

## **INTRODUCTION**

### **BACKGROUND**

The Chester County Historical Society [CCHS] is a not-for-profit educational institution whose purpose is to collect, preserve, utilize, publish, and interpret the history of Chester County and southeastern Pennsylvania for the benefit of the public and to offer public programs and services related to aspects of the same.

Founded in 1893, CCHS has a long and distinguished record of service to Chester County. Its collection resources (museum, library and archives) are known nationwide, and its educational programs have received widespread recognition and awards for their excellence.

A major factor in the institutional success of CCHS has been the continuing contributions made by its talented and dedicated employees. Over many years CCHS staff has developed and cared for extraordinary collections, has created and presented a vast array of public programs and activities that have expanded the CCHS outreach to many thousands of people each year, and has helped to raise the financial support necessary to underwrite all of the efforts of CCHS.

As the size of CCHS and its staff increased, personnel policies and issues were developed and addressed on an as-needed basis. In 1984 CCHS adopted its first comprehensive Personnel Policy that sought to define and clarify policies and procedures that affect CCHS employees. In the intervening years the CCHS growth has accelerated, and new personnel policies, issues and needs have developed, leading to this current Personnel Policy which is designed to give all CCHS employees a clear understanding of the policies and procedures that affect them.

CCHS approaches its responsibilities in personnel matters with a commitment to equity and both flexibility and understanding for the needs of its employees. CCHS is committed to the on-the-job success of each of its employees and makes every effort to be responsive to employee issues and concerns. The relationship between CCHS and its employees must be based on open, direct and constant communications. If at any time an employee has questions and/or concerns regarding this Personnel Policy or other personnel matters, they should be conveyed to his/her supervisor, department head or to the CEO. CCHS is only able to respond to personnel issues and concerns when it hears about them promptly and directly.

### **GOVERNANCE AND ADMINISTRATION**

CCHS is a not-for-profit Pennsylvania corporation governed by a twenty-four member Board of Trustees. Trustees are elected to three-year terms, with one-third of the Board being elected each year. Trustees are generally limited to three consecutive terms. The Board of Trustees is responsible for defining the CCHS overall policies and direction, for developing the resources that CCHS needs to carry out its mission, and for stewardship of the CCHS collections and resources on behalf of the public. The Board of Trustees meets quarterly, and its Executive Committee meets in between Board meetings. Board committees serve to focus and organize the work of the Board in a variety of institutional areas. The Executive Committee serves as a forum to review and advise on personnel policies and issues.

The Board delegates operations, administrative, and program responsibility for CCHS to the Chief Executive Officer (hereinafter CEO). The CEO is responsible for the overall management of CCHS, its staff and programs. In that capacity, the CEO is responsible for all matters pertaining to personnel.

The CEO may delegate specific responsibilities for management, operations and programs to individual department heads and supervisors. In general, employees should address all personnel matters to their supervisor or department head. However, if an employee is uncomfortable discussing the matter with his/her supervisor or department head, he or she may discuss any personnel issue or concern with the CEO at any time.

## **ABOUT YOUR EMPLOYEE HANDBOOK**

The purpose of this handbook is to give you a ready source of information about CCHS and the procedures and policies it has established. Although CCHS has tried to be comprehensive, the handbook does not, and cannot, include a policy which addresses every situation which may arise. CCHS has the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies, in order to maintain flexibility in the workplace and/or meet the ever-changing demands of the marketplace.

Nothing in this handbook constitutes a contract, express or implied. CCHS, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in its employee handbook at any time, with or without prior notice to its employees. Any such change to the employee handbook shall apply to existing as well as future employees. Only the CEO of CCHS may alter or modify any of the policies or procedures in this handbook. No employee may rely on or otherwise interpret a statement or promise by a supervisor, manager, or department head as constituting a change in policy, nor will any such statement or promise constitute an agreement with an employee.

Your employment with CCHS is “at-will.” As an at-will employee, you may end your employment at any time, for any reason, with or without notice to CCHS, for any reason, with or without cause. Likewise, CCHS may terminate your employment at any time, with or without notice, for any reason, with or without cause. Your employment relationship with CCHS does not create an express or an implied employment contract.

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

The Employee Handbook describes important information about CCHS and I understand that I should consult my supervisor regarding any questions not answered in the handbook.

I understand that the information contained in the handbook represents guidelines only, and CCHS reserves the right to modify this handbook or amend, terminate or interpret the policies, procedures or employee benefit programs at any time or to require and/or increase contributions towards these benefit programs. I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO of CCHS has the ability to adopt any revisions to the policies in this handbook.

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Furthermore, I acknowledge that this Employee Handbook contains no promise of any kind by CCHS and is not a contract or part of a contract of employment with CCHS. I understand that CCHS remains free to change any or all of the provisions of this Employee Handbook without having to consult with me or anyone else and without any agreement by me or anyone else. I also understand that CCHS may terminate my employment at any time with or without cause and with or without notice. Finally, I understand that no one has the authority to enter into any agreement with me and that there is no agreement with me which provides that my employment is to be for any particular duration or specified period of time.

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I am aware that during the course of my employment confidential information will be made available to me, i.e., donor information, member information, security information and other related information. I understand that this information is critical to the success of CCHS and must not be disseminated or used outside of the CCHS premises. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or organization.

I hereby acknowledge that I have received this Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it.

EMPLOYEE SIGNATURE	MANAGEMENT SIGNATURE
DATE: _____	

EMPLOYEE COPY

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**ACKNOWLEDGMENT OF RIGHTS AND DUTIES WITH RESPECT TO MEDICAL TREATMENT FOLLOWING OCCUPATIONAL INJURY OR ILLNESS**

Section 306 of the Pennsylvania Workers' Compensation Act

I acknowledge that my employer, CCHS, has provided me with written notification of my rights and duties with respect to medical treatment following a work related injury or illness. I understand that if CCHS posts a list of six (6) health care providers, I am required to visit one of those health care providers for thirty (30) days following a work related injury. I understand that if I do not comply with this requirement, CCHS will not be required to pay for any medical services I receive during this period. I also understand that after thirty (30) days, I can treat with any other physician or health care provider of my choosing provided I notify CCHS within five (5) days of the first visit. If I fail to do so, CCHS may be relieved from paying for these services if they are deemed to be unreasonable or unnecessary.

I have read and fully understand my rights and duties as expressed above.

_____	_____
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CCHS COPY

## **GENERAL EMPLOYMENT POLICIES**

### **GENERAL EMPLOYMENT POLICY**

Employment at CCHS is at-will, which means that employees may resign at any time with proper notice and that CCHS may terminate the employment of any employee at any time for any reason. Neither this Personnel Policy nor any benefit plan description, employment offer letter, job description or any other job-related material distributed to an employee shall be construed or relied upon as an employment contract between CCHS and an employee.

### **EQUAL EMPLOYMENT OPPORTUNITY**

CCHS is an equal opportunity employer and is committed to non-discriminatory policies. All decisions regarding recruitment, hiring, promotion, and all other matters of employment will be made without regard to race, sex, age, religion, national origin or ancestry or non-job-related handicap and/or disability.

In keeping with the spirit and the intent of federal, state and local law, it is the policy of CCHS to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, discriminates, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. This policy will be extended to vendors, customers or others who enter the CCHS offices.

CCHS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or would not enable the individual to perform essential functions of the job. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees are expected to maintain a productive work environment that is free from harassing, discriminating, or disruptive activity. No form of harassment or discrimination will be tolerated, including harassment or discrimination for the following reasons: race, sex, age, religion, national origin or ancestry, or non-job-related handicap and/or disability. Any conduct directed at individuals because of the previously mentioned reasons, or any other offensive conduct, is prohibited. Special attention should be paid to the sexual harassment provisions of this policy which follow. All employees have a right to work in an environment free from discrimination, including freedom from harassment based on any of the categories listed above.

Any employee who believes that he/she has been unlawfully discriminated against should immediately inform the Office Manager and/or the CEO. All complaints will be investigated.

### **SEXUAL HARASSMENT**

It is the policy of CCHS that sexual harassment of employees in any form is unacceptable conduct and is prohibited.

Sexual harassment is generally defined as unpleasant speech or conduct with sexual references or connotations that creates a difficult working environment when:

- Submission to such conduct is made explicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment and/or personnel decisions affecting the individual; or
- Such speech or conduct has the purpose or effect of substantially interfering with an individual's work performance or of creating an intimidating, hostile or offensive work environment.

An employee who feels that he/she is being subjected to sexual harassment by another employee, trustee, volunteer, and/or any other person in connection with his/her employment at CCHS should bring the matter to the immediate attention of the Office Manager who will initiate an investigation. If an employee is uncomfortable for any reason in bringing the matter to the Office Manager he/she should bring the matter to the CEO. In such a circumstance, if an employee is uncomfortable for any reason in bringing such a matter to the CEO, then the employee should contact one of the trustees on the Board Executive Committee.

The Office Manager and/or the CEO will conduct a thorough and confidential investigation of the complaint for the purposes of resolving the matter. If the CEO is the subject of such a complaint, the Board Executive Committee will conduct such an investigation. All employees are expected to cooperate with the investigation. Failure to do so may result in corrective action. Information provided by individual employees in the course of an investigation will be treated as confidential and only be provided to those who have a need for the information or when it is required in the course of investigating the complaint. In all cases, the process will be handled promptly.

If an employee who has made a complaint feels that the Office Manager and/or the CEO have failed to initiate an investigation then he/she should report the matter to a trustee on the Board Executive Committee.

An employee who is determined, after such an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate corrective action, up to and including termination. Any supervisor who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action, including termination. Any employee who, after investigation, is determined to have made an unfounded accusation of harassment under this policy shall also be subject to discipline, up to and including termination. Further, if the employee who made the complaint is dissatisfied with the determination made or action taken, he/she may appeal to the Board Executive Committee. Likewise, the employee accused of such conduct may appeal any determination and/or action to the Board Executive Committee. In all cases, any determination made and/or action taken by the Board Executive Committee will constitute the final decision of CCHS in the matter.



## **DRUG-FREE WORKPLACE**

It is the policy of CCHS to maintain a drug-free workplace for all employees. In this regard, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by an employee in the workplace is prohibited. Violation of this policy will result in appropriate corrective action, up to and including termination, against said employee. Any employee convicted of a drug statute violation occurring in the workplace must notify CCHS no later than five (5) days after such conviction and may be subject to appropriate personnel action, up to and including termination or be required to participate satisfactorily in an approved drug abuse assistance and rehabilitation program as a condition for continued employment.

## **IMMIGRATION CONTROL AND REFORM ACT OF 1986 [IRCA]**

In compliance with IRCA, CCHS will employ only those persons who can present appropriate documentation that verifies their identity and eligibility to work in the United States.

All new employees must present appropriate identity and eligibility verification documentation on their first day of work or proof they have applied for such documentation. A copy of the Employment Eligibility Verification (Form I-9) will be retained in the employee's personnel file.

If an employee is unable to comply with this requirement within the time allowed by the statute employment may be terminated.

## **CONSOLIDATED OMNIBUS RECONCILIATION ACT OF 1986 [COBRA]**

COBRA requires that CCHS offer employees and their eligible dependents enrolled in the CCHS health insurance plan the opportunity to purchase a limited extension of health care coverage at group rates plus a two percent (2%) administrative charge under qualifying circumstances when the coverage would otherwise end due to termination of employment, reduction of hours, death of a covered employee, divorce or legal separation, and end of dependent status for a child. For more information on COBRA rights please contact the Business Office.

CCHS provides each employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the CCHS health insurance plan. The notice contains important information about the employee's rights and obligations.

## **ETHICS**

CCHS subscribes in general terms to the Code of Ethics for Museums adopted by the American Association of Museums [AAM], the Code of Ethics adopted by the Society of American Archivists [SAA] and the Code of Ethics adopted by the National Society of Fund Raising Executives [NSFRE].

Copies of each of these professional ethics statements are available from the Business Office and/or the CEO. CCHS occupies a position of significant public trust and expects its employees to conduct themselves in a manner consistent with a high degree of ethical and professional

principles. The reputation and name of CCHS are invaluable assets that must not be exploited and/or discredited.

## **EMPLOYMENT CLASSIFICATION**

### **FULL-TIME EMPLOYEE**

A full-time employee is one who is regularly scheduled to work thirty-seven and a half (37.5) hours per week, and is entitled to the full benefits package as outlined in subsequent sections of the Personnel Policy. A full-time employee is paid an annual salary in regular installments according to the established pay periods for each year.

### **PART-TIME EMPLOYEE**

A part-time employee is one who is regularly scheduled to work less than thirty-seven and a half (37.5) hours per week. Part-time employees who are regularly scheduled to work twenty-one (21) hours per week or more may be eligible for some benefits as outlined in subsequent sections of the Personnel Policy. Part-time employees who are regularly scheduled to work less than twenty-one (21) hours per week do not qualify for any benefits. All part-time employees must record their hours on time slips and submit them to the Business Office.

### **TERM EMPLOYEE**

A term employee is one who holds a position that is temporary due to the nature of the assignment, funding of the position or other factor. A term position supports the CCHS regular operations or a special project, but will terminate when funding for the position ends, at the end of a stated grant period or as otherwise determined by CCHS. Term employees may be either full-time or part-time, and may be extended benefits as CCHS deems appropriate.

### **EXEMPT AND NON-EXEMPT**

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are paid hourly and entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are salaried and are excluded from specific provisions of federal and state wage and hour laws.

### **VOLUNTEERS (UNPAID EMPLOYEES)**

Volunteers contribute time, skills and special expertise to CCHS without compensation. They are a valuable part of CCHS and are, in general, subject to the CCHS personnel and administrative policies. Volunteers are considered an extension of the department to which they donate most of their services, as well as part of the volunteers' organization. Departmental supervisors, as well as the volunteers' organization, are responsible for informing volunteers about policies and procedures relevant to their work at CCHS including, but not limited to, the Sexual Harassment policy.

## **INTERNS**

Interns are assigned to a department based upon their discipline and their professional interests. Interns may be full-time or part-time and paid or unpaid. Interns are subject to the CCHS personnel and administrative policies and procedures. Departmental supervisors are responsible for informing interns about policies and procedures relevant to their work at CCHS including, but not limited to, the Sexual Harassment policy.

## **GENERAL WORKPLACE POLICIES AND PROCEDURES**

### **JOB DESCRIPTION**

Each employee has a written job description. The job description will include both general and specific responsibilities, reporting relationships and any special conditions of employment. The job description will be periodically reviewed and updated, usually at the time of an employee's performance review. Both the employee and his/her supervisor are responsible for ensuring that job descriptions are up-to-date and accurately reflect the employee's duties and responsibilities.

### **PERSONNEL FILES**

Official personnel files are maintained for all CCHS employees. These files are maintained by the Office Manager, and typically contain employment application information, resumes, job-descriptions, performance reviews, and other job-related information. An employee may review his/her file. The Office Manager and/or the CEO must be present when an employee reviews his/her file. Access to a personnel file is restricted to the CEO, Office Manager, employee, and his/her supervisor.

All outside inquiries or requests for personal information including, but not limited to, employment verifications, credit checks/references, and home loan applications are to be referred to the Office Manager. Information is provided in response to these types of requests only with an employee's written approval.

### **PERSONAL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Personnel Department in writing of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such information must be kept current and accurate at all times. In the event of a name change, a copy of the employee's new social security card must be submitted to the Personnel Department to change the name on the payroll.

### **PERFORMANCE REVIEW**

CCHS is committed to an open and effective dialogue regarding job performance. Each year an employee's overall job performance will be evaluated during a performance review process with his/her supervisor. This process will include a discussion of all facets of an employee's job performance in light of the job description and any specific goals and/or objectives that have been set.

The purpose of this annual review process is to provide an opportunity for communication between the employee and the supervisor, to review work performance and goals established for the review period, to define work and performance goals for the coming period and to clarify expectations as to the employee's role as an employee at CCHS.

Formal written performance reviews will normally take place in April. In addition, an informal review session will take place at another time during the year, normally in October. The reviews will be conducted by an employee's supervisor. The CEO may participate in any review session. It is the responsibility of both the employee and supervisor to ensure that these reviews are conducted.

New employees (and current employees taking on a new position at CCHS) will be formally reviewed after three months from beginning employment (or new position), and thereafter in accordance with the schedule noted above.

A supervisor and/or the CEO may conduct a performance review of an employee at any other time they deem necessary.

Employees are expected to respond and contribute to the performance review process, and will be asked to acknowledge receipt of the review.

A copy of any written performance review and any notes from an informal session (both signed and acknowledged by the supervisor and employee, and reviewed and signed by the CEO) will be retained in the employees' personnel file in the Business Office. The employee and supervisor will also retain a copy.

CCHS may change the timing, format and/or number of performance reviews at any time.

## **WORKING HOURS**

The CCHS normal office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. A regular, full-time workday is seven and one half hours, plus one hour off for lunch. Employees assigned to the library, special events, The Cultural Center, Public Programs and Education Department, Exhibits and/or Chester County Archives may have a slightly different schedule, including evenings and weekends. Occasional weekend and/or evening hours may be required of all employees.

Part-time working hours are generally the same as full-time. Exceptions must be approved by your supervisor.

## **TIME REPORTING**

All non-exempt employees must keep bi-weekly time sheets that are signed by their supervisors and then submitted to the Office Manager's Office. Time sheets for part-time employees must be submitted to the Office Manager's Office by the end of the workday on the Wednesday immediately preceding payday. Time sheets may be waived by the Office Manager if a part-time employee works a regular schedule of set days and hours.

Part-time and full-time employees may be required to keep time sheets to document hours worked on special projects, grant-funded projects and/or for internal cost accounting procedures.

## **ATTENDANCE AND TIMELINESS**

It is vital to the effective operation of CCHS that all employees arrive for work on time. Being at work on time means the employee is at his/her work station ready to begin work at the appointed time. The employee should make allowance for such normal conditions as weather, traffic, parking, etc. in planning to arrive at work on time. Consistent tardiness and/or absences may result in corrective action.

Any staff member who is unable to report to work as scheduled must call CCHS between 8:30 a.m. and 9:00 a.m. to report his/her unscheduled absence. If possible, the employee should speak to his/her supervisor. Any absence must be accounted for by the employee by submitting an absence report no later than the end of the next day he/she is at work.

## **EMPLOYEE CONDUCT AND WORK RULES**

To assure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of Company, personal, vendor, or client property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, concealment, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment.
- Fighting or otherwise engaging in or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer owned or customer owned property.
- Insubordination or other disrespectful conduct.
- Smoking in prohibited areas.

- Sexual or other prohibited harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice or excuse.
- Unauthorized absence from work station during the workday.
- Unauthorized use of telephones, mail or other communications systems, computer system or other employer owned equipment, facilities or services.
- Unauthorized disclosure of business "secrets" or confidential or proprietary information.
- Violation of the Company policies.
- Unsatisfactory performance or conduct.

## **INTRODUCTORY PERIOD**

All new employees are subject to a three (3) month introductory period from the beginning date of employment at CCHS. At the end of this introductory period, a performance review and evaluation will be conducted and, at the discretion of CCHS, either continued employment will be confirmed, the introductory period extended for an additional three (3) months, or employment may be terminated. Successful completion of the introductory period does not alter the at-will nature of the employment relationship.

## **TERMINATION**

As stated earlier, CCHS is an at-will employer. CCHS and its employees have the mutual right to terminate employment at any time for any reason. If an employee chooses to resign, CCHS requests that at least two weeks written notice be given the employee's supervisor. Supervisors and department heads should give as much notice as possible, and four weeks is requested.

The Office Manager is responsible for coordinating the exit process for all employees. Issues to be covered in an exit interview are:

- Final pay provisions and benefit matters, including COBRA continuation if applicable
- return of all CCHS property such as keys, staff identification, and alarm access devices, etc.
- Payment of any outstanding charges the employee may owe CCHS (e.g. personal phone calls, "borrowed" personal leave not earned)

## **PROBLEM RESOLUTION**

On the job problems and personnel issues are best solved by direct communication and discussion between an employee and his/her supervisor. Should any problem or issue be unable to be resolved at this level an employee may seek resolution by taking the issue to their department head, or ultimately to the CEO. In each instance the employee's supervisor will generally be involved in any meetings and/or discussions of the issue, unless circumstances dictate otherwise.

## **CORRECTIVE ACTION**

Corrective action is any of a series of steps that may be taken by an employee's supervisor, and if made in writing confirmed by the CEO, when an employee is determined to have:

- taken actions that violate the policies and procedures of CCHS; or
- taken actions that could discredit CCHS to the public; or
- taken actions that cause, or could cause, harm to CCHS visitors, employees, collections, and/or property; or
- failed to meet job performance requirements.

Corrective action may include, but is to not limited to:

- verbal warning or reprimand
- written warning or reprimand
- placing an employee on either paid or unpaid leave
- suspension without pay
- termination

Any corrective action taken will be proportionate to the cause of the action, and will be noted in the employee's personnel file.

## **COMPENSATION**

### **SALARY ADMINISTRATION**

Salaries are reviewed annually prior to the beginning of a new fiscal year. Salary increases may be granted based upon factors such as job performance, changes in job responsibility or any general CCHS compensation plan. Salary increases are always subject to the overall fiscal plan and budgetary limitations of CCHS.

Merit-based pay adjustments are awarded by the Company in an effort to recognize truly superior employee performance. Pay adjustments may not always coincide with performance

reviews. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance review process. Factors that will be considered include, but are not limited to:

• Knowledge of the Job	• Punctuality
• Productivity	• Attendance
• Quality of Work	• Cooperation
• Judgment	• Attitude
• Potential	• Dependability

**PAY PERIODS**

Employees are paid bi-weekly on Fridays with checks being issued and distributed in employee mail boxes by 4 p.m. on Friday of given pay week.

**OVERTIME FOR NON-EXEMPT EMPLOYEES**

Overtime for non-exempt employees will be paid for those hours worked in excess of forty (40) hours per week. Work in excess of thirty-five (35) hours per week, but not exceeding forty (40) hours will be paid at straight time. The overtime rate paid will be one and one-half (1.5) times the employee’s normal pay rate. Overtime must be approved in advance by the employee’s supervisor. Paid leave (e.g. holiday, personal leave, etc.) to which an employee is normally entitled will be credited toward the computation of overtime during the week in which the paid leave occurs. Overtime pay will not be considered when computing group benefits dependent upon annual compensation.

A supervisor and/or the CEO may adjust an employee’s schedule to incorporate extra-hour assignments into the regular work week. Attendance at CCHS functions, even if it includes limited work requirements (e.g. Antiques Show Preview), does not qualify for overtime payment.

**LEAVE**

**HOLIDAYS**

All employees of CCHS who are regularly scheduled to work twenty-one (21) hours or more per week receive six (6) paid holidays per year. These holidays include:

- New Years Day      Labor Day
- Memorial Day      Independence Day
- Thanksgiving Day      Christmas Day



Should a holiday fall on a weekend day it will be observed on the nearest weekday (either Friday or Monday).

On these holidays CCHS is closed to the public and it is expected that no staff will work. If it is necessary for an employee to be in the building and working on one of these days, he/she must first receive permission from his/her supervisor and/or the CEO.

## **PAID TIME OFF**

Paid Time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will accumulate a specified amount of PTO each pay period worked and it is up to you to allocate how you will use it – for vacation, illness, caring for children, school activities, medical/dental appointments, leave, personal business or emergencies. The company may require you to use any unpaid PTO during disability or family medical leave, or any other leave of absence. The amount of PTO earned will depend on your length of your service with CCHS.

You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

[PTO does not replace the CCHS holiday schedule. We will continue to have designated paid holidays each year.]

### **Eligibility**

You are eligible to receive PTO if you are a regular status employee scheduled to work at least 35 hours per week. Part-time employees working more than 21 hours per week accrue PTO on a prorated basis, depending on the number of hours worked.

A part-time employee who is regularly scheduled to work twenty-one (21) hours per week or more earns PTO on a pro-rated basis based upon the percentage of full-time worked, and according to the years of service schedule above. For example:

- 21 hours per week = 60%
- 28 hours per week = 80%
- 30 hours per week = 86%

Any partial days earned will be rounded up to the next half-day (.5). Part-time employees who are regularly scheduled to work less than twenty-one (21) hours per week are not eligible for personal leave.

## **Deposits into your Leave Account**

The amount of PTO you accrue each year is based on your length of service and accrues according to the Accrual Schedule for full time employees chart below. PTO is accrued as you work. You will not accrue PTO time while you are on leave of absence or suspension by the Company. Department Manager's accrue an additional 2 days.

## **Accrual Schedule for Full Time Employees**

<u>Years of Service</u>	<u>Days Accrued</u>	<u>Hours Accrued</u>	<u>Maximum Annual Accrual</u>
0-3	18	135	202.5
4-6	23	172.5	258.75
7-15	28	210	315
15+	33	247.5	371.25

## **Maximum Time Accumulated**

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accumulate. This encourages you to use your PTO and allows the company to manage its financial obligations responsibly. Once you reach your cap, you will not accumulate any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at one and one half times your annual PTO accrual rate.

However, employees will be permitted to accrue PTO time for use in the event they qualify for short term disability. The maximum accrual of PTO time relative to short term disability will be 90 days. In the event an employee has a short term disability, the PTO will be charged against the amount of PTO time they have available for a short term disability purposes. Should the short term disability utilize days such that the amount of time available is less than that which may otherwise be accrued under this PTO policy, they will, at the end of the short term disability, have that remaining number of days available both under the short term disability accrual as well as the accrual set forth above.

An employee must apply for short-term disability to the CCHS Office Manager. CCHS will require medical documentation from a qualified physician before making any short-term disability payments.

## **Termination**

You will be paid for one-half of accrued but unused PTO when you leave CCHS.

## **Management of PTO**

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's

appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

### **Minimum Increments of PTO**

The minimum amount of PTO you can use at one time depends on whether you are an exempt or a non-exempt status employee. If you are non-exempt, you may not take less than one hour off at a time. If you are an exempt status employee you must take PTO in increments of not less than one-half day.

### **Notice and Scheduling**

You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

### **Recording Paid Time Off**

You must complete an Absence Report for all PTO time used. We are required to track absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons. Absence reports are to be submitted to the Office Manager for tracking.

### **Transition**

Most employees will start the new PTO banking system with an account balance consisting of all accrued old sick, personal, and vacation time. Employees who have been employed at CCHS for 20 or more years will be credited with 90 days in the PTO bank for short term disability purposes; employees of 10 years but less than 20 years will be credited with 60 days in the PTO bank for short term disability purposes; and, employees of greater than 1 year but less than 10 years will be credited with 30 days in the PTO bank for short term disability purposes.

Only with the written permission of the CEO may employees accrue days or hours greater than the PTO cap, if they are not able to utilize the PTO available to them in that year due to requests or demands made upon them by CCHS. In that event, the employee will be given a period of time in which the accrued PTO time above the cap must be used in the next calendar year.

### **LEAVE OF ABSENCE**

Any full-time or part-time employee with six (6) months or more of continuous employment may request an unpaid leave of absence for medical, personal or family reasons not to exceed six (6) months with full reinstatement privilege. During such a leave of absence the employee will not be paid for nor accrue any holiday, civic duty, and/or bereavement leave. Personal leave time will not accrue and pension contributions will not be made during such a leave of absence.

CCHS will allow the employee, at the employee's expense, to maintain the employee's health and disability insurance during an approved leave of absence. Arrangements for payment of this insurance must be made with the CEO prior to commencement of the leave of absence. Unused PTO must be used at the beginning of a leave of absence, but may not be used to extend the leave beyond six (6) months.

All requests for a leave of absence must be submitted in writing to the employee's supervisor, and must be reviewed and approved by both the supervisor and the CEO. Any requests for leave of absence will be evaluated against the needs of the organization and all decisions of the CEO with respect to requests for leave of absence shall be the CEO's sole discretion.

### **CIVIC DUTY LEAVE**

Civic duty leave covers absences by employees for the purpose of attending to civic responsibilities such as jury duty or military service. An employee who is required to serve as a witness or juror in court will be granted leave to fulfill that civic responsibility. Full-time employees will receive regular compensation for a maximum of ten (10) civic duty days per year. Part-time employees will receive compensation on a pro-rated basis. Part-time employees will not receive compensation if the civic duty is scheduled for a day and time the employee was not scheduled to work.

When an employee is testifying in litigation to which he/she is a party, civic duty leave will not be granted, but the employee may use personal leave (if available) to cover the absence.

Any jury pay or witness fee in excess of reasonable transportation, parking or meal expenses must be remitted to CCHS if the employee has received regular compensation for that day.

If an employee is called to military service (National Guard, Reserves) the employee will be granted military leave in compliance with applicable law.

Any employee called to be a witness, to serve as a juror in court or called for military service may be required to show CCHS substantiating documents.

To receive civic duty leave an employee must fill out a leave slip and submit it to his/her supervisor.

### **BEREAVEMENT LEAVE**

Regular, full-time employees may be excused from work for up to three (3) consecutive days with pay because of the death of one of the following members of the employee's immediate family: spouse, child, parent, brother, sister, grandparent, grandchild, foster parent, foster child, stepmother, stepfather, stepbrother, stepsister, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, guardian, or other relative or person who is a member of the employee's household. Personal leave (if available) may be used to extend bereavement leave with the permission of the employee's supervisor. In special cases an employee may request additional unpaid leave. An employee must contact his/her supervisor and/or the CEO for bereavement leave to be granted. Part-time employees receive bereavement leave on a pro-rated basis.

## **BENEFITS**

### **EMPLOYEE BENEFITS**

This Employee Handbook describes the current benefit plans maintained by CCHS. Refer to the actual plan documents and summary plan descriptions if you have specific question regarding the benefit plans. Those documents are controlling. The company reserves the right to modify its benefits at any time. CCHS will keep you informed of any changes.

Full-time employees are eligible to receive all the benefits described in this Employee Handbook as soon as the eligibility requirements for each benefit are met.

Part-time employees are only eligible for those benefits specifically required by law, such as unemployment compensation, and those benefits expressly identified in the CCHS policies.

Temporary employees are only eligible for those benefits specifically required by law, such as unemployment compensation.

### **MANDATED BENEFITS**

CCHS provides certain mandated benefits for each of its employees. These benefits include:

- FICA [Federal Insurance Contributions Act] - CCHS pays the employer's share of Social Security contributions for each employee. The current (10/94) rate is 7.65% of all salaries and wages paid to an employee.
- Workers' Compensation - CCHS pays for and provides Workers' Compensation insurance to protect employees in the event of an on-the-job accident or injury.
- Unemployment Compensation - CCHS pays for unemployment compensation coverage that, in qualifying circumstances, provides payments to employees who become unemployed.

### **HEALTH INSURANCE**

CCHS provides medical insurance for all full-time employees. Coverage includes hospitalization, physician services, major medical, and prescription drugs.

CCHS reserves the right to charge an employee a co-payment in support of health insurance costs. Any co-payment will be made by salary deduction.

Part-time employees regularly scheduled to work twenty-one (21) hours or more may join the health insurance plan with CCHS paying a pro-rated share of the premium equal to the percentage of full-time hours the employee works, and the employee paying the balance of the premium. For example, an employee who works twenty-one (21) hours per week works 60% of

full-time, therefore, CCHS would pay 60% of the health insurance premium and the employee would pay 40%.

Employees may add dependents to the health insurance plan at his/her expense, the premiums to be paid by payroll deduction.

Additional information on health insurance may be obtained from the Business Office.

### **SHORT-TERM DISABILITY**

Employees are expected to utilize accrued and accumulated PTO time for purposes of short term disability circumstances, per the PTO policy in this Handbook.

Workers' Compensation insurance covers employees whose fitness and/or disability results from an on-the-job accident. Any disability covered by Workers' Compensation insurance is not compensable under short-term disability.

An employee must apply for short-term disability to CCHS Office Manager and will require medical documentation from a qualified physician before making any short-term disability payments.

### **LONG-TERM DISABILITY INSURANCE**

Regular employees who work twenty-eight (28) hours or more, and who have completed one (1) year of continuous employment at CCHS, are eligible for a long-term disability insurance plan. Employees who work less than twenty-eight (28) hours are not eligible for the plan. Additional information on long-term disability insurance may be obtained from the Business Office.

### **PENSION PLAN**

CCHS offers a contributory, defined contribution pension plan through Teacher's Insurance and Annuity Association/College Retirement Equities Fund [TIAA/CREF]. Eligibility is determined through ERISA regulations (generally employees who regularly work one thousand (1,000) hours or more, on an annual basis). An employee may join the pension program after one (1) year of service, and must join after three (3) years of service. CCHS will match employee contributions up to five (5%) percent of salary, excluding any overtime and/or supplemental pay. Employee contributions may be made by salary reduction or deduction. Contributions to the CCHS plan are fully vested to the employee when they are made. Additional information regarding the pension plan may be obtained from the Business Office.

### **TAX-DEFERRED ANNUITY PLAN [TDA]**

CCHS offers employees an opportunity for additional retirement savings by making tax-deferred contributions from their pay to individual TDA accounts administered by TIAA-CREF. An employee may open such an account immediately upon employment. Additional information regarding the TDA plan may be obtained from the Office Manager.

## **MEMBERSHIP**

Each employee will be given a complimentary family-level membership to CCHS as long as he/she is employed and for a period of one (1) year after leaving CCHS employment. CCHS reserves the right to deliver membership mailings, etc. to employees via their employee mailboxes.

## **MUSEUM SHOP DISCOUNT**

All employees are entitled to a discount on purchases made at the Museum Shop equal to the discount currently offered to members of CCHS.

## **PROFESSIONAL DEVELOPMENT AND OUTSIDE EMPLOYMENT**

### **PROFESSIONAL DEVELOPMENT**

CCHS encourages and supports continuing professional development and training for employees. All requests for professional leave to attend courses, training programs and/or professional meetings and conferences must be approved by the employee's supervisor and are subject to departmental scheduling limitations. Only the CEO may authorize payment of registrations, fees, and/or travel expenses. Payment of fees and travel will be subject to departmental and general institutional budgetary plans and limitations of CCHS. CCHS will only support professional development activities that relate directly to an employee's duties and responsibilities at CCHS.

### **PROFESSIONAL SERVICE**

CCHS employees are encouraged to participate in various professional activities such as serving as grant reviewers, MAP reviewers, accreditation visitors, professional association officers and/or committee members, etc. With prior approval from their supervisor, an employee may conduct such activities on CCHS time and use CCHS resources (e.g. clerical support, etc.). If such activities do occur on CCHS time and/or with CCHS resources any honoraria paid must be turned over to CCHS.

### **OUTSIDE EMPLOYMENT**

Employees must disclose to, and receive the approval of, the CEO concerning any outside employment that is related to the functions that the employee performs at CCHS. An employee need not disclose a small business or activity entirely unrelated to the work the employee performs at CCHS. Certain types of outside employment (e.g. consulting) can benefit both CCHS and the employee by stimulating professional development. Any such outside employment must be undertaken with a fundamental understanding that the employee's primary responsibility is to CCHS, that the employment will not interfere with the employee's ability to perform his/her CCHS job responsibilities, and that the outside employment will not compromise the professional integrity of the employee or the reputation of CCHS.

## **HONORARIA**

CCHS employees are encouraged to teach, lecture and write in their areas of expertise provided that these activities do not interfere with the performance of their CCHS duties. If such activities are performed on the employee's own time without support services from CCHS, then any fees, honoraria, and copyrights may be retained by the employee. However, if they are performed during normal working hours, or with the use of CCHS resources, then the employee must secure prior written approval from the CEO, including agreement on an equitable arrangement concerning time, remuneration and copyrights.

CCHS employees may not accept compensation for any consultation, lecture, discussion, writing, or appearance, the subject matter of which is CCHS, its collections, programs and/or operations without the prior approval of the CEO. Any compensation received for such activities, is, in general, to be turned over to CCHS as a contribution from the organization or person making the payment.

## **OTHER WORKPLACE POLICIES AND PROCEDURES**

### **PERSONAL ATTIRE AND CONDUCT**

CCHS expects all employees to conduct themselves in a professional and courteous manner at all times in dealing with visitors, fellow employees, volunteers, and the general public. Employees should use good judgment and taste when selecting attire appropriate for the work place. Employees may not wear and/or display political materials (campaign buttons, etc.) on their clothing or post such materials in their office or work station.

### **SMOKING**

Smoking is not permitted in any area, interior or exterior, on CCHS premises, including The History Center complex, and any other storage or work areas occupied and operated by CCHS.

### **USE OF ALCOHOL**

The use of alcoholic beverages during the workday is prohibited. Employees may not consume alcoholic beverages on CCHS premises (staff lunch room, offices, etc.) unless the beverages are offered as part of an official CCHS function. Employees are reminded that even at such functions an employee is considered to be representing CCHS, therefore, alcohol consumption should be moderate.

### **JOB-RELATED INJURIES**

CCHS provides Workers' Compensation insurance benefits for all employees with job-related injuries or illnesses. If an employee suffers a job-related injury or illness the following procedures must be followed:

- Notify his/her supervisor of the injury or illness immediately. If the supervisor is unavailable, contact the Office Manager and/or the CEO.



- The supervisor, Office Manager, and/or the CEO, upon notification of a job-related injury, and depending upon the extent of the injury, will immediately arrange for the injured employee to receive required medical care including, if necessary, being taken to the hospital.
- The employee must complete an accident report within the first twenty-four (24) hours of the injury or illness and forward it to his/her supervisor who will immediately forward it to the Office Manager.
- the employee must maintain regular contact with his/her supervisor to update information on the condition of the injury or illness.
- Employees absent from work due to injury or illness may utilize sick and/or personal leave pending the outcome of the Workers' Compensation procedure.
- Employees returning to work after a job-related injury or illness must provide the Office Manager with a medical release form from the attending physician prior to actually beginning work
- Information on Workers' Compensation benefits coverage and payment procedures is available from the Business Office.

## **MAIL**

All mail received at CCHS not marked "personal" and/or "confidential" may be opened, date-stamped and distributed by the office staff. Employees should direct all personal correspondence to their home mailing address. CCHS especially requests that employees not have catalogs mailed to them at CCHS.

Employees may have personal parcels delivered to CCHS; however, CCHS is not responsible in any way for such parcels. CCHS will not accept personal C.O.D. parcels. Employees may not distribute unsolicited political and/or religious materials through employee mailboxes.

## **SOLICITATIONS AND DISTRIBUTION OF MATERIALS**

Non-employees are not permitted to make any solicitation on CCHS premises. Employees may not solicit other employees for any purpose that has not been approved by the CEO and/or Office Manager. No literature of any type (other than the literature of CCHS) may be distributed in any public area of the building unless it has been approved by the CEO and/or Office Manager, and is limited to the appropriate literature racks or areas.

## **TELEPHONE**

Employees and volunteers should refrain from using CCHS phones for personal calls. It is the responsibility of the employee to reimburse CCHS for any personal toll calls.

## **PERSONAL USE OF CCHS RESOURCES**

Personal use of CCHS resources such as copiers, computers and fax machines must be limited. Any unreasonable use of such resources may result in corrective action.

## **VOICE MAIL AND E MAIL POLICY**

CCHS has established a policy with regard to access to, and disclosure of, voice mail messages created, sent, or received by CCHS employees using CCHS voice mail system and electronic mail messages created, sent or received by CCHS employees using CCHS electronic mail system. CCHS intends to honor the policies set forth below, but must reserve the right to change them at any time as may be required:

- As with any other communication systems, the voice mail and electronic mail systems are reserved solely for the conduct of business at CCHS. Neither system may be used for personal business.
- The voice mail and electronic mail systems hardware is CCHS property. Additionally, all messages composed, sent, or received on the voice mail and electronic mail systems are and remain the property of CCHS.
- The voice mail and electronic mail systems are not to be used to create any offensive or disruptive messages. Among those which are consider offensive are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comments that offensively addresses someone's age, race, sex, sexual orientation, religion, political beliefs, national origin, disability or any other protected status.
- The voice mail and electronic mail systems shall not be used to send (record or upload) or receive (retrieve or download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
- CCHS reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, sent or received over the voice mail or electronic mail systems for any purpose. The contents of voice mail or electronic mail properly obtained for legitimate business purposes may be disclosed to or by CCHS without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it may still possible to retrieve and read the message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to CCHS or they are invalid and cannot be used.

- Notwithstanding the right of CCHS to retrieve and read any voice mail or electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e mail messages or listen to any voice mail messages that are not sent to them or intended for them. Any exception to this policy must receive prior approval by the employee's supervisor.
- Employees shall not use a code, access a file, or retrieve any stored information, unless authorized by their supervisor to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to CCHS.
- Any employees who discover a violation of this policy must notify their supervisor immediately.
- Any employee who violates this policy or uses the voice mail or electronic mail systems for improper purposes shall be subject to disciplinary action, up to and including termination.

## **COMPUTER, INTERNET AND COMPUTER GAMES**

The CCHS computer system is CCHS property. The system is in place to facilitate your ability to do your job efficiently and productively. Consequently, the computer system is solely for business purposes and any personal use is prohibited.

Unless authorized by a supervisor, you should not access the Internet from your computer station. In the event that you are an authorized Internet user, time spent on the Internet should be limited to business purposes only. Use of the Internet from your computer station for personal reasons is prohibited.

No employee may download any materials from the Internet or install any computer software without prior written approval of the MIS department. In the event that approval is obtained, the MIS department will download the materials or install the software for you.

Your use of the CCHS computer system is subject to the same standards which apply to other employee communications, including our policy prohibiting discrimination and sexual harassment. When using the computer system, do not send materials of a sensitive, offensive or disruptive nature. CCHS expects you to use good judgment. You must notify your supervisor immediately if you receive unsolicited, offensive, sensitive or disruptive materials on your computer system.

Computer installed games, or other recreational diversions, should not be played at any time.

Any employee who uses the computer system for improper purposes shall be subject to disciplinary action, up to and including termination.

## **TELEPHONE TECHNIQUES**

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. All employees have an obligation to represent CCHS in a positive fashion and to make the insured feel as comfortable as possible in dealing with CCHS. Employees should be prepared to listen carefully to inquiries by and complaints from the insured and then deal with them in a responsive, professional manner. A positive contact with an insured can enhance goodwill, while a negative experience can destroy a valuable relationship.

## **EMPLOYEE CONDUCT AND WORK RULES**

To assure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of Company, personal, vendor, or client property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, concealment, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment.
- Fighting or otherwise engaging in or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer owned or customer owned property.
- Insubordination or other disrespectful conduct.
- Smoking in prohibited areas.
- Sexual or other prohibited harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.

- Excessive absenteeism or any absence without notice or excuse.
- Unauthorized absence from work station during the workday.
- Unauthorized use of telephones, mail or other communications systems, computer system or other employer owned equipment, facilities or services.
- Unauthorized disclosure of business "secrets" or confidential or proprietary information.
- Violation of the Company policies.
- Unsatisfactory performance or conduct.

### **PERSONAL USE OF TAX-EXEMPT STATUS**

CCHS employees may not make personal use of the CCHS tax-exempt status to avoid paying sales tax on personal purchases. Employees should be aware that personal use of a non-profit organization's sales tax exemption is a criminal offense in the Commonwealth of Pennsylvania.

### **STAFF/KITCHEN ROOM OR AREA**

A staff room, if available, is maintained for the convenience of CCHS staff and volunteers. Employees and volunteers are asked to keep the staff room clean, wash any dishes used and to put all garbage and trash in the appropriate containers.

### **STAFF BULLETIN BOARD**

An employee bulletin board is located in the copy room. This bulletin board is used to post all official notices and posters required by law. It will also be used to post general information, announcements and/or policies that affect CCHS employees. Employees are requested to keep themselves informed by regularly reviewing any notices posted on the bulletin board.

### **SECURITY**

All CCHS employees are responsible for the security of CCHS visitors, buildings and collections. Employees must use care and discretion in using keys and alarm access codes. The loss of any key and/or alarm device must be reported to your supervisor immediately. Failure to report such a loss may result in corrective action. An employee who gives any CCHS key or alarm access code to an unauthorized person, or the unauthorized removal by an employee of any CCHS collection item from CCHS, may result in corrective action.

Employees are responsible when entering, working in and leaving the building outside of normal working hours for ensuring that all security systems are properly operating. If an employee is unable to get the security systems to work properly it is his/her responsibility to contact someone on the staff (supervisor, department head, and/or CEO) for further instructions. No employee

may enter or remain in CCHS buildings between 11:00 p.m. and 7:00 a.m. without the prior approval of the CEO.

## **COMPUTER SECURITY AND CONFIDENTIALITY**

The security and confidentiality of data in CCHS computer systems must be preserved. Employees must use care and discretion in dealing with any information stored in computer files. The unauthorized release of any such information, especially information in donor records, may be grounds for corrective action. Employees may not install personal data files or unauthorized programs on any CCHS computer. Employees must also use care not to “infect” any CCHS computer with a computer virus by bringing in disks and programs from sources outside CCHS.

## **GRATUITIES**

It is expected that all employees will be helpful and courteous at all times in dealing with the public. No employee should solicit any tip or gratuity for the performance of their CCHS duties. If a tip or gratuity is offered it should be politely declined. If an individual is persistent in wishing to reward an employee, the employee may suggest an unrestricted contribution to CCHS. If an employee receives an unsolicited tip or gratuity for the performance of their CCHS duties, it must be turned over to the CCHS Business Office.

## **TRAVEL REIMBURSEMENT**

CCHS will only reimburse an employee for required travel that has been authorized in advance by the employee’s supervisor and/or the CEO. Reimbursement requests must be submitted monthly. All mileage reimbursement is at the CCHS approved rate, and that rate is subject to periodic review and change. Employees should contact the Office Manager and/or their supervisor for details concerning travel reimbursement procedures.

## **PARKING**

CCHS has limited parking spaces available for employees. Those parking spaces will be assigned and/or allocated at the sole discretion of CCHS. A parking space is not an employee benefit.

## **TRAFFIC VIOLATIONS**

CCHS employees are responsible for paying any traffic or parking violations charged while an employee is driving a CCHS owned, leased or rented vehicle. If a violation remains unpaid and is charged against CCHS, CCHS will charge the employee by payroll deduction for the fine and any additional penalties. Employees are also responsible for paying any violation charged while the employee is using their personal vehicle on CCHS business.

## **SEVERE WEATHER CONDITIONS**

The CEO or his/her designee will determine whether or not severe weather conditions necessitate closing CCHS, either prior to the start of the regular workday or during the workday. Employees will be notified by a phone chain.

If CCHS closes for weather any other extraordinary reason, only those employees were at work on that day will be paid. Any employee who had previously scheduled a paid leave day will be charged that paid leave.

If CCHS does open despite bad weather, employees scheduled to work are expected to make every reasonable effort to report to work Any employee who is unable to report to work due to the weather will not receive regular pay for that day, but may take personal leave, and/or make up the day with the approval of his/her supervisor.

## **PRESS COMMUNICATIONS**

Employees who receive inquiries from the press should discuss and coordinate their response with the staff member responsible for public relations. In the event of an emergency, the official spokesperson for CCHS is the CEO or in his/her absence the Director of Development & Communication.

## **AMENDMENTS**

These personnel policies and this Personnel Policy may be changed and/or amended at any time at the discretion of the CEO and/or Board of Trustees. Any changes or amendments will be distributed to all employees, and will be incorporated into this Personnel Policy. Any change or amendment will be effective immediately or upon the identified effective date, and the lack of notice or distribution shall not void its effectiveness. The official copy of the Personnel Policy will be maintained by the CEO and Office Manager. If the policies in the official copy differ from the policies set forth in an employee's copy, the official copy will prevail.