



## Pine Mountain Estates Property Owners Assoc., Inc.

# Employee Handbook

Contains Manual, Policies,  
Benefits and Guidelines

Proceeds all previous employee manuals, policies,  
Memorandums, guidelines and benefits.

Approved  
By  
Pine Mountain POA, Inc.  
Board of Directors

October 2, 2018

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## Overview

The Pine Mountain Employee Handbook has been developed to provide general guidelines about our policies and procedures for employees. It's a guide to assist you in becoming familiar with some of the privileges and obligations of your employment including our policy of voluntary at-will employment. None of the policies or guidelines within this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Pine Mountain POA, Inc.'s Board of Directors at any time, without advance notice.

**Mission:** Pine Mountain Property Owners Association, Inc. is dedicated to the safety and well-being of all residents while offering a uniquely challenging, family oriented, golf experience to all guests and members.

Pine Mountain POA, Inc. (PMPOA) will provide each individual a copy of this Employee Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all PMPOA employees. Further, PMPOA expects each employee to display good judgment, diplomacy and courtesy in their professional relations with PMPOA Members and the general public.

### III. Voluntary At-Will Employment

Unless an employee has a written employment agreement with PMPOA, which provides differently, all employment at Pine Mountain is “at-will.” That means that employees may be terminated from employment with Pine Mountain POA, Inc. with or without cause. Any representation by any PMPOA Board Member or employee contrary to this policy is not binding upon PMPOA unless it is in writing and is signed by the President of the Board of Directors with the approval of the Board.

### IV. Equal Employment Opportunity

Pine Mountain POA, Inc. shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors of PMPOA will not discriminate against any employee or applicant in a manner that violates the law. PMPOA is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. PMPOA’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The President of the Board of Directors shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Pine Mountain POA, Inc. will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of PMPOA may have violated the Equal Employment Opportunity Policy should report the possible violation to the President of the Board.

If Pine Mountain POA, Inc.’s Board of Directors determines that a violation of this policy has occurred, they will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Board of Directors will inform the employee who made the complaint of the results of the investigation.

PMPOA is committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at Pine Mountain POA, Inc. for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on the mission and services provided to Pine Mountain POA's Members, guests, customers and other employees.

V. Policy Against Workplace Harassment

PMPOA is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

PMPOA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the President of Pine Mountain POA, Inc. Board of Directors.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in/on PMPOA's premises such as on an employee's desk or workspace or on any of PMPOA's equipment or notice boards.

It is also against PMPOA's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise any member of PMPOA's Board of Directors who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Discriminatory or harassing behavior from a PMPOA Member will also be addressed by the Board of Directors. Employees should not be subject to any form of harassing behavior from coworkers, members of management or members of PMPOA.

## VI. Attendance and Punctuality

To maintain a safe and productive work environment, PMPOA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and Pine Mountain POA, Inc. as a whole. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## VII. Time Keeping

Federal and state laws require PMPOA to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties. All employees will use PMPOA time card machines to clock in and out for work.

It is the employees' responsibility to ensure their time cards reflect the accuracy of all time recorded. The supervisor will review and validate all timecards for accuracy in hours worked, sick time, vacation time and any time off before submitting it to the PMPOA Office for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes and initialize the time record.

Supervisors will also insure recorded time worked of any split shift or departure from work for personal reasons are annotated in an employee's time record. Overtime work must always be pre-approved by the Board of Directors before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## VIII. Overtime

Overtime pay for non-recreational hourly employees is based on hours worked over 40 hours and for recreational employee's no overtime pay will be authorized. Payment of overtime will be provided in the pay period following the period in which it is earned. Only the Board of Director's President or their designee, upon the request of an employee's supervisor, may authorize overtime.

## IX. Employment Policies and Practices

### Definitions of Terms:

1. **Employer.** Pine Mountain Property Owners Association, Inc. is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has their work directed and evaluated by PMPOA.
2. **Full-time Employee.** A full-time employee regularly works at least 40-hours per week.
3. **Part-time Employee.** A part-time employee regularly works less than 35-hours per week. Part-time employees are treated the same as full-time employees when it comes to minimum wage, overtime pay, recordkeeping and child labor. Part-time employees are also covered under OSHA's safety and health policies concerning work-related injuries, illnesses and occupational facilities.
4. **Exempt Employee.** An exempt employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (FLSA). Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary rather than an hourly wage for a position for it to be exempt.
5. **Salaried Exempt Employee.** Employees classified as both salaried and exempt receive the minimum weekly wage for salaried workers, plus they are exempt from the FLSA regulations on overtime pay based on their job duties and responsibilities. Management position supervising a minimum of two (2) employees.
6. **Non-exempt Employee.** A non-exempt employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (FLSA). For non-exempt employees, an accurate record of hours worked must be maintained. Pine Mountain will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

7. Salaried Non-exempt Employee. Salaried nonexempt employees receive a salary rate for a fixed number of hours. When they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation.
8. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time – more than 120 days in a year but not a full year. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Pine Mountain POA, Inc. Employee Handbook.
9. Seasonal Employee. Any individual who works 120 days or less.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of their specific compensation category and exempt or non-exempt status.

#### X. Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although PMPOA has no prohibition against hiring relatives of existing employees, we are committed to restricting situations in which relatives are allowed to work in the same area. In case of actual or potential problems, PMPOA's Board of Directors will take prompt action. This can and will include reassignment or, if necessary, termination of employment for one or both individuals involved. If an employee is reassigned expect a 90-day probationary period for the new position.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

#### XI. Position Description and Salary Administration

Each position shall have a written job description. In general, the description will include: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications, and working conditions affecting the job, e.g., working hours, use of vehicles and equipment, etc. The supervisor(s) or the Board of Directors shall have discretion to modify the job description to meet the needs of PMPOA.

Paychecks are distributed each Friday for the previous work week except when those days fall on a holiday, in which case paychecks will be distributed on the preceding workday.

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Example: Thanksgiving week – payday will be the day before Thanksgiving (Wednesday). Effective date of changes to paycheck distribution date/time, October 19, 2018.

Timesheets are due to the Pine Mountain POA Office each Monday morning following a work week. All salary deductions are itemized and presented to employees with their Employee Pay Stub weekly. Approved salary deductions may include: federal and state income taxes, social security, Medicare, and state disability insurance and/or other benefits.

## XII. Work Review/Performance Evaluation

Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These evaluations also form the basis for staff development and training for the next year.

Annual performance reviews are a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year and anticipate Pine Mountain POA's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Pine Mountain POA. To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance, the areas needing attention/assistance and any other information that can be of benefit to both the employee and Pine Mountain POA. It is further incumbent upon the supervisor to clearly communicate the expectations of the employee in contributing to the success of Pine Mountain POA for the coming year.

Both the supervisor and employee should attempt to arrive at an understanding regarding the goals and objectives to achieve/strive for in the coming year. Once completed, both parties will sign the performance review that will be kept as part of the employee's personnel record and used as a guide during the year to monitor the employee's progress relative to the agreed upon objectives.

The Board of Directors President reviews the work of all supervisors. Work reviews for all other staff are the responsibility of the appropriate supervisor.

## XIII. Pay Deductions

- a. Social Security/Medicare/Medicaid: PMPOA participates in the provisions of the Social Security, Medicare, Medicaid programs. Employees' contributions are deducted from each paycheck and PMPOA contributes at the applicable wage base as established by federal law.

b. Workers' Compensation and Unemployment Insurance: Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and PMPOA, any accident that occurs on the job must be reported immediately, even if there are no injuries apparent at the time. Forms for this purpose are available from the PMPOA Office.

#### XIV. Employee Benefits

- a. Holiday Pay: All benefits are intended for full-time hourly and regular part-time hourly employees who are scheduled to work on a regular basis. It is our policy that the following (6) holidays be considered paid holidays: New Year's Day, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day and Christmas Day. Full-time hourly employees will be granted 8 hours pay for each holiday; regular part-time hourly employees will receive their holiday pay based on their hired work schedule.
- b. Paid Holiday Hours: If an employee has to work on a holiday, due to scheduling or a Pine Mountain emergency, the employee will receive an addition to their holiday pay for all hours worked during the day of the holiday. Salaried employees are given a day off for working on a holiday.
- c. Vacation Days: Full-time and regular part-time employees will earn 1-week vacation time after the first year worked based on their normal work schedule. Examples:
  - Full-time 1-week = 40 hours
  - Regular Part-Time 1-week = 35 hours

A maximum of 4-weeks of vacation time can be earned. Example: Full-Time Employee: (Regular Part Time is  $\frac{1}{2}$  the hours below)

- 1<sup>st</sup> Year = 5 days / 40 hrs
- 5<sup>th</sup> Year = 10 days / 80 hrs
- 10<sup>th</sup> Year = 15 days / 120 hours
- 15<sup>th</sup> Year = 20 days / 160 hours

Only vacation days accrued to the date of departure and not used at the time of an employee's dismissal, termination, retirement, abandonment or leave their position with Pine Mountain, will be provided. If any employee has more than 4-weeks (20 days / 160 hrs) of vacation days at the end of a fiscal year – these days will be forfeited.

- d. Sick Days: Sick days are an unforeseen necessity, but limits should be regulated. It is our policy that only full-time employees are authorized paid sick days and they may use up to 3 paid sick days on an PMPOA fiscal year basis. Employees will forfeit any sick days accrued and not used at the beginning of each fiscal year or end of employment.

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- e. Overtime Pay: Overtime pay for hourly employees is based on hours worked over 40 hours. Hours worked over will be paid at 1 ½ times the employee's hourly rate. All overtime must be preapproved by the employee's supervisor or Board of Directors.
- f. Employee Advancement Pay: It is our policy that pay advancements are not allowed. In addition, employees will not receive their paycheck prior to the pay period end date.

Effective September 8, 2018, the PMPOA Board of Directors have approved this policy manual to be distributed to all employees. For purposes of computing all benefits, the employee's first employment year will be prorated and thereafter the PMPOA Fiscal Year will be used for computing annual paid benefits.

It is PMPOA policy that the above benefits be provided in writing to all employees to become effective immediately upon the board's approval. For purposes of computing all benefits, that after the employee's first employment year, the Fiscal Year to be used for computing annual paid benefits.

Any time off that is not verified by the PMPOA Office and pre-approved through the Board of Directors will be considered personal time off without pay.

## XV. 90-Day Probationary - New Hires

It is PMPOA's policy that each new or transferred employee hired will be on a 90-day probationary period. During those 90 days each supervisor should make every effort to see that the employee is properly trained. At the end of the probationary period, the supervisor and Board President will sit down with the new employee and evaluate their performance. Any consideration for any pay increases after the 90-day probation will have to be approved by the Board of Directors as part of the hiring agreement. Each year, thereafter, each employee, including supervisors, shall receive a yearly evaluation. Supervisors will be evaluated by the Board President and another Board member.

## XVI. Progressive Discipline

When Pine Mountain is in a position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Although employment with PMPOA is based on mutual consent and both the employee and Pine Mountain, PMPOA has the right to terminate employment at will, with or without cause or advance notice, the Board of Directors may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps: written warning, suspension with pay; written warning suspension without pay; or termination of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Note: Progressive discipline steps may be utilized for policy violations for the same or different offenses.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- All offenses may call for a written warning;
- Another offense may lead to a suspension; and,
- Still another offense may then lead to termination of employment.

PMPOA recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

## XVII. Problem Resolution

PMPOA is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from PM Board of Directors. Pine Mountain strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Board of Directors in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the Board of Director's President.

2. Supervisor responds to problem during discussion or after consulting with the Board of Directors when necessary. Supervisor documents discussion.
3. Employee presents problem to the Board of Directors if the problem is unresolved.
4. The immediate supervisor and the President of the Board reviews and considers problem. Once a decision has been made, the decision is then presented by forwarding a copy to the employee and places a copy in the employee's personnel file.

The Board of Directors has full authority to make any adjustment deemed appropriate to resolve the problem.

If at any time, an employee in the work area of the problem or part of the problem requiring resolution is also a Board member – that person is exempt from any Board of Director's discussions on or about the matter.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and supervisors develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

#### XVIII. Termination / Resignation

Either PMPOA or the employee may initiate a termination or resignation. Pine Mountain encourages employees to provide a minimum of 2-weeks written notice prior to the intended separation date. After the Board of Directors receives a notice, an exit interview will be scheduled by the President of the Board or their designee. During the interview an exit plan will be created to pass along all pertinent information and any required closure to Pine Mountain POA privileged knowledge. All employees that received training certifications, while employed at Pine Mountain, will receive a copy of their certification for their future employment or personal records.

#### XIX. Reasons for Discharge of an Employee

The Board of Directions has the authority to discharge or remove an employee from employment with or without cause. Employees are free to leave their employment of Pine Mountain with or without cause. Reasons for discharge may include, but not limited to any of the following:

- a. Falsifying or withholding information on your employment application that did or would have affected the Board's decision to hire you. This conduct will result in your immediate termination.

- b. Falsifying or withholding information in other personal records including personal questionnaires, performance evaluations or any other records.
- c. Performance at work at or below a level acceptable to Pine Mountain or failure to perform assigned duties.
- d. Failure to complete required time records or falsification of time records.
- e. Insubordination
- f. Refusing to work overtime in an emergency to Pine Mountain
- g. Negligence in the performance of duties likely to cause or actually causing personal injury or property damage
- h. Fighting, arguing or attempting to injure another person
- i. Destroying or willfully damaging property belonging to Pine Mountain or private property of another employee
- j. Breach of confidentiality
- k. Using or appearing to use, for personal gain, any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Pine Mountain POA or its members.
- l. Placing oneself in a position in which personal interests and those of Pine Mountain appear to be in conflict or might interfere with the ability of the employee to perform their assigned position and/or tasks.
- m. Using Pine Mountain property, services or information for personal gain or taking, removing or disposing of Pine Mountain material, tools, supplies or equipment without proper authority
- n. Gambling in any form on Pine Mountain property
- o. Dishonesty
- p. Theft
- q. The possession, use, sale or being under the influence of drugs, controlled substances or alcohol during working hours or on Pine Mountain premises at any time.
- r. Excessive tardiness or absenteeism whether excused or unexcused.
- s. Unauthorized absence from work without proper notice
- t. Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Board of Director's President, the employee may be asked to leave immediately or be given a period of notice.

## XX. Personnel Records

Personnel records are the property of Pine Mountain POA and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment, position description, performance reviews, disciplinary records, records of salary increases,

requests for time-off and any other relevant personnel information. It is the responsibility of each employee to promptly notify their supervisor, in writing, of any changes in personnel information, including personal mailing addresses, telephone numbers, names of dependents and individuals to be contacted in the event of an emergency.

## XXI. Non-Disclosure of Confidential Information

Any information that an employee learns about Pine Mountain Property Owners Association, Inc. or its members and guests as a result of working for PMPOA that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by PMPOA or to other persons employed by Pine Mountain who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including secrets, is vital to the interests and the success of Pine Mountain. The disclosure, distribution, electronic transmission or copying of PMPOA's confidential information is prohibited. Such information includes, but not limited to the following examples:

- Compensation data
- Program and financial information, including information related to members, guests, contractors and any pending projects and/or proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. If a copy is not available within their personnel file, one will be created immediately. Any employee who discloses confidential information will be subject to disciplinary action, including possible termination of employment, even if they do not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, in elevators, restrooms, restaurants, public settings or other places where conversations might be overheard.

## XXII. Computer and Information Security

If used properly, electronic communication services and devices like computers, voicemail, Internet, and e-mail can make a more efficient and productive work environment. The e-mail, computer, Internet and voice-mail systems are Pine Mountain POA property. *Personal use by an employee is prohibited while the employee is on working time.* PMPOA may intercept, monitor, copy, review and download any communications or files employees create or maintain on these

systems. All software must be preapproved by the Board of Directors prior to installation on any computer styled system. When using the Internet, do not send materials of a sensitive or confidential nature unless the information is properly coded to prevent interception by third parties.

An employee's communications and use of Pine Mountain's e-mail, computer, Internet and voice- mail systems will be held to the same standard as all other business communications, including compliance with the Pine Mountain's discrimination and harassment policies. Employees are expected to use good judgment in their use of PMPOA's system. Supervisor's should be notified of unsolicited, offensive materials received by any employee on any of these systems.

Furthermore, an employee's consent and compliance with e-mail, computer, Internet and voice- mail policies is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing and downloading of any communications or files is grounds for discipline, up to and including discharge.

To ensure proper use, a few basic rules must be observed:

1. All electronic communication services and devices provided by Pine Mountain must not be used for games, harassment, or offensive messages. Use of such services and devices by an employee on working time for solicitation and other non-business-related reasons is not acceptable.
2. PMPOA reserves the right to monitor and/or search any part of its computer or communications resources at any time and for any reason. For this reason, employees should not consider things like computer discs, computer programs, computer journal entries, e-mail, voicemail or any other electronic communication to be private.
3. Passwords for accessing the Pine Mountain's computer resources must not be shared with any other person who does not have a need to know.
4. Because of the danger of computer viruses, employees may not use any personal removable media on computers and other such equipment without the consent of their supervisor.
5. Information brought into such services and devices through the Internet or other communications networks is proprietary and confidential. Employees may not copy, transfer, transmit, or otherwise share such information without the consent of their supervisor.
6. Transmission of sexually explicit pictures, jokes, or material is strictly prohibited as is the visiting of inappropriate websites.

The following tips should be followed and communicated to each user with access to email:

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1. Do not open or respond to emails that look suspicious, unusual or from someone unfamiliar asking to make an action such as giving information, credit card details, making a payment. If the email claims to be from a genuine company but originated from a free web-based email service, it's likely spam.
2. Do not open an attachment that is unexpected, especially if the sender is unknown. Often malicious code masquerades as Word documents or some other file type. Scammers can easily change an .EXE extension of a malicious file to .DOC. If the office has received such a file, it's best to check with the Board of Directors before doing anything with it.
3. Do not open attachments, do not click on a link in an email unless 100% sure it is safe to do so. It is easy to interject an infected hyperlink into the body copy of an email. If in doubt, delete.
4. Don't be fooled by phishing attempts. Someone somewhere will try to get personal information. Never give out personal details over email or fill in a form that pops up when an email is opened. If in doubt, check with the Board of Directors.

Approved by the Board of Directors:

I, \_\_\_\_\_, President of the Board of Directors signed  
stating this Employee Handbook was approved by the Board of Directors on:

\_\_\_\_\_  
Date

# Pine Mountain Employee Acknowledgement / Receipt of Employee Handbook

I hereby acknowledge receipt of the Pine Mountain Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Pine Mountain that provides otherwise, I have the right to resign from my employment with Pine Mountain Property Owner's Association, Inc. (PM POA) at any time with or without notice and with or without cause and that PMPOA has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all the above. I have also read and understand the PM POA Employee Handbook.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

## Confidentiality Policy and Pledge

Any information that an employee learns about PM POA, or its members, guests, customers, etc. as a result of working for PM POA that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by PM POA or to other persons employed by Pine Mountain who do not need to know such information to assist in rendering service.

The disclosure, distribution, electronic transmission or copying of PM POA's confidential information is prohibited. Any employee who discloses confidential Pine Mountain information will be subject to disciplinary action (including possible separation/termination) even if they do not actually benefit from the disclosure of such information.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

PM POA Employee Acknowledge / Confidentiality Agreement  
August 2018  
Copy must be filed in Employee's Personnel File

# Pine Mountain

## Employee Time Off Request Form

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

Employee's Name: \_\_\_\_\_

Requested Time/Dates: \_\_\_\_\_ to \_\_\_\_\_

Total Hours Requested: \_\_\_\_\_

Reason:

<input type="checkbox"/> Vacation	<input type="checkbox"/> Sick Leave
<input type="checkbox"/> Personal Time off without pay	<input type="checkbox"/> Emergency Vacation

---

Employee's Signature

---

Date

---

Employee's Supervisor:

Name: \_\_\_\_\_

Time Requested: Approved / Disapproved

If Disapproved – Reason: \_\_\_\_\_

---

Supervisor's Signature

---

Date

---

PM POA Office:

Number of Days / Hours Available: Days \_\_\_\_\_ Hours \_\_\_\_\_