

Internal Office Policy Manual

Montana Post Secondary Educational Opportunities Council | MPSEOC

Last Updated: 2024

1. Office Location

Work From Home Office Coverage

- Employees working remotely at least 3 days per week are eligible for a monthly WFH stipend.
- Stipend Amount: \$75/month to offset internal office expenses.
- Stipends are processed monthly and are non-taxable to the extent allowable by law.

Out of Home - Office Rent Expenses Coverage

- The organization will cover the following recurring office expenses if an “work-from-home” office is not chosen:

Expense Type	Cost Estimate	Frequency
Rent	Up to \$1,000/month	Monthly

2. General Office Expenses

These are estimates based on current standards and will be updated as inflation, costs, etc. change. For example:

Electricity	Estimated \$150/month	Monthly
Internet	Estimated \$100/month	Monthly
Water & Garbage	Estimated \$100/month	Monthly
Office Supplies	Estimated \$75/month	Monthly
Cleaning and Other Office Services	Estimated \$100/month	Monthly

Note: Receipts/invoices must be submitted for reimbursement where applicable.

3. Check Writing and Financial Authority

- Executive Director (ED) may approve expenses up to \$10,000 without additional approval.
- Expenses over \$10,000 require board approval.
- Checks are processed monthly; urgent checks may be issued with 24-hour notice and justification.

4. Time Off and Leave Policy

Vacation (for Salaried Employees including ED):

- Accrual: 15 days per year (1.25 days/month), prorated for part-time staff.
Carryover: Unused days may carry over into the next calendar year.
Blackout Dates: None, subject to approval based on operational needs.

Sick Leave:

- 5 paid sick days per calendar year.
- Carryover: Unused days may carry over into the next calendar year.
- May be used for employee illness or dependent care.

Holidays:

- All national holidays are paid holidays per year, including but not limited to: New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break (3 days: Dec 24–26), etc.

Personal Days:

- 2 paid personal days per year.

5. Car Rental and Travel

Rental Policy:

- Use compact/economy vehicles unless transporting materials.
- Insurance through rental agency must be selected if personal insurance is unavailable.

Mileage Reimbursement:

- If personal vehicle is used, reimbursement is at the current Montana state travel per diem rate. **See current state guidelines for current numbers for in-state, out-of-state, out-of-country numbers.*

Per Diem (Travel Days):

- Per diem is paid in advance or reimbursed post-travel with receipts.
- Reimbursement is at the current Montana state travel per diem rate. **See current state guidelines for current numbers for in-state, out-of-state, out-of-country numbers.*

6. General Expense Reimbursement

- Submit all receipts within 30 days of expense.
- Reimbursements are processed monthly and are non-taxable to the extent allowable by law.

7. Policy Review and Updates

- Policies are reviewed annually by the Board.
- Staff are notified of any changes in writing.