

**Appendix U**  
**Personnel Policies**

# Education for New Generations Charter School

## BOARD OF TRUSTEES POLICY

### Conflict of Interest Policy

1. Purpose
  - 1.1 Board members, Officers and employees of New Generations Charter School (“eNG”) have a duty of loyalty to eNG and to the public whose interest they are sworn to serve. The purpose of this Conflict of Interest Policy, which provides guidance and a general standard of conduct with respect to actual or apparent conflicts, is in keeping with the Pennsylvania Public Official and Employee Ethics Law and the State Legislature's declaration that the people have the right to be assured that the financial interests of public officials and employees conflict with the public trust, and the principle which prohibits public officials and employees from entering into situations where private interests may conflict with official duties.
  - 1.2 The appearance of conflict of interest undermines the public confidence in the integrity of eNG, its Board Members and employees, and should be scrupulously avoided.
2. Standards of Conduct -- No Board Member or employee shall:
  - 2.1 Engage in conduct that constitutes a conflict of interest, which shall be defined as use by a Board Member or employee of authority of his office or employment of any confidential information received through his position for the private pecuniary benefit of himself, a member of his immediate family, or a business with which the Board Member or employee or a member of his immediate family is associated. “Immediate family” is defined to mean a parent, spouse, child, brother or sister.
  - 2.2 Engage, or have any interest, financial or otherwise, directly or indirectly, in any business, transaction or professional activity, which conflicts with or impairs the proper discharge of official duties or which could bring disfavor or disrespect upon eNG.
  - 2.3 Accept an honorarium which represents a payment in recognition of published works, appearances, speeches, and presentations and which is

not intended as consideration of the value of such services which are non-public, occupational or professional in nature.

- 2.4 Recommend or otherwise participate in the decision to make any contract valued at \$500 or more between eNG and any business or entity in which the Board Member or employee or a member of his/her immediate family, has a personal or financial interest or act to implement or administer any such contract. A Board Member or employee shall report the nature of his or her interest in a potential eNG contract to his or her superior. Where a Board Member or employee or a member of his or her immediate family has a personal or financial interest in a contract, he or she shall disclose it publicly and abstain from voting on the contract. Formal approval of the contract by a majority of all members of the Board of Trustees other than the abstaining member shall be required. The foregoing would apply to any business in which the Board Member's or employee's spouse or child is associated.
- 2.5 Advertise business or professional activities on eNG's property or use eNG's work hours, property or services to perform or promote personal or commercial enterprises or to campaign or raise money for any candidates for political office.
- 2.6 Use confidential information, as defined by the Sunshine Act or the Board of Trustees, concerning property, personnel matters, or affairs of eNG or its employees to advance the financial or other private interests of the Board Member, employee or others; nor shall Board Members and employees disclose confidential information except as directed by the Board of Trustees or a court of law. Nothing in this provision shall be interpreted as prohibiting the practice of "whistle-blowing."
- 2.7 Accept anything of value including, but not limited to, a gift, loan, political contribution, reward, promise of future employment, favor, gratuity, entertainment, transportation or lodging based on any implied or actual understanding that the judgment of the Board Member or public employee would be influenced thereby.
- 2.8 Solicit directly from other Board Members or employees, students or their parents, anything of value for the Board Member's or employee's personal benefit.
- 2.9 Purchase property of any kind from eNG, either directly or indirectly, except in a manner approved by the Board for the particular sale involved, unless 1) there is an open and public bid process, including public notice

and subsequent public disclosures of all bids considered and contracts awarded, and 2) the Board Member or employee did not act in an official capacity in connection with the sale, and 3) the Board Member or employee was not privy to non-public information received in the course of his office or employment.

- 2.10 Participate in the review and approval of publications or materials for eNG purchase if the Board Member or employee is the author/ editor of or has any financial interest in the sale of such publications or materials.
- 2.11 Tutor or counsel as a private enterprise, for compensation, pupils assigned to any class of eNG to which the employee is assigned. Employees may tutor or counsel pupils enrolled in other schools unless such private enterprise conflicts with or impairs the proper discharge of official duties.
- 2.12 Refer an eNG's parent or student to a service, service provider or product in return for anything of value. Employees making referrals as part of their official duties shall make referrals to more than one provider of any non-unique service or product. For example, eNG counselors shall refer parents or students to more than one counselor or provider of medical services where comparably qualified persons are available.
- 2.13 Upon separation from eNG's service or employment, represent any individual or business entity on any matter before eNG for a period of one (1) year after such separation.

### 3. Administration

#### 3.1 Statement of Financial Interest

- (a) In accordance with Pennsylvania's Public Official and Employee Ethics Law, eNG requires each Board Member and employee at the level of Lead Teacher and above to file a Statement of Financial Interest with the Secretary of the Board of Trustees by May 1 of each year for the immediate prior year. All Statements of Financial Interest are reviewed by the Board President.

3.2 The Board of Trustees may require any employee whose duties require the exercise of discretion or judgment to file a Statement of Financial Interest.

#### 3.3 Conflict of Interest Resolution

- (a) In the event that a question of conflict of interest or the appearance of conflict of interest arises, a Board Member or employee should apprise his/her superior and the Board President who will investigate and report the fact of the inquiry and results of his investigation to the Co-Chief Executive Officers and the Board of Trustees for resolution. A Board Member having a conflict question shall take it to the President of the Board of Trustees who, if he/she cannot resolve it, with counsel, will refer the question to the entire Board of Trustees for resolution.
- 3.4 All violations of the foregoing policy are subject to appropriate censure or disciplinary action, including termination of employment and any penalties as prescribed by law.
- 3.5 Any contract or subcontract made in violation of this policy shall be voidable by the Board of Trustees and subject to termination for the Board's convenience.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

# Education for New Generations Charter School

## BOARD OF TRUSTEES POLICY

### Employee Files Policy

1. Purpose
  - 1.1 For effective operation of Education for New Generations Charter School ("eNG"), a file must be established for the retention of all papers bearing upon an employee's responsibilities.
2. Authority
  - 2.1 The Board of Trustees ("Board") requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, conformance with school rules, and evidence of completed evaluations.
3. Delegation of Authority
  - 3.1 The Board designates the establishment and the maintenance of official personnel records to the Co-Chief Executive Officers ("Co-CEOs"). A central file shall be maintained; supplemental records may be maintained for ease in data gathering. Only that information which pertains to the professional and legal role of the employee and is submitted by duly authorized staff and the Board may be entered in the official record file. Every effort will be made to maintain the confidentiality of all personal information.
  - 3.2 Employee records shall not be available to the Board except as may be required in the performance of its functions as a Board which may include the authority of the Personnel Committee to specifically review evaluations as part of the collective authority to the Board.
  - 3.3 Each employee shall have access to his/her file except for matters pertaining to pending litigation or criminal investigation. An employee shall not have access to an administrator's file for confidential letters of recommendation and administrative review notes, evaluations and reports completed in connection with an application for a different position and/or assignment.

- 3.4 Employees wishing to review their own records shall do so in the presence of the administrator designated to maintain such records and shall make no alterations or additions to the records nor remove any material there from and shall sign a log attached to the file indicating the date and name of the reviewer.
- 3.5 An employee wishing to appeal material in his/her record shall make a request in writing to the administrator delegated to maintain the records and specify therein name and date, material to be appealed, and reason for appeal.
- 3.6 The responsible administrator shall hear the appeal and make a determination for review by the Co-CEOs and permit the addition of employee comments.
- 3.7 The Co-CEOs shall prepare guidelines defining the material to be incorporated into employee records.
- 3.8 Upon initial employment the file shall contain:

- Completed employment application form
- Copy of teaching certificate, where applicable
- Proof of subject matter competency for highly qualified status per the NCLB
- Transcripts
- Recommendations
- W-4 form
- Retirement registration
- Annuity forms
- Insurance beneficiary forms
- IRS forms
- Photo identification
- Criminal records check/FBI check
- Child abuse clearance
- Military or draft status
- Driving record or status of license if required to operate a vehicle during work hours

- 3.9 In a separate confidential file, as maintained in the Health Office, should be the following employee records:

- Physical examination
- Hospitalization forms

- 4.0 During the period of employment the following data shall be maintained in addition to the data required upon initial employment in confidential personnel files:

- Rate of compensation
- Completed copy of employment contract, where applicable
- Job title, dates of changes
- Leave/ Attendance record
- Completed performance evaluations
- Disciplinary incidents including warnings
- Special awards or distinctions
- Authorization for a deduction or withholding of pay
- Criminal records check, FBI check and fingerprints and Child Abuse Clearance and renewals
- Retirement record
- Amended insurance beneficiary/ enrollment forms
- Amended W-4 forms

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.**



# Education for New Generations Charter School

## BOARD OF TRUSTEES POLICY

### Employees/Equal Employment Opportunity Policy

#### 1. Purpose

1.1 Education for New Generations Charter School (“eNG”) has been and remains committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, ancestry, national origin, handicap, disabled or Vietnam era veteran status, consistent with job qualifications and safe performance of work requirements. eNG seeks to recruit, hire and place into available jobs the most qualified persons and to administer personnel matters such as compensation, benefits, promotion, training, layoffs, discipline, termination and eNG sponsored educational, social and recreational programs in accordance with this policy. In addition to applying equal employment principles in all its personnel decisions, eNG is committed to affirmative action to assure equal opportunity. It shall take positive steps to make its policy known and to encourage all qualified minorities, women, handicapped persons, and covered veterans to seek employment with or advancement within eNG.

#### 2. Authority

2.1 The Co-Chief Executive Officers (“Co-CEOs”) have overall authority for eNG’s equal employment policy and shall designate such personnel as he or she deems appropriate to implement the policy.

#### 3. Responsibility

3.1 All administrators, supervisors and managers shall be made aware of this policy and shall fulfill their responsibilities in a manner which reflects and fosters eNG’s equal employment policy. All other employees are expected to conduct themselves at work in a way consistent with this policy. All employees are expected to deal fairly and courteously with one another to ensure a work environment free of intimidation and harassment. Ethnic, racist, or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable

sex discrimination and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

#### 4. Implementation

- 4.1 Any employee who violates this policy commits misconduct for which appropriate discipline may be imposed, up to and including termination. Any employee who believes he or she has been subjected to unlawful discrimination or harassment should make a complaint to his/her immediate supervisor or, if appropriate, a Co-CEO in writing. Employees are encouraged to contact a Co-CEO for information on making complaints. Employees with complaints as to a Co-CEO may proceed to the Board directly if the issue is not addressed by the Co-CEO.

# Education for New Generations Charter School

## BOARD OF TRUSTEES POLICY

### Employee Health and Retirement Benefits

The Charter School Law requires charter schools to comply with Section 24 P.S. § 17-1724-A regarding employee health care benefits and employee enrollment in the Public School Employee's Retirement System (PSERS). These benefits will be reviewed annually. Education for New Generations Charter School ("eNG") will further enroll eligible eNG employees in PSERS to the extent required by applicable law.

# Education for New Generations Charter School

## BOARD OF TRUSTEES POLICY

### Employment of Personnel Policy

1. Purpose
  - 1.1 In its dedication to excellence in education, Education for New Generations Charter School (“eNG”) is committed to the employment of the most qualified staff.
2. Authority
  - 2.1 Upon recommendation of the Co-Chief Executive Officers (“Co-CEOs”), the Board of Trustees (“Board”) shall approve the employment and determine responsibilities and approve compensation for each employee. Any employee who is related to any member of the Board shall receive the affirmative vote of a majority of all members of the Board other than the member related to the applicant. Relatives shall include: father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister/brother-in-law, uncle or aunt. The Co-CEOs shall report annually to the Board all assignments and reassignments of employees made during the school year, all appointments exempt from the policies and regulations of the Board, and on any subjects as the Board may deem necessary and proper. The use of applicants prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program or meeting emergency conditions in the operation of the Charter. Retroactive employment shall be recommended at the next regular meeting of the Board.
3. Guidelines
  - 3.1 Appointments of personnel shall be made on merit without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization. An employee’s deliberate misstatement of fact essential to qualifications for employment or determination of salary shall be considered as grounds for dismissal. All prospective employees

must provide a Co-CEO with:

- State of Pennsylvania certification where such certification is required.
- Completed PA State Police Request for Criminal Record.
- FBI Clearance for new PA residents in accordance with PA law
- Completed PA Child Abuse History Clearance.

The Co-CEOs shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines: candidates of good moral character who possess the following attributes; successful educational training and experience, scholarship, and intellectual vigor, appreciation of children, good physical health, emotional and mental maturity and stability. Screening procedures shall be used, as necessary, to determine the candidate's ability to perform the tasks for which the candidate is being considered. Recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications shall be sought. Such records shall be retained confidentially and for official use only. All employees, regardless of position, must be photographed for identification purposes. All information shall be kept confidential. The identification card shall serve to admit employees to the school building(s) in the course of their duty assignment. Candidates shall be recruited and recommended in accordance with Board policy as well as state and federal law. The Co-CEOs shall make appointments on merit without regard to race, religion, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization. Exception to this policy of merit shall be made for the following:

- (1) Administrators.
- (2) Persons employed by contract to perform special services for the Charter where a Co-CEO certifies that such services cannot be performed by current eNG employees.
- (3) Persons temporarily appointed or designated to make or conduct a special inquiry or study, or to perform a special service of a unique character which cannot or should not be performed by eNG employees.

Physical examinations shall be required of all employees as follows:

Prior to employment, by a licensed physician:

- (a) A tuberculin skin test shall be administered within 3 months prior to the date the school receives the form.
- (b) eNG personnel who have a documented nonsignificant tuberculin skin test are not required to have further tuberculin tests unless they are exposed to a case of active tuberculosis or are directed otherwise by the Secretary of the Department of Health to have an additional test.

Results of this examination shall be made known to the Co-CEOs on a confidential basis, discussed with the employee, and made part of the employee's record.

# Education for New Generations Charter School

## BOARD OF TRUSTEES POLICY

### Travel Reimbursement Policy

#### 1. PURPOSE

- a. To establish the policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by employees in the performance of official and necessary Education for New Generations Charter School ("eNG") business.
- b. To establish procedures for the reimbursement of travel expenses for necessary eNG-related business and activities.

#### 2. AUTHORIZATION AND APPROVAL OF TRAVEL AND REIMBURSEMENTS

- a. The Co-Chief Executive Officers ("Co-CEOs") or their designee is responsible for authorizing travel on necessary and essential eNG business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.
- b. Those designees considered agents of the Co-CEOs, and those designees alone have the authority to approve expenditures for this purpose for their direct reports. It shall be their responsibility to see that their subordinates are familiar with these procedures and that their approval is obtained *before* such expenditures are incurred. An Administrator may not authorize his/her own travel or approve expenditures, but must obtain the approval of his/her supervisor.
- c. All out-of-town travel for educational personnel must be approved by a Co-CEO to ensure that the purpose is consistent with eNG's educational goals and focus. Additionally, expenditures for all out-of-town travel require the prior approval of a Co-CEO or his/her designee(s).
- d. Expenditures in excess of the limitations established in these procedures will be approved only if fully documented and a review of the circumstances indicates that such expenditures are necessary and in the best interests of eNG. Approval of a Co-CEO for review and written approval for reasons set forth here. Limited instances outside of established limitations set forth in these procedures when necessitated by business circumstances are subject to *advance* written approval

of a Co-CEO for reasons other than those set forth here. A Co-CEO may delegate approval to his/her deputy for amounts under \$200.00.

### **3. CONFERENCE PARTICIPATION**

- a. Participation in any one conference will be limited to *two (2) participants*.
- b. eNG will reimburse employees, directly involved in educating students, for no more than up to two (2) conferences per fiscal year. For all non- instructional employees, eNG will reimburse for not more than up to one (1) conference per fiscal year.
- c. For all employees, attendance at the conference must be essential to job performance. For instance, travel to participate in meetings of professional, civic or social associations will only be approved if their content is deemed to be specifically aligned with and critical to job performance. Employees may attend additional conferences on their own time and at their expense.
- d. To share helpful information, attendance at a conference by any employee, including an employee who has been invited to a conference as a presenter, is conditioned upon the employee providing a written report and, if requested by his/her supervisor, a presentation to colleagues regarding conference content within thirty (30) days after the conference.
- e. Waiver of any or all of the limitations set forth above in Conference Participation may be granted only by a Co-CEO.

### **4. REQUEST FOR REIMBURSEMENT**

- a. Employees will be reimbursed for approved expenditures within the policies and limitations established herein. The "eNG Charter School Travel Reimbursement Form" (hereinafter referred to as "Reimbursement Form"), properly executed and signed, will be used to request reimbursement for routine or out-of-state travel. Receipts for transportation, hotel accommodations, taxi fares, tolls, etc., must be obtained and attached to the form.
- b. All requests for reimbursement of travel expenses are subject to review by the Board of Trustees to determine the official nature of the expenditure and the propriety and reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed.



## 5. REIMBURSABLE EXPENSES

### a. Travel Within Montgomery and Surrounding Counties (*Routine Travel*)

The Reimbursement Form should be submitted for reimbursement on a monthly basis.

### b. By Automobile

1. The shortest distance to the destination should generally be taken. Exceptions may be made when expressways or other highways are more convenient or require less time. Records must be kept of the distances between stops so that entries on the Reimbursement Form will be accurate. In listing trips on the Reimbursement Form, indicate the start destination (school/location) of each trip and the miles covered. Show the total reimbursable miles covered for the day in the prescribed block, rounding the total to the nearest mile. Attach a computer map showing the miles of the route. eNG's mileage reimbursement rate is the rate allowed by the Internal Revenue Service. Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are *not* reimbursable with respect to the regular or normal work location.

2. Mileage reimbursement will not be granted for the first stop of each workday or for the trip home from the last work location of the day. These two trips are equivalent to going to work and returning home after work each day and are not reimbursable. Mileage after the first stop through the last official stop of the day is reimbursable.

3. Travel mileage reimbursement will not be granted to employees who are eligible to earn overtime or compensatory time and who work on a non-scheduled workday, i.e., weekends, holidays, snow days or summer days for ten-month employees, etc.

4. Indicate on the Reimbursement Form each place visited via public transportation and the cost of each trip. Generally, the least expensive mode of travel should be used. Enter the total fares for the day in the amount column on the Reimbursement Form. The cost of travel to and from home and an employee's school or office is not an allowable expense.

### c. Daily Travel Outside of Montgomery and Surrounding Counties

Travel within the state of Pennsylvania which does not include an overnight stay, and is less than 150 miles (*one-way*), is considered routine. The same guidelines established for travel within Montgomery and surrounding counties as outlined above apply. Overnight stay is not permitted within the Montgomery and surrounding counties unless an exception is granted by a Co-CEO or his/her designee(s).

## 6. OUT-OF-TOWN TRAVEL

- a. Out-of-town travel includes any travel that is (a) over 150 miles (one way), or (b) includes an overnight stay, or (c) is outside the state of Pennsylvania. All out-of-town travel must be authorized *in advance* by a Co-CEO or his/her designee(s), even where reimbursement of expenses is not being requested. The Reimbursement Form should be used for this purpose.
- b. The authorizing administrator must be aware of the difference between the costs for automobile, train and air travel before approving a trip and authorize only that travel plan most advantageous to eNG. Car pooling should be required by supervisors wherever possible.
- c. Employees are required to forward a completed Reimbursement Form to a Co-CEO or his/her designee.
- d. Conference registration fees for conventions, professional or trade association meetings are reimbursable by use of the Reimbursement Form. Payment of registration fees must be documented by cancelled check, credit card receipt or money order receipt.
- e. Transportation to a terminal for the purpose of beginning a trip, transportation to and from the destination terminal, and transportation home from the terminal must always be made at the lowest possible cost. Public transportation, shuttle service or private automobile, if less costly, must be used in preference to taxi service. Reasonable, long-term airport parking costs will be reimbursed.
- f. Bridge and highway tolls incurred in official travel will be reimbursed when receipts are attached to the Reimbursement Form.

## 7. MEALS WHILE IN TRAVEL STATUS

- a. Meal allowance will be made for travel of over four (4) hours.
- b. *All meals while on travel status are reimbursable, without documentation, at the following rates (taxes and tips included):*

### Meal Allowances:

Breakfast:	\$8.00
Luncheon:	\$10.00
Dinner:	\$20.00
<i>Total Per Day:</i>	<u>\$38.00</u>

- c. In order to qualify for meal allowances, an employee must be in a travel status during at least one half hour between the following time limits:

Breakfast: 7:30 am and 9:30 am

Luncheon: 11:30 am and 1:30 pm

Dinner: 5:30 pm and 7:00 pm

- d. Meals that are part of an official function (conventions, etc.) will be reimbursed in the amount actually expended and should not be included in the meal allowance. A receipt must accompany the reimbursement request for such meals. Meals that are included in the registration fee may not be included in the request for meal allowance.

## 8. OTHER EXPENSES

- a. Telephone costs in the conduct of official business are reimbursable. Personal calls home (for employees on out-of-town travel) are reimbursable up to \$5.00 per trip with receipts.
- b. Valet expenses (dry cleaning, laundering) and other such personal expenses are not reimbursable.
- c. Reasonable tips for carrying luggage *will be allowed of \$5.00 per stay.*
- d. Use of a rental car is not reimbursable unless it can be shown that it was essential in the conduct of the official business and/or in the best interests of eNG. Approval for use of a rental car must be secured in advance of travel on the Reimbursement Form.
- e. Any and all entertainment expenses and costs for alcoholic beverages are unallowable for reimbursement.
- f. Upon conclusion of travel, and within ten (10) business days, a Reimbursement Form must be completed and signed by a Co-CEO or his/her designee. Additional requests for travel will be denied to an employee who has not submitted a Reimbursement Form in a timely fashion.

## 9. VACATION PRECEDING/FOLLOWING TRAVEL

- a. When an official period of travel is preceded or followed by an approved employee vacation or other non-work day, only such expenses that are an integral part of the official travel may be charged.
- b. Transportation costs will be reimbursed up to the approved value of the roundtrip cost to and from the point of destination of the official travel.

## **10. Co-CEO AND BOARD OF TRUSTEE EXPENSE REIMBURSEMENTS**

- a. The Co-CEOs of eNG are the only eligible employees authorized to use an executive credit card and/or debit card to incur reasonable and necessary expenses related to conducting official eNG business in accordance with the reimbursement guidelines and the policies and procedures for utilization of eNG.
- b. When traveling out-of-town on official eNG business, charges for transportation and accommodations for a Co-CEO can be charged directly to the executive credit card and/or debit card by the Co-CEO and on the personal credit card of choice for the Board of Trustees Members.
- c. Requests for payment of executive credit card expenses by a Co-CEO must be submitted to the Board of Trustees. All requests for payment require the credit card statement, original itemized receipt(s) of charges and an explanation of the business purpose(s).
- d. Request for reimbursement of expenses by the Board Members must follow, 10 (c), however payments will be made directly to the Board Member who will be responsible for making payment to their personal credit card of choice.
- e. Late fees will NOT be reimbursed by eNG, but will be the responsibility of the Co-CEO and/or Board Member to pay using non-eNG funds.
- f. All requests for payment by a Co-CEO must be reviewed and approved by the Board prior to being paid.
- g. All requests for reimbursement of expenses by the Board of Trustees must be reviewed and approved by a Co-CEO or his/her designee.
- h. All requests for credit card payment or reimbursement of expenses are subject to review by an internal audit service to determine the official nature of the expenditure and the propriety and reasonableness of the charges.

## **11. POLICIES AND PROCEDURES FOR AIR TRAVEL**

- a. Airline reservations will be booked by the employee at the lowest available coach rate requiring as few transfers as possible.
- b. Many airlines offer substantially reduced fares when a Saturday evening stay-over is booked. Approval for early arrivals and extended stays at the expense of eNG will be granted if the employee can demonstrate that the additional cost for lodging and meals is more than offset by reduced airfares.
- c. Paper tickets will not be issued. All tickets will be electronic; requiring the employee to present two forms of identification at the check-in. Employees will receive a printed itinerary prior to traveling. This itinerary and appropriate

receipts must be submitted along with the properly completed Reimbursement Form.

- d. An employee's frequent flier mileage account can be credited for official travel. Employees cannot reject a booking if the lowest available fare is with an airline other than that of which they are a frequent flier member.
- e. Charges for change of flights will be the responsibility of the employee unless the change was in the interest of eNG and approved by a Co-CEO or his/her designee prior to or after completion of travel.
- f. Lodging will be booked at government rates *or at the lowest available rate if government rates are not available within a ½ mile radius* except as noted in below. Employees will be required to present identification and a credit card at the time of arrival. Reimbursement of room charges will be through the Reimbursement Form.
- g. Regularly scheduled conferences and meetings usually provide for special lodging rates for participants. Employees should check to see if they can book lodging at the designated conference or meeting hotels at a price that is less than the conference or meeting rate. If a lower rate cannot be secured, the employee should book lodging through the conference or meeting facility.