

**Art of Recycle  
Employee Handbook  
Version June 2021**



# AoR Employee Handbook

Version effective June 2021

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# Employee Handbook

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## Section 1. Introduction

Who we are:

Art of Recycle is a community arts resource center for families, educators and the public. At Art of Recycle we provide a free crafting area during our hours of operation, which is open and available to everyone of every age, as long as they are capable of crafting, at any skill level. Our crafting area is stocked full of all sorts of free crafting supplies that are donated to us by the community around us. We also provide the use of tools and equipment (such as sewing machines, hot glue guns, stamps, cutters and scissors, heat guns, and much more) that many people may not otherwise be able to afford, and we instruct people on how to use those tools if they need instruction.

We are community supported. We have developed a thrifty craft store that is stocked with new and used items donated by the public. Revenue from the craft store helps to pay our rent, utilities, insurance and other overhead costs. The thrifty craft store is full of donated, new and slightly used, craft supplies that are sold at affordable prices making crafting an affordable hobby to anyone and everyone. Art is a necessity.

Our Mission:

Art of Recycle's mission is to inspire more art and assist artists in developing skills for art creation by using the resources around them.

## Our Vision:

Our objective is to teach people how to create “art with purpose” reusing discarded, unwanted, and excess items; creating generations of artists and crafters who are more environmentally conscious. We aim to utilize discarded items as a teaching tool to help individuals of all ages to develop the life skills that they need in order to live independent, prosperous and purposeful lives. To date, we have inspired, encouraged and brightened the lives of thousands of individuals. Our free crafting area has benefited thousands of children and adults. Our thrifty craft store has successfully kept tons of trash out of our local landfill as well as provided thousands of people with low cost craft supplies that they may not otherwise have been able to afford. We have teamed up and networked with other organizations in which we have provided volunteer opportunities to many individuals.

## Our Guiding Values:

At Art of Recycle our goal is to provide HOPE to people within the communities that we serve.

### *Hospitality*

- Above all else, we will treat every person that enters our facility with respect and dignity.
- Every guest is welcomed as they walk in the door; every new person receives an introductory tour of our art center.
- We believe that raising the self-esteem of our citizens is important in creating a healthier community.

## *Opportunity*

- Our free crafting area and our commitment to keep our merchandise low cost for our clients provides opportunity to people during a time of economic hardship.
- Our free cart is a large part of our commitment to the needs of our community. When good quality merchandise does not sell, we make it available to the public for free.
- We strive towards a zero waste community, utilizing as much of potentially discarded materials as possible while teaching others to do the same.

## *Prosperity*

- Our pledge to donate excess art supplies to other organizations and institutions helps to reduce the economic burden on them in an effort to help art programs in local communities to prosper.
- Due to our low cost crafting materials, local artists have a greater advantage of creating a sustainable income through the sale of their own art.
- Our free teacher area and Art is a Necessity Program assists teachers in receiving the teaching materials that they need, for free, in order for them to have access to the necessary tools they need so that teachers may provide the best teaching experience they can to their students. No teacher should be sacrificing their own personal income in order to facilitate the needs of their students.

- Our work within our community enables us to help other communities to develop similar revitalization projects in order to create widespread community prosperity.

### *Empowerment*

- We provide free and low cost workshops that teach people the skills that they need in order to create with confidence.
- Our goal is to empower people, and entire communities, with the concept that they can achieve magnificent things when they apply the effort to do so.

#### 1.1. Purpose of this Handbook

The purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of Art of Recycle. The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary.

#### 1.2 Changes of Policy

The Company reserve the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook, and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

### 1.3 Employment Forms

All new employees are required to complete and submit the following forms. Starred (\*) forms can be found at the end of this manual. All others have been or will be provided separately.

## Section 2. Terms & Definitions

Art of Recycle typically employs regular and temporary employees on an “at-will” basis. This section defines the terms of “at-will” employment, as well as the different types of employees we hire. All of Art of Recycle employees must complete a 90 day probationary period with monthly reviews by their supervisors. At the completion of these 90 days, Art of Recycle will determine to retain or release the employee based on these reviews, attendance records and behavior based on the ability to comprehend and embrace Art of Recycle core values.

### 2.1 Definition of “At-Will” Employment

The job of an “at-will” employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by Art of Recycle. Art of Recycle also reserves the right to alter an “at-will” employee’s benefits, pay rate, and assignments as it sees fit. The “at-will” terms of an employee’s employment may only be changed by the Executive Director or Board of Directors and must be signed by the Executive Director.

### 2.2 Types of Worker

This section distinguishes between the different types of workers Art of Recycle employs. Employee status is established at the time of hire and may only be altered via a written statement signed by Art of Recycle’s Executive Director or Board of Directors.

### *Exempt vs Non-Exempt*

The majority of employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

### *Regular vs. Temporary*

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period of 3 months or less to assist with a project or remedy a staff shortage. A temporary employee is also employed on an “at-will” basis (defined above).

### *Independent Contractors & Consultants*

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects, such as Professional Artists contracted to teach trade specific workshops. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.

## Section 3. Payroll

### 3.1 Payment Schedule

Employees are paid bi-weekly, generally on every other Friday. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

### 3.2 Wages

Wages vary from employee to employee and are based on level of skill and experience. Art of Recycle conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact the Executive Director to discuss.

In addition to regular pay, employees may have the option of earning overtime pay.

#### *Overtime*

A non-exempt employee may work overtime on the terms defined by law pending prior authorization by his or her manager.

### 3.3 Deductions & Garnishment

Federal and state law requires that we deduct the following from every paycheck

- ◆ Social Security
  - ◆ Income tax (federal and state)
  - ◆ Medicare
  - ◆ State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form (W-4) and submit it to Accounting.

## *Wage Garnishment*

Sometimes, Art of Recycle receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

## Section 4. Rights & Policies

The following section summarizes your legal rights as an employee of Art of Recycle. Questions about any policy detailed in this section may be addressed with the Executive Director.

### 4.1 Equal Opportunity Employment Policy

Art of Recycle provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion, compensation, schedules and job assignments, discipline, training, working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

### 4.2 Accommodation for Disabled Employees

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon Art of Recycle request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

#### 4.3 Employment of Minors

Our policy on employment of minors adheres to all FSLA standards, including the following:

- ◆ Minimum employment age (14 for non-agricultural work)
- ◆ Maximum weekly hours for employees under 16
- ◆ Minimum hazardous job employment age (18)
- ◆ Sub-minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

#### 4.4 Employment of Relatives

Art of Recycle will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she becomes a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation in order to remedy the situation.

#### 4.5 Religion & Politics

Art of Recycle is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate Art of Recycle in any way.

We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

#### 4.6 Private Information

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with the Executive Director. A Company-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute. Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

#### 4.7 Leaves of Absence

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by management. For planned leaves, employees must submit requests at least ten days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on Art of Recycle and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider. Extension of leave must be requested and approved before the current leave ends.

No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, Art of Recycle will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the three main types of leave that offers employees. Some, but not all, are governed by law.

### *Work-Related Sickness & Injury*

Employees eligible for Worker's Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act.

### *Maternity*

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morningsickness, doctor-ordered bed rest and recovery from childbirth.

### *Election Days*

Provided an employee's schedule does not allow time for voting out-side of work, and that he/she is a registered voter, he/she may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

## Section 5. Employment Benefits

The following is merely an overview of Art of Recycle benefits package. It does not contain all relevant information. Please contact your supervisor to obtain all details

## 5.1 Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.

## 5.2 Workers' Compensation

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance in injured employees in returning to suitable employment.

## 5.3 Social Security Benefits (FICA)

Both employees and Art of Recycle contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage.

# Section 6. Rules of Conduct

## 6.1 On the Job

### *Reporting for Work*

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor before the start of the work day if you will be absent or late, and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination.

Failing to call one's supervisor or report to work for 3 consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

### *Staying Safe*

Safety in the workplace is Art of Recycle's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

### *Meals & Breaks*

Breaks are offered as follows:

Up to a 5 hour shift one 15 minute paid break.

Between 5 and 8 hours one 15 minute paid break and/or one 30 minute unpaid break. Shifts longer than 8 hours are entitled to a second 15 minute break. If your break is more than 15 minutes you must punch out. Breaks are to be taken away from your work station, either in the lunchroom or off premises unless otherwise approved. You must notify a supervisor and have coverage for your work station before going on break.

Supervisors may grant extra breaks in consideration of environmental circumstances. Repeated excessive breaks without showing need and without supervisor authorization will result in a verbal or written reprimand.

### *Cell Phone Use*

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

### *Smoking*

In response to state and local laws, building codes, and lease agreements smoking is not permitted on any of Art of Recycle's premises. This includes ramp, steps and parking lots.

### *Solicitation*

Solicitation by non-staff or staff members for any reason on company property is not allowed.

### *Dress Code*

We realize that at Art of Recycle involves working with cement, hot glue, paint, and other materials that might permanently redecorate your clothing; however you also will be working closely with the public so good grooming is important. Dress appropriately for your duties; we suggest wearing comfortable clothing and comfortable shoes, high heeled shoes are discouraged and closed toe shoes are required. Art of Recycle is not responsible for damages to your clothing during the course of your duties.

Clothing should be clean and not expose excessive cleavage, midriff or buttocks. Clothing that is suggestive or offending is not acceptable. Clothing that overtly promotes cigarettes, alcohol, or drugs are not allowed to be worn while performing your duties as an employee. Protective gear (provided) will be worn when needed.

### *Employees, Volunteers and Merchandise Rules*

Art of Recycle does not hold merchandise for anyone. There are no exceptions to this rule for anyone (including staff). Art of Recycle does not have the extra space to store anything for customers or clients. If an employee or volunteer purchases an item from Art of Recycle, that item must be paid for before they leave and must be taken with them or that item will be returned to the store shelves. All items must be paid for before taking those items outside of the store area into the activity area.

Lockers can not be used to store unpaid merchandise for more than the shift you are working and must be purchased by the end of your shift.

All employee purchases must rung up by a manager.

If an employee or volunteer chooses to take items from the free cart those items must be taken home that day. Anything left behind will be returned to the free cart.

## 6.2 Rules & Policies

### *Social Media*

Employees will not post negative or derogatory information on any social media account in regards to Art of Recycle, Art of Recycle staff, Art of Recycle's associates, guests, clients or customers or any event or action pertaining to Art of Recycle. Art of Recycle is apolitical and non-religious based and any and all social media posts will not insinuate Art of Recycle's relationship to any. Any photos taken by employee in regards to Art of Recycle that include Art of Recycle outside events, Art of Recycle property, Art of Recycle staff, customers, associates, clients, or guests is the property of Art of Recycle and may only be posted on social media sites with Art of Recycle's Executive Director or Board of Director's permission. No staff shall take pictures or post pictures to social media sites of Art of Recycle staff, guests, clients, associates, or customers without asking for permission of the person first. Any employee discovered breaking Art of Recycle's social media rules will be immediately terminated from employment.

### *Confidentiality*

No previous or current employee may disclose or give access to confidential Art of Recycle information, in any way or at any time, unless otherwise authorized by Management. Art of Recycle has a thrift store, at times employees may come across, in donated materials, personal information such as ID cards, passports, personal mail and correspondences. It is the policy of Art of Recycle to notify a supervisor and shred such documents.

### *Discrimination & Harassment*

In keeping with our Equal Opportunity Employment clause, Art of Recycle will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification.

Harassment and discriminatory behaviour among employees or contractors will result in disciplinary action, with the possibility of termination.

Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point Art of Recycle will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate.

### *Drugs & Alcohol*

Good performance on the part of our employees is crucial to Art of Recycle's success. For this reason, we strictly forbid employees to do the following while at work: (\*At work includes any piece of Company property, including Company vehicles, as well as during scheduled work hours.)

- ◆ Drinking alcohol and selling, purchasing or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.

- ◆ Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.

- ◆ Reporting for work intoxicated, this includes prescription drugs. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

Art of Recycle cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. Art of Recycle will grant time off (within reason for rehabilitation). Be advised, however, that this will not excuse a substance-related offense.

### 6.3 Disciplinary Action

Art of Recycle takes disciplinary matters very seriously, and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- ◆ Excessive lateness and/or absence
- ◆ Improper or indecent conduct
- ◆ Poor communication
- ◆ Uncooperative attitude
- ◆ Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- ◆ Unauthorized use or disclosure of Company information
- ◆ Possession and/or use of illegal drugs, weapons or explosives
- ◆ Illegal harassment and/or discrimination - of any kind
- ◆ Violation of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counselling to demotion, transfer, suspension or termination. Rather than follow rote procedures, Art of Recycle will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of “Donts” above, and make an effort to use good judgments at all time.

#### *Dismissal*

Dismissal of an employee is a serious consideration; Before an employee is dismissed, attempts to reconcile the situation will be made including a meeting between any staff and the Executive Director. Dismissal of an employee may take place if an employee is unreliable, irresponsible, disruptive, demonstrates inappropriate behavior, or fails to adhere to the policies and procedures of Art of Recycle.

## Workplace Inspections

At Art of Recycle, we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- ◆ Offices and Lockers
- ◆ Computers and other equipment
- ◆ Company vehicles

Any personal possessions brought onto Art of Recycle premises, such as handbags, brief cases, and vehicles. All inspections are compulsory. Those who resist inspection may be denied access to Art of Recycle premises.

## Emergency Evacuation Program

In the event of a fire, all volunteers are to evacuate the building by following the procedures below.

- ◆ All volunteers should exit the building by way of the nearest exit.
- ◆ Once outside the building, assemble in the Main parking lot of the given facility.

The Executive Director, the Art Director, or the Volunteer Coordinator will ensure that everyone vacated the building and give further instructions.

At-Will Employment Agreement and  
Acknowledgement of Receipt of Employee Handbook  
Employee:

I acknowledge that I have received a copy of the Employee Handbook, which contains vital information on the Company's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

As part of my employment service, I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes. I also grant, in perpetuity, to Art of Recycle the right to edit, use and reuse said products for nonprofit purposes including use in print, on the Internet, and all other forms of media.

I also hereby release Art of Recycle and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

I understand that Art of Recycle may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Employee Signature\_\_\_\_\_date\_\_\_\_\_

Supervisor Signature\_\_\_\_\_date\_\_\_\_\_

## Confidentiality Agreement

I agree to hold in confidence all information I become privy to regarding clients of Art of Recycle. I will not remove from the office of Art of Recycle any electronic or written records, or copies thereof, without express permission of Art of Recycle or Art of Recycle's client. I accept full responsibility for maintaining the confidential nature of all records, client contacts and information marked confidential.

I understand that I am personally responsible and fully liable for any violation of this agreement.

Employee Signature\_\_\_\_\_date\_\_\_\_\_

Employer Signature\_\_\_\_\_date\_\_\_\_\_



Thank you  
for your hard work  
and dedication  
and being a part of  
this fabulous team