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Welcome

Welcome to Vermont Journalism Trust, and to VTDigger.org. We’re glad you’ve decided to join us in this exciting venture as we strive to maximize the potential of our digital platform for engaging readers.

VTDigger.org is an online news organization that is dedicated to traditional journalism values. In a world in which fake news has gained traction through social media, our work is more important than ever.

We tell it like it is, without fear or favor. We are committed to nonpartisan, in-depth reporting. We have specialty beats so that reporters can become experts in complex public policy matters. Whenever possible, we strive to honor requests from readers for coverage.

Mission

The mission of Vermont Journalism Trust and VTDigger is to produce rigorous journalism that explains complex issues, holds the government accountable to the public, and engages citizens in the democratic process.

We raise money through a diverse array of sources. Our largest sources of income are from reader donations and underwriting. (Please see VTDigger.org's annual reports and tax forms, posted at the bottom of the Donate page, for more information.)

The business team is central to the success of the organization. It is because of the hard work of the people who sell underwriting, promote membership and manage our finances, that VTDigger.org has become one of the fastest growing nonprofit, online news organizations in the nation.

We hope you will find this handbook helpful in answering questions you may have about employment practices at VTDigger.org. If you can’t find the answers you’re looking for here, feel free to ask me directly.

I look forward to working with you.

Anne Galloway
Executive Director of the Vermont Journalism Trust
Editor of VTDigger
Code of Conduct

VTDigger.org holds a critical role in Vermont as a public trust. Its reputation is essential to performing that role and maintaining that trust. **Employees are expected to conduct themselves at all times in a professional manner to ensure that reputation is not tarnished.**

Conduct that will not be tolerated includes engaging in any illegal activity, exhibiting bias or otherwise compromising VTDigger’s reputation for fair and impartial reporting, publicly condemning the work of VTDigger, using social media or other forms of communication in an inappropriate manner that is inconsistent with the professional image VTDigger strives to maintain, or other activity that management and the board of directors deems to be detrimental to the organization’s mission and goals.

Violations of the code of conduct will be addressed directly with the employee and may be subject to action up to and including termination from employment.

**BASIC FACTS ABOUT WORKING FOR VERMONT JOURNALISM TRUST / VTDIGGER.ORG**

**Employment At Will**

It is the goal of VTDigger to provide a positive work environment. VTDigger.org is also cognizant that employees and management for a variety of reasons sometimes initiate personnel changes. In this regard, it is understood that employment will continue only for so long as it is mutually agreeable to the employee and to VTDigger.org. That is, employment is “at-will” and may be ended for any reason or no reason by the employee or VTDigger.org at any time with or without notice.

**DISCLAIMER:** NO SECTION OF THIS HANDBOOK IS MEANT TO BE CONSTRUED, OR SHOULD BE CONSTRUED, AS ESTABLISHING ANYTHING OTHER THAN AN EMPLOYMENT-AT-WILL RELATIONSHIP. THIS DISCLAIMER TAKES PRECEDENCE OVER ALL OTHER STATEMENTS IN THIS HANDBOOK.

Employees will be given a written notification of employment containing information about terms of the job, including the title, annual salary or hourly rate, starting date, full time/part-time status, standard weekly work schedule, and exempt or non-exempt status under the Fair Labor Standards Act. Any employee who does not receive a notification should contact the Executive Director.

This notification is not an employment contract; it is simply a statement of information about a position offered. Employment by VTDigger.org is discretionary: VTDigger.org does not guarantee that a particular job, salary, set of benefits or particular conditions of employment will continue for a specified period of time.
Probationary Period

The probationary period is the first 90 days of employment. Performance reviews will be conducted within 45 days and at the end of the probationary period. Full-time employees are entitled to benefits, outlined below.

Annual Performance Reviews

Performance reviews should take place at the end of the 90-day probation period and at least once each year. The job review will be between the employee and their supervisor, with participation by the Executive Director if requested. The results of this review will not be in the form of compensation.

The annual review period in 2020 is June through August.

VJT intends to conduct an annual performance review at year-end for each of its employees who have worked for at least six months.

As part of the performance review, each employee will be asked to fill out a self-assessment of his or her performance over the past year, and select goals they hope to accomplish in the coming year which will be revisited during that year’s performance review.

Performance will be evaluated both in terms of how the employee performed his or her job duties individually, as well as how they contributed to the performance of the overall team and advanced the goals of the organization. Factors such as open communication and sharing of information, mentoring less-experienced colleagues, helping co-workers who may need to tap into the employee’s knowledge or special areas of expertise, and respectful treatment of others will all contribute to a more positive performance evaluation.

The performance review of the Executive Director is conducted by members of the Nominating and Governance Committee, and the Board Chair.

Equal Employment Opportunity Statement

VTDigger is an equal employment opportunity employer. Employment decisions are made without regard to race, color, ancestry, religion, gender, gender identity, sex, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, or disability, as required by 21 V.S.A. § 495.

Terms Relating To Employee Status

The Fair Labor Standard Act and Vermont wage and hour laws govern certain aspects of how employees are paid. Under these laws, certain employees who are not exempt from the FLSA’s wage and hour requirements are entitled to one and a half times the employee’s regular rate of pay for any time worked over 40 hours in any workweek. Questions about exempt or non-exempt status should be referred to the Executive Director or the Finance Manager.
Work Schedule

VTDigger is officially open for business from 9 a.m. to 5 p.m., Monday through Friday. Work schedules and lunch periods may vary depending on the work to be accomplished. Exempt employees are expected to allocate time in whatever manner is necessary to complete their responsibilities. Exempt employees should adhere as much as possible to normal working hours but are not expected to work on a strict hourly basis. Exempt employees are expected to work within the standard workweek plus additional incidental hours as needed.

COMPENSATION

HOURS AND MILEAGE

In compliance with the federal and state wage and hour regulations, all hourly employees are required to log working hours on the online payroll portal. It is important that employees log their hours on a daily basis; payroll deadline is the Monday before each Friday payroll.

Employees should report time-off due to illness or emergency to their supervisor as soon as practically possible.

Vacation time should be scheduled and approved by supervisors at least three weeks in advance.

Holiday time vacations over Thanksgiving and Christmas or summer vacations should be approved at least four weeks in advance in order to ensure adequate coverage.

PAYDAY

VTDigger’s pay schedule is bi-weekly and runs from Sunday through the following week’s Saturday. All pay information (working hours, CTO time taken, mileage) must be entered by the employee into the online payroll portal by the Monday morning after the end of the payroll period. All entries will be reviewed by a supervisor before being submitted to the payroll company; payday is the following Friday.

EXPENSE REIMBURSEMENT

Staff will be reimbursed for out-of-pocket expenses incurred while conducting VTDigger.org business, and for mileage at the rate of 40 cents per mile when using their own vehicles on company business. Mileage is recorded in the online timecard system and is approved by a supervisor.

Other expenses, for equipment and other purchases, must be approved in advance by the Executive Director or a supervisor. The employee must submit receipts for reimbursement.
BENEFITS PROGRAMS

ELIGIBILITY
Regular full-time employees (those working 40 hours per week) are eligible for benefits offered by VTDigger.org as amended from time to time by the Executive Director. Contract workers are not eligible for benefits. Part-time staff are eligible for some pro-rated benefits as noted below.

HEALTH INSURANCE
VTDigger provides up to $6,000 in premium support for full-time employees to participate in the organization’s health care plan. Costs above that amount are borne by the employee through payroll deduction.

COMBINED TIME OFF (CTO)
The purpose of Combined Time Off is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

Full-time employees accumulate 4.62 hours of CTO per pay period, or 15 days per year. Accrual starts on the first day of employment. Employees typically should not plan to use CTO for vacation days during the first 90 days of employment without prior approval from their supervisor on or near their start date.

In addition, full-time employees may take a paid day off on their birthday. If the birthday falls on a weekend or holiday, the employee may choose to take off the preceding Friday or the following Monday.

Eligible part-time employees will earn Vermont earned sick leave as required by law but they do not earn CTO.

CTO requests from newsroom employees should be made to the Managing Editor and Executive Director and from business office employees to the Executive Director and Finance Manager three weeks in advance. For planning purposes, requests are logged by the employee’s supervisor in VTDigger.org's public calendar and online timecard system. Again, CTO for vacation time should be scheduled and approved by supervisors at least three weeks in advance.

Holiday time vacations over Thanksgiving and Christmas or during the summer should be approved at least four weeks in advance in order to ensure adequate coverage in the newsroom or business office.

In the third quarter of the year, any employees who have exceeded their CTO time will be notified of their balance and will be expected to end the year in the black.
HOLIDAYS
VTDigger observes and officially closes the offices on the following federal holidays, plus the employee's birthday, for a total of 11 paid days off:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- Personal Birthday

Employees may choose to work on holidays and take a different day off during that month but must receive advance approval from the Executive Director.

Full-time employees receive normal pay for holidays; the days off on holidays do not count against the accumulated CTO.

Part-time employees, contract employees, freelance writers, interns, volunteers and similar individuals do not typically work on holidays, and are not paid for them, unless assigned to work on those days on a case-by-case basis.

VTDIGGER SIMPLE IRA Employee Retirement Program
VTDigger offers employees a way to save for retirement with a SIMPLE IRA account with Vanguard. Employees decide on an optional pre-tax contribution amount to be deducted from their paychecks and which fund(s) they would like to invest in. VJT also contributes an additional 2% of gross employee income to the SIMPLE IRA account for each employee. All contributions are immediately vested and available to employees to roll over when they leave VJT employment. Employee contributions to Vanguard’s SIMPLE IRA program are voluntary.

Unemployment Compensation
VTDigger is a covered employer under the State of Vermont Unemployment Compensation Law. To draw unemployment compensation benefits, employees must meet eligibility requirements imposed by state law and serve any applicable disqualification periods.

Social Security And Medicare
Federal Social Security and Medicare programs cover VTDigger.org employees. Retirement, survivor, disability, and health care benefits provided under these programs are funded by taxes imposed in equal amounts on the employer and the employee and are calculated as a percent of gross direct cash compensation.
Payments to the Social Security and Medicare systems are withheld from all paychecks. Employer’s matching contributions are made for all employees; VTDigger’s worker’s compensation and unemployment insurance programs cover all employees.

Employee Health And Safety
The wellbeing of all employees is very important to VTDigger.org and to the success of its operations. Please keep the following guidelines in mind at all times:

• Report all accidents (to employees or visitors) to the Executive Director or Finance Manager immediately after they occur.
• Use proper body mechanics to lift, move, reach for, push, or pull items. Lift within your limits. Obtain assistance when an object is too heavy or awkward to move alone. Use mechanical aids when appropriate.
• Acquaint yourself with the location of fire extinguishers and exits.
• Use a safety belt whenever traveling in a vehicle you are using on VTDigger.org business. Do not speed or take chances while driving.

Workers Compensation Insurance: VTDigger.org carries workers compensation insurance for all employees in accordance with state law. It is important that any injury, however slight, incurred while on the job be reported immediately to the Executive Director. Appropriate forms must be completed promptly. Otherwise, an employee’s workers compensation benefits pertaining to the injury could be jeopardized.

Industrial Injury or Illness: A leave of absence for a work-related disability will normally be extended to the employee for the duration of the disability, barring some compelling business need. This leave will only be granted if the employee has followed the procedures described in the Workers Compensation section of this handbook.

ADDITIONAL CONDITIONS OF EMPLOYMENT

Internet Usage
VTDigger provides access to computers, the Internet, electronic mail, voicemail and other related technology. Employees must use this technology appropriately. VTDigger reserves the right to access and review all electronic files, Internet usage and histories, messages and/or other data, accessed with a VTDigger computer or through VTDigger’s systems, which are all considered the property of the VTDigger. Employees should not have any expectations of privacy with respect to such electronic files, messages or other data.

Staff Meetings
When a staff meeting is scheduled, employees must attend and be on time. Employees who cannot attend due to extenuating circumstances should notify their supervisor in advance.

Vermont Journalism Trust Property
The use of VTDigger letterheads, telephone directories, mailing lists, archive materials, and all other such property is restricted to VTDigger work-related projects. No employee may use, disclose or permit the contents of any such materials to be used for any other purpose without written consent of the Executive Director.
Proprietary Information
Employees agree that all intellectual property, photographs, articles, booklets, study guides, images, original works (which may include compilations), and other proprietary information created as part of the course and scope of employment and/or while representing VTDigger are and shall remain the sole property of VTDigger, and that VTDigger may use any such information for any purpose without obligation to any employee. The employee hereby agrees the employee’s use of the information is allowed only during employment and for advancement of VTDigger only and employees have no right, title and/or interest in and to the information. Nothing contained herein shall be construed as granting or implying any transfer of rights or granting of licenses to any employee with regard to any such information, or any patents or other intellectual property protecting or relating to the information.

While recognizing that all proprietary information created by employees while representing VTDigger is the sole property of VTDigger, properly framed requests to reprint or redistribute it by current or former employees of VTDigger could be authorized by the Executive Director, provided that full acknowledgement of VTDigger is given.

Confidential Information
During the course of normal daily operations, employees may have access to confidential information. It includes, but is not limited to: personnel records, payroll information, financial information, business plans and strategies, policy and personnel handbooks, computer and software systems and processes, donor backgrounds, or donor records. None of this information should be discussed, revealed, or provided to any person, employee, or non-employee, unless specifically authorized or required in the course of business. Disclosure of confidential information may lead to disciplinary action, which may include termination of employment, as well as other possible legal action. Confidential information is information that is legally confidential, which VTDigger has been informed is to be treated as confidential, or which management or the Board has classified as confidential. When in doubt, all information obtained from VTDigger should be considered confidential. Finally, all confidential information relative to VTDigger, regardless of its form, must be returned to the organization at the time of termination of employment with the organization.

RESOLUTION OF EMPLOYEE GRIEVANCES
When employees have problems or complaints related to any aspect of their employment at VTDigger, they are encouraged to discuss them with the Finance Manager or Executive Director. Employees are free to contact the Finance Manager or Executive Director at any time to informally discuss a problem and seek guidance on how best to resolve it.

In the event that an employee feels that a policy has been violated and there has been no resolution from the process outlined above, that employee should make his/her concern known to the Vermont Journalism Trust Board Chair.

All facts related to an alleged non-compliant activity (including the identities of the complainants, the person(s) alleged to have violated any policy or procedure, and any witnesses) will be kept confidential from anyone who does not have a legitimate reason to know about them, subject to the need to investigate and take appropriate remedial measures. VTDigger will not discriminate in any way against any employee making an allegation of non-compliant activity unless it is determined that any such allegation was filed in bad faith or to harass an employee or employees of VTDigger.
**Conflicts Of Interest**

VTDigger employees who consider engaging in activities outside VTDigger which may result in a conflict of interest, must inform the Executive Director of the possible conflict and obtain a written waiver from the Executive Director prior to engaging in such activities. The Executive Director shall similarly inform the Board of his/her own intentions to engage in outside activities.

A conflict of interest arises when an employee engages in any activity that may result in a conflict between an employee’s self-interest and the interest of VTDigger.org.

Potential conflicts of interest may include, but are not limited to:

- Serving on the Board of Directors of an agency, organization, government body or corporation that submits a proposal or otherwise does business with VTDigger
- Writing or assisting in the writing of funding proposals, applications or grants to VTDigger
- Working for, investing in, or purchasing a business competitive to VTDigger
- Committing VTDigger to give its financial or other support to any outside activity or organization without proper approval

While recognizing the importance of avoiding conflicts of interest, VTDigger also understands that because of the organization’s position in the community and in the field, participation in some activities and service on some boards may enhance and advance the work of VTDigger. This type of community service should also be discussed with the Executive Director prior to the employee’s acceptance of the position. Each request will be considered on an individual basis. Where applicable, a conflict of interest will be disclosed on the VTDigger.org web site.

Work for outside organizations should not be conducted during VTDigger’s business hours unless otherwise approved by the Executive Director.

Each employee, at the time of their annual review, must read and sign The Vermont Journalism Trust’s Conflict of Interest Policy.

**Partisan Political Activities**

As described in the Code of Conduct, Vermont Journalism Trust and VTDigger operate as a public trust. A reputation for fairness, objectivity and unbiased reporting is essential to the organization’s success. It is of utmost importance that employees refrain from any activity that could be used by any party to call that fairness and objectivity into question.

VJT encourages political participation, and will not discriminate against any employee because of identification with, or support of, any lawful political activity, so long as it does not compromise or undermine the trust’s reputation.

However, editors, reporters and photographers employed by the company may not engage in political activities, such as rallies, online advocacy, donations to causes or candidates.

Because of its journalistic mission, the Trust and VTDigger cannot become involved in partisan political activities or take stands on partisan issues. The following policies apply to employees in terms of involvement in partisan political activities:
• VTDigger facilities may not be used for partisan political activities.
• No partisan political materials may be posted in VTDigger offices.
• No one involved with VTDigger may work at the production of news coverage of any issue, group, activity or institution in which the person has a personal involvement or interest.
• The Managing Editor of VTDigger may require anyone involved with VTDigger to demonstrate they are free of any conflict of interest before taking on a piece of work on behalf of VTDigger.
• The Managing Editor may exclude the staff member or contract worker from a piece of work if a conflict is found which may impact upon the compensation of the staff member or contract worker.
• Participation in partisan political activities must occur on the employee’s time, and not during the time when he/she is being paid to perform VTDigger duties.
• Any partisan political activity of employees must be clearly identified as being personal, and not representative of the positions taken by VTDigger.
• An employee may not identify him or herself as a VTDigger representative when engaged in partisan political activity.
• Where applicable, an employee’s partisan political activity will be disclosed on the VTDigger.org website.

SOCIAL MEDIA POLICY
Employees of VJT are encouraged to use social media outlets to help raise awareness and extend readership of the high quality editorial content that VTDigger produces.

At the same time, employees are advised that when using social media, even for personal use unrelated to work, they are still subject to the terms of the Code of Conduct.

Employees should not post or link to photos or content that is inappropriate, that promote negative messages such as hate speech or discriminatory viewpoints, or other similarly inappropriate content that is inconsistent with the image and reputation of the Trust. Employees are reminded that some content that may seem innocent to them, such as photos from a party among friends, may be interpreted differently by a public that constantly monitors all media in an effort to discredit journalism or journalists.

VOLUNTARY AND INVOLUNTARY TERMINATION
An employee who decides to resign should submit a written resignation to the Executive Director at least 15 days in advance.

At the time of voluntary termination, the employee is entitled to compensation for accrued and unused combined time off, up to a maximum of 30 days, and accrued pay. The Executive Director may conduct an exit interview with the employee.

If the employee’s termination is involuntary, the employee is entitled to accrued pay and unused CTO. The exit interview will be optional.

Upon an employee’s departure, either voluntary or involuntary, the confidentiality standards outlined above shall remain in effect into perpetuity.
JURY DUTY & LEAVE OF ABSENCE

Jury Duty

A full-time employee who is appointed to jury duty must immediately inform the Executive Director. The employee will be paid the difference between the employee’s regular wage and the fee received for jury service. On any day that the employee is released from jury service on or before 2:00 p.m., the employee is required to report for work.

Leave Of Absence

Military Leave: Military leave will be granted as required by law.

Parental or Family Leave: In accordance with Vermont law, a qualified employee may take up to 12 weeks unpaid parental or family leave in any 12 month period. This leave time must be taken within the parameters established by Vermont law.

To access parental or family leave, an employee must have worked for an average of 30 hours a week for a year before they are entitled to leave.

- Parental Leave: during the pregnancy and/or after childbirth; or, within a year following the initial placement of a child 16 years of age or younger with the worker for the purpose of adoption;
- Family Leave: for the serious illness of the worker, worker’s child, stepchild, ward, foster child, party to a civil union, parent, spouse, or parent of the worker’s spouse;

All benefits continue during parental or family leave, but the employee must continue to pay their regular employee contribution to the health care premium in order to maintain health insurance.

Employees on parental or family leave will be returned to the same or similar position with the same benefits they enjoyed prior to the leave.

An employee must give reasonable written notice of intent to take family or parental leave, including anticipated starting and ending dates. Employees may choose to use accrued CTO time during the leave, up to six weeks but VTDigger does not require the worker to do so. Use of paid leave does not extend the overall leave time to which the worker is entitled.

Short-term Family Leave: In accordance with Vermont law, VTDigger.org gives employees who have worked an average of 30 hours a week for a year up to 4 hours in any 30-day period (but not more than 24 hours in any 12-month period) unpaid leave to participate in preschool or school activities directly related to the academic advancement of the employee’s child, stepchild, foster child, or ward who lives with the employee: to attend or to accompany the employee’s child, stepchild, foster child, or ward who lives with the employee or the employee’s parent, spouse, partner, or parent-in-law to routine medical or dental appointments; to services related to their care and well-being; to respond to a medical emergency involving the employee’s child, stepchild, foster child, or ward who lives with the employee or the employee’s parent, spouse, partner, or parent-in-law.
For short-term family leave, an employee must give notice as early as possible, at least seven days before the leave is to be taken unless waiting seven days could have a significant impact on the employee’s family member.

Paid or Unpaid Leaves not related to qualifying parental or family leave events: Requests for paid or unpaid leaves of absence, including vacation time, will be considered and evaluated on an individual basis. Approval or denial of such request will be entirely at the discretion of the Executive Director. In determining the feasibility of granting such requests, factors such as the purpose of the requested leave, the availability of alternative coverage for the employee’s job responsibilities during the requested leave, the employee’s previous absences, length of employment, prior work record and performance, and similar considerations will be reviewed. All such requests must be presented to the Executive Director.

HARASSMENT POLICY

VTDigger is firmly committed to prohibiting discrimination against individuals because of race, color, ancestry, religion, gender, gender identity, sex, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and required by state and/or federal laws. Employees are entitled to a workplace free of discrimination, including harassment based on any of the above factors. The Board of Directors of The Vermont Journalism Trust will not tolerate such conduct at the workplace.

Any employee who believes they have been the victim of harassment should immediately contact the Executive Director. If an incident involves the Executive Director, the Vermont Journalism Trust Board Chair should be notified.

Retaliation against an employee for reporting harassment or for cooperating in an investigation of a complaint is unlawful. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in the complaint or investigation. Should an employee witness harassment, they should also contact the Executive Director as soon as possible following the incident.

Forms of harassment may include, but are not limited to, the following:

- **Verbal harassment**: for example: suggestive comments, insulting comments, derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats;
- **Visual harassment**: for example: displaying sexually suggestive pictures, letters, objects, drawings, cartoons, or posters;
- **Physical harassment**: for example: touching or grabbing any part of an employee’s body after that person has indicated, or it is known, that such physical contact was unwelcome;
- **Sexual harassment**: for example: any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which:
  - has been made either explicitly or implicitly as a term or condition of an individual’s employment, or
• is used as a basis for employment decisions such as promotions and benefits affecting such individual, or
• substantially interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

When VTDigger receives a complaint of harassment, or otherwise has reason to believe that harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The employer is committed, and required by law, to take action if it learns of an incident that involves harassment, even if the aggrieved employee does not formally file a complaint. Any employee who has been found to have harassed another employee will be subject to disciplinary action, ranging from a verbal warning up to and including termination.

Any employee who is not satisfied with VTDigger’s action or is otherwise interested may file a complaint in writing or by calling any of the following state or federal agencies:

Vermont Attorney General’s Office, Civil Rights Unit
109 State Street, Montpelier, VT 05602
802-828-3171
Complaints should be filed within 300 days of adverse action.

Equal Employment Opportunity Commission
1 Congress Street, Boston, MA 02114
617-565-3200
Complaints must be filed within 300 days of the adverse action.

Vermont Human Rights Commission
13 State Street, Montpelier, VT 05633
802-828-2480
Complaints must be filed within 300 days of the adverse action.
VERMONT JOURNALISM TRUST/VTDIGGER.ORG
Employee Handbook

Acknowledgement and Receipt Form

I acknowledge that I have received a copy of the VJT/VTD employee handbook. I further acknowledge that it is my responsibility to read this information, to ask questions of the Executive Director or Chief Operating Officer if I do not understand any of the information in the handbook, and to abide by and observe all the rules, policies, and procedures explained herein, including any future changes or additions. I further understand and agree to the following:

1. Rapidly changing conditions in the journalism field may necessitate changes in this handbook that can happen at the discretion of the Executive Director (except the Employment At Will policy in this handbook), but that I will be notified in writing of any such changes.

2. The handbook is not a binding contract.

3. The handbook may be changed, modified, amended, suspended, interpreted, cancelled, or terminated, in whole or in part, at any time, with or without notice, at the discretion of the Executive Director.

4. VTDigger.org does not recognize verbal or implied contracts for employment. Only the Executive Director has the authority to enter into any agreement of employment for specific durations.

5. The contents of the handbook do not constitute an expressed or implied contract of employment. By signing the Acknowledgement and Receipt form, I agree my employment will continue only so long as it is mutually agreeable to myself and to VTDigger.org.

6. I understand the nondiscrimination and harassment policies contained in the handbook and will abide by them.

________________________________________________________________________________
Employee name (print)        Date

________________________________________________________________________________
Employee signature
EMERGENCY INFORMATION

EMPLOYEE NAME ______________________________________________________________

ADDRESS ________________________________________________________________

PHONE NUMBER ____________________________________________________________

E-MAIL ADDRESS _____________________________________________________________

PERSON TO CONTACT IN CASE OF AN EMERGENCY

NAME ________________________________________________________________

RELATIONSHIP ____________________________________________________________

ADDRESS ________________________________________________________________

HOME PHONE _____________________________________________________________

WORK PHONE _____________________________________________________________