



natrona  
**collective**  
health trust  
employee handbook



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## A letter from our CEO

Welcome to the Natrona Collective Health Trust! We are honored to have you as a member of our team, and we are excited to work with you.

Philanthropy can have a reputation as out of touch, stuffy, and elite. In contrast, we are trying to create a culture where relationships are the work, both internally and externally. Creating informal and casual partnerships with nonprofits and the community gives us better access to and understanding of the issues we can help address. Traditional philanthropy is normally about how all the work serves the board. We are flipping that expectation by ensuring our community is the center of our work, with our board and staff thinking how we serve the community instead of how the community serves us. As a foundation, there are innate power dynamics, and we want to ensure we are always using our power for good and in the best interests of Natrona County. After all, we can't achieve our mission without the work of our partners.

In my role as CEO, I am tasked with building and maintaining a culture where everyone thrives. As a Trust-Based funder, we use those principles internally, extending trust to our team members. This means we have a flexible work environment where employees can generally manage when, how, and where work gets done. Given our mission in early childhood and youth development, we want a family friendly work culture where our team can effectively balance their role as a caregiver and employee. Children are welcome in this office and employees are welcome to manage their calendar so that they participate as they need to in their kids' lives. Our goal is to build efficient and effective systems and processes to further the mission of the organization, support our nonprofit community, and ensure our employees can lead full and productive lives in and out of the office.

This work is incredibly rewarding. To see first-hand how our resources can help our community is an honor. With that said, we are working on the most challenging and difficult issues in our community. Vicarious trauma and compassion fatigue are real and can affect us and our work. To help us each manage through this, we offer an unlimited PTO policy and employees are encouraged to take advantage of that. We want – and our community needs– you at your best. Rest and recovery are ways we can maintain our level of excellence.

Finally, this is your organization. If you need something or want to discuss anything, my door is always open. We are collectively creating this organization and your work and perspective are critical to our success. We are honored to benefit from your experience, education, and expertise. Please ask for what you need and encourage your team members to do the same. Let's do some incredible work together to ensure that Natrona County is a place where everyone thrives. Thank you for joining us in this mission and we look forward to seeing and celebrating your contributions to our shared success.

All my best,

Beth

**Introduction:**

This handbook was created to serve as a high-level reference to some of the most common and important questions employees may have when starting a new job and throughout their employment. The Trust reviews its policies on a regular basis and may update them as needed, so the versions contained in this handbook are subject to change. Your supervisor will keep you up to date on any changes.

Because this handbook is only intended as a guide, employees are encouraged to speak to their supervisor, VP of Operations, or the CEO, as appropriate, if they have any questions regarding policies or benefits.

Finally, some of the subjects described here are covered in detail in official documents, specifically those pertaining to benefit information. You should refer to those documents for specific information, since this handbook only briefly summarizes those documents.

## About Us







Natrona Collective Health Trust provides a collaborative approach to health and wellbeing.

As Wyoming's first health conversion foundation, we provide grant funding, technical assistance, and advocacy in partnership with Natrona County nonprofits. We strive to be a trusted resource for actionable change. We use trust-based philanthropy and systems change advocacy to address the health challenges of our community, with our community. By eliminating many of the burdens of traditional funding, we can more efficiently provide support to non-profits who are working to improve the many factors that impact community health and mental wellbeing of young people.

## Our Mission

It is the mission of the Health Trust to build the foundation for lifelong health among Natrona County community members by advancing the mental wellbeing of young people through trust-based philanthropy and systems change.

As part of building a foundation and addressing upstream factors of health for a thriving community, we work by these guiding principles:

-  **Commit to learning and boldness** | We are committed to becoming experts in and advocates for our community by entrenching and educating ourselves and others in understanding the health challenges people face. We will take risks to improve the health of Natrona citizens.
-  **Center on community** | We engage underserved communities and their voices directly in decision making. We prioritize and value the expertise of proximity to place and experience.
-  **Be flexible and adaptive** | We will offer flexibility to our staff and partners so that they can adapt as needed to address the needs of the community. We will adapt our approach based on new learnings and information.
-  **Operate with transparency** | The Foundation will act with integrity and in open communication with the community.
-  **Lean into systemic change** | We will operate with a long-term view. We are committed to lasting, systemic improvements to the health and wellness of Natrona County residents.
-  **Foster inclusivity and compassion** | We will always be mindful of and guided by the importance of complete inclusivity of residents of all backgrounds. We will improve the ability of all voices in our community to be heard.

## Our History

Formerly known as Wyoming Medical Center Foundation, we were founded in 1977 to support the needs of the hospital. Following WMC's affiliation with Banner Health in 2020, we've converted to a private health foundation, and grown in both size and mission.

In addition to continued support for Wyoming Medical Center, Natrona Collective Health Trust is committed to providing unwavering support to the community and Natrona County nonprofits through trust-based philanthropy, reliable resources, and actionable change. By using an inclusive, community-based approach to our services, resources, and allocations, we aim to address health challenges at the root of the issue.

## Our Strategy

In 2021, the staff and Board of Directors developed a strategic plan to guide the Health Trust's approach to advancing the health and well-being of Natrona County residents.

- 1. Build non-profit capacity:** Nonprofits with secure and steady funding and strong talent can provide innovative, inclusive, and robust services to meet the needs of all residents of Natrona County. A healthy non-profit sector sets the foundation for long-term change in behavioral health.
- 2. Foster community collaboration to change systems for behavioral health:** Through a robust process of cross-sector collaboration and community-centered decision-making, the Trust and the Natrona County community can begin to identify and break down large systemic barriers to advancing behavioral health.
- 3. Build public support and engagement in community for behavioral health:** Drawing attention to and destigmatizing behavioral health can shift public narratives and influence policymakers. Once skilled and aligned on advocacy priorities, the public and nonprofit community can change the culture and policy environment for behavioral health in Natrona County and all of Wyoming.

## **At Will Notice**

The contents of the Employee Handbook are presented as a matter of information. While this Handbook is not intended to be a book of rules and regulations it does include some important guidelines, which you should know. Except for the at-will employment provisions, the Handbook can be amended at any time. The Handbook, the plans, policies, and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute, a contract (either expressed or implied) between the Trust and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

You are not hired for any definite or specified period of time even though your wages are paid regularly. You are an at-will employee of the Trust and your employment can be terminated at any time, with or without cause and with or without prior notice. Trust policy requires all employees to be hired at-will, and this policy cannot be changed except by a written document signed by you and an Officer of the Trust. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other organization document or written or verbal statement or policy.

## **Statement of Inclusivity**

The Trust's operations reflect the belief that communities are enriched when people with different backgrounds and perspectives are active participants in decision-making processes. Thus, the Trust actively seeks to promote access and inclusivity, and opposes discrimination based on race, creed, ethnicity, gender, age, disability, sexual orientation, socioeconomic status, and other factors that deny the essential humanity of all Natrona County residents.

## **Equal Employment Opportunity Policy Statement**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, creed, sex, gender, age, national origin, ancestry, disability (physical or mental), veteran status, marital status, sexual orientation or any classification protected by established law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The CEO has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the CEO.

Appropriate corrective action may be taken for violations of this policy.

## **Non-discrimination & Harassment Policy**

The Trust is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Trust expects

that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

#### Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and or internet); and other physical, verbal or visual conduct of a sexual nature. Gender-based harassment that is, harassment not involving sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender.

- b. Harassment on the basis of any other protected classification is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, sex, gender, age, national origin, ancestry, disability (physical or mental), veteran status, marital status, sexual orientation, or any classification protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

#### Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a manager or by someone not directly connected to the Trust (e.g., an outside vendor, consultant or customer).



Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### Retaliation Is Prohibited

The Trust prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to corrective action.

#### Complaint Procedure

The Trust strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Trust's policy or who have concerns about such matters should file their complaints with their immediate supervisor. Should the offending conduct involve the immediate supervisor, the complaint should be brought to the CEO or HR representative.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Trust strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Trust will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

#### Responsive Action





Violations of this policy regarding harassment, discrimination, or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or corrective action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the Trust believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to one of the following: CEO or the Board Chair.

Individuals who have questions or concerns about these policies should speak with the CEO.

## Compensation & Benefits

The Health Trust is committed to maintaining a compensation program which includes the following objectives:






-  **Internal Equity:** To provide a salary range for each job that fairly reflects the value relative to every other job in the foundation.
-  **External Competitiveness:** Salaries should reflect pay rates for similar jobs within the industry
-  **Motivation:** Provide a method for recognizing performance through salary increases.
-  **Flexibility:** Ability to adjust the compensation program to reflect significant changes in job responsibilities as well as changes in the economy and labor market.

Salary ranges are established which are competitive with other foundations of similar budget/asset size. This is done through a process of job evaluations coupled with regional and national salary surveys. Position within a salary range is based upon skills, experience, knowledge, and how each is used in productively accomplishing the objectives of the job.

This policy applies to exempt and non-exempt employees.

Pay is administered on a bi-weekly basis, with two-week pay periods beginning on a Monday and ending on a Sunday. Pay is deposited directly into the employees' designated bank account every other Thursday.

In addition to the employee's base salary, the Health Trust offers a full suite of benefits, including those listed below. All employees hired for 30+ hours a week are eligible for medical, dental, vision, life, short-term and long-term disability, with no waiting period. Please refer to individual plan documents for full details on each benefit.

-  **Medical:** Blue Cross Blue Shield – Blue Select Gold Core
  - \$1,600 Deductible individual / \$3,200 Family
  - Small group plan premium dependent on subscriber's age. Employer pays 90% of premium, employee pays 10%
  - Co-pay: 20% in-network, 50% out-of-network
  - HealthEquity Health Savings account with employer contributing an amount equal to the plan deductible each year.
-  **Dental:** Guardian
  - Employer pays 90% of premium, employee pays 10%
-  **Vision:** VSP Choice Full Feature
  - Employee pays 100% premium
-  **Life Insurance:** Guardian Basic Term Life
  - Employer pays 100% of premium
  - Coverage is equal to employee's salary up to \$100,000
-  **Short-Term/Long-Term Disability**
  - Employer pays 100% of premium

All employees are also eligible to contribute to a 401k retirement savings plan through Voya. The Health Trust will match employee contributions up to 4%. Employees are eligible upon hire and immediately fully vested in the plan.

## Leave Policies:








### Paid Time Off Policy

The Natrona Collective Health Trust believes that its employees are the key to what makes a great organization. While work makes up a large portion of an employee's life, we believe that a balance between work and rest is essential in maintaining quality performance and a fun atmosphere in which we work. To help foster this idea, the Trust has designed a flexible paid time off policy (PTO) that incorporates vacation and sick leave into one policy.






Our Flexible PTO policy effectively removes all accrual limitations, and instead allows you to take time off as you need it. It is designed to offer our employees maximum flexibility with the understanding that the organization trusts its team members to get their jobs done. Therefore, it always remains the employee's responsibility to balance both their personal time away from the office with their responsibilities to the Health Trust. The Health Trust will always try to let you use PTO as desired, but PTO cannot interfere with your department's operations.

Because the flexible PTO policy is based upon mutual trust, if you do not live up to your obligations by proper fulfillment of your job duties, you understand that disciplinary action may result. If the program is found to be unsuccessful, The Health Trust reserves the right to revert to a traditional PTO program at any time.

#### Program Details:

-  This policy applies to permanent part-time and full-time employees. Temporary intern employees must complete the required hours as stated by their practicum.
-  We do not limit employee vacation time or sick days – take the time you need, up to 2 consecutive weeks at a time, with your manager's approval and within the guidelines provided in this policy.
-  PTO should only be used for vacation and sick days. PTO should never be used for parental leave, personal leave, or in lieu of short-term or long-term disability.
-  This does not mean that you can never come to work or take vacation whenever you want.
-  PTO must be requested via email to your direct supervisor.
-  PTO days taken for other than unexpected illness should be approved by your supervisor as far in advance as possible.
-  Flexible does not mean unmanaged. Keep your supervisor and coworkers informed. If you have planned time off, make sure to coordinate with your coworkers to have coverage for any of your responsibilities during that time off.

Managers may, at their discretion, consider denying PTO requests if:

-  Other team members with similar or complimentary duties have already asked for PTO during the same time, or
-  The time in question is too busy or includes an important deadline for the employee asking for time off.
-  The employee in question is under a performance improvement plan or has otherwise been counseled about poor performance or performing below expectations.
-  The employee has resigned and is working through a notice period.
-  You do not “accrue” PTO hours as in traditional plans under this flexible policy, and so you will not be compensated for “unused” PTO time upon termination.

## Holidays

Health Trust facilities will be closed for all paid holidays. All full-time employees and part-time employees regularly working over 20 hours per week (including those in initial employment period) are eligible for the paid holidays per year as follows:

New Year's Day	Labor Day
Martin Luther King Day	Indigenous People's Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving (Wednesday-Friday)
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day

In addition to the above dates, administrative offices will be closed between December 24-January 1 each year.







Holiday pay will be paid according to the number of hours the employee was scheduled to work on the holiday but will not exceed eight (8) hours per holiday. For example, if an employee is normally scheduled to work for four (4) hours on Mondays, the staff member would receive four (4) hours of holiday pay on Memorial Day. Holiday pay will not be computed in total hours worked for overtime purposes. Staff members are not eligible to receive holiday pay while on a leave of absence.

In the event that non-exempt employees are required to work on a holiday, the employee will earn pay for hours worked equivalent to one and a half times their regular pay. Prior supervisor approval is required to work on a holiday.




When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

## Bereavement Leave

For this purpose, immediate family is defined as:




-  Spouse
-  Child, step-child
-  Parents, step-parents
-  Siblings, step-siblings
-  Person acting in or who acted in the legal role of parent (in loco parentis)
-  Child for whom employee has legal guardianship or had legal guardianship during childhood

For this purpose, close family is defined as:

-  Grandparent (step or in-law)
-  Grandchildren and step-grandchildren,
-  Parents in-law

## Siblings in-law

For this purpose, extended family is defined as relatives of the first degree including:

-  Aunts (including in-laws)
-  Uncles (including in-laws)
-  Cousins (including in-laws)

In the unfortunate event of a death in the immediate family, a leave of absence of up to fifteen (15) days with pay will be granted. In the unfortunate event of a death of a close family member, a leave of absence of up to five (5) days will be granted, and for extended family, a leave of absence of up to two (2) days with pay will be granted.

Bereavement days are to be taken within a reasonable time of the day of the death or day of the funeral, but may be split or postponed, if approved in advance by the CEO. Leave time may be extended using PTO upon approval of management.

Pay for Bereavement leave will be made for actual time lost from work. If the Bereavement leave occurs at a time when work is not scheduled, payment will not be made.




Employees should make their manager aware of their bereavement leave needs. In turn, the manager should notify the CEO of the need for leave and length of the employee's absence. Leave for attendance at the funeral of a non-immediate family member or a person with an especially close relationship may be granted without pay or with pay using PTO or as approved by the CEO.

## Parental Leave

To assist and support new parent relationships through its leave policies and programs and to assist with balancing work and family matters, The Natrona Collective Health Trust provides paid parental leave. Paid parental leave is intended to provide staff time and financial support to adjust to the addition of a new family member during the important period immediately following the birth or adoption of a child. This policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or adopted child.

### Eligibility:

Eligible employees must be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit) and must meet one of the following criteria:

-  Have given birth to a child.
-  Be a spouse or committed partner of a person who has given birth to a child.
-  Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

There is no waiting period; eligible employees may use this benefit any time after their start date.

### Program Details:

Eligible employees will receive up to 12 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. An employee may begin using the 12 weeks of paid parental leave prior to the birth, adoption or placement of a child, with manager approval.

Paid parental leave may not be used or extended beyond the 12-month period following the birth, adoption or placement of a child, but may be used intermittently within this time frame.

Upon termination of the individual's employment at the Health Trust, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

The Health Trust will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation leave or paid sick leave.



#### Requests for Paid Parental Leave:

The employee will provide their direct supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must request this leave in writing via an email to their direct supervisor.

#### Personal Leave

The Natrona Collective Health Trust may, at its discretion, allow eligible employees an unpaid personal leave of absence of up to 12 weeks for important personal needs that require more than 2 weeks of time off. The Trust does have the discretion to grant greater leave if deemed in the best interest of the Trust.

To be eligible for personal leave, an employee must have been employed by the Foundation:

-  for at least 12 months;
-  for at least 1,250 hours during the 12-month period immediately preceding the start of the leave

#### Program Details:

If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your manager during your leave, and giving prompt notice if there is any change in your return date.

The Foundation will hold an employee's position for the period of unpaid personal leave.

Employee health benefits will be continued in the same manner as received prior to the leave, but the employee will be expected to remit payment for the employee's portion of the health insurance premium each pay period.

Acceptance of other employment while on personal leave will be treated as a voluntary resignation from employment with the Foundation. Employees on personal leave will not be eligible for paid holidays.

Requests for Personal Leave:

The employee will provide their direct supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must request this leave in writing via an email to their direct supervisor.

## **Wyoming Labor Laws**

The state of Wyoming requires employers to provide time off for civic responsibilities including jury duty, voting, crime victim witness and military leave. While the Health Trust's flexible time-off policies go above and beyond those required by law, we've included the state-specific requirements here for reference.

### **Time Off to Vote**

Any employee who has less than three hours outside of working hours to vote while the polls are open may take up to one hour off from work, without loss of pay, to vote. Time off to vote will be in addition to any meal break.

Employees should provide reasonable advance notice of the need for time off to vote to their supervisor so that the time off can be scheduled to minimize disruption to normal work schedules. Natrona Collective Health Trust may specify the particular time during which the employee may be absent to vote.

Proof of having voted may be required. Time off to vote may not be paid, if the employee does not use the time to vote.

### **Jury Duty Leave**

Natrona Collective Health Trust encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, intimidated, or coerced because they request or take leave in accordance with this policy.

Employees who are absent for jury duty will be considered to be on a leave of absence during jury service and will be entitled to participate in insurance or other benefits to the same extent as other employees on a leave of absence. Employees returning from leave will be reinstated to their prior position without loss of seniority.

Employees should provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time off under this policy treated in accordance with the Health Trust's applicable leave policies, to include Paid Time Off and Personal Leave.

### **Crime Victim Witness Leave**

Eligible employees who are crime victims or witnesses in a criminal proceeding may take time off from work to respond to a subpoena from either the prosecution or defense in a criminal case.









Employees are eligible for time off under this policy if they: (1) are witnesses called to testify in a criminal proceeding; (2) have suffered direct or threatened physical, emotional, or financial harm as the result of the commission of a criminal act; (3) are a family member of a victim who is a minor or incompetent; or (4) are a surviving family member of a homicide victim.

Time off under this policy treated in accordance with the Health Trust's applicable leave policies, to include Paid Time Off and Personal Leave.



## Military Leave





Wyoming employees who are members of the uniformed services, including the United States armed forces, reserves, National Guard (of any state), commissioned corps of the Public Health Service and any other category designated by the President in time of war or emergency, may take a military leave of absence for any of the following types of service:

-  Active duty;
-  Active duty for trainings;
-  Initial active duty for training;
-  Inactive duty training;
-  Full-time National Guard duty;
-  Engaging in examination to determine fitness to perform any of these duties;
-  Service under a Presidential proclamation; and
-  Active state service by members of the National Guard of any state pursuant to a call of that state's Governor.



Leave under this policy will be unpaid except that which qualifies under the Paid Time Off policy.

Employees who have coverage under the Trust's medical, life or accident insurance plan will be able to continue such coverage while on military leave so long as they continue to make payments for their contribution to the coverage costs. Employees must notify their employer of their election to continue insurance or plan coverage at the time when they enter service.

Natrona Collective Health Trust will reemploy employees returning from military leave unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for Natrona Collective Health Trust or the position the individual held before leaving to serve was for a brief, nonrecurrent period. Unless one of these exceptions applies, Natrona Collective Health Trust will reinstate employees within 10 days of receiving written notice of their intention to return to work, provided that the employee returning from military leave meets the following conditions:

-  The cumulative length of the absence for uniformed service duty does not exceed five years;
-  The employee was honorably discharged from service;
-  The employee provided advance written or verbal notice of the obligation or intention to perform military service; and
-  The employee timely notified the employer in writing of their intent to return to work.

Employees must notify Natrona Collective Health Trust of their intent to return to employment following military service in accordance with the following timing requirements:

-  For individuals whose period of service was less than 31 days or was for the purpose of an examination to determine the person's fitness to perform service in the uniformed services, not later than the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence and an additional eight-hour period;
-  For individuals whose period of service was more than 30 but less than 181 days, not later than fourteen days after completion of the period of service;

- For individuals whose period of service in the uniformed service was for more than 181 days, not later than 90 days after the completion of the period of service;
- For individuals hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the period of military service, not later than the end of the period necessary to recover (generally not to exceed two years).

Exceptions to the above timing requirements will apply when providing notice is either impossible or unreasonable through no fault of the person. In those cases, notice must be provided as soon as possible.

Employees returning from military leave must provide Natrona Collective Health Trust with the following documentation:

- Proof that the employee's application is timely;
- Proof that the employee's service has not been terminated by reason of dishonorable discharge; and
- Proof that the employee has not exceeded the maximum amount of leave available.

Natrona Collective Health Trust will not deny reemployment to employees who fail to meet the documentation requirements if the failure occurs because such documentation does not exist or is not readily available at the time of the request. If, however, documentation becomes available subsequent to reemployment establishing that the requirements outlined above were not met, Natrona Collective Health Trust may terminate the employment relationship and any benefits provided. Additionally, if the employee's leave lasted for more than 90 days, Natrona Collective Health Trust may require documentation before treating the employee as having no break in employment for pension purposes.

Natrona Collective Health Trust will not terminate employees returning from leave under this policy, without cause, within one year following the date of reemployment

Upon return, employees will be provided with the seniority and the rights and benefits determined by seniority that they had on the date that the military leave began plus the additional seniority and rights and benefits that they would have attained but for the leave.

Upon reemployment, employees will be entitled to receive creditable service for the period of military leave for purposes of vesting and calculating retirement benefits. However, no employee will receive more than five years of military service credit in the retirement plan.

## Termination Process







Employees may leave Natrona Collective Health Trust for a variety of reasons. Regardless of the reason, the Trust strives to ensure that all separations from employment are handled fairly, efficiently and in compliance with applicable federal and state laws.

### Voluntary Termination

The Trust recognizes that every employee is on their own professional journey. While it is our hope that employees continue to find professional growth here at the Trust, outside opportunities are not discouraged, and the Trust will support each employee on whichever path they choose.


When exploring outside opportunities, employees are encouraged to maintain open communication with their supervisor and team without any concern of retaliation. Early and open communication can allow the Trust and the employee adequate time to plan the next steps in a more organized fashion than the standard notice time allows. The following procedure will be used when the date of separation has been determined:

A voluntary termination is when an employee has made the decision to end the working relationship with Natrona Collective Health Trust. Voluntary resignations include, but are not limited to, written or verbal resignation, retirement, and job abandonment.

-  Employee notifies their direct supervisor, and we encourage the employee to provide a written notice or resignation letter that includes when their last day will be, to allow a reasonable amount of time to transfer ongoing work.
-  Supervisor forwards written notice or resignation letter to Human Resources.
-  Once the employee's last day is confirmed, an exit interview may be schedule with a third-party HR consultant.
-  A termination checklist will be reviewed, checked off as complete, signed by HR and maintained in the employee's file.
-  HR will ensure all access to private information related to Natrona Collective Health Trust should be deactivated on the employee's last day. This includes the collection of computers, passwords, keys, credit cards, passes, materials, assets, writings, files, records, correspondence, notebooks, notes, and other documents containing confidential information or relating to the business or proposed business of the Company or its subsidiaries or affiliates.
-  HR will notify the benefits broker to ensure all benefits are properly terminated and COBRA notices are sent out.

### Involuntary Termination

An involuntary termination is when the Company decides to end the working relationship with an employee. Involuntary terminations may occur for cause or for reasons other than cause.

-  Employees who are involuntarily leaving Natrona Collective Health Trust will be made aware of the termination of employment by their direct supervisor. It's recommended to have an HR Representative present (either by phone or Teams/Zoom video).

- HR should review the termination checklist, check off as complete, sign and maintain in the employee's file. HR will communicate any additional last day items verbally as well as provide a termination memo/unemployment information/final check to the exiting employee. Copies of all materials should be kept in the employee file.
- All access to private information related to Natrona Collective Health Trust should be deactivated immediately. This includes the collection of computers, passwords, keys, credit cards, passes, material, assets, writings, files, records, correspondence, notebooks, notes, and other documents containing confidential information or relating to the business or proposed business of the Company or its subsidiaries or affiliates.
- HR will notify the benefits broker to ensure all benefits are properly terminated and COBRA notices are sent out.
- The direct supervisor should meet with the immediate team to inform them of the departure and next steps as it relates to workload.




#### Pay and Benefits Upon Termination

HR will ensure final wages are paid in accordance with applicable state law and official company policy. Per Wyoming state law, voluntary and involuntary terminations can be paid with next regular pay cycle.

Per Company policy, Natrona Collective Health Trust does not pay unused/accrued vacation at the time of termination.

Acknowledgement

By signing below, I acknowledge that I have received the Natrona Collective Health Trust employee handbook. I also acknowledge that the handbook contains an employment-at-will provision that states:

-  Either Natrona Collective Health Trust or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
-  That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Trust documents, or in any verbal statements to the contrary; and
-  That no one except the CEO can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract or agreement must be in writing, signed by the President, notarized, and in the employee file.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

\_\_\_\_\_  
Employee Printed Name

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

\_\_\_\_\_  
Date