

Employee Standards of Conduct

TVSEF employees are expected to conduct themselves to the highest professional standards. Those standards include, but are not limited to, the following:

- Standards outlined in an employee's Contract of Employment.
- Employees are held to the standards of the USSA and TVSEF Code of Conduct and all content in the TVSEF Handbook, including SafeSport, Travel, Concussion, Return from Injury policies, and the Athlete/Parent Grievance Procedure.
- Employees are expected to adhere to Travel Pay and Expense Policies found in the Compensation & Benefits folder.
- Employees are expected to adhere to the Employee Grievance Procedures which can be found in the Work Review & Professional Development folder.
- While driving a TVSEF vehicle, employees are expected to follow the laws of the state in which they are driving.
- Employees are expected to adhere to the guidelines provided within the Staff Manual.
- Employees are expected to inform Head Coach 48 hours in advance if they will not be able to make it to a session, in order for TVSEF to find a substitute coach to cover.

TVSEF as an organization/employer also holds itself to the highest professional standards. We endeavor to provide an environment that allows you to be successful and support the mission and values, including, but not limited to:

- Clear expectations
- Resources needed for you to do your job
- Timely payments and reimbursement
- Market compensation and benefits
- Reasonable accommodations for issues that arise (LOA, etc.)
- Respect and support for your position and responsibilities
- Feedback practices
- Due process
- Fun!!

TVSEF Policy re: Termination of Employment

The terms of employment for all employees at TVSEF are governed by a written contract. Contract terms are explicit and vary depending on the type of employee (i.e., full time, part time, seasonal). When an employee and TVSEF signs the written contract, the following terms govern:

The parties expressly acknowledge and agree that (a) the Agreement constitutes a written contract of employment for a specific term within the meaning of Section XXXXX of the Idaho Code Annotated; (b) no promises or representations have been made concerning the renewal or extension of the Agreement; and (c) neither party has any right to continued employment beyond the term stated in the Agreement unless both parties mutually agree.

The Employer may terminate the agreement immediately upon notice prior to its automatic termination date for reasonable job – related grounds for dismissal based on a failure to

satisfactorily perform job duties, disruption of the employer's operation, or other legitimate business reason. The Employee may terminate the agreement prior to its automatic termination date upon thirty (30) days written notice.

All contracts are year-to-year and are subject to renewal by the end of the TVSEF fiscal year (June 30) *based on an annual review of performance and continued need for the position.*

Employees are expected to conduct themselves according to the terms and standards of the contract. An employee may be dismissed at any time for cause if employee does not perform accordingly. In the event of termination for cause due process will be afforded the employee pursuant to Idaho law.