



# **Employee Handbook**

Revised March 2022

## PREFACE TO THIS VERSION

*As of March 2022, Eno Center for Transportation is transitioning its Employee Handbook from this document to a collection of individual policies that are reviewed, signed and stored in BambeeHR. This process will take time and during the transition policies will be stored both in this Employee Handbook document and in BambeeHR.*

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The mission of Eno is to shape public debate on critical multimodal transportation issues and builds an innovative network of transportation professionals.

Our core values are:

- *Independence.* We bring perspective and insight to everything we do based on open-minded inquiry and a fair, impartial understanding of issues. We tell it like it is and retain final determinations regarding our research, content, products, outcomes, and recommendations.
- *Collaboration.* We are the hub of a network of innovative organizations and professionals. We are inclusive and engage with a broad range of public, private, and nonprofit actors, at all levels of government, and across all modes.
- *Relevance.* We address the most pressing transportation issues of the day that matter in the short and long term. We are motivated by our potential impact.
- *Excellence.* We strive to produce the nation's best, most accurate work and training on transportation with rigor and comprehensibility.
- *Entrepreneurialism.* We have deep knowledge and understanding of the transportation sector which allows us the ability to pursue new opportunities, take calculated risks, and execute. We challenge ourselves and the sector.

The mission and core values of Eno affect how the organization is managed and are an expression of our ideals and priorities. These are ideals that we strive to achieve in our work together.

As an organization, we believe that a diverse, engaged, and motivated staff is essential to achieving our mission. In this way, each staff voice has value, and when staff contributes ideas, it enhances the success of the organization overall.

While this handbook is intended to provide clarity and transparency to how the organization is managed and how we all work together, it cannot cover all scenarios and situations. It is up to each employee to practice good judgment at all times.

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## **1. INTRODUCTION**

This Employee Handbook is designed to acquaint each employee with the Eno Center for Transportation and provide information about working conditions, benefits, and policies affecting employment.

The information contained in this handbook applies to all employees of the Eno Center for Transportation (Eno). Following the policies described in this handbook is considered a condition of continued employment. However, nothing in this handbook alters an employee's status. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between Eno and any of its employees. The handbook is a summary of Eno's current policies, which are presented here only as a matter of information. The objective is to provide all employees with a work environment that is constructive to both personal and professional growth at Eno and beyond.

The guidelines, policies, and procedures outlined in this handbook reflect decisions made as of the time of its enactment. This handbook supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this handbook. The version of the handbook located on Eno's electronic file network always reflects current policies. Staff will be notified when changes to these policies and practices are being considered and will provide context for changes made. The President/CEO has the sole authority to make exceptions to these policies.

### **1.1 NATURE OF EMPLOYMENT**

This handbook is intended to provide a general understanding of our personnel policies. Every employee is encouraged to familiarize themselves with the contents of this handbook as it will answer many common questions concerning employment with Eno.

This handbook cannot, however, anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Eno is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Eno reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook.

### **1.2 EMPLOYMENT RELATIONSHIP**

Each employee enters into employment voluntarily and is free to resign at any time for any reason or no reason. Similarly, Eno is free to conclude its relationship with any employee at any time for any reason or no reason. Following a probationary period, employees are required to follow the [Employment Termination](#) Policy.

### **1.3 EMPLOYMENT REFERENCE CHECKS**

To ensure that individuals who join Eno are well-qualified and have a strong potential to be productive and successful, it is the policy of Eno to check the employment references of qualified applicants.

The President/CEO will respond to all reference check inquiries from other employers.

## 2. DEFINITIONS OF EMPLOYEES STATUS

### 2.1 “EMPLOYEES” DEFINED

An “employee” of the Eno Center for Transportation is a person who regularly works for the Eno Center for Transportation on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with Eno who are subject to the control and direction of Eno in the performance of their duties.

#### 2.1.1 EXEMPT

Employees whose positions meet specific criteria established by the [Fair Labor Standards Act](#) (FLSA) and who are exempt from overtime pay requirements.

#### 2.1.2 NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 37.5 hours per week.

#### 2.1.3 REGULAR FULL-TIME

Employees who are not in a temporary status and are regularly scheduled to work Eno’s full-time schedule (37.5 hours per week). Generally they are eligible for Eno’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

#### 2.1.4 REGULAR PART-TIME

Employees who are not assigned to a temporary status and are regularly scheduled to work less than the full-time work schedule. Regular part-time employees are eligible for some benefits sponsored by Eno, subject to the terms, conditions, and limitations of each benefit program.

#### 2.1.5 TEMPORARY (FULL-TIME or PART-TIME)

Temporary employees are those whose performance is being evaluated to determine whether further employment in a specific position with Eno is appropriate, or those who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as [workers’ compensation insurance](#) and Social Security), they are ineligible for all of Eno’s other benefit programs except the [Public Transit Benefit](#) for temporary full-time employees and contractors that commute to Eno offices on a daily basis, subject to approval from the President/CEO. Temporary employees also have access to Eno’s [403\(b\) plan](#).

### **2.1.6 INTERNS AND FELLOWS**

Interns are usually students who contribute work hours to Eno in exchange for academic credit and/or learning opportunities in compliance with the FLSA. Such individuals are ineligible for all of Eno's other benefit programs except the [Public Transit Benefit](#) but may receive a stipend or compensation through payroll, as determined by the President/CEO on a case-by-case basis. Unpaid interns are not "employees" under this definition.

Fellows may be paid or unpaid and may be employed on either a temporary, consulting, or part-time basis. They may be eligible for some Eno benefits, as determined by the President/CEO on a case-by-case basis.



### **3. EMPLOYMENT POLICIES**

#### **3.2 IMMIGRATION LAW COMPLIANCE**

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

In compliance with the [Immigration Reform and Control Act of 1986](#), each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Eno Center for Transportation within the past three years or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **3.3 CONFIDENTIALITY POLICY**

Employees must not disclose confidential information belonging to, or obtained through their affiliation with Eno to any person, including their relatives, friends, and business and professional associates, unless Eno has authorized disclosure. This includes donor data, whose personal information such as home address, telephone number, or email addresses are not to be given out to any individual or organization without express permission. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of employment, employees shall return, all documents, papers, and other materials, that may contain confidential information. Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with Eno.

#### **3.4 NEW EMPLOYEE ORIENTATION**

Orientation is an informal welcoming process that is designed to make the new employee feel comfortable, informed about Eno, and prepared for their position. New employee orientation includes an overview of the Eno's history, and an explanation of core values, vision, and mission. In addition, the new employee will be given an overview of benefits, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor or designee then introduces the new hire to staff

throughout the company, reviews their job description and scope of position, explains Eno's evaluation procedures, and helps the new employee get started on specific functions.

### **3.5 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate Eno as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and Eno have the right to terminate employment without advance notice.

All employees, regardless of classification or length of service, are expected to meet and maintain Eno's [standards for job performance and behavior](#).

### **3.6 OFFICE HOURS**

Eno's office hours are 9:00 a.m. to 5:30 p.m., Monday through Friday, [except for holidays](#). Employees are expected to work the bulk of their schedule during these hours and a typical schedule is 7.5 hours a day (not including lunch). Staffing needs and operational demands may, however, require a supervisor to vary work schedules, including days worked and/or starting and ending times. Employees should work with their supervisors if they need to vary their work schedule.

#### **3.6.1 STAFF MEETINGS**

Eno all-staff meetings are normally held every Monday. These meetings allow employees to be informed of recent activities, changes in the workplace, employee recognition and news, and short-term plans and programs.

All employees are expected to be present in person or via conference call. Employees taking annual or sick leave, or are otherwise occupied on Eno business, are excused.

#### **3.6.2 LUNCH PERIODS**

All full-time and part-time regular employees are entitled to one lunch period of 60 minutes in length each workday. Employees are relieved of all active responsibilities and restrictions during meal periods.

#### **3.6.3 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

Eno does not follow the federal government guidelines for office closing and will make an independent decision based on available weather information, the federal government guidelines and public transportation availability. An Eno employee will be designated by the President/CEO to notify the other staff members via email of office closings. In the

event that there is a prediction of inclement weather, employees should make an effort to prepare to work from home if possible.

Employees will be notified if the office is closed because of an emergency and will be paid for any time off resulting from the emergency closure.

#### **3.6.4 EMPLOYEE REQUIRING MEDICAL ATTENTION**

If it is necessary for an employee to be seen by the doctor or go to the hospital, a family member or other emergency contact will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, Eno employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

### **3.7 ATTENDANCE/PUNCTUALITY**

To maintain a safe and productive work environment, Eno expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness are disruptive and place an undue burden on other employees and on Eno. Either may lead to disciplinary action, up to and including termination of employment.

If an employee cannot avoid being late or are unable to report for work for any reason, he/she is required to notify their supervisor before regular starting time by phone or by email. If an employee does not report for work and Eno is not notified of his/her status after two consecutive days of absence, their pay will be suspended until further notice.

If an employee becomes ill while at work or must leave the office for some other reason before the end of the workday, they must inform their supervisor of the situation.

Should undue tardiness become apparent, disciplinary action may be required.

### **3.8 ACCESS TO PERSONNEL FILES**

Eno maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Eno, and access to the information is restricted to staff who have a legitimate reason to review the file. Employees who wish to review their own file should contact their supervisor. With reasonable advance notice, the employee may review his/her personnel file in Eno's office and in the presence of their supervisor or the Office Manager.

An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to promptly notify the Office Manager of any changes in personnel data such as:

- Mailing address;
- Telephone numbers and email addresses;
- Name and number of dependents;
- Individuals to be contacted in the event of an emergency;
- Educational accomplishments.
- Change in retirement contributions

### **3.9 OUTSIDE EMPLOYMENT**

An employee may hold a job with another organization as long as he/she satisfactorily performs the job responsibilities at Eno. All employees will be judged by the performance standards of the position at Eno and will be subject to Eno's scheduling demands, regardless of any existing outside work requirements.

If Eno determines that an employee's outside work interferes with performance or the ability to meet the requirements of their position at Eno as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with Eno.

### **3.10 EMPLOYEE PERFORMANCE EVALUATIONS**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an ongoing basis throughout the year. Formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify areas of growth and encourage advancement, improve teamwork, and discuss purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar year-end.

### **3.11 CORRECTIVE ACTION**

Eno holds each of its employees to certain work rules and [standards of conduct](#). When an employee deviates from these rules and standards, Eno expects the employee's supervisor to take corrective action.

Corrective action at Eno is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be

appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Eno considers certain rule infractions and violations of standards as grounds for immediate termination of employment (See Section 4: [Standards of Conduct](#).)

### **3.12 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation:** voluntary employment termination initiated by an employee;
- **Discharge:** involuntary employment termination initiated by Eno;
- **Layoff:** involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Eno is based on mutual consent, both the employee and Eno have the right to terminate employment at will, with or without cause, at any time. When an exempt or non-exempt employee intends to terminate his/her employment with Eno, he/she should give Eno at least two (2) weeks written notice.

### **3.13 RETURN OF PROPERTY**

Employees are responsible for all Eno property, materials, or written information issued to them or in their possession or control. Employees must return all Eno property immediately upon request or upon termination of employment. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Eno will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some [benefits](#) may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### **3.14 SAFETY, SECURITY/LOSS PREVENTION**

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an [accident that results in injury](#), regardless of how insignificant the injury may appear, employees should notify their supervisor.

### **3.15 HEALTH-RELATED ISSUES**

Employees who experience a change in health status, including pregnancy, should notify their supervisor of health status. This policy has been instituted strictly to protect the employee.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor.

### **3.16 WORKERS' COMPENSATION INSURANCE**

Eno provides a comprehensive workers' compensation insurance program at no cost to its employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, in the case of hospitalization, immediately.

If an employee sustains a work-related injury or illness, he/she should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the employee to qualify for coverage as quickly as possible.

Neither Eno nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Eno.

### **3.17 INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Eno assumes no risk for any loss or damage to personal property.

### **3.18 SUPPLIES AND EXPENDITURES**

Only authorized persons may purchase supplies in the name of Eno. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Eno or bind Eno by any promise or representation without prior approval.

An Eno employee designated by the President/CEO will sign all invoices. The President/CEO will sign all checks. If the check is over \$10,000, the designated employee and President/CEO will both sign the check. If the check is payable to the President/CEO, the designated employee will sign the check.

Designated employees may have access to an Eno business credit card for use on businesses supplies and expenditures. All credit card holders must agree to Eno's credit card policy. (See Section 4.9: [Credit Card and Electronic Information Policy](#).)

## 4. STANDARDS OF CONDUCT

The successful business operation and reputation of Eno is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for independence and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

### 4.7 USE OF PHONE AND MAIL SYSTEMS

Employees should practice discretion when making personal calls and may be required to reimburse Eno for any charges resulting from personal use of the telephone other than as outlined in the section on the [Communications Benefit](#). Eno equipment, such as the copier, paid postage, and courier services should be used for Eno business only.

### 4.8 COMPUTER, EMAIL, AND INTERNET USE INCLUDING SOCIAL MEDIA

Computers, computer files, the email system, and software furnished to employees are Eno property and are intended for business use. It is each employee's responsibility to help maintain the confidentiality, integrity and availability of our communications infrastructure. When using these forms of communication, please remember:

- These systems are for business purposes. Eno does, however, understand the need for occasional use of email, the internet, intranets, and phones for personal purposes under certain circumstances. However, if an employee spends excessive time using email, the internet or phone for non-work matters, he/she may have access restricted or prohibited, and/or face other disciplinary actions up to and including termination of employment.
- Eno strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Eno prohibits the use of computers, social media, and the email system in ways that are disruptive, offensive to others, or harmful to morale such as sexually explicit messages, jokes or ethnic or racial slurs.
- Employees may only use software on local area networks or on multiple machines according to the software license agreement. Eno prohibits the illegal duplication of software and its related documentation.
- All computers connected to Eno's computer network should have IT-supported antivirus software (preferably the most current version) correctly installed, configured, activated, and updated. If an employee is unsure if their computers are protected, he/she should contact their supervisor before downloading or copying any file from the internet.
- All internet data that are composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Eno and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, all employees should ensure that the business information contained in email messages and other transmissions is accurate, appropriate, ethical, and lawful.



- Data that are composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. Each employee is responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.
- Staff must treat all information obtained through association with Eno with utmost care. Staff should take all precautions to protect the personal information of Eno constituents stored on computers.

#### **4.8.1 SOCIAL MEDIA GUIDELINES**

“Social media” refers to a variety of online communities like blogs, social networks, chat rooms and forums. These communities provide useful outreach, communications, and promotional tools for Eno. Guidelines for functioning in an electronic world are the same as the values, ethics, professional standards, and confidentiality policies Eno lives by every day.

These guidelines consider two different elements: using personal social media at work and representing Eno through social media and network sites maintained by Eno (e.g., Facebook, Twitter, Instagram, YouTube and others.)

Employees who participate in social media, should follow these guiding principles:

- Integrity is an important commodity: Employees should avoid writing or posting anything that would embarrass Eno or compromise the ability to do a job.
- Employees should assume that their professional and personal lives will merge online regardless of the care in separating them.
- Even if employees use privacy tools (determining who can view pages or profiles, for instance), they should assume that everything written, exchanged, or received on a social media site is public. Proprietary information, content, and Eno confidentiality should be respected
- Using social media sites means that each employee (and the content exchanged) is subject to the site’s terms of service. This can have legal implications, including the possibility that interactions could be subject to a third-party subpoena. The social media network has access to and control over everything disclosed to or on that site.

For instance, any information might be turned over to law enforcement without consent or knowledge.

- Be careful to not engage in copyright and trademark infringement by sharing an article, photo, music, or video without the permission of the copyright holder.
- Refrain from any lobbying and political activities via Eno’s social media tools. For example, “liking” political candidates or publishing unsolicited comments with political messages on a moderated site, may jeopardize Eno’s non-profit status by violating the prohibition against electioneering. (See [Restrictions on Lobbying](#))
- Violating these procedures may result in disciplinary or corrective action, described in this section.

#### **4.8.2 INFORMATION SECURITY POLICY**

Eno Center for Transportation (Eno) information and data, including third party information that may be accessed or stored by Eno, is a valuable asset and requires appropriate protection. Unauthorized use or disclosure of information could have adverse consequences for the individuals involved and could subject Eno to fines, lawsuits, and government sanctions.

The purpose of this policy is to provide a security framework that will ensure the protection of Eno Center for Transportation’s information from unauthorized access and loss or damage. Eno’s information may be verbal, digital, and/or hardcopy, individually-controlled or shared, stand-alone or networked, used for administrative, research, professional development, or other purposes. Failure to comply with this policy may result in disciplinary or corrective action, at the discretion of the President and CEO.

1. Safeguard passwords. Do not write passwords on paper, do not reply to email requesting your password, and do not share passwords except with authorized personnel within the organization or known IT support.
2. Do not leave your laptop unattended in a public space or in a motor vehicle (even if it is locked).
3. If you suspect your email has been compromised report it immediately to the Finance and Operations Manager and IT support.
4. Report a lost or stolen laptop immediately to the Finance and Operations Manager and IT support.
5. Do not allow non-staff members to use any laptop, computer, or device assigned to you by Eno.

6. Your computer should require a password to log in and after the screen saver is activated. If this is not the case, please check with IT support.
7. All important documents should be saved in the appropriate place on the Eno's database server, not on your individual desktop or your computer's hard drive.

**For questions related to this policy, contact the Finance and Operations Manager 202-879-4700; [arobinson@enotrans.org](mailto:arobinson@enotrans.org) or IT support:**

MacLab, Inc.  
6930 Carroll Ave, Suite 501  
Takoma Park, MD 20912  
301-270-8445  
[support@maclaboratory.com](mailto:support@maclaboratory.com)

#### **4.9 CREDIT CARD AND ELECTRONIC INFORMATION POLICY**

Eno may delegate staff members to hold an Eno credit card for purchases relating to his/her duties. For a staff member to have an Eno credit card, they must be designated by the President/CEO and agree to the following:

- **Uses:** Eno credit cards are to be used only for Eno purchases, including but not limited to: travel needs (airline tickets, car rentals, taxis, hotel needs etc.); business meals; organizational supplies etc. The credit card is not to be used for cash advances, travelers' checks or personal expenses. Fraudulent or misuse of the card or any purchase that cannot be substantiated as a necessary purchase for official Eno business will result in disciplinary action.
- **Reporting and Payment:** Staff members must keep all receipts and designate the correct billing codes for each purchase. Upon receiving the monthly bank statement staff members should affix receipts and have the statement signed by a supervisor. The signed bank statement and all receipts should be returned to the Office Manager who will process payment by the credit card billing date.
- **Credit Card Points:** Any points or rewards earned on an Eno credit care are to be redeemed in the form of statement credits on a quarterly or annual basis. Reward points can also be used to make purchases for Eno supplies with approval from the President/CEO.
- **Loss of Credit Card:** The employee issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and Office Manager if it is lost or stolen.
- **Termination:** Upon resignation or termination from Eno, the employee must return the credit card with final reconciliation of all expenditures prior to departure.

Monthly statements for the credit card issued to the President/CEO shall be reviewed by the

Secretary of the Eno Board of Directors. All staff with access to a business credit card must agree to and sign Eno's credit card policy.

#### **4.10 BUSINESS TRAVEL GUIDELINES**

Employees will be reimbursed for reasonable business travel expenses incurred while on Eno assignments away from the normal work location. Employees should contact the Office Manager for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

##### **4.10.1 INTRACITY TRAVEL**

Employees will be reimbursed for certain expenses when conducting Eno business within metropolitan Washington, DC. Meals are not reimbursed for intracity travel, except in special circumstances where the employee is entertaining a client, prospective client, Board member, or other Eno stakeholder. Employees are authorized to seek reimbursement for actual charges related to:

- Taxi or shared use vehicle fares.
- Public transportation fares (not including normal commuting costs).
- Materials and printing necessary to conduct Eno business;
- Lodging for employees on Eno-related business within metropolitan Washington, DC must be approved by a supervisor.

##### **4.10.2 INTERCITY TRAVEL**

Employees traveling outside of metropolitan Washington, DC on Eno business are entitled to reimbursement of all travel costs including a meal per diem. Travel should be scheduled as far in advance as possible, in order to secure the best possible rates for transportation and lodging. Eno reimburses coach/economy class transportation only. Use of public transportation is encouraged.

Ground transportation to the airport or train station is authorized. The maximum allowable amount for ground transportation is the local metered taxicab fare. More inexpensive options are encouraged, which may include shared vans, ride-hailing services, and public transportation.

Employees will receive a meal per diem. Employees should consult the [General Services Administration's per diem rates](#) for the city where travel is occurring. Meal costs in excess of per diem are not reimbursable. Employees receive the full Meals and Incidental Expenses (M&IE) amount for each full day of travel. For partial days, employees are reimbursed 75 percent of the normal M&IE amount. Employees are reimbursed a meal per diem that covers

breakfast, lunch, and dinner. If a meal is offered to the employee (i.e. lunch during a conference; breakfast included in a hotel rate; a meal paid by Eno), the appropriate amount should be deducted from that day's per diem.

Other policies for Eno employee travel include:

- Employee travel is authorized for the shortest length of time practicable;
- Materials and printing necessary to conduct Eno business are authorized for reimbursement;
- Other costs approved in advance will be reimbursed.

#### **4.10.3 RENTAL CAR AND PERSONAL VEHICLE POLICY**

Personal vehicles may be used for both intracity and intercity travel and will be reimbursed based on the [GSA personally-owned vehicle per-mile rate](#). The rate covers costs such as fuel and depreciation and those costs are not separately reimbursable. Parking fees and tolls are reimbursable. Employees are encouraged to carpool when possible.

Rental cars are authorized if public transportation is inconvenient, unavailable, or if the nature of the employee's travel necessitates a rental car. Employees should elect basic collision and liability insurances when renting a car. The driver assumes full responsibility for any and all fines or traffic and parking violations associated with his/her operation of a rented or personal vehicle while on Eno business.

## **5. WAGE AND SALARY POLICIES**

### **5.1 SALARY ADMINISTRATION**

The salary administration program at Eno was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Eno does not grant cost-of-living increases.

### **5.2 TIMEKEEPING**

Each employee is responsible for accurately recording time worked on his/her online timesheet. Time worked consists of all the time actually spent on the job performing assigned duties. The Eno work week starts on a Sunday and ends on a Saturday.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state regulations. Employees covered by the *Fair Labor Standards Act* must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Overtime work for nonexempt employees must always be approved by their supervisor before it is performed.

It is each employee's responsibility to fill out his/her timesheet to certify the accuracy of all time recorded. Supervisors will review and approve employee's timesheets before submitting it into the accounting system. If corrections or modifications are made to the time record after submission into the accounting system, both employees and their supervisors must verify the accuracy of the changes.

Eno operates on a 37.5 hour workweek and Eno's office hours are 9:00am to 5:30pm, Monday through Friday (except for paid holidays) and employees are expected to work the bulk of their schedule during these hours. Time should be accounted for in 30 minute increments. Operational demands, travel, and project-specific needs may require exempt employees to work beyond those hours. Employees should account for that time spent working, whether it be after office hours, at home, or on the weekend. Exempt employees are not entitled to overtime pay.

The following are general guidelines for exempt employees when filling out timesheets.

**Lunch and other breaks:** Employees are encouraged to take a one hour for lunch break. Time spent on break should not be included on timesheets. Working lunches should be included on timesheets.

**Travel Time:** Time spent traveling for work includes travel time and time spent working on Eno projects. Time associated with non-working meals, tourism, rest, and other non-work activities should not be included on timesheets. Employees should account for no more than 12 hours per day when traveling for work.

**Work outside of office hours:** Sometimes specific projects or organizational needs require Eno employees to work outside of office hours. Work activities on evenings or weekends that exceeds a cumulative 30 minutes or more should be recorded on timesheets.

**Entering annual leave and sick leave:** Employees should record all annual leave and sick leave on their timesheets. Employees should record 7.5 hours for a full day of sick or annual leave. To take annual leave, an employee must request and receive advance approval from their supervisor. Eno recognizes that unplanned circumstances arise and employees need to occasionally take unscheduled annual leave. In this case employees should inform their supervisor as soon as possible. Employees must inform their supervisor of planned or unplanned sick leave as soon as possible.

**Minor absences from work.** Employees who are occasionally absent from work for fewer than 2 hours during regular office hours are not required to recognize that time as

annual leave or sick leave. Employees are still expected to work a full week of time. If the CEO feels this policy is being abused it will be revoked on a case by case basis.

**Extraordinary hours worked:** Eno may, on occasion, allow [exempt](#) employees who work an extraordinary amount of time or effort above and beyond a typical work week on certain pre-approved projects with a paid day or half day off work. There is no legal requirement or obligation of Eno to grant such time off to exempt employees. An exempt employee may request flex time off if they are required to work on certain pre-approved projects or during weekends, not including routine travel. The request must come from the employee and must be approved by their direct supervisor. It is expected that flex time off occurs within the pay period of the event, however, it is understood that taking flex time off may not be possible within the event's pay period. In such cases, the flex time off must be taken within a month of the event or at a time agreed upon with one's supervisor in advance. It is the employee's responsibility to secure approval prior to taking flex time off, and to notify their supervisor and the proper administrative staff to ensure time is properly recorded. Employees should not account for these hours in the time tracking system.

Any questions about time tracking should be directed toward supervisors or the CEO prior to submitting or approving timesheets.

### **5.3 PAYDAYS**

Eno employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employees may choose to have their paycheck directly deposited into their bank account (s). Employees will then receive a bi-weekly itemized statement of wages, showing exactly how much was deposited into the account and how much was deducted for taxes, medical insurance, and so forth.

If an employee decides not to have their pay directly deposited into a bank account and a regularly scheduled payday falls on a day off, such as a holiday, they will receive their paycheck on the last day of work before the regularly scheduled payday. If a regular payday falls during annual leave or during the week-long end-of-year holiday, the paycheck will be available upon return to the office.

### **5.4 PAY DEDUCTIONS**

Eno is required by law to make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Eno also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Eno matches the amount of Social Security taxes paid by each employee.

Eno offers [programs and benefits](#) beyond those required by law. Eligible employees may

voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

## **5.5 TEMPORARY LEAVE WITHOUT PAY**

Eno may provide leaves of absence without pay to regular full-time employees who wish to take time off from work duties to fulfill personal obligations. Leave without pay may be granted for a period of up to 30 calendar days each year. Requests for leaves of absence without pay will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. All leaves of absence without pay must be approved by the President/CEO.

Subject to the terms, conditions, and limitations of the applicable plans, Eno will continue to administer its share of health insurance benefits for the full period of approved leave without pay. Employees will be billed for their share upon their return. Benefit accruals, such as annual leave, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. If an employee fails to report to work promptly at the expiration of the approved leave period, there will be a suspension of pay until further notice.



## 6. BENEFITS AND SERVICES

Eligible employees at Eno are provided a package of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. In addition, some benefit programs require contributions from employees, while others are fully paid by Eno. For details, ask the Office Manager.

### 6.1 HEALTH INSURANCE

Through the [Small Business Health Options Program \(SHOP\) Marketplace](#) provision of the [Patient Protection and Affordable Care Act](#) Eno employees and their dependents, spouses, and registered domestic partners have access to a wide range of medical and dental insurance benefits. The District of Columbia's insurance marketplace is [DC Health Link](#). Eno selects a "reference plan" and all eligible employees choose the insurance option that suits them based on a range of factors such as network, coverage, open access referrals, deductible, and copays.

Federal health insurance policy is subject to changes. Eno employees are encouraged to check with the Office Manager with any questions.

Full-time employees and regular part-time employees working at least 30 hours/week are eligible to apply for participation in the health insurance plan. Health coverage begins on an employee's first full day of employment, provided the employee filled out the paperwork prior to joining Eno.

#### 6.1.1 HEALTH BENEFITS FOR DOMESTIC PARTNERS

Benefits from Eno are offered under the same terms and condition to registered domestic partners—same and opposite sex couples registered with any governmental domestic partnership registry—and their dependents as are offered to spouses and their dependents. Coverage does not extend to roommates, siblings, parents, or persons related in a way that would prohibit marriage in Maryland, Virginia, or the District of Columbia.

To be eligible for registered domestic partner health benefits, the employee and domestic partner must be:

- The sole registered domestic partner of each other;
- At least 18 years of age; and
- Not legally married.

An employee can enroll a registered domestic partner within the same time periods as apply to the enrollment of spouses. The benefits provided to registered domestic partners are offered under the same terms and conditions as to spouses of married employees. The benefits provided to children of registered domestic partners are offered under the same terms and conditions as the children of employees' spouses and their dependents.

Upon termination of the registered domestic partner relationship, or if the registered domestic partner no longer meets the criteria for eligibility, the employee must notify the plan administrator within 30 days.

Because the IRS does not recognize registered domestic partners to be qualified dependents, employees will have to pay income taxes on the value of the benefits their domestic partners receive, unless a domestic partner meets the eligibility criteria for tax dependent status under the Internal Revenue Code.

Enrollment forms will be kept confidential and will be shared with the President/CEO and only those employees working in human resources, accounting, and payroll duties only for the purpose of implementing and administering the benefits, and as required or permitted by law.

### **6.1.2 COBRA BENEFITS**

The [\*Federal Consolidated Omnibus Budget Reconciliation Act \(COBRA\)\*](#) gives employees and their families who would lose group health coverage because of a “qualifying event” would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Eno’s group rates plus an administration fee.

See the Office Manager or see the [COBRA website](#), for additional information.

## **6.2 LIFE AND AD&D INSURANCE**

Eno provides Group Term Life and Accidental Death and Dismemberment (AD&D) insurance to all regular, full-time employees. After an employee is approved by the insurance carrier, he/she is eligible to participate in the plan subject to all terms and conditions of the agreement between Eno and the insurance carrier. The cost of life insurance is the sole responsibility of Eno, not the individual employee. Enrollment is mandatory.

## **6.3 SHORT-TERM DISABILITY**

Eno provides a short-term disability (STD) benefits plan to all regular, full-time employees. It is intended to protect an employee’s income for a short duration in case he/she becomes ill or injured. Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. After an employee is accepted by the insurance carrier, he/she is eligible to participate in the plan subject to all terms and conditions of the agreement between Eno and the insurance carrier.

Details of the STD benefits plan including benefit amounts, when they are payable, and

limitations, restrictions, and other exclusions are described in the plan description provided to eligible employees.

## **6.4 LONG-TERM DISABILITY**

Eno provides a long-term disability (LTD) benefits plan to all regular, full-time employees. It is intended to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work. After an employee is accepted by the insurance carrier, he/she is eligible to participate in the plan subject to all terms and conditions of the agreement between Eno and the insurance carrier.

## **6.5 LEAVE BENEFITS**

### **6.5.1 HOLIDAYS**

Eno will grant holiday time off to all regular full-time and part-time employees on the holidays listed below:

- Inauguration Day (January 20 every four years following a General Election)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day through New Year's Day (December 25 through January 1)

Eno will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as annual leave or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

### **6.5.2 ANNUAL LEAVE**

Annual leave (time off with pay) is available to eligible employees to provide

opportunities for rest, relaxation, and personal pursuits. Regular full-time employees and regular part-time employees are eligible to earn and use annual leave as described in this policy. Eno's President/ CEO will agree upon a suitable amount of Annual Leave with the Chair of the Board of Directors.

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility, full-time employees are entitled to 13 annual leave days each year, accrued at the rate of 3.75 hours/pay period.
- After 3 years of eligible service, full-time employees are entitled to 18 annual leave days each year, accrued at the rate of 5.19 hours/pay period.
- After 5 years of eligible service, full-time employees are entitled to 23 annual leave days each year, accrued at the rate of 6.63 hours/pay period.
- After 15 years of eligible service full-time employees are entitled to 28 annual leave days each year, accrued at the rate of 8.08 hours/pay period.

The accrual schedule for part-time workers is adjusted to reflect actual hours worked. For example, a part-time employee who regularly worked 60 percent of a normal work-week (22.5 hours) would earn annual leave at 60 percent of the schedule listed above.

Once an employee enters an eligible employment classification, he/she begins to earn paid annual leave according to the schedule above. However, before an employee can use annual leave, he/she must complete a waiting period of 60 calendar days (two months). After that time, an employee can request use of earned annual time, including that accrued during the waiting period.

To take annual leave, an employee must request and receive advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Eno realizes that family or personal matters sometimes require an unscheduled day off. Employees must, however, notify their supervisor as soon as possible of their intent to take the day off.

Eno strongly encourages all employees to use all of their annual leave each year. Regular breaks from daily work make everyone more productive. In the event that an employee is unable to use their available annual leave by the end of the calendar year, they may carry up to 5 days (37.5 hours) unused time forward into the next calendar year. Employees will not receive compensation for unused time not carried forward.

Upon termination of employment, employees will be paid for unused annual leave that has been earned through the last day of work.

### **6.5.3 SICK LEAVE**

Eno provides paid sick leave benefits to all regular full-time and regular part-time employees for periods of temporary absence due to illnesses or injuries.

Eligible full-time employees will accrue sick leave benefits at the rate of 2.88 hours/pay period (10 days/year). The accrual schedule for regular part-time workers is adjusted to reflect actual hours worked. For example, a part-time employee who regularly worked 22.5 hours/week (60 percent of a normal work week) would earn sick leave at 1.73 hours/pay period.

If an employee is unable to report to work due to illness or injury, he/she should notify their direct supervisor before the scheduled start of the workday by phone or by email. An employee must contact their direct supervisor on each additional day of absence. If an employee is absent for four or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Up to 10 days of sick leave (75 hours) of unused sick leave benefits will be allowed to be carried over into the next calendar year. If an employee has not accrued sufficient sick leave to take time off for illness, he/she may request an advance on sick leave.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. It is acceptable for employees to use sick leave for a doctor's appointment or health related events. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Sick leave may not be used within an employee's last two weeks of work without the certification from a health care provider.

### **6.5.4 FAMILY LEAVE**

Eno provides Family Leave to its eligible employees. Family Leave can be taken for the birth, adoption, or foster placement of a child; for the permanent placement of a child for whom the employee permanently assumes and discharges parental responsibility, or to care for a family member with a serious health condition. Family members include anyone related to the employee by blood, custody or marriage, and anyone with whom the employee shares a residence and has a committed relationship.

An eligible employee must have worked for Eno for at least 12 months and whose status is regular full-time will receive six (6) weeks paid parental leave.

In addition, in accordance with the [\*Family and Medical Leave Act \(FMLA\)\*](#), employees are entitled to:

- Up to 12 weeks of unpaid leave during a single 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee’s spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**
  
- 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Employees will receive continued health insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Employees are receive a guarantee of return to the same, or an equivalent, job in terms of pay, benefits, and working conditions.

An employee who is taking Family Leave must use all paid annual or sick leave prior to being eligible for unpaid leave.

### **6.5.5 BEREAVEMENT LEAVE**

If an employee wishes to take time off due to the death of an immediate family member, he/she should notify their supervisor immediately. Up to three (3) days of paid bereavement leave will be provided to regular full-time and regular part-time employees.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with their supervisors’ approval, use any available annual leave for additional time off as necessary.

Eno defines “immediate family” as: spouse/registered domestic partner, parent, grandparent, child, or sibling; spouse/partner’s parent, grandparent, child, or sibling; or child’s spouse/partner or children. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships, subject to approval by the President/CEO.

### **6.5.6 MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the [\*Uniformed Services Employment and Reemployment Rights Act \(USERRA\)\*](#). Advance

notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Annual leave, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

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

Employees returning from military leave will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

### **6.5.7 JURY DUTY**

Eno encourages each employee to fulfill their civic responsibilities by serving jury duty when required. Regular full-time and regular part-time employees may request up to two weeks of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on base pay rate times the number of hours otherwise worked on the day of absence. If an employee is required to serve jury duty beyond the period of paid jury duty leave, he/she may use any available annual leave or may request an unpaid jury duty leave of absence.

An employee must show the jury duty summons to their supervisor as soon as possible so arrangements to accommodate the absence may be made. Employees are expected to report for work whenever the court schedule permits.

Either Eno or an employee may request an excuse from jury duty if, in the employee or Eno's judgment, the absence would create serious operational difficulties. Eno will continue to provide health insurance benefits for the full term of the jury duty absence. Annual leave and sick leave will continue to accrue during unpaid jury duty leave.

### **6.5.8 WITNESS DUTY**

Eno encourages employees to appear in court for witness duty when subpoenaed to do so. Employees will be granted a maximum of 15 hours of paid time off to appear in court as a witness. Employees will be paid at base rate and are free to use any remaining annual leave benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

Employees should show the subpoena to their supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the absence. Employees are expected to report for work whenever the court schedule permits.

## **6.6 TELECOMMUTING BENEFIT**

Face-to-face communication among Eno employees is important in order to cultivate an environment of shared learning and informal exchange of ideas. As such, employees are normally expected to be in the workplace unless they are traveling or otherwise out of the office for Eno-related purposes. However, it is accepted that there will be circumstances where an employee may be unable to come into the office due to a variety of planned and unplanned factors.

Eno employees may telecommute one (1) day in each 30-day period. Employees must seek permission from their supervisors prior to telecommuting and should only do so when their presence in the workplace is not required.

## **6.7 EDUCATIONAL ASSISTANCE**

Eno supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. Full-time, regular employees that have completed their probationary period, are eligible for participation in this program as long as the courses are job-related in the judgment of the President/CEO.

This educational support is primarily intended to allow staff to gain specific capabilities that will meet Eno's needs, such as continuing education or certification courses. However, on a case-by-case basis, employees may be eligible for reimbursement of tuition expenses for advanced degree programs. Such programs should be included as part of individual development plans, and should demonstrate substantial added value to Eno and the staff member involved.

## **6.8 TRAINING AND PROFESSIONAL DEVELOPMENT**

Eno encourages its staff members to keep current in their field of expertise and realizes that one key means of doing so is through participation in professional organizations. A staff member may request Eno to provide financial support for his/her membership in one or more professional organizations. With the supervisor's approval, Eno will pay up to \$300 in dues for an employee per calendar year. Any request above that amount that is approved by the employee's supervisor will be paid at 75 percent, with the employee paying the remaining 25 percent.



Eno also encourages its staff members to participate in professional organizations that are relevant to their job responsibilities. With the supervisor's approval, Eno will provide staff time and travel support for participation in one (1) professional organization meeting per year.

In addition, Eno will pay 100 percent of any membership dues and travel costs necessary for the performance of an Eno project, with the approval of the individual's supervisor.

## **6.9 403(b) RETIREMENT PLAN**

Eno has established a 403(b) savings plan to provide a savings vehicle for retirement. By allowing an employee to elect how much salary he/she wants to contribute to the plan each pay period, the 403(b) savings plan allows an employee to tailor their retirement package to meet their individual needs.

Because the contribution to a 403(b) plan is automatically deducted from an employee's pay before federal and state tax withholdings are calculated, he/she saves tax dollars now by having current taxable amounts reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 403(b) distributions. Contributions can be stopped, reduced or increased at any time by notifying the Office Manager.

All regular full-time employees are eligible for an employer contribution match after their first year of employment with Eno. Upon reaching one (1) year of full time service, Eno will match the employee's contribution into the plan up to but not more than five (5) percent of the employee's annual salary.

Complete details of the 403(b) savings plan are described in the plan description provided to eligible employees. Contact the Office Manager for more information.

## **6.10 FLEXIBLE SPENDING PLANS (FSA)**

A Flexible Spending Plan (FSA) is available to eligible employees. Employees may set aside in a FSA a pre-established amount of money per Plan year on a pre-tax basis. The employee can use the funds in the FSA to pay for eligible medical and/or dependent care.

## **6.11 PUBLIC TRANSIT AND BIKESHARE BENEFIT**

Eno will provide transit benefits tax-free to regular full-time and regular part-time employees at 50 percent of their transit commuting costs up to the federal transit benefit cap. The SmartBenefit funds will not rollover with each month. Temporary full time employees and interns are also eligible subject to approval from the President/CEO.

Eno also offers a discounted annual Capital Bikeshare membership to regular full-time and regular part-time employees. The current cost for employees electing to participate is \$25 each year. The membership provides alternative ways to get around the city, whether commuting to work or getting to and from meetings during the day.

## **6.12 COMMUNICATIONS BENEFIT**

Full time Eno employees are eligible to join Eno's mobile telecommunications plan. Each employee who participates is agreeing to be accessible by phone and mobile email during normal business hours. Phones may be used for personal activities, but employees are required to stay within ethical guidelines and within limits for data, roaming, and overage usage, as described below.

Employees may elect to put their own phone on the Eno plan or Eno can purchase a phone for them. Employees must surrender the phone upon termination of employment or negotiate a separate arrangement with the President/CEO.

From time to time plan participants become eligible for a phone upgrade. Any phone upgrades are to be approved by the President/CEO. Eno will pay for the least expensive upgrade option, unless the job requires another option and is approved by the President/CEO, and the President/CEO may elect to wait until a cheaper upgrade becomes available. If an employee would like a phone other than the least expensive option, that employee must pay Eno the difference in cost.

In instances of theft or damage to the phone in the execution of work-related duties, Eno will provide a \$300 credit to help replace a broken or stolen phone on the first instance. Further damage or loss will be the full responsibility of the employee.

Eno's cell phone plan provides a pool of data to be shared among all employees, allocated per employee. In the event Eno exceeds its limit and is charged an overage fee, the user(s) responsible for the overage will be charged the overage amount, unless overage or other fees were for work related purposes.

Eno employees may opt to add a travel plan on to their Eno device. If the travel is personal the Eno employee will be responsible for paying the cost of the travel plan via a check to Eno.

## APPENDIX

### CONTACT INFORMATION

#### Eno Board of Directors

##### Executive Committee:

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**EMPLOYEE AGREEMENT FORM**

I have read and agree to abide by the Eno Employee Handbook (November 2020 version).

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date