

# EMPLOYEE HANDBOOK

## July 2022



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CHARLOTTE BALLET  
EMPLOYEE HANDBOOK

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## WELCOME

In 1970, our organization brought the beauty of dance to North Carolina and beyond. Touring is in our DNA as an organization. From performances in Spoleto, Italy to the heart land of America, dance connected our human experiences. Moving to Charlotte in 1990, the organization evolved from a dedicated group of artists and supporters to an institution that strives for continuous innovation and creativity. It is the recognition of our past combined with our progressive vision for the future which keeps us relevant and forward-facing in our industry and our community.

Our vision for the company is fueled by creativity with a commitment to diversity, equity, access, education and expression. In all parts of the organization, we strive to create a company culture which is safe and motivational surrounded by the opportunity for your personal growth.

Through a keen commitment to share and connect, we will further advance the art form in new and unique ways to the Charlotte community.

Welcome to Charlotte Ballet and thank you for sharing your creativity.



A handwritten signature in black ink, appearing to read "Doug Singleton".

Douglas Singleton  
Executive Director



A handwritten signature in black ink, appearing to read "Alejandro C.M.".

Alejandro Cerrudo  
Artistic Director

## MISSION

Charlotte Ballet's mission is to provide artistically excellent programming to diverse audiences in its home city of Charlotte, the Southeast region, and to the varied communities it serves while on tour across the nation.

## VISION

Charlotte Ballet is a Charlotte-based, world class repertory dance ensemble. It performs classic, contemporary and cutting-edge dance with virtuosity, energy, and artistic excellence for local, statewide and national audiences. Charlotte Ballet's collective talents provide the opportunity and give us the responsibility to challenge, stimulate, educate, entertain, and thereby enrich our audiences.

## VALUES

The collective efforts of the entire Charlotte Ballet organization are focused on one purpose: To achieve ever-higher levels of artistic excellence in dance with each succeeding performance season. This makes our work environment creative and challenging.

Charlotte Ballet is a not-for-profit organization. This means that our vision makes a significant contribution to the quality of life for all citizens and deserves to succeed to its fullest potential. This also means that the contribution of each employee, at every level, is critical to our survival as well as to our success.

## DIVERSITY, EQUITY AND INCLUSION STATEMENT

At Charlotte Ballet, we take a comprehensive view of inclusion, from the audiences we serve, to our dancers, staff, leaders, and volunteers. To cultivate an inclusive organizational culture that fosters belonging and acknowledges that the work is ongoing, Charlotte Ballet works to incorporate the ideals of diversity, equity, and inclusion in everything that we do.

Charlotte Ballet's mission is to provide artistically excellent programming to diverse audiences in our home city of Charlotte, the Southeast region, and in the varied communities that we serve while on tour across the nation and throughout the world. We embrace the responsibility that our position of leadership in the dance community invites to amplify marginalized voices and to challenge, stimulate, educate, and enrich our audiences.

At Charlotte Ballet, we believe that diversity makes us stronger. We believe that every person has traditions that are inherently valuable and worthy of celebration. Given the reckoning that has taken place throughout American society as a result of the racial justice protests of 2020, we have taken the opportunity to look at our organization in new ways, and to transform systems and ways of working that are both deeply entrenched and in need of change. Through our educational offerings, community engagement programs, and artistic programming, we strive to serve and reflect the diversity of the Charlotte community.

We recognize that at the heart of our work is the mission to care for and interpret the art form of ballet in ways that no longer center and elevate European contributions to the art form above all others. We believe that Charlotte Ballet has a moral obligation to confront the biases and inequities of our history and the present. The ballet community has long centered certain stories while marginalizing and suppressing others. We acknowledge the adverse consequences of this exclusionary past and its impact on the present within the specific social and cultural context of our diverse community. . We are working to improve our dance company's commitment to diversity, equity, and inclusion through workplace training, mentorship programs, and scholarship opportunities. We were a founding member of "The Equity Project: Increasing the Presence of Blacks in Ballet", a three-year partnership program organized by Dance Theatre of Harlem, The International Association of Blacks in Dance, and Dance/USA. In addition, our artistic programming and educational offerings strive to lift up and highlight the talents of marginalized communities. Our REACH scholarship program offers accessible dance education to children throughout the Charlotte community.

We are dedicated to embedding equitable practices in performances. We will continue to implement an inclusive approach with the choreographers with whom we collaborate and the subject matter and cultural touchstones of our performances. Charlotte is a vibrant, diverse, and ever-expanding city. As the city grows, Charlotte Ballet will grow and develop alongside it. In this period of growth, we recommit to diversity, equity, and inclusion as a driving influence in all that we do. Our areas of focus will include:

- Increasing access to ballet training in every Charlotte community, through expansion of our REACH program and additional scholarship opportunities for the Academy.
- Continuing to recruit diverse staff and Board members so all students feel that they are represented in Charlotte Ballet's leadership.
- Investing in mentorship programs to ensure students, dancers, and employees have the support they need to be heard and succeed.
- Expanding performance and educational offerings to areas outside of Uptown Charlotte.
- Continuously updating our diversity, equity, and inclusion training efforts for staff, executive leadership, and Board members.
- Ensuring that our artistic programming highlights the voices and talents of marginalized artists.

Diversity, equity, and inclusion are critical to the long-term viability of Charlotte Ballet and to the communities we serve. We hold ourselves accountable to these actions, the success of which will result from listening to—and respectfully learning from—staff, visitors, and supporters; artists and makers; students and educators; and community leaders and organizers.

At Charlotte Ballet, we are passionate about diversity, equity, and inclusion and we intend to continue leading the way not only in Charlotte, but in the dance community at large.

## I. INTRODUCTION

### A. ABOUT THIS HANDBOOK

Charlotte Ballet, formerly known as the North Carolina Dance Theatre, is an exciting place to work, and we want to ensure this work environment is optimal for the growth and professional development of all who are employed here. We provide this Employee Handbook as an information resource. This Handbook is intended to provide general information regarding the policies, practices and programs relating to employment while also communicating our commitment to a mutually respectful and rewarding environment. Any questions about the policies summarized in this Handbook should be directed to your manager or supervisor, or to the Director of Finance or Executive Director.

Nothing in this Handbook is intended to create, nor should it be construed as creating, an express or implied contract of employment. This means that either you or Charlotte Ballet may

terminate your employment at any time and for any reason, with or without notice, unless you have an Employment Agreement executed by the Executive Director that specifies otherwise. So, please keep in mind that it is a guide, not a contract. Nothing in this Handbook is intended to limit the mutual rights of either you or Charlotte Ballet.

In addition, because this is a dynamic and growing organization, Charlotte Ballet may amend, modify or abolish any policy, practice or program at Charlotte Ballet's discretion. Charlotte Ballet will make every effort to keep all employees advised of any changes in this Handbook. However, changes may occur before any written revisions are circulated.

## B. ABOUT CHARLOTTE BALLET

North Carolina Dance Theatre was established in 1970 under founder/director Robert Lindgren at North Carolina School of the Arts in Winston-Salem through a grant from the Rockefeller Foundation. Mr. Lindgren served as Artistic Director for 17 years until artistic leadership passed on to Salvatore Aiello, whose creativity inspired the North Carolina Dance Theatre until his death in 1995.

North Carolina Dance Theatre, now known as Charlotte Ballet, was then led artistically by internationally acclaimed Artistic Director Jean-Pierre Bonnefoux in conjunction with Associate Artistic Directors Patricia McBride and Sasha Janes until July 2017. Hope Muir was named Artistic Director in July 2017. With more than 27 years of classical and contemporary dance experience throughout Europe, Canada, and the United States. Hope led as artistic director until 2022, leading the way for Charlotte Ballet's

current artistic director, Alejandro Cerrudo. Alejandro is an internationally recognized and celebrated choreographer, choreographing over 25 works that are performed throughout the country.

Through each of these visionaries, Charlotte Ballet has established itself as one of America's premier dance companies. Its impressive reputation is based on strong dancers, high energy and a versatile repertoire that ranges from full-length classical ballets to bold contemporary works.



## Charlotte Ballet Academy

Founded in 1993, Charlotte Ballet Academy is the only school of ballet in North Carolina to be affiliated with a nationally renowned professional ballet company. The Academy provides a nurturing and structured environment which encourages individuality, creative expression and an appreciation for the art of dance. The Academy provides expert instruction to students who are training for a professional career in dance, as well as those who are interested in simply experiencing the joy and benefits of dance training. Programs are available for students of all ages and with varying levels of ability.



We are proud to say that Charlotte Ballet Academy alumni have gone on to become members of professional ballet companies across the US as well as internationally.

## Education and Community Engagement



Through innovative programs, dynamic performances, and collaborative partnerships, Charlotte Ballet makes dance accessible to all communities. Charlotte Ballet believes in partnering with our city and county resources, as well as our local school systems so Ballet to be experienced by all, without exclusion. "Reach", Charlotte Ballet's nationally recognized need-based dance scholarship program, is a three-year scholarship dance program that makes beginning level, quality dance training accessible to students who demonstrate a natural talent for movement and the potential to be

trained in dance. The program affords children the opportunity to access quality dance training in their neighborhoods free of charge promoting self-esteem, discipline, a strong work ethic and an appreciation for the arts.



## II. ORGANIZATIONAL OVERVIEW

### A. THE BOARD OF TRUSTEES

As a not-for-profit organization, overall, Charlotte Ballet operations are governed by a volunteer Board of Trustees. The Board recruits, evaluates and elects its own members to serve specific terms of office, and to fulfill specific officer and committee assignments during these terms.

Members of the Board of Trustees dedicate time, energy, resources and expertise towards the visibility and support of Charlotte Ballet. The Board has total fiscal accountability and is responsible for setting policy and leading the organization in planning all aspects of its current and future programming.

#### 1. THE EXECUTIVE COMMITTEE

The main function of the Board's Executive committee is to consider operational matters in detail in order to make recommendations to the full Board. This committee meets periodically between Board meetings and is composed of the officers of the Board and other Board members appointed by the Chairperson.

#### 2. OPERATIONAL COMMITTEES

The main function of the Board's operational committees is to guide the administrative operations of the Charlotte Ballet Board and staff organization. These committees are: Artist, Academy, Education, Community Engagement, Marketing, Development, Finance, Audit, and Governance. Ad Hoc committees and task forces are appointed from time to time to deal with specific issues.

### B. STAFF

This organizational structure outline provides operational efficiency in both reporting and communications. From time to time, because Charlotte Ballet is an ever-evolving organization, this structure may be modified at Charlotte Ballet's discretion.

#### 1. THE EXECUTIVE DIRECTOR

The Executive Director is responsible for guiding the total operation of Charlotte Ballet. The scope of authority includes direct supervision of all departments, staff employment, evaluation and termination, and financial management. The Executive Director is hired by and reports directly to the Charlotte Ballet Board.

#### 2. THE ARTISTIC DIRECTOR

The Artistic Director, in conjunction with the Associate Director(s), is responsible for programming decisions that affect the artistic plan (e.g. repertory, production, rehearsals,

selection of artistic and technical staff, and guest artists). The Artistic Director reports to the Charlotte Ballet Board on administrative and artistic matters and works with the Executive Director on budgetary considerations and appropriate personnel issues.

### 3. ADMINISTRATIVE STAFF

Administrative departments include: Finance, Development, Marketing/Communication, Education/Community Engagement, and Facilities teams. Each staff member reports to the appropriate department Director, who then reports to the Executive Director.

### 4. ARTISTIC STAFF

Artistic staff, to include Company dancers and other artistic personnel, are supervised by the Artistic Operations Manager, who reports to the Artistic Director.

### 5. PRODUCTION STAFF

Production staff report to the Artistic Operations Manager, who reports to the Executive Director and Artistic Director.

### 6. ACADEMY STAFF

Academy staff, including pre-professionals, apprentices, teachers, and support staff, report to the Academy Director, who reports to the Executive Director.

### 7. EDUCATION AND COMMUNITY ENGAGEMENT STAFF

Education and Community Engagement staff, including teaching artists and support staff, report to the Director of Education and Community Engagement, who reports to the Executive Director.

## III. EMPLOYMENT INFORMATION

Charlotte Ballet employees are informed of their initial employment classification and status at the time of hire. If an employee's position changes during employment as a result of a promotion, transfer or otherwise, the employee will be informed of any change in his or her classification and/or status prior to being moved into a different classification or status. "Classification" and "Status" are defined below:

### A. EMPLOYEE CLASSIFICATION

For the purpose of salary administration and eligibility for overtime payments, Charlotte Ballet generally classifies its employees as follows:

#### Exempt Employees:

Exempt employees are not subject to the overtime pay provisions of the federal Fair

Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations.

Non-Exempt Employees:

Employees who are required to be paid overtime at the rate of and one and a half their regular rate of pay for all hours worked beyond 40 in a workweek in accordance with the FLSA. For purposes of overtime calculation, holidays, vacation days, sick days and other similar days off work are not counted as hours worked. The lunch hour, in which the employee is completely relieved from his or her job duties, is not counted as hour worked. Short break times (usually consisting of 5 to 20 minutes) are treated as compensable hours worked for purposes of overtime. It is important that all employees report to work on time at the end of their break or lunch period. Any extensions or deviations from the authorized break or lunch schedules must be approved by the employee's supervisor, or the employee may be subject to discipline, up to and including termination of employment.

Salary Non-Exempt:

Employees who are designated as nonexempt from the FLSA and earn a weekly salary that equates to at least minimum wage for all hours worked. The employee is entitled to overtime pay in addition to the salary for work weeks in which his or her time worked exceeds 40 hours. Although the employer pays the salaried, nonexempt employee on a salary basis, hours must be tracked and recorded. If overtime is worked, the overtime rate must be calculated based on the regular hourly rate.

B. EMPLOYEE STATUS\_

Regular Full-time:

Employees who are hired to work in Charlotte Ballet's normal full-time schedule on a regular basis. For administrative employees, this is generally 52 work weeks per year, except for scheduled time off such as vacation or holidays. Employees may be considered full-time by working a minimum average of 32 hours per work over a 6-month period.

For artistic and production employees, a full-time schedule will be defined by the contract offered at the beginning of each performance season.

Regular Part-time:

Employees who are hired to specifically work fewer than 32 hours as an average over any 6-month time. Regular part-time employees are eligible for some of the standard benefits, as discussed in the Section IV, and may be "exempt" or "non-exempt" as defined above.

Seasonal/Temporary Employees:

Employees hired either by Charlotte Ballet or through a temporary agency for a specific or limited period of time, generally not exceeding 3 months or the duration of a

special project. Such employees generally are not eligible for benefits. Temporary employees may work a full-time or part-time schedule and may be “exempt” or “non-exempt” as defined above.

Independent Contractors:

In addition, Charlotte Ballet also engages independent contractors. These individuals are self-employed and perform services based on contract terms negotiated between themselves or their businesses and Charlotte Ballet. Independent contractors are governed only by the Charlotte Ballet Code of Conduct and specific addendums for the Charlotte Ballet department they support. Independent contractors are not eligible for Charlotte Ballet employee benefits.

Charlotte Ballet maintains separate guidelines for its artistic and technical/production personnel. Refer to the “Charlotte Ballet Artist Guidelines” and the “Technical Addendum” for additional separate policies that apply to artistic and technical/production personnel only. Where a conflict exists between those guidelines and this Handbook, the specific guidelines with respect to covered artistic and/or technical/production staff will control.

C. CONDITIONS OF EMPLOYMENT.

PRE-EMPLOYMENT:

All offers of employment made by Charlotte Ballet are contingent upon employees signing a written Employment Agreement or Contract, to be prepared by Charlotte Ballet. Employment offers are also contingent upon: (a) satisfactory review and confirmation of professional, work and educational references / history; and the (b) results of an authorized pre-employment criminal background check, which must show the absence of, among other things, any criminal record deemed unacceptable to Charlotte Ballet. Likewise, proof of US citizenship or the lawful ability to perform duties in the United States.

ANNUAL CRIMINAL BACKGROUND CHECK:

Effective January 2022, all employees will be subject to annual criminal background reverifications. If criminal background results yield the presence of a new misdemeanor or felony over the past year, management does reserve the right to explore this further with the Charlotte Ballet employee. As with the pre-employment screening outlined above, the employee criminal record should show the absence of, among other things, any criminal record deemed unacceptable by Charlotte Ballet.

EMPLOYEE TESTING:

At present editing of this handbook, we are in the midst of the COVID-19 global pandemic. Charlotte Ballet has instituted health screening for all employees and COVID-19 testing for certain employee groups in the organization. These screenings and tests

are designed to be a preventative measure and assist in monitoring the health of the organization to ensure safe operations are viable.

Should employees refuse to answer the health screening questions or knowingly falsify answers to those questions, the employee will not be permitted to enter the work facility and could face elevated disciplinary action up to and including termination of employment. Likewise, should employees refuse to participate in the required testing, Charlotte Ballet reserves the right to exclude them from the establishment until global pandemic circumstances ease and pre-pandemic operations resume.

#### D. STANDARD WORKING HOURS

##### 1. ADMINISTRATIVE PERSONNEL

The workweek begins at 12:01 AM on Sunday and ends at midnight on Saturday evening. The administrative offices normally operate from 9 AM to 5 PM, Monday through Friday. Individual schedules will be set in consultation with an employee's supervisor.

On an individual employee basis, starting and ending times may vary, either on an ad-hoc or scheduled basis, as jointly agreed by the supervisor and employee.

The typical administrative workweek is Monday through Friday, with Saturday and Sunday being days off. Work schedules may vary during the year as they are based on the prevailing rehearsal, production, and performance needs of Charlotte Ballet. Administrative staff may be requested to work weekends and will provided appropriate schedule notification. If Non-exempt employees (as defined above) are requested to work time above their normal schedule and exceed 40 hours within a single workweek as defined above, they will accordingly be paid time and one-half.

##### 2. ARTISTIC AND TECHNICAL/PRODUCTION PERSONNEL

Artistic and Technical/production personnel work schedules are based on the prevailing rehearsal, production and performance needs of Charlotte Ballet at the time. A lunch period and appropriate work breaks are scheduled on a daily basis and in accordance with applicable laws and regulations.

Days off are based on the rehearsal, production and performance needs of t Charlotte Ballet at the time. (Refer to the "Charlotte Ballet Artist Guidelines" and the "Technical Addendum" for additional policies and procedures. Non-exempt personnel are eligible for overtime.)

##### a. ACADEMY AND EDUCATION/COMMUNITY ENGAGEMENT PERSONNEL

Academy and Education/Community Engagement personnel work schedules are based on curriculum needs and class schedules. These will often require work

hours outside of the typical Administrative hours described above, including evenings and weekends. If Non-exempt employees (as defined above) are requested to work time above their normal schedule and exceed 40 hours within a single workweek as defined above, they will accordingly be paid time and one-half.

### 3. REMOTE WORK

Charlotte Ballet recognizes that many administrative duties may be performed remotely. While not a permanent nor ideal solution, employees may request to work from home using the Charlotte Ballet equipment provided. This request may be approved or denied by an employee's supervisor based on business demand and need for in-person presence. If the request is denied and the employee is unable to arrive for work, the employee may use PTO hours or take the time off unpaid if PTO hours are not available. See Section V. C. for Charlotte Ballet's reasonable accommodation policy.

If approved to work remotely, employees are expected to maintain a normal daily workload, attend all scheduled meetings virtually, and maintain communication with their manager and any stakeholders during normal business hours. Employees should maintain a professional appearance and demeanor as they continue to represent Charlotte Ballet in work interactions. All time worked should accurately be entered into the timekeeping system.

Employees will be responsible for Charlotte Ballet equipment used to set up a remote work site or office. While normal wear and tear can be expected, excessive damage must be reported to the Director of Finance immediately.

During the COVID-19 pandemic, or in the instance of any other mandatory building shut down, employees may be instructed to work from home. As such, all expectations above will apply. Charlotte Ballet will reimburse the purchase of office supplies and other essential items needed to successfully conduct business remotely, in accordance with its business expense policy set forth in Section III.E.7.

## E. COMPENSATION

### 1. PAYDAYS

Employees will be paid bi-weekly on Fridays, unless other arrangements have been negotiated. All employees will be paid via direct deposit to their respectively designated financial institutions, with the exception that employees who are hired on a contract basis will be paid via live check. If Friday is a recognized holiday, checks will be delivered on the next regularly scheduled workday. Checks will normally be distributed by 2 PM.

For the protection of employees paid via live check, checks may only be distributed directly to the employee. An exception may be made only if prior written authorization

is given to the Director of Finance by the intended recipient is and verified.

a. RECORDING OF WORK HOURS

Charlotte Ballet is required by federal and state law to maintain accurate records of all hours worked by non-exempt employees. To ensure that accurate records are kept of time worked, and to insure that employees are paid in a timely manner, non-exempt employees are required to accurately record and verify their time worked using Charlotte Ballet timekeeping software.

Exempt employees, although not eligible for overtime, are also required to report actual hours worked each day using Charlotte Ballet timekeeping software.

Failure to comply with Charlotte Ballet's timekeeping procedures or falsifying a time record is deemed to be a violation of Charlotte Ballet's policies and may result in disciplinary action, up to and including termination.

b. PAYROLL DEDUCTIONS

Charlotte Ballet automatically withholds from your check, on your behalf, those deductions required by state and federal law, including income taxes and Social Security. In addition, you may authorize additional deductions to cover your portion of group health insurance payments, tax deferred annuity programs, and/or other expenses.

In the event that a legal request for wage garnishment is received, Charlotte Ballet will be obligated to comply and may institute an additional deduction from an employee's paycheck. Every effort will be made to notify the employee prior to initiating the additional deduction. Employees may cease any garnishment by providing verification that the collection has been satisfied, which will be verified by the Director of Finance.

c. SALARY RATES

Salary increases, if any, will be based on an evaluation of your performance, the funding available in the budget during the current fiscal year, and other business circumstances. Such salary increases are within the complete discretion of Charlotte Ballet. Salary increases are not automatic and should *not* be expected to coincide with a formal, written evaluation. Salary increases, awarded on a discretionary basis, ordinarily become effective on September 1 and will be reflected in the first paycheck after September 1.

Charlotte Ballet reserves the right to change salary rates based on business circumstances, including implementing any salary decreases, in its complete discretion.

d. EXPENSE REIMBURSEMENT

Charlotte Ballet maintains a system of expense reimbursement for authorized business expenses incurred by employees. Under this system, employees who are

authorized to incur necessary business expenses must account for, and present receipts of, purchases in an expense report to their supervisor for approval. These expense reports should be submitted no later than 30 days following the expenditure.

No employee is entitled to incur business expenses or obligate Charlotte Ballet financially without advance approval from his or her supervisor. Requests for reimbursement for business expenses should be made semi-monthly.

## 2. Purchasing/Procurement Card

Charlotte Ballet issues credit cards to positions within the organization who demonstrate a need for purchasing ability. The cards are issued through Well Fargo Bank, NA, who also manages our expense reporting software platform. Only employees whose names appear on the card are authorized to use a Charlotte Ballet credit card for purchases.

While it is difficult to provide a defined list of allowed purchases, it is expected that employees will use sound judgement and only make purchases essential for successful business operation. If any purchase is questionable, the employee is encouraged to gain approval before engaging in the purchase. Should the employee proceed without approval, and the purchased is later deemed unnecessary or inappropriate, the employee may be personally responsible for the card balance not authorized as business-related.

Purchasing Card expenses must be reconciled PRIOR to the conclusion of the card billing cycle, which may not always coincide with the last calendar day of the month. It is expected that each Charlotte Ballet cardholder will reconcile expenses timely.

## 3. Travel/Mileage Reimbursement/Per Diem

Employees who must travel in accordance with their job responsibilities, or for job-specific events outside of the Charlotte-metro defined area will be eligible for mileage reimbursement. The mileage rate will be determined by Charlotte Ballet and relevant to the federal guideline. This is subject to change at the discretion of Charlotte Ballet at any time.

Employees whose travel consists of extended time away, defined as more than 4 hours of travel to include overnight stays, may be eligible for transportation, lodging, and meal per diem at the expense of Charlotte Ballet. Details of travel expense allowances can be found in the Travel Policy addendum and are also subject to change at the discretion of Charlotte Ballet.

## IV. BENEFITS

### A. ABOUT BENEFITS

Charlotte Ballet maintains a variety of employee benefit plans and programs designed



to assist employees and their eligible dependents. This section of the Handbook contains a brief description of some of the various benefit plans provided to eligible employees. Where the benefits are governed by formal plan documents or master policies, the exact terms of those plans or policies will govern, including those provisions governing eligibility. While it is Charlotte Ballet’s intent to continue all current benefit plans and policies, Charlotte Ballet reserves the right to periodically review the benefit plans and policies and to modify, amend or terminate any benefit plan or policy presently in effect. Accordingly, Charlotte Ballet makes no promise to continue the benefit plans contained in this Handbook into the future.

For copies of plan documents or master policies, or for other information on Charlotte Ballet’s benefits, you should speak with your supervisor or the Director of Finance.

**B. BENEFITS ELIGIBILITY**

For a complete description of employee eligibility for various Charlotte Ballet benefits, please refer to the terms of the individual benefit plans. Employees are encouraged to discuss with their supervisor or the Director of Finance should they wish to add coverage for dependents through payroll deduction, or if they have a “life event” which would allow them to change benefits or add/remove dependents outside of the benefit enrollment period.

The table below provides a summary of benefit options typically offered and which employees are eligible based on job status. Charlotte Ballet reserves the right to change or amend the benefits offered at any time.

Plan	Artistic Staff (annual contract)	F/T Admin Staff (>32 hr average)	Part-Time/Seasonal Staff
Medical, Dental, Vision, Prescription	Eligible	Eligible	N/A
Basic and Voluntary Life Insurance	Eligible	Eligible	N/A
Disability Coverage	Eligible	Eligible	N/A
Voluntary Accident and Critical Illness	Eligible	Eligible	N/A
403(b) Retirement Plan	Eligible*	Eligible*	N/A
Employee Assistance Program	Eligible	Eligible	Eligible

\*Employees are eligible following 90 days of employment

**C. GROUP MEDICAL INSURANCE**

Charlotte Ballet currently makes group medical insurance coverage available to regular full-time Administrative, Artistic and, Technical employees. While Charlotte Ballet provides a subsidy, or partial payment contribution toward insurance premiums, employees are responsible for the remaining premiums which are deducted from paychecks on a pre-tax basis.

The benefit year begins on May 1 of each year and ends on April 30 of the following

year. New employees will be eligible for benefits starting the first day of the month following their start date. For example:

Employee begins work with Charlotte Ballet on January 10, their elected benefits will be effective and active on February 1.

All employees will be given insurance enrollment forms and benefit summaries during the annual enrollment process in April of each year. Eligible new hires will receive plan summaries and enrollment instructions during their on-boarding process. Charlotte Ballet will make every effort to inform employees of changes and additions to existing programs, and Charlotte Ballet reserves the right to change or amend the benefits offered at any time.

#### D. 403(b) RETIREMENT PLAN

Charlotte Ballet is pleased to offer employees the option of contributing to a 403(b)-retirement plan following successful completion of 90 days' employment. Employees may opt to have pre-tax deductions contributed and are eligible for a percentage match from Charlotte Ballet. The match amount may vary from year-to-year and will be communicated accordingly. Employees may change their contribution amount at any time and may enroll or cancel at any time during the year.

Enrollment materials and information on the 403(b) plan will be given to employees as they approach their 90-day milestone.

#### E. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The health and well-being of our employees and associates is paramount to Charlotte Ballet leadership. For this reason, we offer an Employee Assistance Program to support all who work or contract with Charlotte Ballet. For details on how to use and/or access this resource, please see your supervisor or the Director of Finance.

#### F. WORKERS' COMPENSATION INSURANCE

Charlotte Ballet maintains workers' compensation coverage for employees, as required by law. An employee's coverage, and eligibility for coverage, is determined by law. These payments provide medical benefits and disability income payments for employees who incur work-related injuries or illnesses.

If an employee is injured while at work, or while on work time, they must immediately report this injury to their supervisor or the Director of Finance. Every effort should be made to have this reported within 24 hours of the incident. The same applies to a suspected injury or witness of injury by another.

#### G. PAID TIME OFF

Charlotte Ballet provides paid time off ("PTO") only to regular, full-time administrative

employees with continuous service. Artistic and technical/production staff are governed by separate guidelines. (Please refer to the “Charlotte Ballet Artist Guidelines” and “Technical Addendum” for further information.) PTO is intended to be used for personal time away from work, which may include vacation, bereavement, jury duty, or other personal obligation. PTO is distinct from holiday and sick pay benefits, which are paid and accrued separately from PTO. For further information on holiday and sick pay, please refer to the “Holidays” and “Sick Time” policies below.

**Accrual:** Effective January 1, 2015, full-time, administrative employees are eligible to accrue PTO each year in accordance with their length of service. PTO is accrued or earned based on the employee’s length of service based on anniversary date and on actual time worked during the calendar year.

Please refer to the table below for the PTO accrual schedule:

Completed Years of Service	PTO Days Per Year	Accrual Rate
Less than Three Years	20 Days (160 hours)	6.15 hours per pay period
Three Years Or More	25 Days (200 hours)	7.69 hours per pay period

Charlotte Ballet uses the eligible employee’s date of hire in calculating the completed years of service. When an employee attains the tenure required for escalation to a higher PTO accrual level, the new accrual schedule will be reflected on the first full period following the employee’s anniversary date.

**Carry Over/Maximum Accrual Amount:** An eligible employee may carry over unused, accrued PTO from one calendar year to the next until the PTO in their bank reaches a maximum of 30 PTO days (240 hours). Once an employee reaches the maximum accrued amount of 30 PTO days in their PTO bank, PTO accrual will cease until the balance becomes less due to the employee using the hours for personal time off. In no event shall an eligible employee accrue more than 30 PTO days in their PTO bank per year.

**Rate of PTO Pay:** PTO is paid at the employee’s regular rate of pay at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, shift differentials or holiday pay. PTO is not counted as hours worked for the purpose of calculating overtime.

**Requesting PTO:** Employees must request approval by their supervisor for any time off and use of PTO hours. In determining whether to approve a request for PTO, Charlotte Ballet considers various business circumstances, including the following:

- The amount of available, accrued PTO hours
- Impact on work schedules
- Other employee requests

Charlotte Ballet reserves the right to deny a request for PTO in its complete discretion.

Once approved, PTO hours must be input into our payroll timekeeping system so they might be accounted for and tracked by the Director of Finance. PTO requests for 3 or more consecutive days must be submitted 14 days in advance. PTO requests need to be in half-day (4 hour) increments. All PTO must be accrued before it can be used by the employee.

Once PTO is exhausted, additional PTO cannot be taken until additional PTO is accrued by the employee, meaning any unexpected leave may be unpaid.

To control misuse of PTO, unexcused absenteeism and tardiness will be monitored for each employee. All unexcused absences, including tardiness and leaving early, will be noted and subject to disciplinary action.

Upon Termination: Charlotte Ballet will be pay out any accrued, unused PTO, up to a maximum of ten (10) days, at separation of employment to eligible employees. Employees who are terminated for poor performance or misconduct as determined by Charlotte Ballet in its sole discretion, or who fail to provide the proper advance notice required by Charlotte Ballet prior to your resignation (two (2) weeks' notice, unless otherwise expressly specified in writing by the Executive Director), will forfeit any accrued, unused PTO.

PTO as related to Other Leaves: PTO will run concurrently with other types of leaves; i.e., FMLA leave, holidays, sick leave, etc. Eligible employees will also be required to use all accrued, unused PTO to cover some or all of any FMLA leave or any other leave normally granted without pay. Such PTO will then be designated FMLA or other leave as appropriate, and such leave shall count toward your total leave entitlement under the FMLA, if applicable. For additional information on FMLA leave, see Section IV.I.

## H. HOLIDAY PAY

Charlotte Ballet recognizes the following holidays on a calendar year basis. Full-time employees are eligible to receive holiday pay. Artistic staff are governed by separate Holiday Pay guidelines, in accordance with "Charlotte Ballet Artist Guidelines and "Technical Addendum".

Holiday	Production Staff (annual contract)	F/T Admin Staff (>32 hr average)	Part-Time/Seasonal Staff
New Year's Day	Eligible	Eligible	Eligible*
MLK Day	Eligible	Eligible	Eligible*
President's Day	N/A	Eligible	Eligible*
Memorial Day	Eligible	Eligible	Eligible*
Juneteenth	Eligible	Eligible	Eligible*
Independence Day	Eligible	Eligible	Eligible*
Labor Day	Eligible	Eligible	Eligible*
Veteran's Day	Eligible	Eligible	Eligible*
Thanksgiving Day	Eligible	Eligible	Eligible*
Day after Thanksgiving	Eligible	Eligible	Eligible*
Christmas Eve	Eligible	Eligible	Eligible*
Christmas Day	Eligible	Eligible	Eligible*

\*If scheduled or required to work on holiday

If employees are eligible for holiday pay, they will be paid 8 hours straight time, at their regular pay rate, at the time of the holiday. Holiday pay does not include overtime nor any special forms of compensation such as incentives, commissions, bonuses, shift differentials or holiday pay. Holidays are not counted as hours worked for the purpose of calculating overtime.

If a holiday falls on a Sunday, it will be observed on the following Monday. If it falls on a Saturday, it will be observed on the previous Friday. If a holiday falls on an employee's scheduled day off from work, it will be observed on either the last working day before or the first working day after the holiday, as determined by Charlotte Ballet.

If a holiday falls during an employee's scheduled PTO, the employee will receive holiday pay only and the day will not be charged as a PTO day, provided all other eligibility requirements are met. In the event that the holiday falls during an employee's sick leave or unpaid leave of absence, the employee will not be eligible for holiday pay.

Some employees are scheduled to work on Charlotte Ballet's recognized holidays. When scheduled to work on a recognized holiday, employees will receive their regular rate of pay plus 8 hours of holiday pay at their full hourly rate. Part-time employees will

receive holiday pay equivalent to the actual hours worked on the holiday itself, up to a maximum of 8 hours.

#### I. SICK TIME

Effective January 1, 2015, all regular full-time administrative employees are eligible to accrue five days of sick bank time each calendar year, up to a maximum of 30 days. Sick days will accrue on the first day of the calendar year, i.e., eligible employees will receive five days of sick time in their sick bank at the beginning of each calendar year. Eligible employees may accrue up to a maximum of 30 days in their sick bank, which can be used and carried over from year to year. However, once an employee reaches the maximum accrued amount of 30 days in their sick bank, the employee can no longer carry over unused, accrued sick days and any accrued, unused sick days that results in more than 30 sick days in the bank will be forfeited. Sick days need to be taken in half-day (4 hour) increments employees' sick time as of January 1, 2015, will be added into their new Sick Bank. If an existing employee has more than 30 days of accrued, unused sick days, the employee will retain those days but will not accrue any sick bank time until their balance falls below 30 days.

Sick days are paid at the employee's regular rate of pay at the time of absence. Sick time hours are to be input into our timekeeping system so they might be tracked by the Director of Finance. Sick pay does not include overtime nor any special forms of compensation such as incentives, commissions, bonuses, shift differentials or holiday pay. Sick days are not counted as hours worked for the purpose of calculating overtime. In the event that an employee has used up all accrued sick days but is nonetheless absent from work due to an injury or illness, such time may be treated as an unpaid leave of absence at the complete discretion of Charlotte Ballet.

The Executive Director or the employee's immediate supervisor must be notified directly as soon as possible when one or more sick days must be taken.

The Executive Director has the discretionary authority to require a physician's statement documenting the illness, which may need to include certification of fitness to return to work.

Employees absent from work because of a serious health condition covered by the FMLA will be required to use available sick leave to cover some or all of any FMLA leave. Such absences will be designated FMLA leave and shall count toward the total leave entitlement under the FMLA. For additional information on FMLA leave, see Section IV.J.

Accrued, unused sick days will be forfeited without pay upon termination or separation from employment for any reason.

J. SHUT DOWN PAY

In the event the Charlotte Ballet Center for Dance is forced to close without notice, Charlotte Ballet will pay hourly employees and instructors for their scheduled hours or classes for the 48 hours following the date/time of the closure.

K. EMPLOYEE LEAVE

Charlotte Ballet acknowledges that life circumstances will require employees to be absent from work. As such, the following list is intended to detail leave practices, including whether the leave is eligible for pay.

All employees will be granted leave if they are called to serve on a jury. Charlotte Ballet will reimburse you the difference between your compensation as a juror and your regular rate of pay for the regularly scheduled workdays that you are required to be absent. You must present evidence of this duty in the form of a subpoena or other written notification to your supervisor as far in advance as practicable. In order to receive pay from Charlotte Ballet, you must provide a statement certified by a court official as to your service as a juror or witness, the dates and hours of attendance, and the compensation received. You are expected to work any hours that you are not on active duty.

Likewise, employees will be granted leave if called to be a witness in a legal hearing or if they are obtaining relief under North Carolina's Domestic Violence law, N.C. Gen. Stat. § 50B-5.5. This will not be compensated time by Charlotte Ballet. If an employee must attend a court hearing for their own charge, the employee must use PTO or take the time off unpaid if PTO is exhausted.

Military Leave

A military leave of absence will be granted to any employee who needs to be absent for training, active duty, or reserve duty in the uniformed services of the United States. Charlotte Ballet complies fully with all federal and state laws granting leave and employment rights of employees who serve in any branch of the military or other uniformed services of the United States.

Employees are requested to provide written notice of the need for military leave to Human Resources as soon as they are aware of the military obligation. Advance notice is required, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Military leave is unpaid, although employees may utilize unused PTO as wage replacement but are not required to do so. Benefit continuation will be handled in accordance with applicable law. At the conclusion of the leave, eligible employees generally have the right to return to the same position held prior to the leave or to a position with equivalent seniority, pay, and benefits, and the Company will reinstate eligible employees in accordance with applicable law. Employees seeking reinstatement

may be asked to provide documentation of the timeliness of the reinstatement request, the total time spent in service, and a statement that the reason for separation or dismissal from service is not disqualifying. Employees cannot waive their reemployment rights in advance of being released from uniformed service.

The Company will not discriminate against any individual because of his/her service in the United States uniformed services and will not tolerate any retaliation because of service in the uniformed services. Any concerns regarding discrimination or retaliation in violation of this policy must be reported to Human Resources.

#### Breaks for Nursing Mothers

Employees wishing to do so will be permitted to express milk for nursing child(ren) as-needed during the workday. A clean and private location will be made available for those employees utilizing this policy.

Charlotte Ballet will provide reasonable unpaid breaks for nursing mothers to express milk for their nursing children for up to one (1) year following the birth of the child(ren). Nursing mothers wishing to take breaks for this purpose should contact the Director of Finance.

#### Leave for Parental Involvement in Schools

Employees shall be granted four (4) hours of unpaid leave per year to attend or be involved in the child's school. The timing of the leave must be mutually agreed upon between Charlotte Ballet and the employee, and the leave must be requested at least 48 hours before the time desired for the leave. Charlotte Ballet may require employees to provide written verification from the child's school that the employee attended or was otherwise involved at the school during the time of the leave.

#### Family and Medical Leave Act (FMLA)

Charlotte Ballet provides leaves of absence in accordance with the Family and Medical Leave Act of 1993 (the "FMLA"). The following is a summary of Charlotte Ballet's FMLA policy.

To be eligible for unpaid leave under the FMLA, employees must meet the following conditions: You must (1) work at a Charlotte Ballet location having 50 or more employees within a 75-mile radius, (2) have been employed by Charlotte Ballet for at least twelve months prior to any request for leave under the FMLA, (3) have worked at least 1,250 hours during the previous twelve months, and (4) be otherwise eligible for leave under the FMLA.

FMLA Generally: Eligible employees may be granted up to twelve (12) weeks of unpaid family or medical leave during a twelve-month period for one or more of the following reasons: (1) the birth of a child of the employee, or to care for a newborn or a child placed with the employee for adoption or foster care; (2) to care for a spouse, child



or parent (or any other covered family member under applicable federal and state regulations) with a serious health condition; or (3) when a serious health condition causes the employee to be unable to perform the essential functions of his or her position. In addition, eligible employees may be granted unpaid leave for certain military-related reasons, as described below.

**Military Family Leave:** A eligible employee may take up to twelve (12) weeks leave due to the existence of any qualifying exigency (as defined by the United States Department of Labor's regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Regular Armed Forces or the Reserves. For purposes of this policy, a qualifying exigency may include the following:

- Short-term notice deployment (i.e., deployment within 7 seven days)
- Military events and related activities
- Certain childcare and school activities
- Financial and legal arrangements
- Counseling for oneself, for the covered military member, or for a child of the covered military member
- Rest and recuperation (up to 15 days of leave)
- Certain post-deployment activities
- Additional activities that Charlotte Ballet agrees is a qualifying exigency

**Covered Servicemember Leave:** An eligible employee who is the spouse, son, daughter, parent, or nearest blood relative of a covered servicemember may take up to a total of 26 workweeks of leave during the applicable 12-month period to care for the servicemember with a serious illness or injury. The leave described in this paragraph shall only be available during a single 12-month period. The following definitions apply for purposes of covered servicemember leave only:

- A "covered servicemember" means a servicemember of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- The term "serious injury or illness" mean an injury or illness incurred by the covered servicemember in the line of active duty (as defined by the applicable regulations) in the Armed Forces that may render the servicemember medically unfit to perform the duties of the service member's office, grade, rank or rating.

**How Much Leave May Be Taken:** In general, an eligible employee may take up to 12 work weeks of unpaid leave (or up to 26 weeks in the case of covered servicemember leave) during a 12-month period for any FMLA qualifying reason.

The twelve-month period used by Charlotte Ballet to calculate available leave is measured backward from the date an employee uses any FMLA leave, i.e., the "rolling" method. Each time an employee takes FMLA leave, the remaining leave available will be the balance of the twelve weeks during the past 12-month period that has not been used.

FMLA leave may not exceed 12 weeks (or 26 weeks in the case of covered servicemember leave) in any 12-month period, measured on a rolling basis. Taking intermittent leave or working a reduced schedule may be other options available to employees, under certain conditions.

With respect to covered servicemember leave only, the 12-month period begins when the employee starts using his or her leave. The employee is not entitled to more than 26 weeks of FMLA leave during this 12-month period.

Eligible spouses employed by Charlotte Ballet are jointly entitled to a combined total of twelve work weeks of family leave for the birth or placement of a child for adoption or foster care and to care for a parent who has a serious health condition. If both spouses work for Charlotte Ballet and are eligible for covered servicemember leave, then they may only take a combined total of 26 weeks leave during the single 12-month period. Moreover, all employees on family leave for birth or placement for adoption or foster care must conclude such leave within twelve months of the birth or placement.

**Accrued Paid Time Off:** When family or medical leave is taken for any reason under this policy, the employee must use as part of the leave any accrued PTO and paid sick days. Any paid leave taken shall be designated FMLA leave and shall count toward the employee's total leave entitlement under the FMLA. The substitution of the paid leave for unpaid leave does not extend the 12- or 26-week FMLA leave period. The employee must comply with Charlotte Ballet's paid leave policies in order to receive payment. However, failure of the employee to comply with Charlotte Ballet's paid leave policies will not affect the employee's ability to take unpaid FMLA leave. Once an employee uses his or her paid leave, the remainder of the 12 workweeks of leave (or 26 workweeks in the case of covered servicemember leave), if any, will be unpaid FMLA leave. PTO, Sick Time, any Short-Term Disability benefits and/or workers' compensation leave will run concurrently with any FMLA leave.

**Scheduling:** Employees desiring family or medical leave should contact the Executive Director at least thirty (30) days prior to taking requested leave, whenever practicable. In situations involving leave for a planned medical condition, every reasonable effort to schedule medical treatment so that it does not disrupt Charlotte Ballet's operations must be made before a leave will be considered.

Charlotte Ballet also recognizes that emergency and other last-minute situations may arise where providing appropriate notice will be problematic or logistically impossible. In such situations, the employee should contact the Finance Manager or his or her supervisor as soon as he or she becomes aware of the need for leave. If the employee is unavailable to report the need for leave because of his or her serious health condition, the employee's family member, friend or physician should contact Charlotte Ballet regarding the employee's current status. Charlotte Ballet will then make arrangements to work with the employee to evaluate and grant FMLA leave, as appropriate.

Documentation: Generally, within five (5) days of the start of the requested leave, Charlotte Ballet will provide the employee notice as to whether the employee is eligible for FMLA leave as well as a "Rights and Responsibilities" notice detailing the employee's obligations and consequences of failing to comply with Charlotte Ballet's leave requirements ("Eligibility Notice"). Charlotte Ballet will then require the employee to complete a FMLA Leave Request Form.

When Charlotte Ballet has enough information to determine whether the leave is being taken for a FMLA-qualifying reason (e.g., after receiving a certification in a form to be provided by Charlotte Ballet), Charlotte Ballet will notify the employee whether the leave will be designated and will be counted as FMLA leave generally within five (5) business days, absent extenuating circumstances ("Designation Notice"). If Charlotte Ballet determines that the leave will not be designated as FMLA-qualifying (e.g., if the leave is not for a reason covered by FMLA, the FMLA leave entitlement has been exhausted, the employee has provided insufficient information), Charlotte Ballet will notify the employee of that determination.

When leave is taken to care for a family member (or nearest blood relative in the case of covered servicemember leave) and questions arise as to the legitimacy of the familial status, Charlotte Ballet may require the employee to provide documentation or statement of family relationship.

In addition, an employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's (or, in the case of covered servicemember leave, nearest blood relative's) serious health condition.

With respect to military exigency leave, Charlotte Ballet may require that the employee provide a copy of the active-duty orders or other reasonable documentation. If the employee requests covered servicemember leave, the employee may be required to provide a special certification from an authorized healthcare provider.

If Charlotte Ballet determines that the certification is incomplete or insufficient, Charlotte Ballet will request additional information from the employee in writing and allow the employee typically seven (7) days to provide the requested information. If the employee fails to cure the deficient certification within that time frame, leave may be delayed.

If Charlotte Ballet has reason to doubt the authority of the employee's initial certification, or needs clarification, Charlotte Ballet may: (i) have a designated health care provider or Charlotte Ballet representative (who is not the employee's direct supervisor) contact the employee's healthcare provider in an effort to clarify or authenticate the initial certification; and/or (ii) require the employee to obtain a second opinion by an independent Charlotte Ballet- designated provider at Charlotte Ballet's expense. If the initial and second certifications differ, Charlotte

Ballet may, at its expense, require the employee to obtain a third, final and binding certification from a health care provider jointly selected by the employee and Charlotte Ballet. The employee may be requested to authorize the release of relevant background medical information as part of the clarification process.

During FMLA leave, Charlotte Ballet may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide Charlotte Ballet with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide Charlotte Ballet with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If the employee gives Charlotte Ballet notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

**Fitness For Duty Certification:** Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work. If the certification requires the health care provider to confirm that the employee is able to perform certain job functions, the employee will be given a list of essential job functions for his or her position at the time designation notice is provided. With respect to non-intermittent leave, Charlotte Ballet reserves the right to delay reinstatement until the employee submits the required fitness for duty certification and terminate the employee upon conclusion of the FMLA leave if the required certification has not been submitted by that time. FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner.

**Benefits While On Leave:** During a qualified FMLA leave, your anniversary date will be continued, but you will be considered an inactive employee. You will not accumulate certain employment benefits while on leave, such as holidays or PTO. However, employment benefits accumulated up to the day on which the FMLA leave of absence begins will not be lost. In addition, during FMLA leave, an eligible employee may continue applicable group health plan coverage under the same conditions as if the employee had continued to work. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be paid as a payroll deduction. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums must be paid by the employee at the same time as if made by payroll deduction. If the employee's payment of health insurance premiums is more than 30 days late, Charlotte Ballet may discontinue health insurance coverage upon notice to the employee.

**Reinstatement:** Certain limitations and requirements apply to family or medical leave. However, subject to these exceptions, employees who take FMLA leave generally are entitled to be reinstated to the same or an equivalent job at the end of their leave. In addition, employees taking FMLA leave have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously

employed on a full-time schedule during the FMLA leave period.

If an employee fails to return to work following the conclusion of FMLA leave without notifying Charlotte Ballet in advance, the employee will be considered to have voluntarily resigned. If medical reasons require extension of leave beyond a scheduled date of return and if the employee retains accrued but unused FMLA leave, the employee must give as much advance notice as possible of the need for additional leave. In such cases, Charlotte Ballet may require the employee to provide medical certification of the employee's or family member's serious health condition or a covered servicemember's serious injury or illness. An important notice containing a general explanation of the FMLA and procedures for filing complaints of violations of the FMLA is contained in the appendix to this Handbook. Additional information concerning FMLA leave is posted and may also be obtained from the Executive Director.

## V. POLICIES AND PROCEDURES

### A. EQUAL EMPLOYMENT OPPORTUNITY

Charlotte Ballet provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. In addition, Charlotte Ballet complies with all federal, state and local laws governing nondiscrimination in the workplace. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, compensation, training, layoff and termination.

#### Complaint Procedure

The full cooperation and support of all employees is essential to the success of Charlotte Ballet's equal employment efforts. Any employee who believes that he or she has been subjected to discrimination or harassment of any kind must immediately report the prohibited conduct to his or her supervisor so that an investigation can be initiated and appropriate action can be taken.

However, if the supervisor is directly or indirectly involved in any conduct which is prohibited by this policy, or if any reason the employee feels uncomfortable speaking about the matter with the supervisor, the employee must report the matter immediately to the Executive Director or Human Resources.

Efforts will be made to keep all complaints and related information confidential to the extent reasonably possible, and such information will be discussed with other individuals on a need-to-know basis only.

All complaints will be investigated promptly. Appropriate action will then be taken by Charlotte Ballet based on the results of the investigation. Any attempt to coerce, intimidate or retaliate against anyone who complains of harassment or discrimination pursuant to this policy or who assists in an investigation will not be tolerated. Anyone found to be engaging in any type of unlawful discrimination or harassment will be

subject to disciplinary action, up to and including termination of employment.

## B. HARASSMENT PREVENTION POLICY

It is Charlotte Ballet's policy that the work environment will be free of discrimination or harassment. This includes harassment based upon race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. Any form of legally prohibited harassment will not be tolerated.

In furtherance of this policy, Charlotte Ballet will not tolerate the use of racial, ethnic, sexual, religious or age-related insults, jokes or slurs. In addition, all forms of verbal, visual, and physical harassment based on the above protected categories are prohibited.

With regard to sexual harassment in particular, unwelcome verbal or physical sexual advances, unwelcome sexual contact, requests for sexual favors, sexually explicit derogatory statements discriminatory remarks, and other verbal or physical conduct of a sexual nature are considered instances of sexual harassment when: (1) submission to or acceptance of such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision; 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.

The examples of prohibited conduct set forth in this policy are not all inclusive. It is important to remember that behavior which one individual considers innocent or harmless may be regarded as unlawful harassment by another person. Beyond being in violation of the Company's policy, harassment is against the law, and the Company will not tolerate such harassment of its employees by anyone, including officials of the Company, other employees or individuals conducting business with the Company. Any employee who violates this harassment policy or the Company's commitment to equal employment opportunity will be subject to disciplinary action, up to and including termination of employment.

### Complaint Procedure

Any employee who believes that he or she has been subjected to discrimination or harassment of any kind must immediately report the prohibited conduct to his or her supervisor so that an investigation can be initiated and appropriate action can be taken. However, if the supervisor is directly or indirectly involved in any conduct which is prohibited by this policy, or if any reason the employee feels uncomfortable speaking about the matter with the supervisor, the employee must report the matter immediately to the Executive Director or Human Resources.

Efforts will be made to keep all complaints and related information confidential to the extent reasonably possible, and such information will be discussed with other individuals on a need-to-know basis only.

All complaints will be investigated promptly. Appropriate action will then be taken by Charlotte Ballet based on the results of the investigation. Any attempt to coerce, intimidate or retaliate against anyone who complains of harassment or discrimination pursuant to this policy or who assists in an investigation will not be tolerated. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

#### C. WHISTLE BLOWER POLICY

A whistleblower, as defined by this policy, is an employee of Charlotte Ballet who reports an activity which the employee considers to be illegal or unethical. This activity may be reported to Charlotte Ballet Leadership Team or the Board of Trustees for the Charlotte Ballet. A whistleblower is not responsible for investigating the activity nor determining fault or corrective measures as appropriate management designees are charged with these responsibilities.

Examples of illegal or unethical activities include but are not limited to: violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge or a concern of illegal, unethical, or fraudulent activity, you are encouraged to contact your supervisor or a member of the Charlotte Ballet Leadership Team. Charlotte Ballet commits to maintaining whistleblower confidentiality, though the whistleblower's identity may need to be disclosed so a thorough investigation can be completed and in order to provide accused individuals their legal rights of defense. Additionally, Charlotte Ballet prohibits retaliation of any kind against an individual who has brought forward a legal or ethical concern. A whistleblower who believes they have been retaliated against must contact the Executive Director, Director of Finance, or Human Resources immediately. The right of whistleblower protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal or unethical activities will be promptly investigated by Charlotte Ballet.

#### D. DISABILITY ACCOMMODATIONS POLICY

Charlotte Ballet complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Charlotte Ballet will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from Charlotte Ballet. You may

make the request orally or in writing. Charlotte Ballet encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, Charlotte Ballet will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Charlotte Ballet encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Charlotte Ballet is not required to make the specific accommodation requested by you and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Charlotte Ballet.

If your disability or need for accommodation is not obvious, Charlotte Ballet may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Charlotte Ballet may require that you see a health care professional of Charlotte Ballet's choosing, at Charlotte Ballet's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied. Charlotte Ballet will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

Charlotte Ballet makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Individuals will not be retaliated against for requesting an accommodation in good faith. Charlotte Ballet expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.



## E. MEDIA RELATIONS / SOCIAL MEDIA POLICY

### Media Relations

All media inquiries should be directed to the Marketing & Communication team and the Executive Director. Employees should not speak to the media on Charlotte Ballet's behalf without first receiving authorization to do so.

### Social Media

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Charlotte Ballet, as well as any other form of electronic communication.

The same principles and guidelines found in Charlotte Ballet policies apply to online activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, carefully consider the risks and rewards that are involved. Keep in mind that any conduct that adversely affects the Charlotte Ballet organization, the employees of Charlotte Ballet, or otherwise adversely affects partners, choreographers, vendors, people who work on behalf of Charlotte Ballet or Charlotte Ballet's legitimate business interests may result in disciplinary action up to and including termination.

## F. OPEN COMMUNICATIONS

Charlotte Ballet management operates with an "open door" policy. This means management is accessible to employees at all levels. If any employee wants to discuss issues or concerns relating to work conditions, compensation or other terms of their employment, employees are encouraged to communicate their concerns using the procedures outlined below.

For complaints alleging unlawful discrimination or harassment, employees should refer to the Company's Equal Employment Opportunity and anti-harassment policies referenced prior.

### PROCEDURE

#### Step 1: Oral Presentation and Discussion of Problem

An employee wishing to present a problem or other concern are encouraged to first present the problem directly to their supervisor for resolution. If an employee feels matters are not resolved and wishes to discuss the matter with a higher authority, the

employee may utilize Step 2 below.

#### Step 2: Written Presentation of Problem to Executive Director

If the problem has not been resolved to the employee's satisfaction in Step 1, the employee may address the issue with the Executive Director or Artistic Director, in writing, within five (5) working days after the discussions in Step 1 have concluded.

In their written complaint, the employee should include a brief description of the problem and the resolution or lack of resolution decided upon in Step 1. Once the Executive Director or Artistic Director makes a determination, the Executive Director or Artistic Director will notify the employee of the resolution/conclusion.

#### Step 3: Written Presentation of Problem to Chair of Board of Operations Employees

who are dissatisfied with the response from the Executive Director or Artistic Director in Step 2 may submit a written complaint to the Board Chair. In their written complaint, the employee should include a brief description of the problem and the resolution or lack of resolution decided upon in Step 2. The Board Chair will notify the employee of his or her determination, and a description of the resolution/conclusion will be placed in the employee's personnel file.

While Charlotte Ballet may not be able to correct every problem brought to its attention, it is in our best desire to listen to our employees and to respond to all legitimate concerns. Employees can raise concerns and make reports without fear of reprisal.

Nothing in this policy should be interpreted to prohibit or discourage the discussion of or efforts to change wages, working conditions and/or terms of employment at Charlotte Ballet.

#### G. EMPLOYEE TRAINING

Charlotte Ballet encourages staff members to attend professional development seminars and to join professional associations and will support such activities within the time and financial limitations of the organization. Consult the Executive Director to discuss the possibility of your participation in such activities.

#### H. PERFORMANCE REVIEW

Generally, Charlotte Ballet conducts a formal performance review of each employee on an annual basis, if not more frequently. The purpose of these evaluations is to improve organizational, team and individual communication and effectiveness, and to promote positive morale. These reviews provide the opportunity to discuss job responsibilities, accomplishments, goals and areas for improvement. A written evaluation completed by your supervisor will be placed in your personnel file following your review as a confidential document. Salary increases are not automatic and should *not* be expected

to coincide with a formal, written evaluation. Salary increases are awarded on a discretionary basis.

#### I. JOB TRANSFERS/PROMOTIONS

Charlotte Ballet strives to exist as an employee-first organization every day. The "Internal Application" process gives our employees the first notification of new positions, and the first opportunity to apply for those jobs.

Each employee should thoroughly review the job posting, job description, and qualifications required for the position. Before formally applying, employees should be sure they meet the minimum requirements for the job.

Every employee who applies for an internal position, and who meets the minimum requirements, will be given an opportunity to interview in-person for the role. Should an employee not be hired into a position, he/she will receive prompt follow-up and will be encouraged to work with their manager to create a plan for career advancement.

#### J. TERMINATION AND RESIGNATION / FURLOUGHS

North Carolina is an employment "at will" state. This means that as a general rule either you or Charlotte Ballet may terminate your employment at any time and for any reason, not otherwise prohibited by law.

As a not-for-profit organization, among the possible reasons for termination is the possibility that Charlotte Ballet may be forced to reduce staff, either temporarily or indefinitely, to respond to a real or anticipated fiscal crisis or other special needs of Charlotte Ballet. In addition, Charlotte Ballet may implement a temporary unpaid leave (or furlough) of some employees due to economic conditions at Charlotte Ballet or the economy as a whole. Such involuntary furloughs may be short or long term, depending on circumstances.

Under some circumstances and at the sole discretion of Charlotte Ballet, an employee who is being involuntarily terminated by Charlotte Ballet as a result of a layoff may receive advance notice of his/her termination. If termination occurs as a result of employee misconduct or performance issues or for any other reason, as determined by Charlotte Ballet in its complete discretion, advance notice may not be given.

Accrued, unused PTO will not be paid to employees who are terminated due to unacceptable performance standards or employee misconduct.

Administrative staff who elect to resign are expected to give Charlotte Ballet at least two (2) weeks written notice of their intent. Staff members who do not give 2 weeks' notice will forfeit any accrued, unused vacation.

Artistic and technical/production staff who have separate individual employee agreements with Charlotte Ballet are expected to comply with the terms of those

agreements. In that regard, the terms of those Agreements will supersede any more general policies regarding resignation.

Generally, an employee's official termination date is the last day that he or she works for Charlotte Ballet.

#### K. CORRECTIVE DISCIPLINARY ACTION

We believe that open communication between you and your supervisor can provide the basis for resolving any problems associated with your behavior or performance. Charlotte Ballet generally believes in progressive discipline as a means for correcting known minor rule violations, deficiencies, and poor work performance. Consistent with this, discipline is generally not intended to punish, but to help the employee understand and correct his or her behavior. Generally, the procedure for corrective discipline in appropriate cases is as follows:

**FIRST STEP – Verbal Warning:** This is to notify you that your behavior and/or performance is not meeting expected levels. This discussion will usually be documented and placed in your personnel file.

**SECOND STEP – Written Warning:** This document describes your unacceptable performance or conduct and will specify the improvement you need to make. A copy of this document will typically be placed in your personnel file. This could also include a temporary suspension without pay.

**THIRD STEP – Termination:** If you fail to correct the situation after having received a written warning, you may be terminated.

While many infractions may be handled within these guidelines, one or more steps of this corrective disciplinary action policy may be bypassed depending on the seriousness of the problem or misconduct and other legitimate business considerations. In addition, some violations may warrant immediate disciplinary action or termination, in the discretion of Charlotte Ballet. This corrective disciplinary action policy does not and shall not guarantee retention and does not in any way form or constitute an express or implied employment contract of any kind. All employees of Charlotte Ballet are terminable "at will", and Charlotte Ballet retains the right to take such disciplinary action for any reason, up to and including immediate termination from employment, as are necessitated by the particular circumstances of a given case.

#### L. STANDARDS OF

##### CONDUCT Attendance

It is essential that you do your best to observe the standard hours determined by your role and your supervisor. When you must be absent due to illness or other emergency, or if you must be late to work, you must inform your supervisor or Executive and

Artistic Directors. The notification should be made at the beginning of the workday within one hour of your regular starting time, regardless of whether the absence will be for a full day or only part of a day.

Termination may result if absences are not reported or if absences and/or tardiness are excessive.

Any employee absent from work for two or more consecutive days without prior approval and without calling in may be considered to have abandoned his/her position, and his/her employment may be terminated at the discretion of the Executive Director.

### Conflict of Interest

All employees of Charlotte Ballet have an obligation to conduct Charlotte Ballet-related business transactions without actual, potential or perceived conflicts of interest. The intent of this policy is to ensure that employees will conduct Charlotte Ballet's business in a manner that excludes considerations of personal financial advantage or gain in accordance with all applicable laws. Pursuant to this policy, employees should follow the guidelines below:

1. No employee shall knowingly take any action intended to influence the conduct of Charlotte Ballet in such a way as to confer a financial benefit on such employee or anyone in the employee's immediate family, or on any business, educational, charitable, civil or political endeavor in which the employee or anyone in the employee's immediate family has a financial interest without complying with paragraph 3 below.
2. Employees shall disclose to their supervisor the existence and nature of the any conflict, potential conflict or perceived conflict of interest as soon as the employee becomes aware of it, so that Charlotte Ballet can determine whether a conflict of interest exists and attempt to resolve the situation. Not all financial interests may result in an actual conflict of interest, and Charlotte Ballet will address each situation as they may arise.

Failure of any employee to adhere to this requirement may result in disciplinary action up to and including termination.

### Unacceptable Behavior or Conduct

A list of performance and conduct, which Charlotte Ballet in its discretion may deem unacceptable, is set forth below. This list is not all-inclusive but rather merely consists of examples. Charlotte Ballet may exercise its discretion to deem other performance or conduct unacceptable and implement the level of disciplinary action it deems appropriate, up to and including immediate termination of employment.

- a. Falsifying employment records, employment applications, reports or other Charlotte Ballet documents or records.
- b. Failure to perform job duties in a satisfactory manner as determined by Charlotte Ballet.
- c. Chronic unexcused absenteeism or tardiness.
- d. Misuse of Charlotte Ballet supplies, computer systems, credit cards and accounts, and/or other office resources in violation of Charlotte Ballet policies.
- e. Disclosing confidential or proprietary information of Charlotte Ballet or its employees (such as internal business-related confidential reports or vendor information, or medical/personally identifying information of employees) in violation of Charlotte Ballet policies.
- f. Accepting outside employment without prior approval of the Executive Director and/or Artistic Director.
- g. Engaging in criminal behavior adversely affecting the business interest of Charlotte Ballet, such as committing larceny, theft, embezzlement, forgery, misappropriation, fraud or similar acts.
- h. Exhibiting gross misconduct that endangers the lives and/or property of others.
- i. Physical violence or threats of physical violence towards any coworker, guest or visitor.
- j. Possession of firearms or weapons on Charlotte Ballet premises or Charlotte Ballet functions.
- k. Possession and/or use of alcohol or illegal drugs on Charlotte Ballet premises in violation of Charlotte Ballet policy.
- l. Violation of the Charlotte Ballet's anti-discrimination and/or harassment policies
- m. Violation of the Social Media policy and standards

These acts of misconduct are by no means complete but are intended to provide you with examples of employee misconduct. Charlotte Ballet reserves the right, in its sole and absolute discretion, to deem other performance or conduct unacceptable, and implement the level of disciplinary action it deems appropriate, up to and including immediate termination of employment.

Nothing contained in this policy should be interpreted to prohibit or discourage the discussion of or efforts to change wages, working conditions and/or terms of employment at Charlotte Ballet.

### Personnel Files

Charlotte Ballet has the utmost respect and concern for the security and confidentiality of the personnel files of its employees. Generally, only supervisors and management personnel of Charlotte Ballet who have a legitimate reason to review information in a personnel file are allowed to do so.

The Director of Finance will maintain the personnel files on all employees, both physically and electronically. These files generally consist of your original employment documents and subsequent records developed while you are employed by Charlotte

Ballet. During the time you are an active employee of Charlotte Ballet, your individual file is available to you for your personal review if you desire to see it. With reasonable advance notice, employees may review their own personnel files in Charlotte Ballet's offices and in the presence of the Finance Director, or his or her designee. Employees may not remove nor make copies of documents contained within their personnel file without the express permission of the Executive Director or Director of Finance.

It is your personal responsibility, and to your advantage, to help us keep your personnel records accurate and current. Changes of address, telephone, marital status (for insurance purposes), beneficiary (for insurance purposes), emergency contacts, etc., must be reported to the Director of Finance as soon as possible.

In the case of requests for employment information from outside sources, it is Charlotte Ballet's policy to confirm only dates of employment and positions held.

#### Alcohol and Drug-Free Workplace

Charlotte Ballet is committed to policies that promote safety in the workplace and employee health and wellbeing. Employee involvement with drugs and alcohol can adversely affect job performance and undermine confidence in our organization. Our goal is to maintain a work environment that is free from the effects of drug and alcohol use.

The use, possession, transfer, sale, purchase, manufacture, distribution, dispensation, solicitation or being under the influence of any illegal or unauthorized drug or other intoxicant (including alcohol) while on Charlotte Ballet property, during work hours and/or when performing any Charlotte Ballet business, including when driving vehicles owned or leased by Charlotte Ballet, is absolutely prohibited, with the exception of: (i) prescription medication prescribed by a licensed physician and used in accordance with the prescription instructions; or (ii) alcohol which may be served and/or consumed in moderation as part of an authorized Charlotte Ballet social event. Off-duty substance use or abuse, and the use or misuse of prescription or over-the-counter drugs, are also prohibited to the extent that such use or misuse adversely affects the employee's ability to perform his or her job, or to do so in a safe manner.

#### Smoke-Free Workplace/E-Cig Usage

Because tobacco smoking is a recognized health hazard, smoking is not permitted in the offices nor anywhere on the premises of Charlotte Ballet, except where specifically authorized. The use of electric smoking devices is also prohibited within the Charlotte Ballet facility and those devices should only be used outdoors or in specifically authorized areas.

#### Non-Violent Workplace

Charlotte Ballet is committed to providing a safe and secure workplace, free of violence

and threats. In order to do this, we ask that you report any act or conduct that appears violent or threatening in nature. You should also report the presence of any suspicious, unauthorized persons on Charlotte Ballet's premises to your supervisor.

Charlotte Ballet strictly prohibits the possession of firearms, handguns and weapons of any type (1) by employees during working time or at any Charlotte Ballet sponsored event, and (2) by employees and visitors on Charlotte Ballet property, including parking lots. This includes both visible and concealed weapons and those for which the owner has obtained the necessary concealed handgun or other permits. While this is not all-encompassing, weapons include: firearms, knives, explosives or any other deadly weapon or object.

If you have knowledge that another employee or visitor is in possession of a weapon on Charlotte Ballet property or of any other violation of this policy, you should notify your supervisor immediately. Employees who violate this Non-Violent Workplace policy will be subject to disciplinary action, up to and including termination.

#### E-Mail/computer use

Charlotte Ballet's e-mail, computers, Internet and voice mail systems are Charlotte Ballet property. These systems are in place to facilitate your ability to do your job efficiently and productively. To that end, these systems are for business purposes and any personal use is prohibited unless prior approval is obtained from your supervisor. Charlotte Ballet reserves the right to intercept, monitor, copy, review and download any communications or files created or maintained on these systems. When using the Internet, employees are not allowed to send sensitive materials that constitute Charlotte Ballet "confidential information" unless the information is properly encrypted to prevent interception by third parties. For purposes of this policy, confidential information includes trade secrets (such as the development of systems, processes, know-how and technology) and internal business-related confidential or proprietary information such as vendor information. In addition, personal software cannot be loaded onto Charlotte Ballet computers. Nothing in this policy should be interpreted to prohibit or discourage discussion of or efforts to change wages, working conditions and/or terms of employment at Charlotte Ballet.

Communications and use of Charlotte Ballet's e-mail, computer, Internet and voice mail systems will be held to the same standard as all other business communications, including compliance with Charlotte Ballet's equal opportunity and non-harassment policies

Consent and compliance with Charlotte Ballet's e-mail, computer, Internet and voice mail policies are a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing and downloading of any communications or files on Charlotte Ballet's systems is grounds for disciplinary action, up to and including termination.



### Use of Charlotte Ballet equipment

All employees are expected to perform their work duties during Charlotte Ballet work hours. Charlotte Ballet telephones should not be used for personal matters, whether the calls are incoming or outgoing, except for matters of importance. When such calls are necessary, they should be brief. Personal long-distance calls are expressly prohibited, except for emergency circumstances. Where a personal long-distance call is required, the employee may be expected to reimburse Charlotte Ballet for the cost of that call.

Employee work areas, equipment and supplies are provided by Charlotte Ballet. The control of these areas, equipment and supplies remains with Charlotte Ballet. Charlotte Ballet reserves the right to enter the workspaces and monitor the use of such equipment and supplies.

Personal use of Charlotte Ballet equipment or supplies, including, but not limited to, copy machines, facsimile machines, computers, and office supplies is generally prohibited.

### Safety

Charlotte Ballet is dedicated to providing an environment that is health and safety conscious. Your security is our concern. Only with a concentrated effort on everyone's part can we provide this environment.

Therefore, the following list has been provided to help everyone focus on our safety efforts:

- Always report any injury, no matter how slight, to your supervisor or the Director of Finance.
- Be alert to fire and safety hazards and report them immediately.
- Wear proper clothing and personal protective equipment at all times.
- Observe all safety practices associated with your job.
- Housekeeping is everyone's responsibility – clean your work area throughout the day.
- Use proper lifting techniques.

Any employee who is observed breaking safety rules may be subject to disciplinary action, up to and including termination.

### Housekeeping

The cleanliness and organization of Charlotte Ballet makes a strong impression on visitors. Please keep the areas assigned to you as neat as possible and take time on a weekly basis to do a thorough cleanup of your personal work area.

Any time you observe any conditions you consider to be unsafe and hazardous, please report these conditions at once to your supervisor, the Executive Director or Artistic

Director, so that proper action can be taken to alleviate such hazards as soon as possible.

#### Solicitation or Distribution

To maintain efficient and safe operations and to encourage employees to give their full attention to their jobs, Charlotte Ballet must limit solicitation and distribution of literature on Charlotte Ballet premises. In order to ensure this, the following activities are prohibited:

- Distribution of literature by employees in work areas at any time.
- Distribution of literature by employees during working time.
- Solicitation by employees during working time.
- Solicitation and/or distribution of literature by non-employees on Charlotte Ballet property at any time.

*Cover Photos by Kim Kinney, Jeff Cravotta and Peter Zay*

*Academy Photo by Jeff Cravotta*

*Reach Photo by Jeff Cravotta*