

# **Leadership Oklahoma**

## **Employee Manual**

This Employee Manual was revised March 27, 2015. It supersedes any and all previous personnel policies.

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## **1.00 INTRODUCTION**

### **1.10 WELCOME NEW EMPLOYEE**

The Board of Directors and staff welcome you to Leadership Oklahoma and wish you every success here. We are pleased that you are joining our team, and we are confident that your contributions will assist us in fulfilling our mission.

The purpose of this manual is to inform you about Leadership Oklahoma's (LOK) history, employment practices and policies as well as the benefits provided to eligible employees and what is expected from you. This manual is not a contract of employment.

Please read this manual carefully and refer to it whenever questions arise.

LOK's policies, benefits and expectations, as explained in this manual, may be changed from time to time as business employment legislation and economic conditions dictate. If and when provisions are changed, as soon as administratively feasible, you likely will be given replacement pages for those that have become outdated, which will supersede previously issued provisions.

The policies in this manual are to be considered as guidelines. LOK may change, delete, suspend or discontinue any part of the policies in this manual at any time without prior notice.

Should any provision in this manual be found to be unenforceable and invalid, such finding does not invalidate the entire manual but only the subject provision.

If you have any questions as you read through this book, please do not hesitate to discuss them with the Chief Executive Officer. We hope your experience here will be challenging, enjoyable and rewarding. Welcome!

### **1.20 LEADERSHIP OKLAHOMA VISION STATEMENT**

Oklahoma leaders making Oklahoma the leader.

### **1.30 LEADERSHIP OKLAHOMA MISSION STATEMENT**

To create, inspire and support a dynamic network of leaders whose increased awareness and commitment to service will energize Oklahomans to shape Oklahoma's future.

### **1.40 HISTORY OF LEADERSHIP OKLAHOMA**

In 1986, a group of Oklahoma leaders began a series of discussions based on the belief that we all have a stake in both developing the prosperity and confronting the problems of our state and that positive change cannot happen without effective leadership. They also shared the conviction that our leadership must understand the complex differences and relationships driving Oklahoma and search for the common ties that will inspire us to change and grow. Leadership Oklahoma was created to build a statewide leadership development program designed to identify, teach and challenge the leaders of our state.

In 1987 Leadership Oklahoma was incorporated and was designated a non-profit 501(c)(3) organization by the Internal Revenue Service.

In 1988 the first class of statewide leaders graduated from Leadership Oklahoma.

In 2001 the first Youth Leadership Oklahoma class was formed.

### **1.50 FACTS ABOUT LEADERSHIP OKLAHOMA**

- Leadership Oklahoma is a nonprofit statewide leadership organization that develops leaders who are passionate about Oklahoma and committed to its future.
- Leadership Oklahoma's purpose is to cultivate participants' interest, statewide knowledge and leadership ability to enable them to contribute time, talent and energy effectively to meet the rapidly changing needs and challenges facing Oklahoma.
- Leadership Oklahoma makes a difference through the annual class program, Youth Leadership Oklahoma, graduate forums and community outreach.
- Leadership Oklahoma is governed by a board of directors that represents all regions of the state.

### **1.60 WHAT AN EMPLOYEE CAN EXPECT FROM LEADERSHIP OKLAHOMA**

Leadership Oklahoma's (LOK) established employee relations policy is to:

- Expect absolute integrity at all times from every employee.
- Operate an economically successful business so the vision of the organization can be realized.
- Develop competent employees who understand and meet the objectives of LOK and who accept with open minds the ideas, suggestions and constructive feedback of members and fellow employees.
- Assure that employees respect each other as individuals and treat one another with courtesy and consideration.
- Keep all employees informed of the progress of LOK, as well as its overall aims and objectives.
- Provide salaries and employee benefits that are competitive with similar organizations in this market.
- Select employees on the basis of knowledge, skill, ability, attitude and character, without discrimination with regard to age, gender, color, race, national origin, religious persuasion, veteran or draft status or disability that does not impair performance of essential job functions.
- Assure employees an opportunity to discuss any problem with the Chief Executive Officer.

### **1.70 WHAT LEADERSHIP OKLAHOMA EXPECTS FROM AN EMPLOYEE**

Leadership Oklahoma is a team of highly dedicated professionals, working together to create and sustain the most effective statewide leadership development organization serving this state. Our vision is to be the benchmark for all other leadership programs. Because we are dependent on each other for our individual and overall success, we expect that every staff member will work for the good of the entire organization. We need and encourage your creativity and suggestions to improve our effectiveness.

A first responsibility is to know your own assignment and to meet all expectations for your performance. Perform every task to the best of your ability, which will result in better performance for LOK and will provide personal satisfaction for you.

You are expected to accept the responsibility for your own continuous growth in knowledge, skills and abilities to grasp opportunities for personal development that are offered to you. This manual

offers insight on how you can positively perform to the best of your ability to meet and exceed LOK's expectations.

Your dignity and that of fellow staff members is important. You are expected to be direct in dealing with any issues that may arise in the workplace. You are responsible to address whatever issues may arise and to refer to the Chief Executive Officer, if required.

You can help create the challenging, rewarding, enjoyable and safe working environment that LOK intends for you.

## **2.00 PERSONNEL ADMINISTRATION**

### **2.10 Our Organization**

LOK is governed by a board of directors which set policy for the organization. The Chief Executive Officer is responsible for the implementation of policy. LOK employs staff to manage and operate the organization. The LOK Chief Executive Officer reports to the Leadership Oklahoma Board of Directors through the Chair.

All staff members are hired by and report to the Chief Executive Officer.

### **2.20 Personnel Files**

The Chief Executive Officer maintains a personnel file for each LOK employee. Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Chief Executive Officer as soon as possible:

- |   |                                     |
|---|-------------------------------------|
| 1. Legal name                             | 6. Number of dependents             |
| 2. Home address                           | 7. Marital status                   |
| 3. Home phone number                      | 8. Change of beneficiary            |
| 4. Cell phone                             | 9. Military or draft status         |
| 5. Person to call in case of an emergency | 10. Exemptions on your W-4 tax form |

Coverage or benefits that you may receive under LOK's benefits package could be negatively affected if the information in your personnel file is incorrect.

You may see information that is kept in your personnel file if you wish, and you may request and receive copies of all documents you have signed.

LOK will not disclose personal information regarding your employment, except upon receipt of a waiver signed by you nor will employees of the organization divulge information regarding other employees' personnel records.

## **3.00 EMPLOYEE CLASSIFICATIONS**

### **3.10 Non-Exempt and Exempt Employees**

All employees are classified as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay for hours worked in excess of 40 hours per workweek under the specific provisions of federal and state laws. Non-exempt employees may not exceed 40 work hours per week without the prior written approval of their supervisor. All non-exempt employees will submit time sheets indicating hours worked to the Chief Executive Officer. Exempt employees are officers, professional staff and technical staff whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act and any applicable state laws. You will be advised of your classification at the time you are hired.

In addition to the above categories, each employee will belong to one other employment category:

### **3.20 Full-Time Employees**

A full-time employee is hired to work at least 2080 hours per year. Generally, the employee is eligible for LOK's benefit package, subject to the terms, conditions and limitations of each benefit program.

### **3.30 Part-Time Employees**

A part-time employee is hired to work less than 2080 hours per year and is not a temporary or independent contractor. Generally, a part-time employee is not eligible for the benefits described in this manual.

### **3.40 Independent Contractors**

From time-to-time, LOK may contract with an individual or an outside agency for specific periods of time or for special projects. An individual hired under these conditions will likely be considered an independent contractor. The job assignment and duration of the relationship with LOK will be determined on an individual and project basis.

Independent contractors are not eligible for benefits described in this manual.

### **3.50 Temporary Employees**

Temporary employees are those who have established an employment relationship with LOK but who are assigned to work on an intermittent and/or unpredictable basis. Temporary employees are generally not eligible for ~~the benefits described in this manual~~ described in this manual.

### **3.60 Volunteers**

Volunteers are those individuals recruited to participate without compensation in Leadership Oklahoma programs. Volunteers neither receive financial compensation nor participate in any of LOK's benefit programs; they may, however, be eligible for reimbursement for authorized expenses incurred as part of their LOK involvement.

## **4.00 EMPLOYMENT POLICIES**

### **4.10 "At Will" Employment**

All employment and compensation with LOK is "at will," which means that your employment can be terminated with or without cause and with or without notice, at any time, at the option of either LOK or yourself, except as otherwise provided by law.

### **4.20 Employment Process**

When a full time staff position is approved through the Personnel Committee, the Chief Executive Officer secures applicants and interviews potential employees. The Chief Executive Officer is responsible for the employment, training, supervision and termination of LOK staff. The Board of Directors, through the Personnel Committee, hires the Chief Executive Officer.

### **4.25 Background Records**

LOK must exercise care that employees, independent contractors and volunteers who drive, chaperone or have close contact with youth participants are suitable for their respective positions. The background records of those working with youth engaged in LOK programs will be subject to review. Applicants for these positions must furnish the LOK office with the written information and permission necessary to obtain such records. All background searches will be at the expense of LOK.

#### **4.30 Business Hours and Absences**

Business operating hours are generally 8:00 AM to 5:00 PM, Monday through Friday. You are expected to begin work promptly at 8:00 AM and work up until 5:00 PM. You may take up to a one (1) hour, unpaid lunch period daily. On occasion LOK activities will require employees to work outside the normal work day. Flexibility in working hours is required. Lunch hours are flexible but should be taken between the hours of 11:30 AM and 2:00 PM. All personal matters should be taken care of during lunch break or outside of working hours. Personal phone calls should be limited to your lunch hour, except in emergency situations.

Should an employee arrive late for work, all late time will be charged to Personal Time Off (PTO) to the nearest ½ hour, unless the Chief Executive Officer allows the time to be made up at the end of the work day.

If an employee is going to be late for work or absent from work, the Chief Executive Officer should be notified by phone prior to 8:30 AM. You will be given the home phone number and cell phone number of the Chief Executive Officer.

It is important to assure our members and Board of Directors that the office is staffed and operating during normal business hours.

Regular attendance and punctuality contribute greatly to the efficiency and smooth operation of LOK. We particularly stress the importance of developing good work habits, which indicate your dependability and add to your desirability as an employee. It is essential to have a good attendance record and to be on time for work. When absence or lateness is unavoidable, you must notify the Chief Executive Officer following the procedure explained above.

#### **4.40 Professional Development**

LOK recognizes that the skills and knowledge of its employees are critical to the success of the organization. On-going professional development of employees is encouraged and provided by opportunities to participate in such activities as the Oklahoma Center for Non-Profits' seminars, LOK graduate programs and other professional organizations.

#### **4.50 Equal Employment Opportunity**

The Chief Executive Officer has issued the following policy stating the organization's views in matters of equal employment opportunity. It is the policy of LOK to:

- Ensure equal opportunity for all people without regard to age, gender, color, race, creed, national origin, religious persuasion, veteran or draft status, disability, or any other protected status.
- Comply with the Americans with Disabilities Act (ADA) by making reasonable accommodations for all employees or applicants with disabilities, provided that the individual is otherwise qualified to perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.
- Achieve understanding and acceptance of LOK's policy on Equal Employment Opportunity by all employees.
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.



- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of this policy.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Chief Executive Officer, or Chair of the Board of Directors, in writing or in person. Employees can raise concerns and make reports without fear of reprisal. Any employee involved in discriminatory practices will be subject to disciplinary action, up to and including termination.

#### **4.60 Sexual Harassment and Harassment Policy**

LOK is committed to providing a workplace free of all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment as well as harassment based on factors such as race, color, religion, national origin, ancestry, age, marital status, sexual orientation, disability or veteran status. LOK strongly disapproves of and will not tolerate harassment of employees by other employees. LOK also will attempt to protect employees from harassment by non-employees in the workplace.

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (visual, verbal or physical) when: (1) submission to or rejection of this conduct is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

LOK recognizes that harassment may take many forms, including:

- Verbal conduct such as epithets, jokes based on ethnicity or gender, derogatory comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory posters, cartoons, drawings or gestures
- Physical conduct such as assault, blocking normal movement or interference with work because of gender or another protected basis
- Threats and demands to submit to sexual requests in order to maintain employment or avoid some other loss, and others of job benefits in return for sexual favors
- Retaliation for having reported the harassment.

Harassment is prohibited in LOK's offices and in other work-related settings such as field assignments, business trips and business-related social events.

Any employee who feels he or she is being harassed or discriminated against or who is aware of harassment or discrimination, must report it immediately to the Chief Executive Officer or Chair of the Board in writing or in person. A thorough, objective investigation will be undertaken by LOK in as confidential a manner as possible under the circumstances. If harassment and/or discrimination are found to have occurred, prompt and appropriate remedial action will be undertaken by LOK. Any employee found to have violated this policy is subject to disciplinary action, including termination of employment. No employee will be retaliated against for reporting harassment or discrimination or participating in a related investigation.

This policy covers all employees. LOK requires reporting of all incidents of harassment, regardless of who the offender may be.

#### **4.65 Whistleblower Policy**

Employer may not discharge, threaten, or otherwise discriminate against employees because:

- they or someone acting on their behalf report or are about to report to the employer or a public body a violation or a suspected violation of a law, rule, ordinance, regulation or a contract unless they know the report is false; or
- an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by a public body or a court action.

#### **4.70 Immigration Law Compliance**

LOK is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with LOK within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chief Executive Officer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **4.80 Conflict of Interest**

No employee will engage in any activity such as outside employment, consulting, contracting or political activity that might:

1. Interfere with proper and effective performance of LOK matters
2. Create or appear to create a conflict of interest
3. Bias the employee's independence and objectivity in exercising judgment on behalf of LOK
4. Subject LOK to public criticism or possible embarrassment
5. Influence a decision that may result in personal gain for that employee or for a relative as a result of LOK's business dealings
6. Reveal confidential information regarding LOK.

Employees are expected to voluntarily disqualify themselves from making or influencing any decision if personal interests conflict with LOK's interests. Any employee who knowingly places himself/herself in a position where their decisions or influence may create a conflict of interest will be subject to disciplinary action up to and including dismissal.

You should not perform personal business not directly related to LOK during working hours.

You also may not perform personal business for a LOK member during working hours -or accept payment from a LOK member for such work without prior approval of the Chief Executive Officer or in the case of the Chief Executive Officer, approval from the Chair of the Board.

#### **4.90 Policies and Procedures**

All employees must know and adhere to all Leadership Oklahoma Policies and Procedures.

### **5.00 STANDARDS OF CONDUCT**

By accepting employment with LOK, you have a responsibility to LOK and to fellow employees, to adhere to certain standards of behavior and conduct. The purpose of these standards is not to restrict your rights but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the same standards of conduct, then the organization will be a better place to work for everyone.

### **5.10 Discipline Guidelines**

The following are examples of misconduct that may result in immediate termination. It is a representative list and does not contain all possible misconduct that may result in termination. LOK reserves the right to exercise discretion in all situations involving misconduct.

1. Theft
2. Falsification of LOK records
3. Conflict of interest
4. Threat of or the act of, doing bodily harm
5. Willful or negligent destruction of property
6. Neglect of duty
7. Harassment
8. Use and/or possession of intoxicants or illegal drugs, or abuse of prescription drugs on premises or during business hours.
9. Refusal to perform assigned work or to follow a direct order
10. Violation of any other work policies or procedures.

### **5.20 Dress Code**

You are expected to be suitably attired and groomed during working hours or when representing LOK. With the Chief Executive Officer's approval, less formal attire may be permitted in the office at times; however, please use discretion when dressing casually. Consult the Chief Executive Officer if you have questions about the dress code.

### **5.30 Safety and Security**

Safety and security of LOK employees is every employee's responsibility. We want to protect you from industrial injury and illness.

Following are general safety and security rules:

- Avoid overloading electrical outlets
- Keep cabinet doors and file drawers closed when not in use
- Stack materials only to safe heights
- Turn off coffee maker or any other office equipment when you leave at night
- Always keep cash/checks properly secured and out of sight
- Know the location of fire extinguishers and familiarize yourself with proper procedure for using them
- Lock all doors upon your departure.

This list is not meant to be complete. Each employee is expected to consider safety and security in all activities and to immediately report any accident that occurs to the Chief Executive Officer.

### **5.40 Reporting Child Abuse**

Leadership Oklahoma is committed to ensuring the protection and safety of all youth it serves. Employees, independent contractors, and volunteers who have reason to believe that a child under 18 engaged in a LOK program is a victim of abuse or neglect must report the suspicion of abuse or neglect immediately to the Oklahoma Department of Human Services (DHS) and to the Leadership Oklahoma Chief Executive Officer. Investigation and determination of abuse are the responsibility of DHS, law enforcement, and the judicial system.

### **5.50 Smoking**

We have established our office as a smoke-free workplace. All employees are expected to abide by this policy while at work.

### **5.60 Substance Abuse**

LOK has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Abuse of alcohol or drugs is inconsistent with this interest. Therefore, LOK has established the following guidelines with regard to drugs and alcohol:

- The manufacture, possession, use, distribution, sale, purchase, transfer of or being under the influence of illegal drugs while on LOK premises, during work hours or while performing LOK business, is strictly prohibited and will result in immediate termination. In some cases, law enforcement authorities may be notified.
- The manufacture, possession, use, distribution, sale, purchase, transfer of or being under the influence of illegal drugs while you are not on LOK premises or after working hours may also result in termination.
- Abuse or illegal transfer of prescription drugs also is strictly prohibited and will result in immediate termination. If you are undergoing prescribed medical treatment with a drug that may affect your ability to safely perform your job, you are required to notify the Chief Executive Officer. The Chief Executive Officer may request that you submit a release from your treating physician that authorizes you to report to work.
- Periodically, alcohol is available for consumption at LOK events. You are not required to drink alcohol at these events, but if you choose to consume alcohol, you are expected to act professionally and responsibly. Any abuse of alcohol at such an event may result in disciplinary action, including termination. Driving while under the influence of alcohol from such an event is prohibited.
- Unless it is at an LOK event, you are prohibited from consuming alcohol while on LOK premises or during work hours or reporting to work under the influence of alcohol.

### **5.70 Political Activity**

While acting in their official capacities with Leadership Oklahoma, employees are prohibited from distributing literature about, or soliciting funds for, any candidate for public office. LOK facilities may not be used in any manner on behalf of candidates for public office in any jurisdiction or for or against any political issue.

In any outside work on behalf of a political candidate or party, an employee may not publicly represent himself or herself as providing any express or implied endorsement by LOK. LOK materials including shirts or logos may not be utilized when working on behalf of a political candidate or party.

If an employee chooses to run for public office, his/her political activities may not be conducted in whole or in part from the LOK facilities or with LOK materials and an employee may not publicly represent himself or herself as receiving any express or implied endorsement by LOK.

### **5.80 Confidential Information**

Our members entrust LOK with important information relating to their businesses or homes. The nature of this relationship requires maintenance of confidentiality. As an employee of LOK, you have access to personal and confidential information. This information must be kept confidential. Your employment with LOK carries with it an obligation to maintain confidentiality, even after you leave our employ. Any violation of confidentiality seriously injures LOK's reputation and

effectiveness. The same confidentiality rules apply to discussion with other LOK associates unless there is a business need to know.

If someone outside LOK requests information and there is a concern about the appropriateness of providing certain information, you are not required to answer. Instead, please refer the request to the Chief Executive Officer.

Employees are not permitted to remove or make copies of any LOK records, mailing labels, reports or documents without prior approval from the Chief Executive Officer.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

### **5.90 Employment Grievances**

When people work together, personal problems or differences will occasionally arise. Normally these can be resolved informally. The first step toward a solution of a problem is a frank and open discussion with your immediate supervisor. In exceptional cases, a need may arise for a more formal approach to the problem. In such a case, you may file a written grievance with the Chief Executive Officer. The Chief Executive Officer will investigate the grievance which may include distributing copies of the written grievance to the party who caused the grievance. You will be informed as promptly as possible of the resolution. The Chief Executive Officer has the responsibility for the final decisions in grievances.

If a grievance involves the Chief Executive Officer, the employee may file his or her written grievance with the Chair of the Board of Directors. The Chair will determine the method used to resolve the grievance and will make every effort to do so in a timely manner.

## **6.00 COMPENSATION AND PERFORMANCE POLICIES**

It is LOK's desire to pay wages and salaries that are competitive with other employers in the market place in a way that will be motivational, fair and equitable, variable with individual and company performance and in compliance with all applicable [legal](#) requirements.

An individual's pay will depend on sustained performance over time. LOK will provide a performance review each year to every employee. During that review, significant performance events that occurred throughout the year will be discussed. Your job performance will influence the wage/salary adjustment. Wage and salary adjustments, if any, will normally be effective on the first day of the fiscal year.

The Chief Executive Officer will review all staff personnel performance and make salary adjustment recommendations to the Executive Committee and Board of Directors in time to be included in the budget building process.

[The](#) Personnel Committee comprised of Chair, Chair-Elect and Immediate Past Chair will review the Chief Executive Officer's performances and recommend compensation increases, adjustments and/or bonuses to the Executive Committee and Board of Directors in time to be included in the budget building process.

### **6.10 Deductions from Paycheck (Mandatory)**

LOK is required by law to make certain deductions from your paycheck each pay period. Among these are your federal, state and local income taxes and your contribution to Social Security, as required by law. The amount of deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Chief Executive Officer to ensure proper credit for tax

purposes. The W-2 form you receive for each year indicates how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever LOK is ordered to make such deductions.

### **6.20 Inclement Weather and “Acts of God”**

In the event that inclement weather, power/utility failure, fire, flood or some other “Act of God” requires the LOK Office to be closed during normal operating hours, you are expected to work from another location if at all possible. You will receive your regular pay, provided LOK officially declares that it is closed for that time. Every effort will be made to provide you with advanced notice if we must close the office. However, you are responsible to call the Chief Executive Officer for information if you are uncertain whether LOK will be operating.

### **6.30 Pay Period**

Employees are paid on the fifteenth (15) and on the last day of each month. If payday falls on a non-work day, then payday will be the last working day before payday.

### **6.40 Payment upon Separation from Employment**

An employee, who separates from employment with LOK for any reason, will be paid his or her salary and any benefits due through the last day of work.

### **6.50 Time Sheets/Records**

By law, we are obligated to keep accurate records of the time worked by “non-exempt” employees. You are responsible for preparation of your bi-monthly time sheet, which you will then forward to the Chief Executive Officer for approval. You should indicate on your time sheet the total hours worked each day as well as any PTO used. This document is used to tabulate hours worked, PTO used and how much to pay you. Falsification of these records will result in immediate termination.

## **7.00 THE BENEFITS PACKAGE**

The following are some of the benefits LOK currently provides for eligible employees each year:

Bereavement Leave	Personal Time Off (PTO)
Retirement Plan	Social Security
Paid Holidays	Workers’ Compensation Insurance

LOK will periodically review the benefits program and will make modifications as appropriate to the organization’s condition.

### **7.10 Eligibility for Benefits**

If you are a full-time employee (at least 2080 hours/year), you are eligible for all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit. However, to the extent there is a conflict between (a) this manual, and (b) the terms of any benefit plans, the terms of the benefit plans will control.

Part-time employees working at least 25 hours per work are eligible for holiday pay but are not eligible for other benefits.

Temporary employees and independent contractors are not eligible for benefits.

## 7.20 Personal Time Off

Personal Time Off (PTO) may be used for illness, injury, medical or dental appointments, immediate family illness, vacation or personal business.

Employees begin earning and accruing PTO on the first day of full-time employment. Employees accrue PTO at the rate of 15/12, or 1.25, days each month (calculated quarterly) or fifteen (15) days each year from the date of full-time employment for the first three years and 20/12, or 1.67, days after three years with a maximum carry over of up to five days per year. An employee's first day of full-time employment is used to determine annual PTO.

All employees must submit a written request for personal time off in advance with the Chief Executive Office, or Chair of the Board of Directors in the case of the Chief Executive Officer, to ensure the business needs of the organization are met. The Chief Executive Officer or Chair is responsible for specifying how much lead-time constitutes "in advance" and for approving the written request for personal time off. A summary of accrued and used personal time off will be available to employees from the Chief Executive Officer. (See appendix for appropriate forms.)

Time off not scheduled in advance is considered unscheduled. Employees may be subject to disciplinary action at the discretion of the Chief Executive Officer for use of unscheduled time off.

Upon termination of employment with at least two weeks of notice, an employee shall receive pay for a maximum of five (5) days of accrued PTO not taken. The employee must have worked at least one year to receive accumulated PTO pay for a maximum of five (5) days upon leaving.

No employee may take more than ten working days of PTO in any 30-day period without prior approval of the Chief Executive Officer.

PTO will not normally be granted on days of scheduled Board of Directors meetings except for special circumstances such as illness.

LOK does not permit employees to take PTO before it is accrued. Use of PTO not yet accrued will be charged to leave without pay.

A non-exempt employee should accurately report all PTO on a bi-monthly time sheet. When using PTO in less than full day increments, PTO should be reported to the nearest half-hour.

Time off for any reason during a workday will be charged to your earned PTO and rounded off to the nearest half-hour. Thereafter, unless specifically excepted, any time off will be without pay.

## 7.30 Holidays

Only full-time employees and part-time employees working at least 25 hours per week are eligible for holiday pay. You are not eligible to receive holiday pay if you are a part-time employee working less than 25 hours per week.

~~Independent Contractors~~ and temporary employees are not eligible for holiday pay.

The following holidays are recognized by LOK as paid holidays:

Memorial Day	Friday following Thanksgiving
Independence Day	Christmas Eve Day through New Years Day
Labor Day	1 Floating Holiday - selected by employee
Thanksgiving Day	

If a holiday occurs during your scheduled vacation, the holiday will not be charged against vacation time.

#### **7.40 Leave**

##### **7.41 Maternity Leave**

After one year of service, at the employee's option, full-time employees may be granted up to three months of unpaid absence following the birth or adoption of a baby.

The employee may choose to use accrued vacation and/or personal time off (PTO) within that three-month period but these benefits may not be used to extend the three-month period. PTO will not be accrued during any unpaid portion of the three-month period.

##### **7.42 Bereavement Leave**

Up to three days of paid bereavement leave is provided per instance if a death occurs in the immediate family. Immediate family is generally spouse, parent, child, sibling (including stepparent, child or sibling) and immediate family relationships created by adoption. For relationships such as grandparents, parents-in-law, uncles, aunts, nieces, nephews, sister-in-law or brother in-law, one day of paid bereavement leave per instance will be granted.

##### **7.43 Jury Duty**

If you are called for jury duty, you are permitted to take the necessary time off, and we wish to help you avoid any financial loss because of such service. LOK will reimburse you for the difference between your jury pay and your regular pay, not to exceed 8 hours per day, for a maximum of 10 business days in any year. In order to receive jury duty pay, you must present a statement of jury service and pay issued by the court to the Chief Executive Officer.

You are expected to notify the Chief Executive Officer as soon as you receive a jury duty summons. On any day, or half-day you are not required to serve, you will be expected to return to work.

##### **7.44 Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available PTO for the absence.

PTO will not continue to accrue during the military leave absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.



To the extent anything in this manual or policy is inconsistent with USERRA, LOK will abide by USERRA under any and all circumstances.

### **7.50 Employee Retirement Plan**

To supplement a full-time employee's income at retirement, LOK has established a 403 (b), administered through TIAA-CREF. To be eligible, an employee must be full time and 21 years of age. Participation may begin thirty (30) days after employment.

LOK currently funds full time employees' account balances with three percent (3%) of compensation and matches full time employees' contributions 1:1 up to three percent (3%) of compensation

Example:	Employee Contribution	LOK Contribution	LOK Match	Total Addition
Full time Employee	0%	3%	0%	3%
Full time Employee	1%	3%	1%	5%
Full time Employee	2%	3%	2%	7%
Full time Employee	3%	3%	3%	9%
Full time Employee	4%	3%	3%	10%
Full time Employee	5%	3%	3%	11%

LOK may change the amount it contributes to the 403(b) plan on your behalf, subject to the terms of the plan and applicable law.

### **7.60 Social Security and Workers' Compensation**

The U.S. Government operates a system of contributory insurance known as FICA (Social Security & Medicare). As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, LOK is required to deduct this amount from each paycheck you receive. In addition, LOK matches your contribution, thereby, paying one-half of the cost of your FICA benefits.

If you are injured on the job, you may be eligible for benefits under Oklahoma's workers' compensation laws.

Federal law (OSHA) requires that we keep records of all illnesses and accidents which occur during the workday. The Oklahoma Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, immediately contact the Chief Executive Officer. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job.

## **8.00 OTHER POLICIES**

### **8.10 Computer and E-mail Usage**

Computers, computer files, the e-mail system and software furnished to employees are LOK's property intended for business use. Employees should not use a password, access a file or retrieve any stored communication without authorization.

LOK strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, LOK prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others or harmful to morale.

Employees are required to disclose all passwords and security codes to the Chief Executive Officer and are forbidden to change them without the Chief Executive Officer's knowledge. E-mail access is provided to LOK employees for business communications. Reasonable personal use that does not interfere with job responsibilities is allowed but should be kept to a minimum. Usage of e-mail with LOK equipment or e-mail address must adhere to all LOK policies and procedures as well as all federal and state laws.

LOK purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, LOK does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. LOK prohibits the illegal duplication of software and its related documentation. Employees should notify the Chief Executive Officer upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **8.20 Internet Usage**

Internet access to global electronic information resources on the World Wide Web is provided by LOK to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted or received via our computer communications systems is considered to be part of the official records of LOK and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The equipment, services and technology provided to access the Internet remain at all times the property of LOK. As such, LOK reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses, and all compressed files are to be checked before and after decompression.

Employees may not make unauthorized alterations to web pages or create their own web pages on LOK systems. Employees may not create links to other web pages or post information on the Internet on behalf of LOK without prior review and written approval from the Chief Executive Officer.

Except as specifically related to job function, the use of social media sites, such as Facebook, Twitter, Instagram, etc., is not appropriate use of LOK systems, resources, and time.

Abuse of the Internet access provided by LOK in violation of law or LOK's policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using or disclosing someone else's code or password without authorization.
- Sending or posting confidential material, trade secrets or proprietary information outside of the organization.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Jeopardizing the security of the organization's electronic communications systems.
- Passing off personal views as representing those of the organization.
- Engaging in any other illegal activities.

Keep in mind, this is a list of some examples of prohibited activity and does not include all activities that may result in disciplinary action. Questionable activity will be reviewed on a case-by-case basis, with LOK reserving the right to decide what is acceptable and what is not.

### **8.30 Expense Reimbursement**

You must have the authorization of the Chief Executive Officer prior to incurring an expense on behalf of LOK. To be reimbursed for all authorized expenses, you must submit an expense report, accompanied by receipts, on the approved form, to the Chief Executive Officer. (See appendix for approved form)

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the current Oklahoma State Employee rate. Please submit this expense on your monthly expense report, stating the location of the company business and the mileage to and from the meeting to conduct this business. A copy of your automobile insurance coverage indicating at least the state mandated minimum levels of liability coverage must be on file in the LOK office before you may conduct company business in your personal vehicle.

### **8.40 Personal Phone Calls, Mail and Property**

Reasonable use of the LOK phone system or your own phone for personal calls during working hours that do not interfere with your work are permitted but should be kept to a minimum. Employees will be required to reimburse LOK for any charges resulting from their personal use of the long distance telephone calls.

The LOK postage is to be used for LOK mail only.

LOK cannot assume any responsibility for loss or damage to personal property of any employee.

## **8.50 References**

LOK does not respond to phone requests for references on employees or former employees. All requests must be in writing and on company letterhead. In the event you leave the employ of LOK, we may be able to provide references to potential employers. However, you must first sign a "reference release" waiver, allowing us to release information confirming that you worked for LOK for a specific period of time and your position with the organization.

As an employee, do not under any circumstances respond to any requests for information regarding another employee. All requests must be forwarded to the Chief Executive Officer.

## **8.60 Resignation**

If you resign, you are expected to notify the Chief Executive Officer at least two weeks in advance of the date you must leave. The Chief Executive Officer is expected to notify the Chair of the Board at least 30 days in advance of departure.

## **8.70 Return of Company Property**

Any LOK property entrusted to you must be returned to LOK at the time of your dismissal or resignation. You are responsible to pay for any lost or damaged items.

## **8.80 Traffic Violations and Accidents**

If you are authorized to operate a company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you are completely responsible for any accidents, fines or traffic violations incurred. All LOK employees who in the course of their assigned work drive a vehicle are required to carry state mandated levels of automobile liability insurance. A copy of insurance coverage must be on file in the LOK office before authorized travel is conducted.

Motor Vehicle Report (MVR) will be regularly requested from all LOK employees who in the course of their assigned work drive a vehicle. Employees will regularly complete consent to release forms in order that MVR's can be secured. Employees with violations that impact LOK's liability will be counseled by the Chief Executive Officer. Repeated violations may impact an employee's ability to perform his/her job.

## **8.90 Business Continuity of Operations Plan**

A Business Continuity of Operations Plan is to prevent disruption of normal daily operations or delivery of mission-critical services. It focuses on sustaining the delivery of services essential to Leadership Oklahoma.

LOK files are to be stored on a shared network for access by all employees, with exception of personnel files which are accessible to only the CEO. All files on the network are to be backed up on a regular basis with storage both on and off site.

## **8.95 Document Retention Policy**

The purpose of this policy is to provide a system for complying with document retention laws, ensure that the organization retains valuable documents, saves money, time and space, protect the organization against allegations of selective document destruction, and provide for routine destruction of non-business, superfluous, and outdated documents.

General guidelines for the retention of employment, contractual and financial documents that should be retained, and the period of retention, are set forth below. If you have any questions about how long to retain a document, see the Chief Executive Officer. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated. The Chief Executive Officer is responsible for making sure that the document retention schedule is appropriately applied.

Leadership Oklahoma has a legal duty to retain documents which it knows or believes may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonably foreseeable. In such a case, paper document destruction, as well as electronic destruction must cease immediately.

In the case of electronic documents, the Chief Executive Officer is responsible for ensuring that any automatic destruction program is disabled and reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

All documents, including electronic documents, that are no longer relevant to the organization's business, should be destroyed every 60 days. Do not retain drafts of any documents that have been finalized in other documents. Personal notes should be discarded after they are no longer needed. Shred all confidential materials prior to destruction/disposal.

In accordance with Leadership Oklahoma's policy, the following documents must be retained or destroyed as set forth below. Please review your files for any applicable documents in your possession on an annual basis to ensure compliance with this schedule. The Chief Executive Officer will direct the deposit or filing of all documents that must be retained, as well as the destruction of documents that must be purged.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Leadership Oklahoma and its employees and possible disciplinary action against responsible individuals.

<b>Type of Document</b>	<b>LOK Required</b>
Audit reports	Permanently
Board minutes, bylaws and articles of incorporation	Permanently
Checks (for important payments and purchases)	Permanently
Contracts (still in effect)	Permanently
Correspondence (legal and important matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Ins. records, current accident reports, claims, policies, etc.	Permanently
Retirement and pension records	Permanently
Secretary of State Registration and Tax Exempt Status	Permanently
Year End Financial Statements	Permanently
Accounts payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Bank Reconciliations	7 years
Bank Statements	7 years
Contracts, mortgages, notes and leases (expired)	7 years
Correspondence (general)	7 years
Correspondence (with customers and vendors)	7 years
Donor Records	7 years
Duplicate deposit slips	7 years
Insurance Policies (expired)	7 years
Internal audit reports	7 years
Inventories of products, materials and supplies	7 years
Investment Records	7 years
Invoices (to customers, from vendors)	7 years
Leave records	7 years

Payroll records and summaries	7years
Personnel files (terminated employees)	7 years
Timesheets	7 years
Withholding tax statements	7 years

**9.00 ACKNOWLEDGMENT**

This employee manual is an important document intended to help you become acquainted with Leadership Oklahoma. This manual will serve as a guide, but it is not the final word in all cases. Individual circumstances may call for individual attention.

Because of the general business environment of Leadership Oklahoma and changing economic conditions, the contents of this manual may be changed at any time at the discretion of Leadership Oklahoma.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Leadership Oklahoma Employee Manual and job description.

- ◆ I have received and read a copy of the Leadership Oklahoma Employee Manual. I understand that the policies, benefits and expectations described in it are subject to change at the sole discretion of Leadership Oklahoma, at any time.
- ◆ I further understand that my employment is terminable “at will”, either at my option or by Leadership Oklahoma, regardless of the length of my employment or the granting of benefits of any kind.
- ◆ I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Chief Executive Officer.
- ◆ I am aware that during the course of my employment confidential information will be made available to me including, but not limited to, member information, pricing policies and other related information. I understand that this information must not be given out or used outside of Leadership Oklahoma’s premises. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company. Furthermore, I will adhere to any obligation which I may have with a former employers insofar as the use or disclosure of confidential information is concerned.
- ◆ I understand that should the content of this manual be changed in any way, Leadership Oklahoma may require an additional signature from me to indicate that I am aware of and understand any new policies.
- ◆ I understand that my signature below indicates that I have read and understand the above statements. I have received and read a copy of the Leadership Oklahoma Employee Manual.

\_\_\_\_\_  
Employee’s Printed Name

\_\_\_\_\_  
Employee’s Position

This position is classified: Exempt or Non Exempt (circle one)

Acknowledged:

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature

Date

CEO or **Chair's** Signature

Date

The signed original copy of this agreement should be given to the Chief Executive Officer. Signed original will be filed in your personnel file. The employee copy is available upon request.

## **10.00**

## **APPENDICES**

**10.10  
Leadership Oklahoma  
Request for Personal Time Off**

Name:

Date: \_\_\_\_\_

Type of Leave	Number of Hours (to nearest half hour)	First Day of Leave (Month/Day/Year)	Last Day of Leave (Month/Day/Year)
<b>Personal Time Off:</b>			
<b>Bereavement*:</b>			
<b>(Relative)</b>			
<b>Jury Duty:</b>			
<u>Leave without Pay:</u>			
<b>Maternity:</b>			
<b>Military:</b>			

Reason for PTO request: \_\_\_\_\_

I certify that I am eligible to receive Personal Time Off as requested and that the statements above are true and correct.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
CEO's or Chair's Approval Signature

\_\_\_\_\_  
Date of Approval

\* **Eligible family** members for Bereavement include:  
Immediate Family (up to 3 days paid per instance): Spouse, parent, Child, Sibling (including stepparent, child or sibling) and Immediate Family Relationships created by adoption.  
Extended Family (1 day paid per instance): Grandparent, Parent-in-law, Uncle, Aunt, Niece, Nephew, Sister-in-law, Brother-in-law.





**10.30**  
**Leadership Oklahoma**

**REQUEST FOR REIMBURSEMENT**  
(Attach Receipts)

Name \_\_\_\_\_

Date \_\_\_\_\_

<b>Date</b>	<b>Type of Expense</b>	<b>Program Description</b>	<b>General Ledger Account</b>	<b>Amount</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Sub Total \_\_\_\_\_

Mileage Reimbursement \_\_\_\_\_

Total Amount Requested \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
CEO's Signature for Approval

Leadership Oklahoma  
MILEAGE INFORMATION

Month \_\_\_\_\_

Year \_\_\_\_\_

Employee \_\_\_\_\_

Date	From/To	Purpose of Trip	General Ledger Account	Miles
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>TOTAL MILES</b>				

Mileage Reimbursement = Total Miles x State Rate for Reimbursement

Mileage Reimbursement = \_\_\_\_\_ = \_\_\_\_\_