

**WIDE HORIZON, INC.
PERSONNEL HANDBOOK**

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Welcome to Wide Horizon!

We are happy that you are here and hope that you find your work enjoyable and enriching. You have joined a strong team, in which each job at Wide Horizon has a specific purpose that supports one another in collective teamwork. Together they provide a peaceful and uplifting atmosphere conducive to spiritual regeneration and healing. The Christly qualities all of us express are essential to the fulfillment of that goal.

More formally stated by our Board of Directors, Wide Horizon's mission statement is:

. . . to provide Christian Science nursing, facilities and support for those seeking healing accomplished through complete reliance on Christian Science as taught by Mary Baker Eddy.

Every job at Wide Horizon is necessary to fulfill this mission, but it is your supportive thought that matters most. Wide Horizon is the only Christian Science nursing care facility, one that is also the only religious non-medical healthcare institution, in the State of Colorado. Thus each job at Wide Horizon directly or indirectly supports the healing activity of Christian Science nursing. Wide Horizon is therefore first and foremost a healing ministry for our community and the Rocky Mountain States region.

Please read this handbook carefully and keep it for further reference. It has been prepared to present the personnel policies of Wide Horizon. They are guidelines and do not represent a contract between you and your employer. No one employed at Wide Horizon can make promises or commitments to you that are counter to the contents of this handbook or our departmental policies. Wide Horizon is free to change or amend these policies at any time. The Executive Director or your department manager therefore cannot bind Wide Horizon to any terms or provisions in this handbook since they are subject to change.

Colorado is an employment-at-will state. This means your employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Wide Horizon or yourself.

NEW EMPLOYEE ORIENTATION

It is the responsibility of your department manager to acquaint you with the facility, dress code and your job. This orientation also includes your responsibilities in emergency situations, personnel policies, departmental policies and procedures, your job description and wage information. It is your responsibility to know our mission and your role in it on the first day of employment.

PROBATIONARY PERIOD

Wide Horizon has two types of probationary periods.

The first is a 90-day probation period for new employees. This period is to benefit both the new employee and Wide Horizon. It is a time to adapt to new job requirements, work rules and Wide Horizon procedures. During this period, if the employee cannot adapt to our requirements, employment may be terminated immediately. Under most circumstances your supervisor will offer advice and guidance if a problem becomes apparent. As a new employee you are not entitled to participate in any of Wide Horizon's benefit plans, except as specifically stated herein, during your probation period. Completion of this probationary period does not change your status as an at-will employee.

The second type of probation is for unsatisfactory performance or improper behavior at any time after the new employee 90-day probationary period has been completed. At its discretion, Wide Horizon may terminate or place you on probation under such conditions as it deems warranted by circumstances.

REPORTING FOR DUTY OR REPORTING ABSENCES OR TARDINESS

Staff members shall be ready for work prior to check-in time. Department managers schedule your hours and tell you when, where and how to report. No one is authorized to check in or out for another, nor is it permissible to leave early or during the day without prior approval from your department manager. Good attendance and punctuality indicates your understanding of the need to help the "team" and promote happy relationships with fellow staff members. If you are going to be late or absent, you should always let two people know. These may include the receptionist or whoever answers the phone, as well as your department manager or shift supervisor. It is essential that work schedules for all shifts be adjusted and filled satisfactorily.

FIRE AND SAFETY MEASURES

The safety of our guests is a primary consideration. All employees are expected to thoroughly understand Wide Horizon's emergency procedures and know where fire pulls and extinguishers are located. Your department manager will explain to you all pertinent fire and safety procedures. Please be sure to ask questions or seek clarification if necessary.

REPORTING ACCIDENTS AND IRREGULARITIES

All employees are covered by Workers Compensation Insurance for injuries occurring on the job. If you have had a mishap or discovered a co-worker, resident or visitor has had one; report the incident to your department manager or the Christian Science nursing supervisor. In addition, we are required to report traffic accidents to our insurance carrier (no matter how minor) involving Wide Horizon vehicles or private automobiles used in the conduct of Wide Horizon business.

If any unusual disturbance occurs in or around the facility, please report it to your department manager. Contact the Wheat Ridge Police Department immediately to report suspicious individuals, particularly during the night shifts.

RESIDENT CARE

Contact with residents shall be supervised by the Christian Science nursing department.

If you have a friend in the facility as a resident, please follow the same procedure others would take when visiting. Information concerning guests at Wide Horizon is confidential and should not be discussed with others. If a visitor, relative or church friend inquires about a resident, use tact and a gentle sense of wisdom to allay their concern and curiosity. Then refer them to the Christian Science nursing department's shift supervisor or Director of Christian Science Nursing.

If a resident asks a staff member who is not in the Christian Science nursing department to perform a nursing service, they are to decline but notify the Christian Science nursing department of the request. If you desire or are asked to perform personal duties for a resident, please get permission from the Christian Science nursing supervisor.

CARE OF WIDE HORIZON PROPERTY

Handle facility equipment and property with care and keep it in good working order. Immediately report to the maintenance department any equipment that is not functioning properly. Do not use equipment that is in disrepair or is not functioning as intended.

Wide Horizon property and equipment are not to be taken from the premises without the permission of the Executive Director. We reserve the right to inspect packages taken from the buildings. At times Wide Horizon has property it no longer needs. These items will be sold or given to staff or donated to a charity.

LOST AND FOUND

Articles found on the premises or left behind by residents are to be turned in to the Director of Christian Science nursing or the business office. Loss of articles by staff members, guests or residents should be reported immediately to your department head. Wide Horizon is not responsible for personal property unless it is deposited in our onsite safe.

GIFTS AND GRATUITIES

Wide Horizon staff members are not to discuss personal problems or financial needs with Wide Horizon patients, guests or residents, nor receive financial consideration from them.

Wide Horizon staff members are not to accept gratuities from patients or visitors. If such an offer is made, please refer the giver to the administrative office so that a gift to the Associates' Fund can be received and acknowledged.

SOLICITATION

Solicitation of products and services are permitted at the discretion of the department manager. No solicitations of medical, diet or food supplement products are permitted at any time.

WAGES AND BENEFITS

JOB DESCRIPTION AND PERFORMANCE APPRAISAL

Each position at Wide Horizon has a job description to detail the requirements, duties and experience for that position. When you begin, your department manager will review your job description with you.

You will be evaluated on:

- Dependability and attitude
- Adaptability and punctuality
- Orderliness and patience
- Ability to work harmoniously with others
- Development of essential new skills
- Quality and quantity, if applicable, of work.

Your ongoing progress is greatly up to you, though Wide Horizon offers support and guidance as necessary. Please keep your personal matters such as salary, performance appraisals, and other pertinent personnel issues private. Comparisons or undue discussion can cause dissatisfaction and unhappiness, even generate poor team morale. Please contact your department manager if you have questions or feel you are being treated unfairly.

WAGES, PAYDAY AND PAYROLL DEDUCTIONS

At the beginning of your employment, your rate of pay is determined. This information is your confidential business and is to be discussed only with your department manager or supervisor.

Overtime pay will be granted to non-salaried personnel at the rate of time-and-a-half for any time over 40 hours worked during a Sunday-through-Saturday period. This may mean you could work six days in a row and not receive overtime if the worked days span two Sunday-through-Saturday work periods. It also means if you are absent in a work period you would not be able to count the hours you are paid for indisposition days in calculating overtime for that period. If you work longer than an eight-hour day, your department manager may shorten your hours later to keep you within 40 hours during the Sunday-through-Saturday work period.

Your department manager has the option to develop with you flexible work hours based on departmental needs. If a fulltime employee, a flexible work schedule for a Sunday-through-Saturday work period must add up to 40 hours. For instance, you could not work 45 hours one week and 35 hours the next.

All overtime must be approved by your manager, supervisor, or the Executive Director prior to working the overtime hours. You may not work any overtime without prior approval.

Wide Horizon will electronically deposit paychecks into each employee's bank account if they have signed an "Authorization Agreement for Automatic Deposits." (ACH Credit)

Advances are usually made only for vacation pay and by the discretion of Wide Horizon. Usually you must make a request known to your supervisor or manager at least three weeks prior to your vacation. If the request is granted, vacation pay advances will be made only at the time of the last regular pay period preceding your vacation.

Federal and State Tax: This tax is levied on your income based upon the number of withholding exemptions you claim on your W-4 form. You may change your exemptions at any time by completing a new W-4 form. Wide Horizon will not "block" taxes.

Social Security and Medicare: These taxes are levied by the federal government on your gross earnings. Wide Horizon matches your social security withholding.

Tax Shelter Retirement Plan: All fulltime or part-time employees who work a minimum of 20 hours per week are entitled to participate in Wide Horizon's Retirement Plan. You may contribute any amount you wish into the plan up to the amount permitted by law. After you have been employed for six months, Wide Horizon will match your contribution based on the following schedule:

<u>Years of Service</u>	<u>Matching %</u>
0 – 3 years	5 %
4 – 5 years	7 %
6 – 9 years	9 %
10 years and over	10 %

All employer contributions are vested as follows: 33% after one year, 66% after 2 years, and 100% after 3 years.

FULLTIME, PART-TIME AND TEMPORARY STAFF

Staff members working more than 17 ½ hours but less than 40 hours per week are classified as part-time workers. They are entitled to proportional benefits. Those working less than 17 ½ hours each week or seasonal workers are considered temporary workers and are not provided the benefits of part-time or fulltime staff members.

MINOR'S

Minors are employed at Wide Horizon from time to time. Minors under 16 years of age are prohibited from operating power tools and equipment that include saws, drills, grinders, meat slicers, commercial mixers, mowers, etc.

HOLIDAY'S

Full-time staff members are entitled to seven paid holidays. They are: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Since the facility must be continuously staffed, some employees will be scheduled to work on holidays. If you work on a holiday, you will receive double time pay for that day. You may schedule a day off with pay at another date in lieu of double time if approved by your department manager.

When a holiday falls on your scheduled day off, you will receive another paid day off suitable to both you and your department manager or eight hours of additional pay. Specific departmental policies may apply to working on holidays. See your supervisor for additional information.

VACATIONS

Vacations provide time away from work for refreshment and inspiration. For this reason, you may not take pay in lieu of a vacation. The length of your vacation is based upon your years of service to Wide Horizon and the number of hours you have accrued. Requested vacations of more than two weeks need to be carefully planned well in advance and coordinated with the needs of your department. All vacations need to be approved by your department manager.

Your department establishes a date by which all vacation requests must be submitted. Requests will be honored by seniority, based upon those received by the cut-off date.

If you are a fulltime employee, you are eligible to use accrued vacation days only after six months of employment. You will accrue paid vacation from your date of hire; however, such days are not earned until you have successfully completed your 90-day probationary period.

If you have worked regularly:

- From date of hire through three years, you accrue 0.83 days per month, which equals 80 hours per year or 10 eight-hour days.
- During years four through seven you accrue 1.25 days per month, which equals 120 hours per year or 15 eight-hour days.
- After seven full years you accrue 1.67 days per month, which equals 160 hours per year or 20 eight-hour days.

You may not accrue more than 280 hours of vacation.

Part-time employees accrue paid vacation pro-rata to the number of hours worked per month.

If you leave Wide Horizon's employment, your final check will include your accrued but unused vacation pay.

INDISPOSITION DAYS (Sick Leave)

If you, your husband/wife, child, or parent becomes ill, fulltime employees may be granted up to five days (40 hours) of paid leave per year. Part-time employees will be granted pro-rata indisposition/sick days based upon the number of hours worked per pay period. Indisposition days accrue from date of hire, and annually thereafter, on a semi-monthly basis except for probationary employees, who may not use these days during the first 90 days of employment. All days that have been accrued annually may be used, if needed. If these days are not used employees may accumulate (from year to year) up to 120 hours. When more than 120 hours have been accrued, upon the anniversary date of your hire, you will be paid at your current rate of pay, but at one hour for each two hours of accrued and unused indisposition/sick leave in excess of 120 hours.

If you resign or are terminated, accrued but unused indisposition days will be paid at your rate of pay in effect at the time of termination.

We reserve the right to request a physician's or Christian Science practitioner's statement to indicate treatment required or received or the need for days absent.

FAMILY LEAVE OF ABSENCE AND THE MILITARY

Unpaid leaves of absence are available as mandated by state and/or federal law. Paid vacation and indisposition/sick days are not accrued during an unpaid leave of absence, unless required by law. If an employee has worked for Wide Horizon for at least 12 months (they need not be consecutive months) and at least 1,250 hours during the 12 month period immediately preceding leave, he/she will be eligible to take up to 12 work weeks of unpaid leave in any 12-month period for any of the following reasons:

1. the birth of a child;
2. the placement of a child with you for adoption or foster care;
3. the need to care for a spouse, son*, daughter*, or parent with a serious health condition;
4. a serious health condition that makes you unable to perform your job function.

(*Daughter/son is broadly defined to include biological, adopted, foster, legal stepchildren or a child for whom the employee is loco parentis.)

- **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave for "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Employers are encouraged to provide this type of leave to qualifying employees.
- **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave

The unpaid leave may be taken intermittently in blocks depending on the circumstances.

If you are eligible and face one of the conditions described above, please contact your supervisor to discuss scheduling your leave. You are required to substitute any accrued paid vacation, personal days and indisposition days for all or part of the 12 week period.

While you are on leave your dental insurance coverage will continue if you have elected to participate in Wide Horizon's dental plan.

When the leave is foreseeable, you must provide Wide Horizon with at least 30 days notice of

the need for a leave of absence. If the leave is not foreseeable, however, you must provide as much notice as possible. Wide Horizon reserves the right to request medical certification from your health care provider or a letter verifying treatment from a Christian Science practitioner. Wide Horizon also reserves the right to require you to obtain a second or third opinion.

At the end of your leave, you will be reinstated to your previous position or to an equivalent one, unless the position has been eliminated during your absence.

DEPENDENT CARE PROGRAM

Wide Horizon will contribute up to \$12.00 per day towards the care of a family member or members living with you who cannot be left alone during your work hours. The program has the following limitations:

1. the individual caring for a member of your family cannot also be a family member;
2. children 12 or older are not covered, (DOB proof on each of your minor dependents is required);
3. checks are issued each Monday after you present a statement from the caregiver or care giving organization;
4. social security number for income tax filing purposes;
5. no more than three individuals are covered per staff member.

LIABILITY AND PROFESSIONAL MALPRACTICE INSURANCE

Liability and malpractice insurance is provided at no cost to you in the performance of your assigned duties. You will not be covered if you are performing duties you have not been trained to do.

MEALS

All staff members receive a 30-minute lunch period. Those employees on-call during their meal period will be paid for this time. A holiday meal will be offered to an employee who works on Thanksgiving Day and/or Christmas Day, usually when the meal is served during his or her shift.

TELEPHONE CALLS AND VISITORS

On-duty staff members may use the telephone and accept telephone calls when a need arises. Personal calls should be brief, if at all. Please limit outgoing calls and the time you spend on all calls. If an emergency arises and it is essential that you make a long distance call, and you do not have a personal cell phone, please use a credit card or report the number to us so you may be billed.

Family or friends usually are not permitted to visit with you while you are working at Wide Horizon.

ASSOCIATION OR PERSONAL DAY

It is the policy of Wide Horizon to accommodate the religious beliefs of its employees whenever possible. The accommodation, however, cannot exert undue hardship on other employees or create a financial burden for the company. If the accommodation is not possible, the employee will be expected to assume his or her usual duties as previously scheduled.

Class-taught students of Christian Science will be paid for their Association Day. All other employees receive one paid personal day during the calendar year.

NO RELATIVES

Relatives of current employees usually will not be hired at Wide Horizon if one relative would supervise or have disciplinary authority over another. (Exceptions may be made at the discretion of the Executive Director on a per case basis.)

SMOKING & ALCOHOLIC BEVERAGES

The buildings and grounds of Wide Horizon constitute a smoke-free workplace. Employees who must smoke are requested to do so only in their car or in designated smoking areas. (We believe this addiction can be healed and support all employees to be free of this enslavement.)

No alcoholic beverages are permitted onsite.

ANTI-DISCRIMINATION AND SEXUAL HARASSMENT

Wide Horizon prohibits all discriminatory employment practices, including sexual harassment, and sets forth procedures by which allegations of discrimination or sexual harassment may be filed, investigated and resolved. (Because of the special needs of our patients and the community to which Wide Horizon serves, some positions require the employee be a Christian Scientist or a Christian Science Nurse.)

Discrimination or sexual harassment of employees or applicants for jobs either by employees, supervisors or agents is unacceptable behavior and will not be tolerated.

Any incidents of discrimination or harassment are to be handled as follows:

1. You may discuss the conduct with the offending employee, requesting that he/she stop all such behavior and inform him or her that any further repetition will result in a complaint to Wide Horizon management.
2. If you are not satisfied with the step above, speak with your direct supervisor.
3. If, for any reason, you do not wish to discuss the matter with the offending employee, or your supervisor, you must report the conduct to the Executive Director.

All allegations of discrimination or harassment will be promptly investigated in as confidential a manner as possible under the circumstances. Appropriate corrective action, if warranted, will be

taken upon conclusion of the investigation.

Wide Horizon will not tolerate any form of retaliation or harassment. Any employee, supervisor, or agent who is found to have violated this policy will be subject to discipline and possible discharge.

(The CDLE website is a source of information: <http://www.colorado.gov/cs/Satellite/CDLE-LaborLaws/CDLE/1249391300453>)

For purposes of this discrimination and sexual harassment policy statement the following definitions apply:

Discrimination includes any form of bias on the basis of any status protected by federal, state or local law.

Sexual harassment is a type of misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work in an environment free from unwelcome sexual overtones. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either an explicit or implicit term or condition of an individual's employment, or;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the individual subjecting or submitting to the conduct, or;
3. 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.

LEAVE TO VOTE

An employee who is registered to vote in any state or municipal election, who does not have at least three consecutive, non-working hours to vote, will be allowed up to two hours of paid leave to vote. You must apply for this leave prior to an Election Day. At the discretion of Wide Horizon, this will be granted either at the beginning or end of the work shift, unless both agree to schedule it at some other time during the work day.

JURY DUTY OR COURTROOM TESTIMONY

If you are called for jury duty or receive a subpoena to appear in court, notify your department supervisor or manager immediately. Your regular wages or salary will be paid for the first three days. After three days, you will be on unpaid leave of absence. (If serving on a jury, jury duty pay will be in lieu of wages.) If the jury duty may exceed one week, please notify your departmental manager. You are expected to report to work when not called to court or when excused early.

BEREAVEMENT

If a member of your immediate family or household passes on, you will be allowed up to three consecutive days of paid absence. (Immediate family or household means spouse, parents, children, sister, brother, grandparents or grandchildren.)

UNEMPLOYMENT AND OTHER INSURANCE

All employees may be eligible for unemployment benefits in accordance with state law.

As a benefit to our staff we offer a dental plan for our employees and can offer reduced rates to their families. See the business manager for details.

MILITARY LEAVE

If you enter the military service, you are eligible for an unpaid military leave of absence in accordance with federal law. United States Reservists and National Guard members are entitled to 15 days of unpaid leave for training annually. Upon return from duty, employees will be reinstated to their previous positions in accordance with applicable laws.

RESOLVING DIFFICULTIES

ESTABLISHED PROCEDURES

You are to honor the established procedures of Wide Horizon. You are encouraged to submit suggestions to your department manager or the Executive Director if you feel some aspect of our work may be done more effectively or efficiently.

GRIEVANCES AND ARBITRATION

If you feel you have been treated unfairly, the matter should be discussed with your department manager. If you are not satisfied, an appointment with the Executive Director can be scheduled.

Except as otherwise provided in these policies and procedures, all controversies, claims and matters of difference arising out of or relating to the employment relationship or termination of that relationship shall be submitted for arbitration in Denver, Colorado, according to the existing rules and practices of the American Arbitration Association. Such controversies and claims shall include but are not be limited to, claims arising under any state or federal law including the Americans With Disabilities Act, Title VIII of the Civil Rights Act of 1963 and as amended in 1991; the Ave Discrimination in Employment Act, and the Colorado Fair Employment Policies Act, but does not include worker's compensation or unemployment compensation claims, or claims for breach of any non-competition or confidentiality provisions of this policy. This clause shall not apply until and unless employer investigation and suggested resolution do not result in satisfactory resolution of a complaint.

Judgement on any arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. These provisions do not alter the employment-at-will relationship.

TERMINATION OF EMPLOYMENT

EMPLOYMENT AT WIDE HORIZON IS AT-WILL.

From the website of the Colorado Department of Labor and Employment: "...neither an employer nor an employee is required to give notice or advance notice of termination or resignation. Additionally, neither an employer nor an employee is required to give a reason for the separation from employment." <http://www.colorado.gov/cs/Satellite/CDLE-LaborLaws/CDLE/1249391300453>

Only the Executive Director as authorized by the Board of Directors has the authority to enter into an agreement for employment for a specified period of time or to make any agreement contrary to these guidelines. Staff members of Wide Horizon may terminate employment at any time with or without notice and for any reason. Any agreement to the contrary must be in writing and signed by the Executive Director.

Departmental managers may work closely with staff members who are not performing their job duties adequately in devising a plan of correction, and if the plan of correction is not successful, the employee may be dismissed. This policy, however, does not represent a contract between Wide Horizon and its employees. Each disciplinary action and termination decision is based upon the circumstances and facts of each situation.

If you resign and Wide Horizon agrees to rehire you, you will be considered a new employee.

DISCLAIMER - PERSONNEL HANDBOOK NOT A CONTRACT

This manual is designed solely as a guideline for policies and procedures at Wide Horizon. It is not an employment contract. The policies and procedures stated herein are subject to interpretation, enforcement and modification or termination at the discretion of Wide Horizon. Wide Horizon reserves the right to make all final decisions regarding these policies and procedures.

It is the responsibility of the employee to review these policies and adhere to them. Any objections or recommendation regarding Wide Horizon policies should be addressed to the Executive Director.

MODIFIED DUTY/RETURN TO WORK POLICY

Wide Horizon will utilize eligible injured workers in a productive fashion while they are recovering from a work related injury.

Developing modified work duties will be the responsibility of the department manager with input from the Executive Director. Developing a modified work schedule is as follows:

1. the manager will review the work restrictions imposed by the physician;
2. a tentative list of job duties outlining tasks and time on task will be drawn up that fall within the restrictions;
3. a copy will be forwarded to the physician for his or her approval;
4. following physician approval, a registered letter will be sent to the employee outlining the duties that will be performed and a return to work date;
5. the manager will supervise the returning employee to make sure he or she is performing tasks within the job restrictions.

Modified work is not guaranteed. The employer may elect to not provide modified work if the employee runs the risk of aggravating the injury, the employee's return will cause serious morale problems with other employees or if productive work cannot be found within the imposed restrictions.

The employer may use Pinnacle Insurance as a resource to discuss specific questions relating to an individual's return to work.

You may also go to <http://www.coworkforce.com/dwc/> to find more information click tab injured workers.

Effective date 2/27/97(modified work)

EMPLOYMENT-AT-WILL AGREEMENT

In accepting employment with Wide Horizon, I _____ agree that my starting wage (or current wage if this is an update of our personnel handbook) is \$ _____ per hour/month/year; the initial date of my employment is _____ and my job title is _____.

I acknowledge I have received Wide Horizon’s employee handbook. I understand the policies and benefits communicated to me are subject to review and change by Wide Horizon at any time.

In consideration of my employment, I agree to conform to the rules and regulations of Wide Horizon, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Wide Horizon or myself. I understand that no employee of Wide Horizon, other than the Executive Director as authorized by the Board of Directors has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to these guidelines.

Signature

Date