

World Computer Exchange

Helping Bridge the Global Digital Divide for Youth

PERSONNEL POLICY

Our goal is to have a cooperative and entrepreneurial organizational culture in which mistakes are acceptable and employees feel secure and are encouraged to participate in decisions and where managers listen to employee recommendations and concerns. Working conditions will be flexible with employees being encouraged to work from the office, homes, or the field as most effective. Compensation will include raises rewarding excellent performance when funding allows. Incentive bonuses may occasionally be considered by the Board as warranted by funding and performance.

BENEFITS: All employees receive workers compensation insurance and after the completion of a three-month probation period, all salaried staff who work at least half-time become eligible for the following benefits based on the % of time that they work for WCE:

1. Individual or family **medical** HMO and dental (if WCE has enough employees to qualify): Year 1: 65%. Year 2: 70%. Year 3: 75%. Year 4: 80%. Year 5 and thereafter: 85%.
2. Accrual of paid **vacation** days in addition to all U.S. national holidays: Year 1: 1 day per month up-to 10 days. Year 2: 1.1 days per month up-to 12.5 days. Years 3 and 4: 1.25 days per month up-to ceiling of 15 days. Year 5 and thereafter 1.5 days per month up-to ceiling of 18 days. A maximum of 40 paid vacation days may be carried forward at each anniversary of employment. [Proposed: A maximum of 30 paid vacation days may be carried forward...]
3. Accrual of paid **sick** days: 1/2 day per month up to 6 days per year. A maximum of 20 paid sick days may be carried forward at each anniversary. Three carried-forward sick days may be exchanged for one vacation day. [Proposed: A maximum of 15 paid sick days may be carried forward...]
4. During and after Year 6 the organization will reimburse 100% of any additional documented costs related to personal **liability** umbrella insurance policies. [Proposed: During and after Year 7.]
5. During and after Year 4 the organization will reimburse up-to 65% of *all* documented costs for **life** and long-term life insurance for any (full or part-time) employee. The organization's contribution will not exceed 4% of salary *earned*. [Proposed: During and after Year 5.]
6. Direct **matches** of documented employee contributions to a pension fund: During year 1 (after 3 month probation): 0. During Year 2: \$1 WCE contribution for each \$4 contributed by the employee. During Year 3: \$2 for each \$4. During Year 4: \$3 for each \$4. During Year 5 and thereafter: \$4 for each \$4. WCE's contribution will not exceed 10% of salary *actually paid* during each year. [Proposed: WCE match is paid once after each year.]
7. Paid **termination** period unless otherwise increased by vote of the Board: Year 1: 2 weeks. Year 2: 3 weeks. Year 3 and thereafter: 4 weeks. [Proposed: Year 2 and thereafter: an additional week for each year employed.]

Employees may not be terminated until after one verbal and two written warnings with reasonable provision for response and improvement. Immediate termination may result if the employee knowingly steals from the organization; indulges in bribery or corruption; or harms the organization's ability to succeed in the accomplishment of its mission.

Last amended by vote of the Board of Directors: 9/11/05