



Employment Handbook

December 2024

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Hafa Adai and Tirow!

Welcome to the Northern Marianas Football Association (NMIFA) and we are pleased to have you on our team.

With you on board, the NMIFA looks forward to working with you in reaching our goals. NMIFA is committed to promoting football in the Northern Mariana Islands, in providing opportunities for players and other stakeholders in the sport, and in utilizing our various programs to help develop team and individual skills and character, and encourage a healthy and active lifestyle among our community members.

Every NMIFA employee plays a critical role in achieving our mission and vision, and in promoting our core values. We are excited to see your contributions to our endeavors and let you experience a positive work culture that fosters teamwork, encourages open communications, and provides professional development opportunities.

Again, welcome on board. Together, we can make life-changing moments for our community through football.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Tan', with a large, sweeping initial 'J'.

Jerry Tan
NMIFA President



I. Introduction

The purpose of this NMIFA Employment Handbook is to provide written guidance on expectations of NMIFA’s ethical practices and conduct, along with the description of work environment, policies, and employment benefits. By reading this handbook, each employee will learn the importance of compliance to these expectations, other written policies and handbooks. Although this may not cover every situation, it is important to be knowledgeable of the level of ethics and professionalism needed to prioritize the NMIFA’s credibility within our region, community and with all stake holders.

As the Football world, and employment laws, evolve, NMIFA cannot implement policies for every situation. NMIFA will reserve the right to terminate, amend, revise any written policy as necessary. As changes occur, proper notification and briefing will be conducted as an “introduction” to these changes. This handbook is not to create any perception of any contractual obligations, either. NMIFA’s “At-Will” employment policy is an agreement stating that employment is for an indefinite period and may be terminated either by the employer or employee, at any time. However, CW-1 or H1B employment contract- or any other nonimmigrant workers contract, will prevail.

II. Mission, Vision, and Values

MISSION: To provide the Northern Mariana Islands with professionally structured football organization that will accommodate and encourage players of all levels, age, and gender commensurate with their individual potentials, interests, and abilities and promote a positive sports culture and lifestyle through NMIFA’s core values.

VISION: The NMIFA seeks to transform our community by inspiring people through football.

VALUES:

Players First- to act in the best interest of players above all else.

Fairness- to always strive for impartiality and equal treatment at all times.

Respect- to encourage deference across all age groups and genders.

Integrity- to inspire honesty, strong moral principles, and unity amongst one another.

Health- to prioritize and encourage a healthy lifestyle through football.

Love of the game- to raise up the spirits of our players and community through the pure pleasure and enjoyment of football.

III. Organizational Structure

a. President

The President is elected by the Congress and implements the decisions made by Congress and the Executive Committee through the General Secretariat. Ensures the effective functioning of the bodies of NMIFA and supervises the work of the General Secretariat. The President also build and maintains relations between NMIFA and its Members, the AFC, EAFF, political bodies and other organizations.

b. Executive Committee

The NMIFA Executive Committee is an executive body, comprised of 5 members. The duties and responsibilities of the Executive Committee members are defined in the NMIFA Statutes. Of the 5 members, one shall be elected President.

c. Administrative

The NMIFA General Secretariat is the leader of the administrative body who, with support from a Deputy General Secretariat, manages the administrative positions include, but not limited to, Support Staff in the following areas of Human Resources, Information Technology, Administration, Maintenance and Marketing, League Support, along with staff development, training, and certifications.

d. Technical Department

The NMIFA Technical Department is led by a qualified Technical Director, who creates, leads, plans and implements programs to improve the technical skills of the NMIFA program. Technical personnel include Coaches and Physical Therapist. NMI Coaches oversee all policies and procedures of the NMI National Team program.

e. Finance Department

The Finance Department is led by the NMIFA Treasurer, who works closely with NMIFA President and General Secretariat, while keeping the NMIFA Executive Committee and Deputy General Secretariat abreast of finances. Any Accounting Staff or Property Management Custodians shall support the NMIFA Treasurer.

IV. General Conditions of Employment

a. Employment Agreement

All employment agreements will be initiated through an offer letter that will outline the duties, responsibilities of the employee, along with employment benefits. Unless employment is through a nonimmigrant workers contract, these employment agreements are defined as “At-Will” employment, where it is an agreement stating that employment is for an indefinite period and may be terminated either by the employer or employee, at any time.

b. Employment Classifications and Status

NMIFA abides by the Fair Labor Standards Act (FLSA) provision. Entitlement to Overtime pay depends on whether you are classified as an “Exempt” or “Non-Exempt” employee.

In reference to the FLSA, Exempt Employees are paid a guaranteed salary and are not eligible for overtime pay. Exemptions include Executives, Professionals, and administrative employees. Non-Exempt employees are entitled to receive time 1.5 hours (150% or “time in a half”) of overtime pay when exceeding 40 hours per week.

The number of hours per week you are scheduled to work, and eligibility of benefits depends on “Full-time” and “Part-time” employment status. Full-time status is defined as employees whose jobs require them to work regularly throughout the year- 32-40 hours per work week. Part-time status is defined as working regularly at a minimum of 20-32 hours per work week.

There may be “temporary” employment, where an employee is on call or scheduled only as needed. The temporary employee can work anywhere from 10-40 hours- as needed.

Internships may also be considered an employee on the schedule, who can work up to 40 hours. However, details of paid/unpaid is pending the agreement between NMIFA and the School/Work Program.

Benefits differ between “Full Time” and “Part Time” status, while Temporary employees/Interns are not eligible. Should there be changes in status that affect the employee benefits, you will be properly notified.

For any uncertainties, please inquire with the General Secretariat.

c. Introductory Period

All new employees, including those that have been re-hired, transferred, or promoted are required to undergo an introductory period during the first ninety (90) days of their new duties. During this period, new employees will have an opportunity to learn more about NMIFA, their job and the team dynamic. At this time, the immediate supervisor will have the opportunity to observe and evaluate the new employee's abilities and performance.

At the end of the ninety (90) days, the new employee will be evaluated. The supervisor will complete an appraisal form that will endorse the employees for permanent status, extend the introductory period for another 30-90 days, or termination.

Should the employees' introductory period be extended, a performance improvement plan shall be initiated.

If termination is the decision, a termination notice shall be issued.

d. Attendance

NMIFA expects all employees to come to work on time. Reliable and consistent attendance is an important requirement to get the job done. Employees are expected to schedule, and use earned leave in accordance with established procedures.

e. Employee Conduct

It is important to understand the important role NMIFA has within our islands and its international partners- the Asian Football Confederation (AFC) and the East Asian Football Federation (EAFF). As employees, our conduct on and off duty is vital to ensuring that we gain the community's trust, respect and awareness in representing our community.

It is not the intention to restrict or interfere with the private lives of NMIFA employees; however, it is important to understand that personal actions can adversely affect NMIFA's reputation and image. Therefore, NMIFA employees are to understand that we must not be involved in any dishonest, unethical,

immoral, or disgraceful conduct. Instead, NMIFA employees must be willing to be positive role models and productive leaders for and within our community. Employees must always observe and comply with any local laws that govern the CNMI, respect the culture and traditions of the Commonwealth and its people, and observe and comply with any of NMIFA's policies and regulations that govern official conduct.

f. Performance Appraisals

The purpose of conducting Performance Appraisals is to promote a culture of high performance and accountability by ensuring that the employee knows what is required to be successful at NMIFA and in their respective position.

Performance Appraisal period shall be from October 1 to September 30. The Performance Appraisal shall be conducted in an inclusive manner where both the employee and the supervisor will agree on performance goals for the following year. These performance goals will be aligned with core competencies based on their position and can include a career goal. Employees will also be given an opportunity to share all their personal achievements that they have made during the past evaluation period.

At the end of the meeting, both the employee and Supervisor will sign off on the Performance Appraisal Plan. will also be given an opportunity to share with the supervisor all the personal achievements they have made during the past evaluation period.

If any performance concerns have been raised throughout the evaluation period, the Supervisor should meet with the employee to correct and improve the employee's performance. This meeting shall be documented and kept with the employee's personal file.

g. Promotions

As the Football world is ever evolving, it is NMIFA's desire to support professional and personal growth aligned with career goals. By demonstrating great professional achievements, one may be considered for promotion. When there is no qualified internal employee, the vacancy will be shared through external resources.

Should new positions be introduced into the NMIFA Organizational Structure, any interested NMIFA employee shall express their interest by submitting a letter to the NMIFA General Secretariat for consideration.

NMIFA General Secretariat reserves the right to determine if this vacancy will be filled internally.

h. Employment of Relatives

Knowingly appointing, employing, promoting, or advancing an immediate family member to a position within NMIFA can cause negative repercussions on the morale, operations, and mission of NMIFA. Therefore, there shall not be any direct supervision of any relative. Indirect supervision may be considered- case by case and must be approved.

Family members are defined as parent, spouse, child, stepchild, foster child, stepparent and foster parent.

i. Relationships in the Workplace

NMIFA has no desire to interfere with the private lives of our employees. However, employees must understand that any romantic or intimate personal relationships who have a direct or indirect supervisory relationship may have negative repercussions on the morale, operations, and mission of NMIFA, and violate the standards of Ethical Conduct for Employees. Therefore, if such a situation develops, the employee in the supervisory position must inform him/her superior so NMIFA can take the appropriate measures to eliminate any potential or actual adverse effects.

j. Termination/Resignation

As mentioned in the Employment Agreement, referenced as “At-Will” employment, where it is an agreement stating that employment is for an indefinite period and may be terminated either by the employer or employee, at any time. Although this can be done at any time, NMIFA requests they be given a courtesy of 2–4-week notice, of the intent to resign, so there can be a proper turn over and continuity of responsibilities.

Any resignation or termination done within the one pay period notification; the final paycheck can be expected on the following regular payday from the last workday scheduled.

Prior to separation, the employee is asked to meet with the General Secretariat for the exit procedures- such as an exit survey, obtaining mailing address for issuance of W-2 forms, retrieval of any NMIFA property (keys, cell, laptop, uniforms, etc) and discussion of any further pertinent information of benefits, etc.

Any requests of Letters or Recommendation, Employment Certification, etc, shall be requested only through the General Secretariat.

k. Job Abandonment

Job abandonment is considered when an employee does not report for duty as scheduled, has not given the proper notification to their supervisor of their intent to be absent or quit. On the third consecutive day of “no call-no show,” the Supervisor will notify the General Secretariat on the need to proceed with termination.

l. Outside-office Employment

NMIFA has no desire to interfere with the private lives of its employees. To avoid any situation deemed to “materially impair” the employee from their duties and responsibilities, employees may not engage in outside employment or an outside activity that conflicts with their official duties or compromise the image or reputation of NMIFA in the community. Employees are urged to engage with the General Secretariat for further guidance on outside employment.

V. Employment Practices

NMIFA strives to maintain a work environment that fosters mutual respect for all individuals by placing high value on human relations, human diversity, and human rights. Treating each person with respect and with great professionalism is expected by all NMIFA employees.

Every level of leadership, including supervisors, is required to provide positive examples of supporting any Equal Employment Opportunity (EEO) policies and programs by ensuring that all programs, practices, and activities are developed and administered in accordance with pertinent laws and policy prohibiting discrimination. All conduct must be appropriate and supportive of a model work environment.

- Engaging in discriminatory conduct, making disparaging remarks, expressing stereotypical views that reflect negatively on a particular group or individual, or

displaying and/or distributing offensive materials that ridicule or defame a particular group is prohibited in the workplace.

- Leadership must not engage in unlawful discrimination or inappropriate behavior in exercising their authority to take, direct others to take, recommend or approve any actions with respect to employees, applicants, selections or within the NMIFA community.
- Managers and supervisors are responsible for ensuring a hospitable workplace free of discrimination, intimidation and other offensive behaviors and materials, and may be subject to corrective action for failing to take prompt appropriate action to correct intimidating and/or offensive activity in the workplace.
- NMIFA prohibits reprisal and illegal discrimination against anyone based on race, color, national origin, religion, age, sex, disability, sexual orientation, political affiliation, marital or parental status, or genetic information. NMIFA will not tolerate disparate treatment of individuals based on characteristics not bearing on job performance or the statutory qualifications of the job.
 - Consistent with law, however, NMIFA may establish physical and mental ability or gender-based employment criteria when necessary to meet the NMIFA's legal and operational functions.
 - It is a violation of NMIFA's policy to coerce, threaten, retaliate against, or interfere with any person in the exercise of his/her right to file a claim of illegal discrimination or his/her right to oppose any discriminatory practices or behaviors. No employee shall be subject to retaliation for filing a grievance, making a charge of discrimination, giving statement or testimony, assisting, or otherwise participating in EEO process.

a. Health and Safety

Employees must adhere to OSHA standards of health and safety, observe all rules, signs and instructions relating to personal safety in the workplace. Employees must report potentially unsafe or unhealthy working conditions and/or practices to their immediate supervisor, General Secretariat. Employees must:

- Report accidents involving injury to persons or damage to property or equipment.
- Use required protective clothing or equipment, as needed.
- Take applicable precautions to ensure the safety of personnel and prevent injury to personnel or damage to property/equipment.
- Wear available safety/seat belt while using a motor vehicle for official NMIFA's business.

- Report any operational error or deviation from safety regulations, rules, or instructions; and
- Perform work-related activities in a safe and prudent manner.

b. Alcohol and Drugs

NMIFA is concerned when employees' actions could negatively affect the public trust and confidence in the services we provide. Employees are prohibited from the use of illegal substances and the inappropriate use of legal substances. Illegal substances include, but are not limited to, cocaine, opiates, amphetamines, and phencyclidine. Legal substances include, but are not limited to alcohol, marijuana, prescription, or over-the-counter medication. These substances can negatively affect the employee's work performance and/or conduct and the ability of other employees to perform their duties effectively.

Employees are prohibited from possessing, distributing, or trafficking in controlled and/or illegal substances in violation of federal or local law- on and off duty.

- Employees who inappropriately use legal substances will not be allowed to perform any safety duties.
- Any employee who is arrested for drug or alcohol-related crimes for which a term of imprisonment could be imposed will not be allowed to perform any safety duties, until deemed not a risk. Employees' case will be assessed to include position and employment.
- Employees are prohibited from endangering themselves and the public by driving while under the influence of alcohol.
- Employees subject to random alcohol and/or drug testing may not leave the testing site without permission from a supervisor prior to completing the alcohol and controlled substance testing.

c. Anti-Harassment

Violent, threatening, intimidating, or confrontational behavior is unacceptable and will not be tolerated. Threatening behavior may include harassment, intimidation, or any oral and/or written remarks or gestures that communicate a direct or indirect threat of physical harm, or which otherwise frighten or cause an individual concern for his or her personal safety. Such irresponsible and inappropriate behavior includes actions, gestures, language or any other intimidating or abusive action that creates a reasonable apprehension of harm. Employees, supervisors, and managers are responsible for enforcing the required

standards of personal safety and welfare at the workplace. Employees must immediately report threats of violence, violent incidents or other inappropriate behavior to their supervisors, General Secretary and/or Deputy General Secretary, as appropriate in the situation.

d. Sexual Harassment

NMIFA is committed to providing a workplace free from sexual harassment or misconduct of a sexual nature. All employees and stakeholders have a right to work in an environment where they are treated with dignity and respect.

Sexual harassment is sex discrimination in violation of Title VII. Sexual harassment is defined as unwelcomed sexual advances (actions will be determined as “unwelcome” if the employee did not solicit the action and the employee regarded the conduct as undesirable and/or offensive), requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to conduct is either explicitly or implicitly made as a term of an individual’s employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
- 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.

Misconduct of a sexual nature may not rise to the legal definition of sexual harassment but is nonetheless inappropriate for the workplace and will not be tolerated. Viewing, posting, copying, sharing, distributing and/or printing material of a sexual nature from the internet or other source is prohibited while on duty, at the Northern Mariana Islands Soccer Training Center premises, or when using NMIFA’s computer or server.

All employees have a responsibility to behave in proper manner and to take appropriate action to eliminate sexual harassment or other misconduct of a sexual nature in the workplace.

Please see NMIFA Anti-Harassment Policy for further information.

e. Anti Retaliation

In the efforts of valuing all NMIFA personnel, and understanding the need for collaboration and cooperation, all employees are encouraged to raise any

concerns of any inappropriate or unprofessional actions that may have occurred with the difference of opinions or in the workplace.

In good faith, employees who have reported the violations of any international, federal, state, or local law, or any practices that compromise the interest of NMIFA, the General Secretariat will protect these concerns as they are being investigated and addressed.

f. Open Door Policy

Valuing NMIFA employees and professional relationships, supervisors shall practice an “open door policy” where work related issues and concerns should be addressed. If the length of time may be a concern, employees are asked to reach out to their supervisor and schedule a more conducive time. However, should this be a big concern that affects the employee’s mental health, the Supervisor should prioritize the employee’s need to meet.

g. Severe Weather

Inclement or Severe weather emergencies can affect whether NMIFA may be open for business, or if employees are able to report for duty. For the purposes of this section, we will reference our most common disruptions of Tropical Storms and Typhoons.

NMIFA General Secretariat will be staying abreast of the Weather Briefings received through the Office of the Governor and CNMI Homeland Security & Emergency Management (HSEM) office. Due to NMIFA having several pieces of equipment that need to be secured, preparations must always be done ahead of time.

Facility and office may remain open throughout the duration of the Tropical Storm or Typhoon Condition 3-4. However, once Typhoon Condition II has been declared, the office is closed, and employees will be released from duty.

Pending on status of preparations, it is the General Secretariat’s discretion to excuse on duty employees without loss of pay or charge to leave. The office will remain closed until an “All Clear” notification is released.

Once the storm has passed, and pending on the adverse weather, employee (s) may be asked to conduct an initial assessment of any damages. The remaining team members will be asked to contact their immediate Supervisor and provide them with a status update of their well-being, residence/area safety and the

ability to report for duty. Once the “All Clear” notification has been issued, employees shall report for duty, if able to.

h. Gambling and Related Activities

Employees shall not conduct or participate in any gambling activities while on duty, or on NMISTC premises, or using NMIFA resources. Gambling includes, but not limited to, operating a gambling device, on-line gambling, or internet gambling, conducting, or participating in a lottery or pool, conducting, or participating in a game for money or property, or selling or purchasing of tickets.

i. Management Rights

NMIFA has all management rights to determine operations methods and manners, along with establishing workload and efficiency standards. NMIFA has the right to professionally address employee’s performances and behavior through performance meetings, or disciplinary action processes; along with any other changes pertaining to NMIFA’s mission- transfer, eliminate positions, change schedules, assignments, pay periods, etc., unless prohibited by law.

j. Grievance Process

NMIFA encourages employees to resolve minor disputes with the help of the employee’s Supervisor and/or General Secretary/Deputy General Secretary. Many concerns can be resolved informally when an employee and supervisor take the time to review the concern and discuss options to address the issue. If the informal complaint is not fairly and constructively resolved within (no later than) 5 business days, employees may file a formal grievance. This grievance procedure was created to clearly outline the process for these instances to ensure that all our employees are heard and treated equally, also, to (a) explain the scope and definition of grievances, (b) outline the process for reporting and closing a grievance, (c) define the company’s confidentiality measures, and (d) describe the disciplinary action steps for policy violations.

Before filing an official grievance complaint, NMIFA asks that all employees review the policy that directly impacts their complaint. For example, if an employee files a sexual harassment complaint, he/she must consult the NMIFA’s Sexual Harassment Policy and the General Secretary/Deputy General Secretary. If either one is involved in the complaint, it may be elevated to the NMIFA Executive Committee.

NMIFA recognizes that every case is different, and the list is subject to change, depending on the definition filed in the Grievance Complaint Form. Employees can file a grievance when:

- They have been victims of workplace harassment.
- Their health and safety have been compromised.
- They've witnessed poor supervisor and/or management behavior.
- There are unjust changes made to the employment agreement.
- Policy guidelines are violated.
- There is a dispute between coworkers, suppliers and/or management.

When filing a grievance, employees have the option of reporting their complaints by contacting their direct supervisor, General Secretary/Deputy General Secretary or utilizing the NMIFA's intranet to make contact of the said individuals. In both cases, employees will be required to complete and file a Grievance Complaint Form.

Once the complaint has been submitted, employees have the right to attend scheduled meetings with a witness, appeal decisions, and depending on the severity of the complaint, refuse to attend work until the grievance is resolved.

When a grievance is filed against another employee, the accused employee also reserves the right to:

- View and request a copy of the official grievance complaint.
- Formally respond to the complaint in a timely manner after consulting his/her Supervisor, General Secretary/Deputy General Secretary.
- Attending all scheduled formal meetings with a representative or witness.
- Appeal the final decision.

It is the responsibility of NMIFA's General Secretary/Deputy General Secretary to:

- Accept and thoroughly investigate Grievance Complaint Forms.
- Ensure that the grievance is resolved within (no later than) 5 business days, depending on the severity of each case.
- Treat all parties fairly throughout the grievance process.
- Adhere to the no-retaliation policy when employees file a complaint against management.
- Organize mediation meetings with the appropriate parties.
- Practice a high level of confidentiality throughout the grievance process.

- Accept and investigate all appeals.
- Ensure that the final decision is implemented.
- Maintain accurate and comprehensive records of each grievance.

NMIFA employees, including senior management, are required to sign a Confidentiality Agreement (see Appendix H) that limits them from discussing the grievance before and after it has been resolved. All parties are prohibited from discussing the matter with any other NMIFA employees, including its Member Associations.

VI. Compensation and Employee Benefits

a. Wages and Salaries

NMIFA is committed to providing an attractive, motivational compensation program that retains highly creative, and productive team members. Also, we intend to recognize, and reward employees for work performance and accomplishments based on merit and establish salary ranges, pay rates or adjustments through revisiting our pay strategies. Any salary/wage adjustments will be determined by the General Secretariat.

b. Pay Period, Pay Checks and Payroll Deductions

Pay week is defined as Sunday through Saturday. Pay Period are biweekly being paid every other Thursday. Paychecks may be picked up from the Accounting POC. If you are unable to pick up your check, you must have submitted a prior authorization notice. With this notification, the person picking up your check, must show an ID.

There are mandatory deductions, required by law. They are:

- Saipan Income Tax
- Social Security (FICA)
- Levy on Wages
- Court-Ordered Garnishments

Other deductions, such as Health Insurance, Loan Payments, you must authorize in writing.

c. Breaks and Meal Periods

On a typical 8-hour shift, a paid fifteen (15) minute break shall be scheduled within the first and last half of the shift, while an unpaid meal break shall be scheduled in the middle of the shift- pending operational needs.

If a shift is less than 4 hours, a break may be scheduled; however, a meal break is not required.

d. Overtime

Any overtime should be anticipated and previously approved, prior to working the additional hours. Non-Exempt employees are entitled to receive time 1.5 hours (150% or “time in a half”) of overtime pay when exceeding 40 hours per week. Employees shall be proactive in tracking time and informing their supervisor if overtime is no longer needed. The General Secretariat has the discretion to cancel any previously approved overtime hours.

e. Group Medical Insurance

NMIFA will offer medical insurance coverage for full-time, permanent, employees. Medical insurance plans and premiums are subject to change each year on January 1. Open enrollment is every December of each year. At the discretion of NMIFA, this benefit is subject to change at any time. For more details, please inquire with the General Secretariat.

Should you experience reduction in hours, entitlement to Medicare, death of covered employee, divorce/legal separation or loss of dependent child, you may continue your participation in receiving medical insurance in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). For any changes that could be anticipated in advance, eligible employees must complete necessary forms sixty (60) days prior. Any expenses related to COBRA coverage are at the employee’s expense.

Please see NMIFA Medical Insurance Policy for further information.

f. Group Travel Insurance

Employees, regardless of status, included in the NMI Team competition, training camp, etc, shall be included in the group travel insurance. Employee information must be included in the Group documents.

g. Travel, Training and Certification

There may be cases in which travel is required. Whether it is to be a part of the NMI delegation in International Competitions, Training Camps, or participate in any meetings, conferences, professional trainings, and certifications, it is NMIFA's desire to support professional and personal growth aligned with career goals. Employees shall take advantage of all the training being offered- technical and soft skills. Should an employee struggle with performing their daily duties, the employee must communicate this with their supervisor. The supervisor will conduct an evaluation and meet with this employee to strive and help this employee succeed. Part of these efforts include providing proper training and creating a "Performance Improvement Plan" to support the employee's improvement and success at NMIFA.

NMIFA employees must comply with NMIFA's travel policy, as well.

VII. Working Hours, Leave and Holidays

a. Working Hours and Days

Due to NMIFA's mission, flexible work schedules (start/end of shifts) may be deemed necessary from the traditional Monday-Friday, 8-5pm operation hours. Alternative Work arrangements will be made between the Supervisor and the employee.

Regular office hours will be Monday-Friday, 9 am-6pm.

b. Holidays

NMIFA observes five (5) holidays during the calendar year, which are:

- January 1- New Year's Day
- Friday before Easter- Good Friday
- July 4- Independence Day
- 4th Thursday of November- Thanksgiving Day
- December 25-31- Christmas Break

Full Time employees are eligible enjoy time off for "Holiday pay," if they worked their last scheduled workday before and their first scheduled workday after the holiday, or if the holiday falls within the pre-approved vacation leave or sick absence certified by attending physician.

If operations permit on these holidays, non-exempt employees will receive the same amount of hours worked that day. Exempt employees will receive equivalent hours of work credit for time off. This work credit must be used within the same fiscal year and cannot be paid out or carried out over to the next year.

c. Leave Accrual

Full-time, permanent, employees will begin to accrue 3.33 hours of Vacation Leave per month and 3 hours of Sick Leave per pay period. The rate of accrued hours may change based on tenure and rank. Employees are responsible for managing the usage of this accrued leave. Any leave accrued after hours equivalent to 32 days shall be forfeited.

The usage of any Vacation Leave must receive previously approved. Employees shall submit their request 2 weeks in advance of the requested day. This will allow proper preparation of continuity of any duties or responsibilities in our absence. Only if operations permit, a leave request may be approved within this time frame. If the request is more than 1 week of absence, employees shall submit this request 30 days prior.

Employees must comply with the “Attendance” policy in the usage of “Sick Leave.” The moment an employee feels unfit to conduct their duty, they must notify their immediate supervisor of their need to be absent. After 3 consecutive days of being absent, a physician’s certification must accompany the request to use sick leave. Without a certification, absence may result in “absence without official leave” and disciplinary action.

If you, or a family member, need to be tended to for serious medical conditions, please immediately engage with the General Secretariat.

Should an employee separate from NMIFA, any unused accrued Vacation Leave may be paid out. All leave will be paid at normal pay rate.

d. Jury Duty Leave

If an employee has been summons for Jury Duty or as a Witness to a case, the employee must notify their immediate supervisor and provide the proper notification. Employees will receive scheduled hours paid.

e. Leave Without Pay

When both “Vacation” and “Sick” leave is exhausted, employees may have the opportunity to request “Leave without Pay (or LWOP).” However, the employee must discuss this need with their supervisor PRIOR to making this request. Like all other requests, it will be entertained if operations permit, or in a rare emergency.

Any LWOP balance exceeds over 30 days may begin the process of employment termination.

f. Family Medical Leave

Although NMIFA does not meet the qualifications where employees can be eligible for benefits under the Family Medical Leave Act, employee is encouraged to communicate any challenges they may be experiencing when dealing with life changing events- such as birth/adoption/foster care of a child; personally dealing with a serious health condition not allowing yourself to work; caring for a child, spouse, or parent with a serious health condition; or, reasons related to a family member’s service in the military.

VIII. Business Conduct

a. Conflict of Interest

As employees, it is important for each of us to not allow any personal interests (such as family, friendships, financial or social relationships and factors) to compromise our judgement, decision making or actions in our workplace. It is our primary responsibility to do what is right and in the best interest of NMIFA.

b. Confidentiality

Unless information discussed at NMIFA is known to be public, then it should be considered and treated as confidential information- which is information that is kept private and restricted to only a select group of people. Even if information would later get divulged, employees need to respect the communication process and not discuss the information until it is made public or shared with the intended audience.

Any information or meetings tied to Employee Relations, should always be kept Confidential. NMIFA employees, including senior management, or others who

may be part of the fact-finding process are required to sign a Confidentiality Agreement that limits them from discussing any details before and after it has been resolved. All parties are prohibited from discussing the matter with any other NMIFA employees, including its Member Associations.

c. Financial Obligations and Loans

Employees shall satisfy in good faith all financial obligations and shall make and adhere to arrangements for settlement of debts. Financial obligations include, but are not limited to: Local taxes, personal commercial debts, credit cards, court judgement claims.

NMIFA Leaders shall not borrow money from subordinates or have subordinates act as an endorser or co-maker of a note given as security for a personal loan. Employees shall not lend money to any other employee, superior official or peer for monetary profit or other gain. These prohibitions do not apply to the operations of recognized credit unions or employee welfare plans.

NMIFA leadership should also not engage in any financial agreement or joint business ventures, including, but not limited to, general or limited partnerships, landlord-tenant relationships, or ongoing contractual relationships for providing goods or services, that could affect the financial interests of a subordinate or supervisor, or otherwise create a conflicting financial interest or create an appearance of lack of impartiality.

d. Social Media

NMIFA has no desire to interfere with the private lives of our employees on any social media platform. Due to NMIFA's role in the community, it is important to be knowledgeable of the level of ethics and professionalism needed to prioritize the NMIFA's credibility within our region, community and with all stake holders. Employees must be mindful of the impact their decision can carry and whether it affects NMIFA's credibility and mission to serve the community.

e. Dress Code and Personal Hygiene

Due to the wide range of duties and responsibilities at NMIFA, and different types of occasions, here is a general guide on suitable work attire:

Normal Business Attire is required when attending any public function representing NMIFA or meeting with parents, vendors, corporate partners, etc, or when expecting hosting guests to the office. Suit, skirt, jacket, dress, blouse, nice slacks and appropriate dress shoes.

Physical Activity Attire. Before or after practice or physical activity, warm-up suits or collared shirts with coaching shorts and athletic shoes is appropriate but not considered as normal office attire. Unless Coaches have issued work uniforms. Kindly advise.

Casual Days. On days designated by the General Secretariat, casual attire may be worn. Casual attire is defined as casual slacks, dress or golf shorts of an appropriate longer length, shirts with collars, clean athletics shoes.

Unacceptable Dress At Any Time. The following items are not professionally acceptable: any and all t-shirts, sweatshirts, sweatpants, gym shorts, cut-off shorts, tights (as pants), bib overalls, collared shirts with logos other than our organizational logo, flip-flops, birkenstocks or slipper style or beach sandals.

Personal Hygiene. Personal hygiene can play a major factor in a healthy work environment. Everyone should maintain good personal hygiene at work. It's a great reflection of respect for each other, along with being professional and considerate.

IX. Professional Conduct

Being a non-profit organization, and with our mission to serve the Football Community, NMIFA employees must understand and carry a "service mentality." It's not what the "football community can do for me." It is more of "what can I do for the football community." This includes not only how we think but what we say and how we can help with any concerns that may arise.

As NMIFA continues to build credibility and confidence within the community, it is important for employees to understand that they are part of these efforts. Therefore, employees must maintain great professionalism on and off duty by:

- Be Attentive to what we do and how we treat others. Others include our fellow co-workers.
- Exercise Due Diligence. Be mindful that we are all different. Therefore, we need to respect each other by exercising diligence in what we say and do.
- Practice inclusive processes by valuing each member- their voice, ideas and contributions to the overall team dynamic, processes, practices, and decisions.
- Be an example of Integrity in our actions and decision making.
- Exhibit Team Spirit. Together, Everybody Achieves More (TEAM).
- Abide by all other NMIFA policies, outside of this handbook.

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the ***Northern Mariana Islands Football Association*** Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the ***Northern Mariana Islands Football Association*** that provides otherwise, I have the right to resign from my employment with the ***Northern Mariana Islands Football Association*** at any time with or without notice and with or without cause, and that the ***Northern Mariana Islands Football Association*** has the right to terminate my employment at any time with or without notice and with or without cause. I have read, understand and agree to all of the above. I have also read and understand the ***Northern Mariana Islands Football Association*** Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the ***Northern Mariana Islands Football Association***, or its members or donors, as a result of working for the ***Northern Mariana Islands Football Association*** that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the ***Northern Mariana Islands Football Association*** or to other persons employed by the ***Northern Mariana Islands Football Association*** who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of the ***Northern Mariana Islands Football Association's*** confidential information is prohibited. Any employee who discloses confidential ***Northern Mariana Islands Football Association*** information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

Please sign and return for HR files.