

ALLIANCE FOR FLUSHING MEADOWS CORONA PARK CORPORATION
POLICY ON SALARY, COMPENSATION, REIMBURSEMENTS, AND TIME AND ATTENDANCE

Adopted August 10, 2016

Salary and Compensation

The Directors of the Alliance for Flushing Meadows Corona Park Corporation (the “Corporation”) shall serve without salary. The salary of the Executive Director shall be determined by the Board of Directors considering factors such as skill, experience, past performance, work history, and the amount of compensation that is paid functionally comparable positions in the New York City metropolitan area. The salaries of employees of the Corporation, who are not otherwise covered by a collective bargaining agreement, shall be determined by the Executive Director, considering factors such as employee skill, experience, past performance, work history and position, and shall be in an amount of compensation that is paid for functionally comparable positions in the New York City metropolitan area. Notwithstanding the foregoing, no additional salary shall be paid for service when such persons are otherwise employed by the City of New York unless approved by the Board of Directors and the New York City Conflicts of Interest Board.

Time and Attendance Policies for Employees not otherwise subject to a collective bargaining agreement.

All paid employees shall maintain timesheets recording their hours of work which shall be submitted to the Executive Director or the Executive Director’s designee for approval on a weekly basis, or in the event of a vacancy in the office of Executive Director, to the Chief Financial Officer (“CFO”) of the Corporation or his or her designee. The Executive Director’s timesheet, or the CFO’s timesheet in the absence of an Executive Director, shall be submitted to the Chairperson or the Chairperson’s designee for approval on a weekly basis. All requests for annual leave, sick leave or other leave by paid officers and employees shall be submitted in writing to the Executive Director or the Executive Director’s designee in advance of taking such leave or as soon thereafter as is reasonably practicable. In the event of a vacancy in the office of Executive Director, such requests shall be submitted to the CFO or to his or her designee. The Executive Director, or CFO, in the absence of an Executive Director, shall submit such requests to the Chairperson of the Board.

Reimbursements

The Corporation shall reimburse directors, officers and employees for all reasonable and appropriate out-of-pocket expenses related to and incurred while conducting official business. Requests for all reimbursements must be submitted to the CFO using such reimbursement forms as the CFO may prescribe and must include the following:

- i. proof of expenditure;

- ii. reason for expenditure; and
- iii. in the case of administrative staff persons, written approval of the CFO or a supervisor.

To the extent practicable, expenditures by any officer or employee over \$250 shall be approved in advance by the Executive Director or the CFO. Reimbursement of expenditures over \$250 by a director must be approved by the Chairperson of the Board, except in the case of the Chairperson of the Board, such expenses must be approved by the Chairperson of the Audit Committee.

Requests for reimbursements for travel-related expenditures shall be covered separately in the Corporation's Travel Allowance Policy.