



THE INSTITUTE OF NAVIGATION

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PERSONNEL HANDBOOK

September 2010 Revision

I. INTRODUCTION

The contents of this handbook are presented as matter of information only. The Institute reserves the right to suspend or change any or all such plans, policies or procedures, in whole or in part, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the Institute and any one or all of its employees.

This handbook is reviewed annually and recommendations for changes, if any, may be announced by the Executive Committee. As soon as revisions are approved, they are put in writing and distributed to all employees.

Mission of the Institute of Navigation

The Institute of Navigation (ION) is the world's premier nonprofit professional society dedicated to the advancement of the art and science of positioning, navigation and timing.

The ION serves a diverse community including those interested in air, space, marine, and land navigation and position determination. Although basically a national organization, its membership is worldwide, and it is affiliated with the International Associations of Institutes of Navigation.

The Institute's Organization

The Institute's affairs are managed by a Council of elected and appointed members. When the Council is not in session the Institute's affairs are managed by an Executive Committee (President, Executive Vice President, Treasurer, Immediate Past President, two Regional Vice Presidents and the Satellite Division Chair).

Mission of the ION National Office

The mission of the ION staff, working in partnership with the Executive Committee and its members, is to enable the ION to fulfill its mission and objectives by:

- generating the necessary revenues to fund program objectives;
- acting as a communication link between the Executive Committee, ION members and the public; and
- providing professional and support services to implement and administer the Institute's programs and events.

Organization of the ION National Office

The National Office is under the direction of the ION President who coordinates all organizational efforts with the Executive Director. In turn, the President is responsible to the Executive Committee and Council. (See the job descriptions.)

It should be noted that the ION believes in cross training. Employees are expected to become skilled in several job areas so the ION can use these skills in the most flexible manner possible.

II WORKING

Hours of Work and Lunch Periods

Employees of the ION work a 40-hour week, five eight-hour days a week, on a flextime basis unless alternate arrangements have been approved by their direct supervisor. Schedules are established by the employee's supervisor at the time of employment and are determined based on the job duties and responsibilities. Schedules may be changed from time to time if the need so arises. The workday may begin between 7am and 9am with an eight-hour workday. The lunch period may be either a paid half hour or an hour with one half hour paid.

Inclement Weather

In the event of inclement weather, it is the responsibility of every ION employee to listen to the radio or television to receive information regarding traffic conditions and business closing. ION offices will open for all employees unless one of the following actions occurs:

1. ION offices will close for inclement weather when the local authorities advise motorists to stay off the roads in the metropolitan area; or
2. when the federal government closes offices for employees in nonessential positions. This announcement is usually made by 7:00 a.m.

During the workday, if weather or other conditions warrant the early closing of ION Offices, the Executive Director will make the decision. Over the weekend, if weather or other conditions warrant the Monday closing of ION Offices, the Executive Director will notify all employees by telephone will make the decision.

Any weekday on which ION offices are closed due to weather or other conditions will be a paid day. Employees who decide to come into the office on such days do so at their own risk and without extra compensation; i.e., they do not get compensatory time off on another day.

Absences, Attendance, Punctuality

Because ION employees depend upon each other to do their work, the Institute knows that the staff will strive to arrive at work regularly and punctually.

If it is necessary to be late or absent because of illness or for some other unanticipated reason, employees should personally phone their supervisor. This should be done by the time an employee would normally report to work. If the employee's supervisor is not available, an employee's call should be transferred to the receptionist who will take information on where the individual may be reached in case of unavoidable circumstances. Repeated unauthorized or unexcused absences may be cause for termination of employment.

If employees know in advance that they will be late or absent (e.g., for annual leave), they should notify their supervisor. Leave requests should be made at least two weeks prior to starting date of annual leave--and at least 24 hours in advance of sick leave taken to cover medical appointments.

Every nonexempt employee at the ION must complete a time sheet indicating the time work is commenced in the morning and ceased in the evening. Lunch periods are also to be indicated on

the time sheet. Overtime work for nonexempt employees requires prior written approval of their supervisor. Time sheets are turned in to the Director of Operations every two weeks.

Paychecks are calculated from the time sheet record. If an individual time sheet record is not in order, the paycheck may not be issued. It is the responsibility of the employee to see that the entries are correct and in order.

Employee Status

Part-time Permanent Employee: An employee who is hired for at least 20 hours per week but less than 40 hours per week for a period of more than six months.

Temporary Employee: A temporary employee is one who is hired for a job established for a specific period of time or for the duration of a specific assignment or group of assignments. Normally, temporary jobs do not exceed six months.

Non-Exempt Employee: A non-exempt employee is an hourly employee who is not exempt from the overtime provisions of the National Fair Labor Standards Act. Non-exempt employees are given compensatory time within the week (Sunday through Saturday) on a straight hour basis or are paid overtime at one and one-half times their regular rate (Sunday through Saturday). The choice is up to the employee.

Exempt Employee: An exempt employee is one who exempt from overtime pay. Exempt employees are given compensatory time within the week on a straight hour basis.

Paydays

Payroll checks are written on a semi-monthly schedule and they are issued on the 15th and 30th or 31st (last day of the month) day of the month.

Employees are strongly encouraged to use direct deposit for payroll checks. Employees who will be away from the office on payday may request in writing that their payroll check be deposited into their personal account. A deposit slip and stamped envelope addressed to the bank of choice must be provided with this request. Any employee wishing to have a payroll check given to another party for deposit must make this request in writing. If there are no written instructions for handling payroll checks for absent employees, the check will be safely stored until the employee returns.

It is the policy of the Institute not to make salary advances. Travel expense advances may be given.

Overtime

Overtime pay for time worked in excess of the normal 40-hour work week will be granted only for non-exempt personnel and only when authorized in advance in writing by the employee's supervisor. When non-exempt employees work overtime, a supervisor must be in the office or prior arrangements must be made to insure the type and amount of work to be accomplished is understood. Non-exempt employees will receive overtime pay at one and one-half times their regular rate for holidays.

Exempt employees are exempt from overtime pay, but may receive equal compensatory time off in unusual situations resulting from assigned overtime, if approved in writing by the employee's supervisor, as follows:

Compensatory Time for Exempt Employees

- a. Compensatory time for exempt employees will be given for weekend work related to any of the ION's Meetings and other official functions or travel as defined by the Executive Committee or the ION's Executive Director.
- b. Compensatory time is to be approved in advance by the employee supervisor.
- c. At the discretion of the employee's supervisor, employees will be given one full day off for each weekend day or holiday worked.
- d. The time off must be taken within twelve weeks of the weekend worked, or it will be forfeited, unless specifically approved by the employee supervisor.
- e. There will be no cash paid for the comp time.

Salary Compensation & Cost of Living Adjustments

It is the ION's policy to review all salaries annually and, if possible, to recommend across-the-board increases to compensate for Cost of Living Adjustments (COLA). The Institute reserves the right to recommend such increases in accordance with its own labor market research. At the recommendation of the Executive Committee, or the Executive Director, the Institute may make other adjustments in salary to insure that salaries for all positions are in line with comparable positions in the market. Both COLA and competitive salary adjustments, if any, are approved by the Executive Committee for the next fiscal year.

Each regular employee's performance is reviewed on the anniversary of his/her employment or at any other time as deemed necessary by the Executive Committee or Executive Director. Any appropriate raises may be granted at that time.

Performance discussions provide a means of communication between the employee and the supervisor regarding performance expectations. Initially upon hire, and then on a regular basis, each employee and supervisor will plan job assignments and agree on job requirements. Additionally, performance appraisals will be used to develop and encourage the employee to equal or surpass planned goals. Performance appraisals will be reviewed annually on the employee's anniversary date by the employee's direct supervisor. Ongoing performance management is handled on a daily basis via frequent feedback between the supervisor and employee to insure effective communication on productive/ unproductive activity. In addition, special reviews may be given to those persons who have made special contributions or to those who have not met job expectations.

III. EMPLOYMENT INFORMATION

Employment Policy

The Institute believes that people are our most important asset and our policy is to hire and retain a staff of competent, capable and talented employees. All employment is based on individual merit and qualifications.

Employee Records

Each employee has a personnel file containing important employment records such as an application form, change of status forms, performance appraisal forms and other personnel forms. Employees may review the contents of their personnel files.

Changes in Name and Address

It is important that personnel records be up-to-date at all times. Employees should notify the Director of Operations of any changes in their address, telephone number, marital status or number of dependents.

Emergency Information

Each employee is required to provide in writing specific information about whom to contact in the event of an emergency. This information must include the name, address and phone number of the person to be notified.

Confidential Information

Employees working within the Institute will have access to and often discuss or handle information that should be treated as confidential. Common sense and professional judgment should be used in dealing with this information. When in doubt, employees should consult a supervisor.

Conflict of Interest

A conflict of interest can arise when an employee is involved in activity for personal gain, which for any reason is in conflict with the ION's expressed purposes, activities and interests. Employees will be asked to complete a "conflict of interest disclosure form" on an annual basis.

A conflict also exists when an employee's off-the-job behavior reduces his ability to perform regular job assignments, interferes with the job performance of other employees, or affects the reputation of the Institute in a major way. Generally speaking, "moonlighting" is defined as working at some activity for personal gain outside of one's ION job. If an employee does perform outside work, he has a special responsibility to avoid any conflict with the ION's interests and an obligation to report such work to their supervisor.

Employees are prohibited from soliciting or performing in competition with ION's product or service offerings without the prior written consent of the ION. Employees are also prohibited from operating in either a principal or advisory capacity to any company, partnership, organization, proprietorship, or other entity or business, which performs services that are in competition with the ION. Outside work cannot be performed on the ION's time, including "personal" time off. ION equipment, materials, resources, or "inside" information may not be used for outside work. Nor should an employee solicit business or clients or perform outside work on ION premises.

Employees must be free of any significant investment or association of their own or of their immediate family's, in competitors or suppliers, which might interfere or be thought to interfere with the independent exercise of their judgment in the best interests of the ION.

Employees may not enter into employment relationships with persons or organizations in any activity directly or indirectly detrimental to the ION, which affects the accomplishment of ION goals, or where compensation is contingent or a result of the individual's employment with the ION. In addition, any speaking invitations or travel invitations to discuss business opportunities by the Institute need to be approved by the President.

Violation or disregard of this policy may be grounds for termination.

Examples of the types of activities, which might cause a conflict of interest, include the following:

1. Accepting excessive gifts or unusual entertainment or other favors from an outside concern that does or is seeking to do business with the ION. This does not include normal business luncheons. (If in doubt as to what is appropriate, check with your supervisor).
2. Financial interest in an outside concern from which the ION purchases goods or services.
3. Accepting personal compensation for job-related speaking engagements, consulting services or other activities that relate to ION business.
4. Participation in activities unrelated to the ION during normal business hours.
5. Representing the ION in any transaction in which the employee or a member of his or her family has a substantial interest.

While these examples do not cover every possible type of conflict of interest, they illustrate what is considered a conflict. If the possibility of a conflict of interest exists, it must be brought to the attention of the Executive Director who will advise the employee how to eliminate the conflict. Where conflict of interest is established, the employee will be subject to discharge.

Reference Checks

Any call concerning a former or current employee should be directed to the Executive Director. Employees should not make any comments about current or former employees for which the ION or the employee individually could be held liable.

Reference checks are done on all applicants before hiring. The Institute verifies previous employment dates and positions.

When the Institute is contacted for reference checks on past or present employees, the same information will be verified. Additional information will be given only at the written request of the employee. Reference requests must be forwarded to the Executive Director.

Discipline

If possible, progressive discipline will be used to inform employees of poor work habits. Counseling and written warnings and suspensions without pay will serve as a notice for corrective measures. If poor work performance is not corrected, dismissal may occur. The ION reserves the right to dismiss employees without using progressive discipline should the need arise. For serious violations, dismissal may be proper at the first occurrence. There are some things that cannot be condoned. Examples of these include, but are not limited to, theft of ION or employee property, dishonest acts, willful destruction of ION or employee property, using non-prescribed narcotics, being intoxicated while on the job, gross misconduct and gross negligence.

Grievance Procedure

Two-way communication between employees and their supervisors is essential to maintain a harmonious, productive working relationship. Employees who feel they are being treated unfairly or unjustly according to accepted standards of sound management-employee relationships, or feel the policies, regulations or procedures set forth in the Employee Handbook are not being properly applied, are encouraged to use the following procedures if circumstances warrant, to have the problem adjusted:

1. *Conference with the Employee's Supervisor*

Any work related problem should be discussed first with the employee's supervisor. The supervisor shall respond within five working days following the presentation and discussion of the problem. If the employee is not satisfied by the answer given by the supervisor he or she may proceed to:

2. *Written Appeal to the Executive Director*

Within ten working days after receiving the supervisor's answer, the employee may request an appeal of that decision to the Executive Director for which they work. Such an appeal should be presented in writing, stating the nature of the problem and reasons why the previous decision should be reversed. The Director shall at their discretion, consult with the President concerning written appeals.

All conferences at every level must be documented and signed by the employee and superior; steps in the review process should be followed in the order listed above. Lines of communications between the employee and management are always open and the mutual discussion of problems is encouraged. The intent of the procedure indicated above is to help maintain these communication channels and to insure a fair hearing for any employee.

Whistleblower Policy

Employees are expected to act ethically and to comply with all applicable laws and regulatory requirements. Employees are encouraged to share their questions, concerns, suggestions or complaints regarding the organization and its operations with someone who can address them properly.

The Executive Director is generally in the best position to address an employee's area of concern. However, if an employee is not comfortable speaking with the Executive Director, the employee is encouraged to speak directly with the President. Violation or suspected violations may be submitted on a confidential basis by the complainant or be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

No employee who in good faith reports a violation of law or regulation requirement shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The ION's Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within the organization prior to seeking resolution outside of the organization.

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Harassment or Intimidation

Harassment or intimidation, whether of a sexual or racial nature or not, is strictly prohibited by the Institute. Employees aware of any violation of this policy should report the circumstances to their supervisor immediately. If the results of the investigation confirm an offense, immediate action up to and including dismissal will be taken against the person violating this policy.

Termination

Employees terminating voluntarily will be expected to provide adequate notice in writing of such termination. This notice should be presented to the employee's supervisor two weeks prior to the anticipated last date on the job. Professional staff is asked to give four weeks notice as a courtesy to insure that replacement-training time is available.

Employees terminated involuntarily will be released with no advance notice, but only after careful consideration of all the facts. In the event of an employee's dismissal, he or she will be paid through the date of separation and also paid for any earned but unused leave time.

All keys, credit cards, and other ION property must be returned at time of separation during the exit interview or before.

Separation Pay

Employees voluntarily terminated will be paid for any earned but unused leave time calculated as of the date of termination. Exempt employees are not paid for unused accrued compensatory time at the time of separation.

Exit Interview

Each terminating employee will be given the opportunity of an exit interview conducted by the Executive Director to discuss his or her reason(s) for leaving. The ION Exit Interview Check-Off Sheet will be used (see page 17).

Rehire

Former employees who have left the Institute in good standing will be considered for job openings along with other applicants, if openings become available. Any employee who is rehired will be treated as a new employee except where prohibited by law.

Promotions

The Institute will promote from within wherever possible and will base the selection of individuals for a given position upon their career goals, qualifications, past performance and anticipated length of service.

IV. COMMUNICATIONS

Orientation

Orientation is given the first day of employment by the Executive Director. The Director will discuss work procedures, policies and other matters to make entry into the Institute easier.

At any time during orientation or later, the new employee may ask questions left unanswered by the Employee Handbook to the Executive Director. During the orientation the specific items noted on the Orientation checklist will be covered (see last page).

Training

The Institute recognizes the skill and knowledge employees develop through their working years constitute a real, even though intangible, asset. Therefore, job training should be thorough for the benefit of the employee and the Institute.

On-the-job training is given for entry-level jobs to prepare the employees for performance of their individual tasks. This training shows the employee how to do the job, the reason why the task is performed, how the job ties in with the overall work flow and the level of achievement that must be attained. Any questions concerning training provided or needed should be addressed with the immediate supervisor at the time of performance appraisals if they have not already been addressed satisfactorily in day-to-day communications.

Suggestions

Employees should remember that ideas are meant to be shared. Ideas or suggestions that would reduce costs, increase efficiency, promote better member relations, or improve working conditions, will be gratefully considered any time.

V. BENEFITS

Holidays

The ION pays employees for ten days that are observed as paid holidays each calendar year:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When any of these holidays fall on a Saturday, the Friday preceding is granted; when falling on a Sunday, the Monday following is granted. A holiday that is observed while an employee is on vacation will be credited as a holiday and not as a day of vacation. Employees wishing to take other holidays due to religious or other reasons may use vacation time, exchange one holiday for another or make other arrangements with the written approval of the employee's supervisor. If an employee has to work on an approved holiday, the employee will be granted compensatory time for exempt, and time and a half pay for nonexempt employees. The office will be closed the Friday following Thanksgiving and employees can take personal leave or use compensatory time for this day.

Vacation

The ION provides paid vacation for all permanent employees. Ten days paid vacation will be provided to each permanent employee unless otherwise stated in the employee's letter of employment. The employee will earn one additional day per year for each year of service with a maximum accrual of 15 days per year. Twenty days of paid vacation per year will be provided to each permanent employee after 15 years of service. Twenty-five days of paid vacation per year will be provided to each permanent employee after 20 years of service. Part-time permanent employees can accrue vacation on a prorated basis if outlined in their employment agreement/annual review.

Vacations may be scheduled anytime following three months of full-time employment (except in emergency situations with the written approval of the employee's supervisor). Vacations are subject to the approval of your supervisor in order that they may be fit into the overall schedule with minimal interruption to the Institute. Vacations shall not be scheduled within thirty days prior to the Institute's GNSS International Technical Meeting. The maximum accrued vacation time will be the days earned in the three most recent years of employment; anything further will be forfeited.

All vacation requests must be made in writing at least ten working days prior to dates requested except in emergency situations with the written approval of the employee's supervisor. Vacation leave may not be taken in increments of less than four hours. All vacation time taken requires the approval of your supervisor. When two or more employees request the same vacation time, work requirements for the Institute and seniority of the employees will help the supervisor determine who receives vacation time.

Retirement Contributions

The Institute currently has a retirement contribution plan through Fidelity Investments for all permanent employees as defined by the IRS's 403(b) code which allows for an elective employer program and an elective employee matching program.

Elective Employer Contributions: The Institute will make an automatic monthly contribution of 10% of each permanent employee's monthly wage directly to the employee's established 403(b) mutual fund(s) of their choice as organized and offered through Fidelity, subject to the ordinary dollar maximum allowed by law.

Employee Matching Program: A permanent employee may defer a portion of his or her wages, as allowed by law, through a payroll deduction into a 403(b) mutual fund(s) of their choice as organized and offered through Fidelity. The Institute will match the employees first 7% of the employees' contribution dollar for dollar, on a monthly basis, subject to the ordinary dollar maximum.

Specifics of these plans can be obtained in written form from the Executive Director.

Leaves of Absence

Disability/Maternity/Hospitalization Leave: The ION provides four weeks or twenty days of paid disability leave to any permanent full-time employee (disability leave will also be granted to any permanent part-time employee on a pro-rated basis). Disability leaves will end no later than six weeks after the date of disability. The employee must notify the Executive Director in writing, no later than six weeks after disability of the intention to return to and expected date of return. Failure to do so will be considered an automatic resignation. The Institute will guarantee the employee's employment position upon the employee's return within the six-week allowance but can not guarantee the employee's position held beyond this time. After all paid disability leave has expired any balance may be taken with the use of the employee's accrued personal leave or vacation time. The Institute will pay for the employee's benefits (as provided in individual letters of employment) such as medical benefit plans, etc., during disability leave up to three months. The employee will be responsible for any additional premiums after the six-week period and shall be responsible for notifying the Executive Director and the insurance carrier.

Military Leave: Employees of the Institute who are actively enlisted in the Armed Services, National Guard or Reserve Training programs may take their two-week active duty with differential pay between military pay and regular salary. Proper documentation of military pay must be provided. Documentation verifying the two weeks active duty shall be submitted to the Executive Director prior to and following the active service. Adequate lead time should be given to ensure proper planning about the period of absence.

Military Leave of Absence: An employee who is drafted or called to active duty (other than military reserve training specified above) may request a leave of absence without pay. However, all benefits will be suspended until the employee returns to work. An employee who is drafted for active duty in the armed forces is eligible for reemployment under the regulations established by the United States Department of Labor, Office of Veterans' Reemployment Rights.

Funeral Leave: The ION provides funeral leave for all permanent employees under certain conditions. In the event of any death in the immediate family, the employee will be granted a leave of absence with pay up to a maximum of three days. Immediate family is defined as spouse, children, parents, spouse's parents, brothers, sisters and grandparents. Other funeral leave may be granted on an unpaid basis or may be taken with an employee's accrued vacation or personal time.

Jury Duty: The ION provides the time necessary for any permanent employee to serve on a jury. If called to a jury panel, the employee will be excused from work to report for this duty. If excused before 1:00 p.m., the employee is expected to return to work. The employee is requested to show a letter requiring jury duty. If selected as juror, the employee should call their supervisor as soon as possible with notice of selection. The employee will be paid regular base salary for up to fifteen working days while serving on the jury panel providing he/she supplies documentation of service. Employees are allowed to retain any payment they might receive from this service to cover travel, parking or lunch expenses.

Health Care/Personal Leave: The ION provides 10 paid health care days for all permanent full time employees, and the equivalent (figured on a prorated basis) for all permanent part-time employees if outlined in their employment agreement/annual review. Health care leave is intended to be used for personal illness and for medical/dental appointments. However, they may be used for any health care purpose, including caring for a member of the family who is ill. Health care leave must be approved by the employee's supervisor. Health care leave must be taken in increments of two hours. If an employee needs to take more than five consecutive days for family reasons, the request should be discussed with and approved by the employee's supervisor. In regard to personal illness, a supervisor may request a doctor's statement before approving health care leave in excess of five days. Health care days may be accrued each year on the basis of 10 days per year up to a maximum of 30 days to use for serious personal illness only. Unused accumulated health care leave is not paid at termination of employment.

ION Wellness/Health Benefit Plan

The ION's Health Benefit Plan is meant to encourage medical care and provide incentives for staff members to seek preventive medical, dental, and eye care. Under this plan each permanent full-time ION employee receives a maximum \$2000.00 health benefit per year (\$1000.00 per year for permanent part-time employees) in the form of an expense account to reimburse out-of-pocket medical expenses each year on a "use it or lose it" basis. The schedule of reimbursement for this plan would align with the ION's fiscal year (April 1 through March 31). Employees will obtain reimbursement for qualifying expenses upon the presentation of qualifying receipts. Qualifying expenses would include:

- eye exams, contact lenses or eye-glass purchases as well as corrective vision procedures;
- prescription drug reimbursements;
- dental/orthodontic expenses;
- allergy/dermatology/physical therapy treatments;
- medical service co-pays or additional/optional health insurance premiums;
- or
- any other valid medically necessary expenses as approved by the plan's administrator.

This plan is administered within Internal Revenue Service guidelines and specific plan benefits are subject to change without notice based on changes in law/IRS regulation.

Worker's Compensation

The ION provides Worker's Compensation Insurance to cover each employee while working for the ION. The coverage provides benefits for work-related injuries sustained on the job. It is a benefit that is mandated by government.

Social Security

Employees and the Institute pay equal contributions towards Social Security benefits. Information on the current percent of tax (FICA) on earnings is available through the Executive Director. This percent changes yearly as the Federal Government amends the law and is a mandatory government benefit.

Social Security provides additional protection to the employees and their families in the following areas: Disability; Dependents of Disabled Persons; Lump Sum Death Payment; Medicare; and Survivor's Benefits.

Unemployment Insurance

This VA mandated government benefit requires the Institute to contribute to the fund. Unemployment Insurance does not provide benefits for those who resign voluntarily, only for those who have been terminated. This fund is designed to provide unemployment insurance to those who the State finds eligible to receive benefits when unemployed.

Expense Reimbursement

Official Institute travel must receive prior approval of the Executive Director. When an employee is traveling out of the city, meals will be reimbursed at the ION's current per diem rate (including meal tips) as will all other necessary tips, lodging and transportation expenses. All travel arrangements for travel out of the city are to be approved by the Executive Director prior to commitment.

An advance of up to 75 percent of total travel expenses may be requested. The request must be submitted to the Executive Director not more than 30 days in advance. The amount advanced will be deducted from the final expense report you submit. Requests for reimbursement of travel expenses are to be submitted on an ION Travel Expense Voucher form with supporting receipts, invoices or statements immediately upon return from a trip. (Some meals, tips, taxi and other lesser items are acceptable on the signed statement of the individual.) If an advance has been made, the expense sheet needs to be submitted within 15 days of your return to the office.

VI. MISCELLANEOUS

Member Service

The success of the Institute depends upon member service and satisfaction. Its members are the reason for its existence. It is important that members always receive helpful, thoughtful, timely and courteous service.

Working Area

Since the ION is a membership and service organization, it may receive visitors at its Headquarters. It is essential that employees make a diligent effort to keep offices, desks and waiting areas neat and orderly. Example: Boxes of materials should be kept in the storage areas. Nothing may be hung on the walls of an office or work space without the approval of the Executive Director. Nothing shall ever be scotch-taped to the walls.

Dress

Personal appearance and attire are important to the Institute, its members and all public contacts. Always dress in a manner befitting the job and with due consideration to the needs of the Institute. From time to time the Institute may prescribe standards in dress and personal appearance for special occasions.

Personal Conduct

The ION expects employees to display good judgment, diplomacy and courtesy when dealing with ION members and the public, and to adhere to the highest standards of personal and professional ethics.

Smoking

Please be aware that the ION National Office operates under a "Smoke Free" environment policy. Please smoke outside of the building on the first floor level. The property management firm requests that tenants not smoke in the building lobby area.

Accidents

Employees should immediately report to their supervisor all accidents, no matter how minor, that occur on Institute's property or at the Institute's meetings. Employees observing something that may cause an accident or witnessing unsafe acts committed by others should report this information. If someone becomes ill at the office and requires emergency assistance, call the paramedics at 911.

Fire Procedure

A fire extinguisher is available in the office to extinguish any small fire that may occur. They are located in the kitchen cabinets. Notify your supervisor immediately upon extinguishing the fire. If the fire is serious, notify other staff, call the Fire Department at 911 and vacate the premises.

Office Equipment & Internet Use

Office equipment and internet access are an important part of the Institute's business and should be restricted to business use during regular office hours. Internet access and personal web or telephone use should be confined to employee's lunch or break periods. Please be advised that the ION does monitor all internet and e-mail traffic and maintains history of the same. At no time should ION e-mail or internet be used for illegal, lewd or unprofessional transactions or viewing as this activity may result in disciplinary action, including termination. Generally, telephones should not be used for personal communications. Similarly, employees are discouraged from receiving personal calls during working hours. If a personal call is necessary, please limit the call.

Office Security

All valuables of the ION must be locked up, i.e. cash, checks, airline tickets. The ION cannot be held responsible for the safety of personal belongings; therefore, employees are strongly advised to keep purses, money, keys and other valuables in secured areas.

Keys

A key may be issued to an employee. Upon termination the key should be returned to the Executive Director or the cost of the key(s) (currently \$100) will be deducted from the final paycheck.

Checklist-Office Close Up

Employees who are responsible for using other equipment such as postage meters and computers should turn these off as they leave. The last employee leaving should turn off general equipment, such as photocopiers. This person should also turn off the lights and lock the front door. Each employee is also responsible for safeguarding small pieces of equipment, such as calculators.

ION Meetings

Each year, at the sole discretion of the Executive Director, certain staff members are asked to attend the ION's meetings. Employee's travel, registration and lodging arrangements are made by the Institute to take advantage of lower fares, free tickets and complimentary rooms available to the ION. Any deviation from these arrangements must be made in writing no later than one month prior to the individual conference.

Personal Expenses

The budget for the Institute does not anticipate paying any personal expenses (postage, telephone calls, etc.) for any period of time. Therefore, all employees are requested not to use office telephone, postage machines or other services that will be billed to the Institute and would require reimbursement by the employee without prior approval.

VII. CONCLUSION

The Institute hopes that this personnel policy handbook will help its employees to understand and enjoy their positions with the ION. Employees are urged to discuss any aspect of it with their supervisor or the Executive Director.

ION ORIENTATION CHECKLIST

Employee Name: _____

Start Date: _____

_____ W-4 TAX FORM

_____ IMMIGRATION FORM

_____ INSURANCE FORMS

_____ OFFICE KEY

_____ OFFICE/BUILDING HOURS

_____ JOB DESCRIPTION

_____ ION LITERATURE

_____ ORIENTATION

_____ EXPENSE FORM

_____ TIME AND ATTENDANCE FOR NONEXEMPT EMPLOYEES

_____ EMPLOYEE HANDBOOK

_____ RETIREMENT PLAN (403-b) ENROLLMENT FORMS

Completed By: _____

Title: _____

Date: _____

ION EXIT INTERVIEW CHECK-OFF SHEET

During the last week that an employee is with the ION, the following items should be covered with the employee and checked off on this sheet. The employee should not receive his/her last paycheck until the list is complete.

Employee Name: _____

Date of Exit Interview: _____

Termination Date: _____

_____ RETURN OF OFFICE KEYS

_____ MONIES DUE TO THE ION BY EMPLOYEE (expense account, etc.)

_____ CREDIT CARD RETURN

_____ VACATION LEAVE BALANCE

Comments:

Exit Interview Completed by: _____

Title: _____

Date: _____

Signature Employee

Signature Executive Director of

Date

Date

THE INSTITUTE OF NAVIGATION
PERSONNEL HANDBOOK
ACKNOWLEDGMENT OF RECEIPT

After you have read this handbook (no later than 10 days following employment), please sign your name in the area provided below and return this page to the Executive Director.

I have received and read the Institute of Navigation Personnel Manual, September 2010 version, and understand the policies by which the Institute operates. I acknowledge that the Institute has the right to change these policies from time to time and that this manual does not constitute a contract between the Institute and its employees.

Signature

Name (please print)

Date