



# North Texas Region - USA Volleyball

## EMPLOYEE MANUAL - 7/1/13

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**(1) Welcome Message from the President**

Dear Employee,

Welcome to North Texas Region - USA Volleyball!

We are excited to have you as part of the NTR-USAV. North Texas Region - USA Volleyball is committed to quality work and superior customer service in all aspects of our business.

We value our employees and encourage them to make productive suggestions. We want you to succeed at your job.

This Employee Manual, inclusive of an Acknowledgement Form, sets forth the general administrative policies, goals, and benefits of North Texas Region - USA Volleyball and replaces and supersedes any prior manual(s). The contents of this Manual are confidential and are not be distributed to or shown to anyone else inside or outside the NTR-USAV. This Manual remains the property of North Texas Region - USA Volleyball and must be returned upon request.

You should use this Manual as a reference as you pursue your career with us. Each policy is dated and is current as of that date, but may be unilaterally amended by North Texas Region - USA Volleyball at any time, with or without notice, and we shall also reserve the right to deviate from the policies herein in our sole discretion. When there is a change in a policy, we will update this Manual as soon as possible. Feel free to discuss with us any questions you may have about this Manual or about your employment with us.

Sincerely,

Andy Reitingger  
President

## **(2) NTR-USAV Operations**

The success of North Texas Region - USA Volleyball (hereinafter “NTR-USAV”) is based on providing great service to our members, every day.

The organization of the NTR-USAV will be distributed.

Key contact information for North Texas Region - USA Volleyball is as follows:

Physical Address:  
1004 N Avenue  
Suite 120  
Plano, TX 75074

Mailing Address:  
PO Box 941365  
Plano, TX 75094

469.323.1873 (phone)  
469.326.1875 (fax)  
ntrstaff@ntrvolleyball.org  
10:00am – 4:00pm (subject to change)

## **(3) Equal Opportunity; Immigration Law**

### **3.1. Equal Opportunity Statement**

NTR-USAV is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws, except where a bona fide occupational qualification applies.

This policy extends to all aspects of the employment relationship, including, but not limited to, recruiting, interviewing, job assignments, training, compensation, benefits, discipline, use of facilities, participation in NTR-USAV-sponsored activities, termination, and all other terms, conditions, and privileges of employment.

### **3.2. Immigration Law Compliance**

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), NTR-USAV only employs individuals who are legally authorized to work in the United States. Furthermore, NTR-USAV does not continue to employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working.

### **3.3 Americans with Disabilities Act Compliance**

NTR-USAV adheres to the Americans with Disabilities Act (ADA) and makes every effort to ensure that qualified individuals with a disability are not discriminated against in any terms, conditions, or privileges of employment. The ADA requires employers to provide a reasonable accommodation to qualified individuals with known disabilities in all aspects of employment, unless the accommodation would cause an undue hardship to the employer.

An individual with a disability is a person who:

- (1) Has a physical or mental impairment substantially limiting one or more major life activities; or
- (2) Has a record of such impairment; or
- (3) Is regarded as having such impairment.

A qualified individual is a person with a disability who meets the skill, education, experience, training, and other job-related requirements of position, and who, with or without a reasonable accommodation, can perform the essential functions of the position. We are committed to providing a reasonable accommodation to the known physical or mental limitations of such individuals so they can perform the essential functions of a job, unless the accommodation would create an undue hardship.

If you need an accommodation under the ADA, you should immediately notify NTR-USAV.

## **(4) Policies and Rules**

### **4.1. Employment – Classification**

As an employee of NTR-USAV, you are an “employee at will”. This means that either you or NTR-USAV may choose to terminate the employment relationship at any time, with or without cause, and with or without advance notice.

Any information outlined in this Manual or in any other NTR-USAV document does not modify the employment at will policy and should not be interpreted to mean that termination will occur only for “just cause”. These documents do not create an express or implied contract of employment for a definite and specific period of time between you and NTR-USAV, or otherwise create express or implied legally enforceable contractual obligations on the part of NTR-USAV concerning any terms, conditions, or privileges of employment. Any documents or statements, written or oral, prior, current, or future that conflict with the employment at will policy are void.

**Regular Full-Time** is an employee who has no termination date and who is regularly scheduled to work thirty (30) or more hours per week. Regular full-time employees may be either non-exempt (hourly) or exempt (salaried) employees.

**Regular Part-Time** is an employee whose position has no termination date and who is scheduled to work 10 (ten) or more hours, but less than thirty (30) hours per week.

**Temporary Employee** is an employee who is hired for a certain length of time and who is paid only for their hours worked. A temporary employee will not receive any benefits or holiday or vacation pay.

#### **4.2. Confidentiality**

As the result of your employment at NTR-USAV, you will acquire and have access to confidential information belonging to NTR-USAV of special and unique value. This includes such matters as NTR-USAV's personnel information, USA Volleyball membership records, background screen information, procedures, financial information, records, confidential reports, as well as any other information specific to NTR-USAV.

As a condition of employment, you must and hereby do agree that all such information is the exclusive property of the NTR-USAV, and you will not at any time disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as "confidential". Signing a separate confidentiality agreement further clarifying this policy at NTR-USAV's requests is also a condition of your continued employment with NTR-USAV.

If you are ever unsure of your obligations under this policy it is your responsibility to consult with your supervisor for clarification.

#### **4.3. Personal Information**

It is important that the personnel records of NTR-USAV be accurate at all times. In order to avoid problems with your benefit eligibility, tax liability, or our ability to communicate with you regarding shift changes and the like, NTR-USAV requires that you will promptly notify your supervisor or human resources representative of any change in your name, home address, telephone number, number of dependents, or any other information pertinent to your employment with NTR-USAV.

#### **4.4. Attendance and Punctuality**

NTR-USAV believes that a good record of attendance and punctuality is an essential component of good work performance. You are expected to arrive at work before you are scheduled to start your shift and be at your workstation by your scheduled start time. If, for any reason, you are unable to report for work on time, or unable to remain at work until the end of your shift, you must notify your supervisor directly before your regular starting time.

All time off must be requested in advance and should be submitted in writing as outlined in the appropriate categories, except for sick leave (See Sick Leave and other categories for specific details outlined below.). Excessive absences may result in disciplinary action, up to and including termination.

#### **4.5. Dress Code**

As an employee of NTR-USAV, you must maintain a clean, safe, and professional appearance. Your attire should be consistent with the type of work you are performing as well as being appropriate for the position you hold and the image NTR-USAV seeks to project. Clothing must be neat and clean. Good personal grooming and hygiene are also essential and should contribute to a professional appearance. If you are in doubt as to what is appropriate, please consult your supervisor.

#### **4.6. Work Hours and Overtime Pay**

The normal work day is six (6) hours, and thirty (30) hours represents a normal work week, commencing 12:01 AM Monday and ending on midnight on the following Sunday. While you are generally expected to work the number of hours stated above, NTR-USAV does not guarantee that you will actually be able to perform all of your work duties in this amount of time. You are expected to put in the amount of time over 40 hours per week necessary to complete your job duties and occasionally, in rare circumstances, substantial extra work may be required. If you are overburdened with work and unable to complete your assignments with a moderate amount of additional work each week, please speak to your supervisor; however, with more responsibility and increased pay, usually comes a greater work load and more time spent working.

Exempt employees (salaried) are not paid overtime for hours worked above 30 hours per week; a moderate amount of expected overtime is built into your compensation package as a salaried employee.

For hourly employees, overtime work is only performed when approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so, and you will receive time and one-half regular pay for time worked exceeding forty (40) hours in any given week or Compensable Time at the same rate per TWC definitions. While you are generally expected to work the number of hours stated above in for hourly employees, NTR-USAV does not guarantee you will work that many hours in any given day or week.

When computing total hours worked in a work week for purposes of calculating overtime pay, only hours actually worked are counted. Time off from work, such as holidays or jury duty, is not counted as hours worked even if you are paid for such time off.

#### **4.7. Time Sheets**

NTR-USAV will provide a time sheet for hourly employees to neatly and legibly record your time, rounded to the nearest quarter-hour. Turn it into your supervisor promptly at the end of each pay period.

The work week commences 12:01 AM the 1<sup>st</sup> day of the month or the 16<sup>th</sup> day of the month. A new time sheet should be used for each period.

Time sheets must be completed accurately. Your signature on the time sheet is required to certify its accuracy as a record of the time actually worked. Falsifying a time card or sheet can lead to disciplinary action, up to and including termination. Furthermore, the falsification of a time sheet is a fraudulent act for which an employee may be prosecuted.

#### **4.8. Lunch Period**

You are allowed a daily 30-minute paid lunch break. Lunch breaks will generally be taken on a staggered schedule so that your absence from work does not create a problem with the day-to-day operations of NTR-USAV. Any other breaks during the work day must be approved in advance by your supervisor.

#### **4.9. Safety and Accident Rules**

Safety is a priority at NTR-USAV. NTR-USAV strives to provide a clean, hazard-free, and safe environment in accordance with the Occupational Safety and Health Act of 1970.

As an employee, you are expected to take part in maintaining this environment. You should observe all posted safety rules; adhere to all safety instructions provided by your supervisor, and use safety equipment when required. It is your responsibility to learn the location of all safety and emergency equipment, as well as the safety and/or emergency phone numbers.

You may be required to purchase and maintain some of your own safety equipment. Any problems with NTR-USAV-provided safety equipment should be reported to your immediate supervisor. If it is not safe to work for any reason, report the problem to your supervisor immediately.

All work related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the state(s) in which we operate.

#### **4.10. Use of NTR-USAV Property**

NTR-USAV will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor should any equipment be removed from NTR-USAV work premises unless approved by your supervisor. This includes NTR-USAV vehicles, telephones, and two-way communication equipment.

Any items or packages taken out of the work place are subject to inspection at any time.

Use of NTR-USAV's stationery, office supplies, or postage for personal use is strictly prohibited.

NTR-USAV premises, telephones, and email are not to be used for employees or others to engage in the practice of soliciting collections or donations; selling raffles, goods, or services; operating betting pools; or solicitations of any kind.

#### **4.11. Use of NTR-USAV Computers, E-mail, and Internet**

Employee use of NTR-USAV computers, printers, peripherals, and electronic equipment is for job-related or approved activities only. Inappropriate use of NTR-USAV computers, which may be defined from time to time at the discretion of NTR-USAV, may subject you to discipline, up to and including termination.



Inappropriate use includes, but is not limited, to the following:

- A) Use of NTR-USAV computers to send or receive messages, pictures, or computer files which are illegal, pornographic, sexist, racist, harassing, or discriminatory. If you receive such material, you should notify your supervisor immediately.
- B) Loading software that is not approved in advance by management.
- C) Making illegal copies of licensed software.
- D) Using software that would provide unauthorized access to NTR-USAV's computers or would disrupt our equipment in any way.
- E) Using NTR-USAV computers, printers, or email for personal and/or non-NTR-USAV related use, unless authorized by your immediate supervisor.

Any message or file created, or emailed using any NTR-USAV computer is the property of NTR-USAV. You should have no expectation of privacy or confidentiality in any message or file that is created, stored, or sent using the computers or other communication equipment belonging to NTR-USAV, and NTR-USAV reserves the unilateral right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete any work you do on a NTR-USAV computer, including email.

If provided, your NTR-USAV email account is strictly for business communication only and is not for personal use. You are not authorized to access the computer(s), email account(s), or files of any other NTR-USAV employee, unless otherwise authorized by your supervisor.

#### **4.12. Harassment and Discrimination Policy**

NTR-USAV is proud of its work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination or harassment, including racial and sexual harassment. Any employee found to have engaged in any form of discrimination or harassment, whether verbal, physical, or arising out of the work environment, and whether in the work place, at work assignments off-site, at NTR-USAV-sponsored social functions, or elsewhere, is unacceptable and will not be tolerated.

NTR-USAV's general harassment policy is designed to ensure that all individuals can work in an environment that promotes equal opportunities and prohibits discrimination and harassment on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws.

Remember, NTR-USAV is a multi-cultural firm and we must all be sensitive to and tolerant of the background of others. When in doubt, don't say it or do it.

For purposes of this policy, sexual harassment is defined as follows:

Unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive insulting; obscene comments, gesture, and emails; and display in the work place of sexually suggestive objects or pictures.

For purposes of this policy, racial harassment is defined as all inappropriate conduct and activity taken against an individual because of his or her race and/or national origin.

Examples of racial harassment include, but are not limited to, racial comments, racial jokes or emails, treatment of an individual differently because of his or her race, and all other activities defined by Title VII of the U.S. Civil Rights Acts of 1964.

If you believe that you have been the victim of sexual or other harassment or discrimination in the work place, you should take the following steps:

- 1) Report and discuss the matter with your supervisor.
- 2) If you believe your supervisor or manager to be the source or a participant in the harassment, report this to a board member.

NTR-USAV will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the NTR-USAV, or to the NTR-USAV President.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.

#### **4.13. Performance & Salary Reviews; Provisional Period**

Each new or promoted employee will be given an oral or written job description that details the requirements and expectations of the new position. Performance reviews will normally be conducted every twelve (12) months from the date you were hired with the exception of the three (3) month review at the end of your provisional period.

Employee reviews are based on job description and work performance. Wage increases will be based upon reviewing these results as well as the following: Dependability, cooperation, attitude, and any disciplinary actions that have been taken. Your supervisor will review and discuss with you your hourly wage or salary and your job position and expectations during your review.

During the ninety (90) day provisional period upon first being hired by NTR-USAV, you understand that you will not be considered a regular employee until you have satisfactorily completed this required provisional period of employment, as determined by NTR-USAV management. The purpose of the provisional period of employment is to determine your job satisfaction and to allow NTR-USAV to evaluate your job performance. In the event that your

job performance is evaluated as being unsatisfactory, the provisional employee may be terminated without prejudice at any time for any reason during the provisional period.

During said provisional period, you may or may not be eligible for some of the benefits offered by NTR-USAV to regular employees.

#### **4.14. Payroll**

You will be paid for your work on the regularly-scheduled payday in the in which the work was performed. Pay checks may be mailed or picked up from the NTR-USAV during normal business hours. In the event that a regularly scheduled payday falls on a weekend or holiday, you will receive your pay on the next business day. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation, or will be mailed to the home address on file with NTR-USAV.

If there is an error in your pay check, notify your supervisor immediately. Every effort will be made to remedy the discrepancy as quickly as possible. If your pay check is lost or stolen, notify your supervisor immediately. A new pay check will be issued after payment has been stopped on the original check. NTR-USAV will not be obligated to indemnify an employee for any monetary loss suffered as a result of a lost pay check if we are unable to stop payment on the original check.

NTR-USAV will deduct Federal Social Security and Income Tax and all other legally required deductions from your payroll check each pay period.

#### **4.14. Reporting Absences**

In all instances specified in Sections 5.1 through 5.10, as described below, all leave requests and approvals should be made in writing whenever possible.

After five (5) days of unauthorized absence, and if it receives no acceptable explanation, the NTR-USAV may assume that you have resigned.

### **(5) Benefits and Services**

Except where required by applicable state or federal law, the benefits provided to employees by NTR-USAV are subject to change at any time. Please communicate with your supervisor if you have any questions concerning the benefits available to you as an employee of NTR-USAV.

#### **5.1. Holidays**

NTR-USAV observes – and except in emergency situations, is closed for – the following holidays:

- A) New Year's Day (January 1)
- B) Memorial Day (Last Monday in May)
- C) Independence Day (July 4)
- D) Labor Day (First Monday in September)

- E) Thanksgiving (Fourth Thursday in November)
- F) Christmas (December 25)

NTR will typically follow suit with USAV for office closures during holiday periods, which includes office closure the day after Thanksgiving and Christmas Eve through New Years Day. When a holiday falls on a weekend, NTR-USAV will designate the Friday preceding or the Monday following as the observed holiday at the discretion of NTR-USAV. Regular full-time employees are paid six (6) straight time hours for each holiday. Regular part-time employees are paid for holidays based upon the number of straight time hours they are normally scheduled. Temporary employees are not paid for holidays unless they are specifically requested to work on the designated holiday.

**5.2. Vacation**

NTR-USAV full-time regular employees are entitled to the following paid vacation schedule per year worked based on length of employment:

At least one year	Two weeks of paid vacation time
At least one year but less than 3	Three weeks of paid vacation time
3 years or more	Four weeks of paid vacation time

Your requested vacation time must be submitted in writing to your supervisor at least two (2) weeks prior to the anticipated vacation date. Vacation time must be taken in full days only. Every effort will be made by NTR-USAV to accommodate vacation requests; however, business circumstances may not permit all requests to be honored. During peak registration times (September 1 – December 1), employees are discouraged from using more than five (5) vacation days consecutively.

Employees may not carry over vacation leave from one calendar year to the next (TWC - Texas Payday Law).

Any and all holiday time described in 5.1 does not count toward an employee's vacation leave (TWC - Texas Payday Law).

Employees who are separated from employment with NTR-USAV are not entitled to be compensated for hours not worked (TWC - Texas Payday Law).

**5.3. Sick Leave**

NTR-USAV provides paid sick leave to eligible salaried employees when you are away from work due to illness. Unless approved by NTR-USAV, you will be limited to five (5) sick days per year. Sick days may be used for your own illness or to care for a sick child. If you are unable to work due to illness, you must notify your immediate supervisor directly as soon as possible and by the time you were to report to work.

NTR-USAV permits use of available sick days for absence due to the birth or adoption of a child to an employee.

Industrial accidents and illness are not covered by Worker’s Compensation.

#### **5.4. Funeral Leave**

If vacation time has been exhausted, NTR-USAV allows three (3) days off each year without pay for a death in your immediate family. Immediate family is defined as parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, and grandchildren. For unusual circumstances you may request up to two (2) additional days; however, these additional days must be approved by your supervisor in advance.

Funeral leave for the death of anyone other than an immediate family member will require prior approval from your immediate supervisor. Funeral leave for such a death is limited to two (2) days per year.

#### **5.5. Jury Duty**

NTR-USAV will provide unpaid time off work for any employee who has been assigned jury duty. You may choose to use vacation time if you wish to be paid for your time away from work while performing jury duty and you have accrued vacation time to use. You will retain any other benefits you had prior to this time, if any. Please provide your immediate supervisor with a copy of the jury summons as soon as possible after you receive it.

#### **5.6. Personal Time Off – Brief Periods**

There may be an occasion when you need a short period of unpaid time (less than two hours) during your regular work schedule to attend to personal matters, such as closing on a home loan, obtaining transportation after an auto accident, coping with a family emergency, etc. The decision to grant any personal time off is at the discretion of Company management and must be requested prior to taking the time off.

#### **5.7. Miscellaneous Benefits**

NTR-USAV does not make available any health or life insurance benefits. At the discretion of the NTR-USAV board and upon approval by the President, your membership with USA Volleyball and accompanying background screen will be paid.

#### **5.8. Worker's Compensation**

NTR-USAV does not carry workers' compensation insurance.

### **(6) Separation from Employment**

#### **6.1. Layoff And Recall**

There may be occasions when it becomes necessary for management to reduce staff at NTR-USAV, due to certain business conditions or for other reasons. On such occasions, NTR-USAV will make decisions on the basis of our business needs related to employee job functions and their performance. Your supervisor or other NTR-USAV official will speak to you personally about your employment status as needed.

## **6.2. Resignation - Termination of Employment by the Employee**

You, as an at-will employee not subject to an employment contract, may choose to end your employment with NTR-USAV at any time, with or without good cause.

You are requested to submit a notice of resignation in writing to your supervisor two (2) weeks prior to the date you intend your resignation to take effect, to assist NTR-USAV in planning for your departure.

## **6.3. Dismissal - Termination of Employment by the Employer**

As an at will employee not subject to an employment contract, NTR-USAV is entitled to terminate your employment at any time and for any reason or for no reason at all, regardless of your work performance or compliance with the rules set forth this Manual.

## **6.4. Automatic Dismissal**

The commission of any offense considered serious enough by NTR-USAV's management, without limitation to those outlined below, will, except in extraordinary circumstances in the sole discretion of NTR-USAV management, be followed by the immediate dismissal of that employee:

- \* Making false statements or omitting pertinent facts on an employment application or in an employment interview;
- \* Threatening, assaulting, fighting with, or harassing another employee or anyone else encountered during the course of business;
- \* Stealing or deliberately damaging the NTR-USAV's or other employees' property;
- \* Possessing a weapon at work;
- \* Reporting to work under the influence of alcohol, narcotics, or other drugs, unless the drug was prescribed for the employee by a physician;
- \* Falsifying or destroying NTR-USAV documents or computer files;
- \* Conviction of a felony offense and/or imprisonment;

Unless otherwise prohibited by applicable state or federal law, final settlement of your pay will not be made until all property owned by NTR-USAV is returned in satisfactory condition. The cost of replacing any items not returned will be deducted from your final paycheck, or, if this is not possible, due to legal restrictions or otherwise, legal action may be taken to recover any property or monies due NTR-USAV.

## **7. Communication Policy**

Any questions with respect to any of the provisions of this Employee Manual should be addressed to your immediate supervisor.

You are entitled to express your point of view on work-related matters in a constructive manner, as well as to make any productive suggestions in any of the communication avenues available within NTR-USAV.

## **8. Arbitration; Choice of Law**

Any controversy or claim arising out of or relating to the employment relationship created between the employer (NTR-USAV) and employee (you), including all topics covered in this Employee Manual, and the interpretation of this Manual, or any alleged breach of it, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association, with such arbitration to take place in the County of Dallas, State of Texas with an agreed upon arbitrator. If the parties cannot agree on an arbitrator, a court of competent jurisdiction shall appoint an arbitrator at the request of either Party. Although the parties shall initially bear the cost of arbitration equally, the prevailing party, if any as determined by the arbitrator at the request of the parties which is hereby deemed made, shall be entitled to reimbursement for its share of costs and reasonable attorneys' fees, as well as interest at the statutory rate. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The determination of the arbitrator in such proceeding shall be final, binding, and non-appealable.

This Manual shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Texas.

We have supplied a separate copy of the Acknowledgement Form.

Please be sure to sign, date, and return this form to your supervisor after reading this Employee Manual; doing so is a prerequisite for employment with North Texas Region - USA Volleyball.

Also attached is an Employee Checklist for you to complete and return along with your Acknowledgement Form.

Thank you and we look forward to having you as an employee!

**Acknowledgement Form**

This Employee Manual has been prepared for your understanding of the policies, practices, and benefits of North Texas Region - USA Volleyball; it is important to read this entire Manual. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of NTR-USAV. This Employee Manual supersedes all prior manuals and previously-issued policies.

After you finish reading this Employee Manual, please sign, date, and return this Acknowledgement Form within seven (7) days of your receiving this Employee Manual to read.

You agree to keep this Manual in your possession during your employment and to update it whenever new information is provided to you. You acknowledge that this Manual remains the property of NTR-USAV and must be returned immediately upon request, or upon the termination of your employment.

By signing below, you acknowledge that you have read and understood the policies outlined in this Employee Manual. You agree to comply with the policies contained in this Manual and to read and understand any revisions to it and be bound by them. You understand this Manual is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This Manual is not a full statement of NTR-USAV policy. Any questions regarding this Manual can be discussed with your supervisor or human resources representative.

You acknowledge that this Manual is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and NTR-USAV or to otherwise create express or implied legally enforceable contractual obligations on the part of NTR-USAV concerning any terms, conditions, or privileges of employment.

\_\_\_\_\_  
Employee name (print legibly)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

TO BE FILED IN EMPLOYEE'S PERSONNEL RECORDS



**Employee Checklist**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Starting Pay \_\_\_\_\_

Pay Period \_\_\_\_\_

Shifts \_\_\_\_\_

Notes \_\_\_\_\_

TO BE FILED IN EMPLOYEE'S PERSONNEL RECORDS