

submitted to the Executive Director. Community service time cannot be accrued from one year to the next.

9. RETIREMENT: A Simple IRA is available to each employee upon request.

10. MATERNITY / PATERNITY LEAVE: Twenty days of paid leave will be granted for the birth or adoption of a child. These 20 days may be used in any combination before or after childbirth or adoption. In addition to the 20 days available as maternity / paternity leave, available personal leave and vacation days may be applied during the period of absence at the discretion of the Executive Director. An employee must have been employed one full year to take advantage of this option, and this type of benefit may only be taken within the time frame of 20 days prior to and 20 days following the birth or adoption.

11. OTHER BENEFITS: Full-time employees (35 hours per week or more) who have been with NCM 6 months may be reimbursed up to \$2,500 per year for any one or more of the following:

1. Educational Assistance
2. Life Insurance
3. Health Insurance
4. Supplemental Health Insurance
5. Long Term Care Insurance
6. Vision or Dental Insurance
7. Reimbursement for health club and/or gym memberships

An employee who takes an employer approved leave of absence will remain eligible for the above. An employee who takes an unapproved leave of absence or a leave that exceeds thirty (30) calendar days must meet the eligibility requirements again prior to becoming an eligible employee. The employer reserves the right to terminate, modify, amend, suspend or change the policies in this section at any time.

12. SALARY DETERMINATION: As a part of establishing the budget for the upcoming year, staff salaries will be reviewed.

Staff will receive annual cost of living increases in their salaries with the caveat that there are sufficient funds to do so. At the end of any given year, if there is a surplus of money and with the recommendation of the executive director, bonuses for staff will be considered by the Board at the November board meeting. The Board and the executive director will work together to determine the amount each staff member is to receive, each staff member receiving the same amount. NCM will not use a pay scale to determine salaries.

On an as needed basis, adjustments to salaries may be made. Merit raises may be given by the executive director if deemed appropriate. When there is a new hire the executive director may seek input from the Board as to the beginning salary for that individual.

Everything described above has the caveat of having sufficient funds to do so.

CONFIDENTIALITY

1. GENERAL: No employee shall disclose personal or confidential information to persons not authorized by law and/or ethics to receive such information. Under no circumstances will client identity or information be disclosed without the express written permission and knowledge of the client.

2. CASE FILES: Unless there are extenuating circumstances, case files or other documents relating to confidentiality are not to be taken from the NCM office without approval of the Executive Director and without signing the documents out.