direct Loan (Direct Loan) Program are eligible for PSLF. Loans you received under the Federal Family Education Loan (FFEL) Program, the Federal Perkins Loan (Perkins Loan) Program, or any other student loan program are not eligible

for PSLF. If you have FFEL Program or Perkins Loan Program loans, you may consolidate them into a Direct Consolidation Loan to take advantage of PSLF.

For Income-Based Repayment and Pay As You Earn, discretionary income is the difference between your income and 150 percent of the poverty guideline for your family size and state of residence. For Income-Contingent Repayment, discretionary income is the difference between your income and 100 percent of the poverty guideline for your family size and state of residence. The poverty guidelines are maintained by the U.S. Department of Health and Human Services and are available at www.aspe.hhs.gov/poverty.

Income-Driven Repayment Plan	Payment Amount
IBR Plan for those who are not new borrowers* on or after July 1, 2014	Generally 15 percent of your discretionary income, but never more than the 10-year Standard Repayment Plan amount
IBR Plan for those who are new borrowers* on or after July 1, 2014	Generally 10 percent of your discretionary income, but never more than the 10-year Standard Repayment Plan amount
Pay As You Earn Plan	Generally 10 percent of your discretionary income, but never more than the 10-year Standard Repayment Plan amount
ICR Plan	The lesser of the following: <ul style="list-style-type: none"> • 20 percent of your discretionary income or • what you would pay on a repayment plan with a fixed payment over the course of 12 years, adjusted according to your income

AmeriCorps Service Hours: How much do I serve?

Updated 9.15.15 sjbkr

AmeriCorps members must serve, on average, 75-80 hours per pay period.

If you don't submit your time sheet, we cannot pay your living stipend, since we don't know if you served during that pay period. If you don't submit your timesheet for 30 days, we'll suspend you.

Protecting members and protecting High Rocks: If you are not able to meet the minimum benchmarks below, you will be suspended. These numbers are based on completing a minimum of 1750 hours for the year. This protects members in the event that the Corporation later disallows some of your hours so that you will not fall behind the minimum 1700 and be liable for repaying your education award. This also protects High Rocks, because if members don't meet their 1700 minimum hours for the year, High Rocks could be liable for repaying a portion of your living allowance to the corporation.

Suspension: Suspension means that you don't get a living allowance and you don't count hours towards your total. You come back when you are ready to be full-time again. If you are suspended, you may have extra pay periods added to your potential year of service time to help you finish your 1750 hours and get your education award.

Working ahead and banking time: We encourage you to sign up for or create trips, conferences, weekend community events, and other time-intensive, high-quality activities early in the year. While helping the community and the people you are serving, this will also allow you to build up a "bank" of time that you can use later in the year if you are ill or you want to take a vacation. If you are 75 hours ahead of your benchmark, you can plan to take time off.

The 40 hour week: You should plan your year for 40 hour weeks. 40 hour weeks will earn you approximately a week for seven weeks of work. That's a week vacation every two months! Remember, you can only take this vacation time if you are 75 hours ahead of your benchmark.

If a member starts late, you will make a written plan with the AmeriCorps coordinator at the beginning of your service to catch up on your hours.

All members are expected to serve at least 20 hours a week through the end of their term of service, unless they have scheduled an approved vacation with their supervisor or they exit the program early.

AmeriCorps members must log time in each pay period, or they are not eligible for a living stipend.

Holiday vacation: In order to have 1 week off for Thanksgiving and 2 weeks off over Christmas holidays, you will have to serve 40 hour weeks every week from your start date until your vacation.

What if I'm sick or have other medical issues? As long as you are at your benchmarks or ahead, you will not be suspended for being sick and needing to take a day off to recover from a cold or a migraine. Just let your supervisor know you aren't able to come to work. Make sure you make a plan for still making sure you are at or above your benchmark for that pay period.

If you have a known medical issue coming up (having a baby, surgery, etc.) be sure to work ahead to cover yourself for this time so that you will not fall behind and be suspended. If it works better for you, you can also ask to be suspended for medical reasons for a pay period or multiple pay periods. In order to be voluntarily suspended for medical reasons, you need a doctor's note.

Living Stipend: If for any reason your living stipend is disallowed from AmeriCorps after it is awarded to you, you will be required to pay back that portion of your living stipend to High Rocks.

The Pacing Guide: This is a safety-net plan to ensure that you are able to work consistently towards successfully completing your service goals and receiving your well-deserved education award. Thanks for your service.

Pay Period	Standard Benchmark Hours	Reference Pay Period End Date for members starting Sept 16 who have never been suspended	Customized Hours Benchmarks for late or early starters	Your reference dates (complete and update yourself.)
Pay Period 1	75	Sept 30		
Pay Period 2	150	Oct 15		
Pay Period 3	225	Oct 31		

Pay Period 4	300	Nov 15		
Pay Period 5	375	Nov 30		
Pay Period 6	450	Dec 15		
Pay Period 7	525	Dec 31		
Pay Period 8	600	Jan 15		
Pay Period 9	675	Jan 30		
Pay Period 10	750	Feb 15		
Pay Period 11	825	Feb 28		
Pay Period 12	900	Mar 15		
Pay Period 13	975	Mar 30		
Pay Period 14	1050	Apr 15		
Pay Period 15	1125	Apr 30		
Pay Period 16	1200	May 15		
Pay Period 17	1275	May 30		
Pay Period 18	1350	June 15		
Pay Period 19	1425	June 30		
Pay Period 20	1500	July 15		
Pay Period 21	1575	July 31		
Pay Period 22	1650	Aug 15		
Pay Period 23	1725	Aug 30		

Mentoring and Training

Updated 9/1/10

High Rocks encourages the growth and development of everyone who works here.

New employees or national service volunteers will be matched with a staff or community mentor, whom they will meet with monthly during their first year at High Rocks.

We strive to connect staff and AmeriCorps to meaningful training and learning exchange opportunities. Although our budget is limited, employees and members are encouraged to seek out ongoing education.

AmeriCorps members are required to complete the Mountain State Leaders curriculum during their term of service.

Performance Evaluation

Updated 9/15/15

Staff and VISTAs

The director will evaluate all staff annually. The purpose of this evaluation is to promote growth and development of staff members, as well as healthy organizational feedback systems. Staff will complete a self-evaluation and meet with their supervisor to discuss their self-evaluation. In this meeting, the director will add his/her input to the self-evaluation, which will be signed by all parties and placed in the employee's file.

Director

The director will complete a self-evaluation annually. Board member and staff members will give simultaneously give feedback on the director's performance. The board personnel committee (in charge of evaluation of the director) will review these three documents and meet with the director to discuss these evaluations.

AmeriCorps Members

AmeriCorps members will be evaluated by their supervisors with midterm and final evaluations.

Harassment

Updated 10/10/09

High Rocks does not condone and will not permit any form of harassment or discrimination on the basis of an employee's sex, race, national origin, religion, physical handicap, or sexual orientation (or on account of any other protected status). Sexual harassment is also prohibited. This policy applies to staff members, supervisors, outside vendors, guests, board members or any other individual working with High Rocks. If such an incident occurs it should be immediately reported to the Director.

Media Use

Updated 9/15/15

High Rocks asks all employees and members to help us get the word out about our exciting work, including allowing us to use your photograph, writing you have done as part of your job, etc.

At no time may employees communicate with outside parties or the media on behalf of the organization or regarding High Rocks related information without prior permission of the marketing coordinator, development coordinator, or executive director.

Confidentiality Policy

Added 9/15/15

Respecting the privacy of our students, donors, and volunteers is a basic value of High Rocks.

Personal and financial information is confidential and should not be disclosed or discussed with anyone outside of the organization without permission or authorization from the Executive Director.

Employees, volunteers and board members of High Rocks may be exposed to information which is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after employment or volunteer service.

Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Board members and employees of High Rocks will not disclose confidential information belonging to High Rocks to any person, including their relatives, friends, and business and professional associates, unless High Rocks has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Open Door Policy

Updated 10/10/09

High Rocks has an open door policy that encourages employee and AmerCorps participation in decisions that will affect them and their daily professional responsibilities. We also encourage employees and

AmeriCorps members who have job-related problems or complaints to talk them over with their supervisor. If for any reason, this is inappropriate, workers may speak directly with the director. No worker will be penalized for raising a concern in good faith.

Grievance Policy

Updated 10/10/09

If an employee or AmeriCorps member has a concern or grievance that they are not comfortable handling in an informal, open door manner, the employee may address this grievance in a letter to their supervisor. Copies of this letter may also be sent to the director and/or the board president. Grievances must be filed within one year, but we strongly encourage you to file the grievance within 60 days so that your concerns can be dealt with in a timely manner. Formal staff grievances will be addressed in a letter from the director within 10 business days. Please consult with the director for guidance through this process.

If an employee has a conflict with the director, a serious concern about the judgment or leadership of the director, or would like to challenge the results of a performance evaluation, they may appeal for a hearing and review from the board personnel committee (who is responsible for the annual evaluation of the director) by writing a letter and sending copies of it to the board committee and the director.

The personnel committee will respond to the appeal within 10 business days by interviewing all parties concerned, mediating a discussion between the parties, and rendering a judgment on the appeal. The appeal hearing must happen within 30 days, and a decision must be reached in 60 days. For grievances concerning AmeriCorps members, if no decision is reached within 60 days, you must have a neutral arbitrator agreed on by both parties to complete the process.

Employee Protection (Whistleblower) Policy

Updated 10/10/09

High Rocks values the laws, regulations, and public policies designed to protect the health, safety, and welfare of our employees and our students and protection of the environment. Legal compliance is our goal: High Rocks will adhere to all laws and regulations that apply to the organization.

If any employee reasonably believes that some policy, practice, or activity of High Rocks is in violation of law, a written complaint must be filed by that

employee with the director or the Board President. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of High Rocks and provides High Rocks with a reasonable opportunity to investigate and correct the alleged unlawful activity. If the board or director do not take action, the employee may report the violation to the appropriate authorities. High Rocks will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of High Rocks, or of another individual or entity with whom High Rocks has a business relationship. (It's dry stuff, but it's important.)

Voluntary Termination of Employment

Updated 9/1/10

Any staff member may voluntarily resign from High Rocks. We will also consider that you have resigned if you fail to report to work without notice for four consecutive days. If you decide to resign from your job, High Rocks would prefer to have sufficient lead-time to find a qualified replacement. While we prefer that you notify us two months in advance, we do require that you give a minimum of two weeks' notice to the director.

Failure to give and serve notice will result in a negative job reference.

AmeriCorps members – it is important for you to know that if you resign you lose your education award and your incomplete year still counts as a year of service. It is also important to know that if High Rocks does not maintain 80% retention of members through to the end of the year, our entire AmeriCorps project will be in serious jeopardy. Resigning before your end of service year will also negatively impact your job reference from High Rocks.

Involuntary Termination of Employment

Updated 9/15/15

High Rocks reserves the right to terminate any employee or AmeriCorps member at any time. Generally, when an employee is believed, in the opinion of her or his supervisor, to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, the employee will be given an opportunity to improve his or her performance or behavior to an acceptable level by means of a formal disciplinary action process.

However the following list, though not complete, gives examples of behavior that can result in immediate termination of employment: breaching confidentiality, unauthorized use or dissemination of proprietary information, theft, lying, knowingly exposing others to highly contagious outbreaks without their knowledge, walking off the job without supervisory approval, falsifying or altering records or time sheets, refusing to perform a work-related duty when directly instructed to do so by a supervisor or the director, drug or alcohol use on the job, being convicted of or charged with a violent felony, possession, sale, or distribution of a controlled substance, or knowingly creating an unsafe, hostile, or disrespectful work environment.

Job Cutbacks and Layoffs

Updated 10/10/09

Given the realities of the nonprofit sector, cutbacks or job reductions may be unavoidable due to changes in programs, funding, or forces beyond our control. High Rocks will strive to minimize the negative impact on current employees if a reduction in the workforce becomes necessary. When determining which regular employees are laid off, the director will give consideration to such factors as the following: voluntary reductions in staff size, performance evaluations, length of service, job specialty, responsibilities and special skills, and supervisory input.

Working with our Students: Appropriate Boundaries

Updated 10/10/09

High Rocks employees are powerful role models for our young people. As role models, we are helping students find their own voices and opinions. It is not our purpose to indoctrinate them to social or political agendas.

Staff are great role-models for High Rocks students. We work very closely with the students. Due to the unique nature of our program, you can find yourself in more intimate situations with students than a teacher or a case worker would. It's important to be careful. If you're doing tuck-in's and you can do it with two staff together, please do. If there's a communal shower you need to use on a trip, use a robe or a towel – don't get naked in front of the students. If we're making trashbag dresses, think ahead and wear shorts and a sports bra. You get the idea. It's also really important to make sure that students are comfortable in these situations. For example, at the showers you might say, "Hey, if anybody's not comfortable with these showers, come talk to me." You could make a shower schedule that would allow students more privacy.

For advice on helping students navigate sexual orientation or being a couple at High Rocks, please see our Dealing with Sexual Orientation Policy, a work in progress by students, interns, and staff.

It is important to us to have a diverse group of students in all of our programs. Be sure to check in with students about how they are feeling.

Furthermore, High Rocks prohibits employees from inappropriate social behavior with any participant served by our program at any time. Inappropriate social behavior includes, but is not limited to drinking, illegal activities, and risky behavior. Although many of our employees are college-aged, we strongly encourage employees not to fraternize in social groups that the students are a part of. For example: It is fine to be in an exercise group that students are a part of but not fine to hang out in tailgate with students after a ballgame.

Child Abuse

Updated 8/27/14

We are mandated reporters of child abuse, as is every adult in the state of West Virginia. If you are aware of a child who is actively being endangered, you must report it to your supervisor who will discuss it with the Director and report it to Child Protective Services.

Safety

Updated 10/10/09

When working at camp, employees may be required to take first aid or food handler's courses, as we make sure that selected current members of our staff are first-aid certified and health-department compliant.

In order to help ensure the safety of all students and staff, High Rocks staff will keep first aid kits accessible and regularly update our safety protocol.

Drugs and Alcohol

Updated 8/27/14

High Rocks is firmly committed to promoting high standards of health, safety, and efficient service in our employees, our students, and our community. We need a workforce that is mentally, physically and emotionally ready for the challenges of this work: teaching, mentoring, and

generally maintaining a high standard of independent work. We support our employees to seek help when they need it, including diagnosis, treatment and/or therapy. However, if you are struggling with illness or addiction there may be times when the proximate cause of poor job performance is that illness or addiction. Poor job performance is grounds for dismissal. We have found it is difficult or impossible for employees to focus on themselves for their own recovery while working with students, and that students' progress and growth can be hampered when they are not surrounded by a sound staff.

Under the Drug-Free Workplace Act, we maintain a work environment free from the effects of drug abuse and educate our employees about the dangers of drug abuse in the workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Violation of this prohibition is grounds for immediate dismissal. If you know you have a problem, please talk to the director about counseling or a rehabilitation program prior to being in a disciplinary situation. If you do seek treatment for addiction or abuse, we support you to take positive steps in your life while simultaneously being careful guardians of the trust given to us by the students and their parents. Such an employee will make a contract with the director outlining your plan for continued success, including a plan to check in with director about the plan on a regular basis. If you do not or cannot follow your therapy/medical plan, the director may ask for your voluntary resignation.

Employees will notify the director within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. "Workplace" includes any locations owned, operated or controlled by High Rocks, whether the employee is on or off duty, and any other locations while on duty where High Rocks business is conducted, including traveling on High Rocks time to or from such work locations.

High Rocks is a smoke-free, **vape-free, tobacco-free** campus.

Receipts, Mileage, Reimbursements, Petty Cash, & In-Kind Donations

Updated 10/19/09

All purchases should be approved in advance by your supervisor or as part of a portion of the budget over which your supervisor has given you authority. We depend on receipts to keep track of the business of High Rocks and to report to our grant-making partners. You will be held

personally responsible for any expenses that are not approved or for which you fail to turn in a receipt.

If you use the EZ Pass, record it in the van log. You don't need a receipt (that's the whole point).

You can find all the office forms you will need for reporting on mileage, reimbursements, petty cash and in-kind donations (as well as credit cards, discussed in the next section) in the color-coded folders next to your mailbox. Please submit all mileage, reimbursement and in-kind donation forms weekly. High Rocks will issue you a check within a month of receiving your forms. Petty cash forms should be submitted the same day if possible, the next business day at the latest.

Mileage: Employees should drive company vehicles on company business, unless one is not available to you.

Employees who must use their own automobiles for travel on High Rocks business because a company vehicle is not available shall be reimbursed for mileage at the current High Rocks rate.

If there is a company vehicle available, you can take your own vehicle, however, High Rocks will only reimburse you for fuel costs, not for mileage.

Unfortunately, in your personal vehicle, you will not be covered under the High Rocks insurance plan if there is an accident. Your insurance will be primary and High Rocks insurance will only kick in as secondary insurance, once your insurance is maxed out.

Reimbursements: High Rocks expenses paid for with your personal money should be turned in for reimbursement by filling out a reimbursement sheet and attaching your receipt.

Other expenses: When purchasing something for High Rocks that must be pre-paid by check, please provide a bill for the exact amount and submit to the office manager two weeks before you need to have the check. You can also use the petty cash system for these purchases.

Petty Cash: Money from petty cash will be dispensed only by an authorized check signer of High Rocks. You will receive an envelope with

cash and a petty cash form; all change, receipts for every purchase, and the completed petty cash form must be returned to the authorized check signer in the envelope as soon as possible.

In-Kind Donations:

You are responsible for recording in-kind donations as well. If you are aware of an in-kind donation but are not the coordinator of the program associated with it, please ask the coordinator if you can help out by completing the form. Please fill out an in-kind donation form, provide donor contact information, and attach the receipt, if applicable.

Company Credit Card: Rules

Updated 7/13/13

Some employees, VISTA and AmeriCorps Members will be eligible for company credit cards.

All charges should be pre-authorized by the director, and be in your programming budget.

High Rocks expenses purchased with a company credit card must be documented by filling out a Credit Card Receipt form and attaching your receipt. Credit Card Receipt forms should be submitted weekly.

Misuse of credit cards or failure to turn in receipts will result in your credit card privileges being revoked. You will be held personally responsible for any unauthorized charges and for any charges for which receipts are not filed. You must pay this money back to High Rocks before your next payroll can be released. You can write a check to High Rocks that will be debited simultaneously with your paycheck deposit.

Owning a wallet or reliable wallet alternative and keeping your card in a secure location is a requirement of the privilege of being issued a card. By placing your card in a wallet it will be less likely to be misplaced, slip out of your pocket unnoticed, washed or otherwise damaged. Additionally, you should place all receipts in your wallet immediately upon obtaining them; never place them simply in your pocket, or in the bag with your purchase.

If your credit card is stolen or destroyed due to some horrific disaster, (because we all know that you are a responsible individual and would *never*

lose such an important item) you are to contact the **Business Manager** as soon as possible.

No one is to lend their credit card to anyone else. If someone asks you to borrow your card just say you're not allowed to lend it.

- The one exception for staff who are currently authorized to have a credit card, if their budget allows them to make a purchase that won't fit on their credit card, they can borrow a card from their supervisor, but it is your responsibility to use the credit card promptly and return it to your supervisor as soon as possible. For example: If you were approved to hire a musician for your event and it is going to cost \$700 but your credit card's limit is \$500 then you would need to borrow your supervisor's card.

You can check the balance on your credit card by calling the 800 number on the back, if you prefer not to keep a register. The Office Manager pays the bill they send at the end of each month, but it only includes charges that were made by the 5th of that month. If you find you are approaching your limit, let the Office Manager know and she can make a payment for you at any time for receipts you have submitted, otherwise it will be declined at the register if it goes over your budget. However, if it is declined for a large amount you may be able to make a smaller purchase.

Professional High Rocks Vehicle Use

Updated 4/10/13

Please use High Rocks vehicles for High Rocks business whenever possible. (See the mileage section for more details.) Without our vehicles, it would be impossible for us to have the programs we have. Please treat them as professional property that you are responsible for returning in equal or better condition every time you take a trip. We need them to last, in good condition, for as many years as possible.

No one is allowed to use a High Rocks vehicle unless they are employed by High Rocks half-time or more, and High Rocks is their primary work site. AmeriCorps members stationed at partner sites are not eligible.

Before driving a High Rocks vehicle or High Rocks students/participants you must 1) have graduated from high school, have a GED and be 18 and out of school, or be 21, 2) have a current driver's license on file with High Rocks, and 3) complete a driver's safety orientation with High Rocks

vehicle coordinator for the particular vehicle you will be driving (van, civic, truck, riding mower, etc.). Additional training is necessary if you will be driving in snowy or icy conditions or up the more rugged road to the campground. You must be a certified driver for a specific vehicle in order to sign that vehicle out.

To use a vehicle, you must sign-out the vehicle with a High Rocks staff member. This means that 1) you must plan to sign-out the keys ahead of time, 2) you must get a High Rocks staff member to obtain the keys from the petty cash-box and 3) you must complete the sign-out form in the petty cash box which includes your name, dates/times you are taking and returning the vehicle, and initialing when you take and return the vehicle keys.

If you find that someone else has already reserved the vehicle, talk to staff about which trip should have priority for that vehicle at that time, and which vehicle would be a good option for the second trip.

Drivers need to drive under the speed limit. Drivers and passengers must wear seatbelts at all times including in your personal vehicle if students are present.

Before starting your trip and before exiting the vehicle upon return, keep the vehicle log by recording starting and ending mileage, destination, program (including county if applicable), and driver's name, as well as any notes about vehicle performance. You are personally responsible for cleaning out the vehicle, including bringing in and putting away supplies, cleaning trash out and wiping the interior down with the cleaning wipes provided in each vehicle after each trip.

Vehicles should be returned CLEAN and with a gas tank that is MORE than half full. Upon return, please park all High Rocks vehicles in the corner spaces across from Virginia's house.

You MUST return to the vehicle to the High Rocks lodge immediately after using it; do not keep the vehicle at your house for a couple of hours or overnight. In extenuating circumstances only, exceptions can be made by your supervisor but must be pre-approved. Exceptions can only be made if you ensure with your supervisor that no other staff or AmeriCorps member needs the vehicle for a High Rocks related purpose the next day.

Ask a staff member to access the cash box so you can return the keys and sign-in the vehicle. YOU are responsible for ensuring the keys are returned to the cash box; you cannot hand them to a staff member or other AmeriCorps member and ask them to do it for you.

As a driver you are responsible for reporting mechanical problems or maintenance needs via the vehicle log. If there is an issue that should be addressed immediately, please report it to the vehicle coordinator by email in addition to noting it in the log so that more prompt attention can be given. Urgent issues should also be noted in the binder to alert others reserving the vehicle.

Riding Mower: All sticks and rocks need to be picked up before mowing with mower. Safety video is part of the required training for the riding mower. Must be kept in shed or covered after each use.

Driving Tips: Vans should be down shifted going down hills (i.e. Droop) in winter or in wet weather; be sure this has been covered in your training if you anticipate driving in such conditions, so you can understand appropriate speeds for the lower gears. All vehicles should go under 10 mph up the hill to the campground or on driveway. All vehicles should drive under 20 mph down Thompson Road to highway (due to blind curves and thrill-seeking chipmunks). Do not drive the civic over any surface uneven enough to cause the potential of bottoming out.

Personal Responsibility: In the unlikely event that you get a parking ticket, speeding ticket, or other traffic violation, you will be personally responsible for paying the ticket. Never operate High Rocks vehicles while under the influence of alcohol, even if you are under the legal limit.

If you do not respect the vehicle cleaning, general care, or speed guidelines, driving privileges may be revoked.

Interns: We know that every intern is not a car owner and we do not want to make our internship exclusive to car owners (but we strongly encourage interns with driver's licenses and 6+ months of substantial driving experience.) Interns will be approved for one weekly group shuttle to one grocery store when camp is not in session. You are expected to collectively pay the personal use rate for this shuttle. Interns will be approved to use a High Rocks van to provide a group shuttle to work at the earliest time the first intern needs to be at work and a return shuttle at the time the last intern is done with work. High Rocks vehicles are not to be used

recreationally. High Rocks vehicles will be used exclusively for camp use when camp is in session. Interns should arrange rides or carpools for nights off during camp.

Learning to Drive: High Rocks vehicles should never be used to teach someone how to drive. We can't afford it. Sorry!

If You Wreck a High Rocks Vehicle

2/10/14 sjbkr

If you are not at fault: High Rocks knows that the bottom line is that we have to eat the deductible for our vehicles under these unfortunate circumstances. If a deer runs out and smashed into the van (or other “acts of nature” that would be generally covered under comprehensive insurance claims), if someone hits you while you were driving and you banged up a High Rocks vehicle (or other circumstances when collision insurance would cover you AND you were not at fault,) we deeply appreciate any contribution towards our insurance deductible that you can make. However, these contributions are entirely voluntary.

If you are at fault: If you wreck a High Rocks vehicle, you should expect to lose your driving privileges and to cover the full cost of the repair or the full cost of the deductible, whichever is less. If the vehicle is wrecked because of your negligence, a poor choice you made (driving the civic through horse fields, scraping the side of the van when you were driving it down the driveway when it was too icy to be safe, backing into ditches or poles, popping tires on the way up to the campground, etc.) you are responsible for paying the full amount of High Rocks' cash cost (repair or deductible)

Personal Vehicle Use

Updated 7/15/13 sjbkr

It is no secret that our High Rocks vehicles are heavily used and incredibly valuable to our year round programs. In order to balance heavier usage and increasing programming needs with a desire to maintain the benefit to staff of personal use of company vehicles during times of need, we have decided to modify our policy regarding personal use of the High Rocks vehicles effective 3/1/13.

The reimbursement rate to High Rocks for personal use of the High Rocks vehicles is increasing to .55 cents per mile.

You must pay for your personal use prior to the trip (like a security deposit). High Rocks will reimburse you if you deposit more money than your trip ends up costing per the personal vehicle use calculation. If you end up having to travel further than you expected, you need to contact Susan or your supervisor again to approve the extension. Your mileage payment is due immediately upon your return, or you will lose your financial privileges to petty cash and credit card use immediately.

Fill out the van log like any other trip, but write “PERSONAL” in the “Reason for Use” spot. You must also fill out the office form entitled “Personal Use of High Rocks Vehicle” and put that in the bill payer’s mailbox.

There is a 150 mile cap (per trip) for personal vehicle usage. This approval should include expectations for total miles traveled, as well as a date and time the vehicle will be returned to the lodge. (This should be recorded in the vehicle binder.) Susan or your supervisor must approve your trip prior to taking the vehicle. If you need to use the vehicle for a trip longer than 150 miles (for personal use) you must have the executive director’s prior approval.

High Rocks vehicles cannot be used to go to parties or bars.

When You Owe High Rocks Money or Things

Updated 7/15/13 sjbkr

Sometimes, we end up in situations where people who work here owe High Rocks money, whether it is a personal mileage reimbursement or a High Rocks credit card that you mistakenly used for a personal trip to the grocery store. You must pay this money back to High Rocks. You can write a check to High Rocks that will be debited simultaneously with your paycheck deposit.

If you ruin or lose something that belongs to High Rocks (laptop, camera, weed eater, etc.) through your negligence, you are expected to repair or replace that item at your own expense. If you break the door handle on the truck because it’s worn out and would have broken with the next person if it hadn’t been you, that’s on High Rocks. If you have been told not to take a vehicle off the hardtop/lodge drive and you do, and it bottoms out and messes up the undercarriage, you are responsible. If you check out a digital SLR camera for a trip and one of the girls drops it in the sink, High Rocks

is responsible. If you leave a laptop out in the rain, you are responsible. When in doubt about negligence, the executive director will make a ruling.

Other things you might owe High Rocks that would be included under this policy include timesheets, evaluations, activity logs, sign-in sheets, etc.

Confidentiality of Voice Mail, Electronic Mail, and Work Space

Updated 10/10/09

High Rocks recognizes that its employees have reasonable expectations of privacy with regard to the use of email and other communications, even when this use is restricted to High Rocks business and the information is stored in High Rocks computers. High Rocks reserves the right to access and disclose the contents of employee email messages and other communication but will only do so when it has a legitimate business need.

Public Discourse (Blogging, etc)

Updated 10/10/09

Confidentiality extends to online forums. Students' rights to privacy for their issues and their identity extends well into cyber-space – even when you log on to Social Networking Sites (such as Facebook, Myspace, or Twitter). *** Thanks to Sun Microsystems for their awesome policy – which we've basically adopted as our own.*

Many of us at High Rocks – students, interns, staff -- are doing work here that could change the world. We need to do a better job of telling the world. As of now, you are encouraged to tell the world about your work, without asking permission (but please read and follow the advice in this note – and let us know what you're writing about). Blogging is a good way to do this.

By speaking directly to the world, without benefit of management approval, we are accepting higher risks in the interest of higher rewards. We don't want to micro-manage, but here is some *Advice*:

It's a Two-Way Street · The real goal isn't to get everyone blogging, it's to become part of the larger conversation. So, whether or not you're going to write, and especially if you are, look around and do some reading, so you learn where the conversation is and what people are saying. If you start writing, remember the Web is all about links; when you see something

interesting and relevant, link to it; you'll be doing your readers a service, and you'll also generate links back to you; a win-win.

Remember- be it Myspace, Facebook, or Twitter the students will find you. If you're ready to be a role-model while you do social networking – say yes to their link requests. If you want to talk about how much beer you drank last weekend, just send them an email saying it's your personal space and you don't have HR student or high school Friends – or friend them after you're done working for High Rocks or doing a year of AmeriCorps service. **YOU ARE A POWERFUL ROLE MODEL AND A MENTOR.**

Don't Tell Secrets · Common sense at work here; it's perfectly OK to talk about your work and have a dialog with the community, but it's not OK to publish the recipe for one of our secret sauces. It's not OK to use students' names or stories that will be tracked to them. Confidentiality at High Rocks extends to the web. Teens are active surfers, and it's our policy in general to never send or post or publish anything that we wouldn't want our students or their parents to read. We ask that you use the same tact. Protect High Rocks' intellectual property--our proprietary and confidential information. There are still going to be judgment calls. Please err on the side of caution. If the judgment call is tough—on secrets or one of the other issues discussed here—it's never a bad idea to get director sign-off before you publish.

Be Interesting · Writing is hard work. There's no point doing it if people don't read it. Fortunately, if you're writing about something as cool as High Rocks and you use links, people will probably read you. A good way to be interesting is to expose your personality; almost all successful bloggers write about themselves, about families or movies or books or games; or they post pictures. People like to know what kind of a person is writing what they're reading. Once again, balance is called for; a blog is a public place and you should try to avoid embarrassing your readers or the High Rocks.

Write What You Know · The best way to be interesting, stay out of trouble, and have fun is to write about what you know. If you have a deep understanding of some chunk of Appalachia or women's issues, it's hard to get into too much trouble, or be boring, talking about the issues and challenges around that.

Quality Matters · Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog looks decent, and take their advice on

how to improve it. You don't have to be a great or even a good writer to succeed at this, but you do have to make an effort to be clear, complete, and concise. Of course, "complete" and "concise" are to some degree in conflict; that's just the way life is. There are very few first drafts that can't be shortened, and usually improved in the process.

Think About Consequences · The worst thing that can happen is that a High Rocks recruiter is in a meeting with a hot prospect, and a parent pulls out a print-out of your blog and says "This person at High Rocks says that camp sucks." In general, "XXX sucks" is not only risky but unsubtle. Saying "Students in leadership positions need more organizational challenges" is fine; saying "Junior Counselors suck" is just amateurish (and mean). Once again, it's all about judgment: using your weblog to trash or embarrass the High Rocks, our students, or your co-workers is not only dangerous but stupid.

Disclaimers · For an actual blog, many bloggers put a disclaimer on their front page saying who they work for, but that they're not speaking officially. This is good practice (but don't count on it to avoid trouble; it may not have much legal effect).

Intellectual Property

Updated 10/10/09

Someday, it would be wonderful if we could support High Rocks by earning money on all the great ideas, methodologies, philosophies, and programs we have developed over the years. High Rocks' intellectual property is developed and applied by staff, volunteers, and students in the course of their work with the High Rocks and includes, without limitation: research, design, best practices, notes, curriculum, programs, business models, organizational development models, course programs or plans, evaluations, written, digital and audiovisual material, methodology, and the like. It will have been developed by one or more staff and volunteers to further the High Rocks' teaching objectives and mission.

Except as otherwise agreed in writing, High Rocks asserts ownership of High Rocks' intellectual property. High Rocks recognizes the value of the creative and inventive efforts of its staff and students. Where a staff member creates intellectual property which is, in her opinion, capable of commercial exploitation, she will report its existence to the director. Students will own the intellectual property that they create in the course of their studies and/or research at High Rocks. If intellectual property is

jointly created by staff, students and/or a third party, then, subject to written agreement to the contrary, the intellectual property can be jointly owned.

AmeriCorps Recruitment and Placement

Updated 11/13/14 mym

National Service Criminal History Check Policy:

Updated 9/15/15

AmeriCorps projects, such as High Rocks Educational Corporation, are required by the Corporation for National Community Service, the federal agency for AmeriCorps Programs, to conduct National Service Criminal History Checks (NSCHC) on people who work or serve in covered positions. The NSCHC is a screening procedure established by law to protect beneficiaries of national service. All High Rocks AmeriCorps members are considered to be individuals having recurring access to vulnerable populations. Vulnerable populations include children age 17 or younger, persons age 60 and older, and/or people with disabilities. People with disabilities are defined as having a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. AmeriCorps members who have recurring access to vulnerable populations must comply with the following components of the NSCHC procedure:

- A nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW is a centralized system that identifies people who are registered as sex offenders in states, territories, or with many federal recognized Tribes.
- A fingerprint-based search of the statewide criminal history registry **AND** FBI Check in the state of West Virginia
- A fingerprint-based search of the statewide criminal history registry in the candidate's state of residence

All High Rocks AmeriCorps Member candidates will be asked to sign a permission form for High Rocks to conduct the NSOPW search.

Failure to comply with any of the three NSCHC components could result in disqualification for the AmeriCorps position.

Both fingerprint-based background checks (State of Residents and State of Service) results must be received before a High Rocks AmeriCorps member is allowed to have access to vulnerable populations. There is usually a delay between conducting a search and receiving the results. **During that delay, High Rocks AmeriCorps members are required to be accompanied by an adult who has been cleared for access to vulnerable populations and provide Accompaniment Documentation.** Once your complete NSCHC procedure is complete and all results are received, you will no longer need to keep accompaniment documentation. This Accompaniment Documentation should be given to the AmeriCorps Project Coordinator to keep in your file, you may consider keeping a copy for yourself.

Accompaniment Documentation should include:

- Date of Access (i.e. 12/1/2014)
- Duration of time (i.e. 2:00 PM – 5:00 PM)
- Individual performing the accompaniment
- Signature of individual performing the accompaniment

NSPOW Searches:

NSOPW, or National Sex Offender Public Website, checks must be conducted as soon as an AmeriCorps member candidate is considered for the interviewing process. NSOPW search results that do not include all states, must be run again, until all states are reported.

If an NSOPW search results in hits on a candidate's name, each hit must be resolved by the following actions:

1. Make sure you have the candidate's full legal name, check the candidate's name against any hits.
2. Compare the registered offender's photograph from the NSOPW with the candidate's photo identification or check in person.

NSPOW search results must be saved and printed for each AmeriCorps member candidate and saved on file.

Any candidates who are registered sex offenders are **unable** to serve as AmeriCorps members.

Prohibited Activities for AmeriCorps Members

Updated 9/1/10

http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm

§ 2520.65 What activities are prohibited in AmeriCorps subtitle C programs?

(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;
- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;

- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as the Corporation may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

Children in the Work Place

Updated 7/15/13

Staff and AmeriCorps

First of all, count all hours spent directly working as work time, whether you are at home or in the office, whether there is a baby on the floor beside you or you are alone.

On days when your baby is at work with you, please take your best estimate of time that you or others spend with your baby that is not working time. If you are nursing in a meeting, that's fine and counts as work time. If you or someone else needs to take a half-an-hour to soothe your baby, that's fine too, it's just not work time. We don't expect you to keep a stopwatch hanging from your belt loop, but at the end of every day, you really need to do your timesheet and be mindful of it. Please enter your time worked normally. Then enter the time you or others spent with your child that was not focused working time and did not include your half-hour (45 min if you walked) lunch. Don't enter time for that, just do it as a note in the description field. High Rocks has a very progressive policy with bringing children to work that we are all very proud of and deeply appreciate, but it is important that we keep transparent records of how we spend our time so that we can answer any questions from the board, the corporation, donors or the community effectively and honestly.

You count it as part of your work day if you go to the kitchen and get a cup of coffee. If you stand in the kitchen and chat about your weekend for two hours, you wouldn't count that in the time that you worked that day, right? The two hours in the kitchen are fine and good, but not actually part of your job. Same with children. If you change a quick diaper, no problem. If your child is fussy or needs a hour of quality, focused time from you to

have a good day, that's not time that you count on your timesheet or time that would build up to flex time. You just make a note of it. You can enter the total hours you did work on one line.

For example, let's say you came to work at 9. You spent ½ an hour getting your child settled. You started working at 9:30, had lunch with your child after a nice stroll from 12- 12:45. Your child happily colored or napped or played online video games while you got piles of planning done for your upcoming event. The child woke up and had a melt down from 2-3:30.

However, you had a big deadline to meet and so another co-worker walked your baby (or played cribbage with your 8 year-old) from 3- 3:30 when the baby finally went to sleep! From 3 (when the co-worker took the child) until you left at 4 you were working and focused again.

Complicated scenario, right? Not really, it's just the reality of having a kid with you at work! Here's the protocol for how you handle it. You were here from 9-4. That's 7 hours. You had 30 minutes in the morning and an hour in the afternoon that were spending quality time with your child, but not work time. Another co-worker spent a ½ an hour. This ½ hour is a tricky line, but the rule of thumb is that if you pass on your child to someone else, the time they spend not being able to work comes out of your work day, not theirs. If they volunteer to take an hour off to care for your baby, this is generous and thoughtful and you are welcome to accept. Your total work time for the day is counted as 5 ½ hours minus another ½ of time your coworker spent. Your total time to count for work that day is 5 hours. On your time sheet, you can enter that you worked from 9-2:00, and make a note in the description line that you were here from 9-4, but took 1 ½ hours out of the work day for your child. We trust you to make your best estimates.

This policy applies equally to other family responsibilities and situations. If you need to spend an hour on the phone at work arranging care for an elderly relative, for example, you would take it off your timesheet in the same way. If your partner calls to ask you to get something from the store on your way home and you have a five minute conversation, you don't have to account for that in your hours.

There is a single, non-negotiable caveat in the bring your child to work policy. **Your child cannot make it harder for other people to do their jobs in an effective, focused, successful way.** If your child is having a hard time or needs lots of input, and therefore is distracting in the workplace, you need to take your child home. In case of emergency, there

are times when one of the best perks of working at High Rocks is knowing that if all else fails and you really have to go to work, you can bring your kids with you. In this case, they might be a little distracting (it's hard for three-year-olds not to be!) We understand that these things happen, but in general for a crawling baby or older child, you are expected to have regular daycare for them that is outside of the workplace.

If you are being affected in your ability to do your job—either by trying to balance your own family responsibilities at work, or by co-workers' children in the workplace—you have a right and a responsibility to let your supervisor or the executive director know immediately.* Children can be a joy for all of us in the workplace, but they can also be distracting, which can be frustrating when you are working hard to do your own job. At the point where they are causing frustration to teammates or taking the focus of the group away from the work of our mission, we must take collective responsibility for identifying and resolving that challenge. High Rocks is committed to creating a flexible, supportive and welcoming work environment for everyone, including parents. We are equally committed to not privileging the needs of some over others, and having the ability to take care of family during worktime can't come at the expense of others' time, productivity, and well-being.

**A note for parents:*

High Rocks is not like a regular office. There are times when it's raining and you need to be at camp. There are times when it's going to be cold and icy. There are challenges in having a rural, mostly outdoor work environment with lots of evening events. It is OK to take a personal day if you can't find backup childcare for your child. However, it's not OK to say that you are not coming to work because, for example, you don't want to bring your baby up the hill in the winter. While we understand why you might not want to, it's important to be prepared to have a backup plan for your child for when you need to come to work and you are not comfortable traveling with them, walking them up a snowy, slippery hill, or packing them around a rain-soaked campground full of muddy, cold, smiling girls.

There are also parts of your job (like teaching a class, leading a hike, volunteering in schools, etc.) that having your child with you will compromise your ability to do your very best job or will compromise the program. (If you have a 12 year-old super-cute son who is in the rages of puberty, New Beginnings is not an appropriate work environment to bring him to.) You should plan for childcare for these situations. Obviously, there are all kinds of jobs at High Rocks. It is generally true that if you have

a job with a primary programming focus you'll have to be at specific programming, and will tend to have less flexibility in these situations than someone with a more administrative job.

There will also be times when you, as an equal part of the team, will be expected to participate in events that involve travel or go past bed time. We encourage you to work with your supervisor to think outside of the box about how you can accomplish your responsibilities. In practice, the High Rocks is a flexible, accommodating work environment, but we do expect that work and responsibility are shared equitably for all. If the other members of your team are staying at camp, you should expect to be prepared to stay at camp as well. If you're worried about it, talk to your supervisor. They may not be able to work out an alternative without putting too much on the other members of the team, but if they can, they very likely will.

**A note for grannies and aunts:*

This policy applies for children in general.

Dogs in the Workplace

Updated 7/15/13

Year-Round Staff and AmeriCorps

High Rocks can be a great place for dogs, and one of the things that year-round staff appreciate about the work environment is that it is possible to bring your dog to work with you. This is a special job benefit reserved primarily for those who make the commitment to spend the full year working with High Rocks. The young people in our programs love seeing the dogs almost as much as the horses and the babies!

Dogs, as much as we love them, can bite and attack quickly, so we will always err strongly on the side of caution when evaluating canine safety.

Having multiple dogs around can lead to pack problems. Having your dog at work is a privilege based on their good behavior, docile nature, and ability to stay out of dog hassles. It's a privilege, not a right for dog owners. Here are guidelines:

1. You must have a leash with you and available for your dog at all times.
2. You must have a way to tie your dog or put your dog in your vehicle. Dogs should never be tied to the front porch of the lodge

or any other area where visitors might need to approach. It can be quite intimidating to make your way through a maze of three tied dogs you don't know if you're not a dog person!

3. Any display of aggressive behavior, while sometimes normal for dogs, is unacceptable at work. If your dog is involved in a fight where a dog is hurt or anytime a person is scared, all dogs involved in the incident will be limited to being on a leash or tied at High Rocks indefinitely. We do not have the time or capacity to referee dogs here, whomever is at fault. High Rocks has a no-tolerance policy for dog violence.
4. High Rocks is free at any point to ask that a dog not be on the premises (even if you are our neighbor).
5. You must have a plan for your dog that does not involve High Rocks. It is never appropriate or professional to say that you can't do a carpool or an overnight or any other part of your job because you have a dog (or, for example, a cat, or a house, or a baby. You get the picture, right?)
6. At any point, High Rocks is free to declare a dog-free week or month or more. You have to have a ready plan for any day that it is inappropriate or just inconvenient to bring your dog to High Rocks.

Like children, under no circumstances can your dog take away from your ability to focus and do your job to your full potential. If worrying about and managing your dog takes your focus away from teaching your class or participating fully in your work, your dog can't be at High Rocks. If your dog is a harmless nuisance to others (barking at night, jumping on people, etc.), she can't be at High Rocks.

Dogs are never allowed in the High Rocks lodge, the schoolhouse or the campground kitchen/picnic shelter. As long as it is not inconvenient to anyone, it is fine for a dog to be in the Aviary, Virginia's House, on a sleeping platform, etc. Please be sensitive to hygiene and allergy issues. High Rocks is not your house; it is a home shared by many (some of whom don't even like dogs).

Dogs grow and change. If over time, you feel your dog has substantially rehabbed and you are very sure they will not repeat their behavior (say, after a year without incident), you may ask for their privileges to be reinstated.

Summer Interns, Occasional Helpers, Contract Workers, Volunteers and Guests

High Rocks values your contribution, but we can't allow interns or occasional workers to bring their dogs to High Rocks without being tied or on a leash. New dogs cause new dog drama. Exceptional circumstances may be reviewed by the executive director on a case by case basis, who may grant a one-time, individual exception.

Being a dog-friendly work environment takes friendly dogs and flexible owners who are committed to world dog peace.