



Personnel Policy

Approved by the Board of Trustees, 7/5/1984

The Shiloh Museum differs from other City of Springdale departments in a number of important ways. The Shiloh Museum's personnel policy recognizes those differences and is designed to complement but not replace the City of Springdale's personnel policy. This policy is designed to be used as a part of new employee orientation and as a guide to the director in the performance of his administrative duties.

1. Employee classification. Employees fall into five categories:

- Permanent:
 - a. Full-time employees (40 hours). All full-time employees are expected to work a 40-hour week. An eight-hour day is customary except when weekend rotation of hours (Saturday) necessitates adjustment. Benefits include vacation, sick leave, and health insurance.
 - b. Part-time employees (≥ 30 hours but < 40 hours). These may be fixed hours weekly or variable as stated in the individual job description. Benefits are vacation, sick leave, and health insurance.
 - c. Adjunct employees (< 30 hours weekly). These may be fixed hours weekly or variable as stated in the individual job description. No benefits.
- Temporary: Employment not expected to last beyond six months. No benefits.
- Grant-funded: Employees may fall into any of the above categories.

2. Job description. Job descriptions for all positions, listing entry-level requirements for each position, will be kept current and are available upon request.

3. Education and Training. The museum board encourages the staff to learn about and keep current in various aspects of museum studies. Work hours will be arranged, when possible, to allow time for university or college museum-related course attendance. The museum will reimburse staff members for education expenses to the extent possible when the educational experiences relate to the individual's museum job.

4. Conventions and Seminars. Employees are encouraged to attend workshops and seminars dealing with their job, the object being to promote knowledge and to maintain contact with others in their field to provide for an exchange of ideas. When any convention, seminar, class, or workshop is attended by one or more staff members, a written report to the museum board shall be submitted covering the highlights of the topics discussed and how these can be applied to the benefit of the museum. A more complete outline of the sessions shall be prepared for all those staff members unable to attend and filed at the museum. (If material covered is quite extensive, a staff meeting covering topics discussed would suffice.)

5. Nondiscrimination and Affirmative Action Statement. It is the policy of the museum to provide equal employment opportunity to all persons without regard to race, color, creed, age, national origin, or sex. In addition to recruitment, selection and advancement, this policy of

nondiscrimination applies to all aspects of employment relationship, including but not limited to: compensation, benefits, layoff, recall, transfer, and termination. Physical handicap may be an employment determinant only in the case of a validated occupational requirement. In order to promote this policy, a positive, continuing program is in effect to provide equitable representation and distribution of minorities and women through the personnel from all segments of the community for all job levels and actively supports the development of employees for internal advancement. The museum periodically reviews and audits its personnel policies and employment activities to assure compliance with this nondiscrimination and affirmative action policy.

6. Recruitment. Applications for any vacant position shall be solicited by the director. After initial screening, a minimum of three candidates (if possible) for any permanent, full-time position shall be interviewed before the position is filled. When filling the position of director, the personnel committee of the board of trustees shall solicit applications and conduct interviews. The assistance of the mayor of the City of Springdale will be requested in this process. The museum prohibits the permanent hiring of members of the immediate family of staff members or family of museum board members.

7. Performance Evaluation. A yearly evaluation of each employee shall be implemented in August. This should be a routine matter to alert each employee of ways to improve job performance by measuring performance against job description. This exercise should provide an opportunity to set goals and plan promotion and merit compensation decisions. This evaluation shall be conducted by the director for all full-time staff members, while full-time staff shall conduct evaluations of their supervised part-time staff members. The president of the board and/or persons of her/his choosing shall conduct the assessment of the director's performance. This occasion would not necessarily be critical, but could be an occasion for positive comments, encouragement, and goal setting.

8. Vacation. The City of Springdale's policy manual specifies:

2 weeks (10 work days) after the first year

3 weeks (15 work days) from the second through eleventh year

4 weeks (20 work days) from the twelfth through twentieth year

Each employee vacation request shall be filed with the director during January of each year. Preference in vacation scheduling will be given to employees with the most seniority. Vacation schedules shall be reported to the museum board. If illness or other circumstances necessitate rescheduling vacation time, an effort will be made to accommodate the employee. If, for operational reasons, vacations cannot be scheduled during certain periods, such periods should be identified at the beginning of the calendar year.

9. Minimum Vacation Periods. Whenever possible, vacations should be taken in increments of one week (5 work days) or more. Vacations in less than one week increments are discouraged.

10. Holidays. Since the museum is open on Memorial Day, July 4, and Labor Day, staff members assigned to work on those days must be compensated with time off at another time. Special events, weekends, and evening work will also require time-off adjustments.

11. Sick Days. Sick days shall be used exclusively for health reasons or for medical care. Requirements as specified in the city manual shall be followed.

12. Absences. All employees are required to notify their supervisor in advance of an absence from scheduled work, or if he or she will be 30 minutes or more late reporting for work. All absences or

late time should be recorded whether excused or unexcused, to be aware of patterns of absences and tardiness. Appropriate disciplinary action shall be taken when abuses arise.

13. Work Day Time Recording. Time recording shall be required of employees. It shall be the responsibility of the director to sign approval of all time cards before submitting to the City for compensation.

14. Work Scheduling. It shall be the responsibility of the director to make and post work schedules at least two work weeks in advance. When necessary the director has the right to alter work assignments if the need arises.

15. Resignations. An employee should give a minimum of two weeks' notice of her/his intent to resign. Failure to do so will not result in loss of any earned or accrued vacation pay, but could result in refusal of the museum to provide letters of recommendation. An employee who resigns is not entitled to severance pay.

16. Termination Procedures. At such time as an employee's conduct or job performance is judged unsatisfactory, disciplinary action should be implemented.

17. Progressive Disciplinary Action. This action is defined as 1) counseling with the party; 2) oral warning; 3) written warning; 4) suspension. At the point a written notice to the employee is necessary, such action must be brought to the attention of the board.

18. Grievance Procedures. The museum will follow the grievance policy of the City of Springdale, except that grievances will be taken first before the board of trustees before entering the City system. The advice and counsel of the Mayor of the City of Springdale will be sought in these matters.

19. Hours of Museum Operation. The museum board of trustees shall set open and closed hours for the museum, as well as the number of work hours per day and per week. These may be subject to change as circumstances require. Present office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Lunch hours are 30 minutes all employees; the museum is open through the lunch hour.

20. Unauthorized Endorsement. Employees are prohibited from using the name of the museum or its logo in the conduct of private activities without specific written approval from the museum. Also, an employee may not suggest in any way that the museum is a sponsor of his or her private activities without specific approval by the museum.

21. Copyrights, Royalties, and Patents. The Shiloh Museum has full copyrights, patent, and royalty rights for any publications, filmstrips, videotapes, procedures, website, etc., produced as part of an employee's assigned duties or when the employee utilizes museum property or benefits directly from knowledge, information, and skills derived at the museum. No employee shall duplicate, copy, or reproduce the property of the museum without permission, except in the normal course of performing assigned work.

22. Collecting by staff members. No permanent employee shall compete with the Shiloh Museum in any personal collecting activity. All employees should inform the acquisitions committee within ten days about all personal acquisitions in the museum's area of interest. The museum has the right,

within two months of notification, to acquire any object purchased or collected by any employee at the price paid by the employee. The right of the museum to acquire from employees objects collected personally does not extend to objects collected prior to the staff member's employment at the museum. Objects that are bequests or genuine personal gifts are also exempt from the museum's right to acquire. No museum employee shall use his or her museum affiliation to promote his or her or any associate's personal collecting activities. No employee shall participate in any dealing (buying or selling for profit) in objects similar or related to the objects collected by the museum.

23. Removal of Items. No museum tools, equipment, supplies, or material shall be removed (borrowed) from the premises, except in the normal course of accomplishing assigned work or with the specific approval of the department head responsible for the property. Such approval should be for a specific purpose, at a designated location, and for a specific time period. Also, museum workshops and laboratories (including tools and supplies) should be used only for assigned work and then only by staff members, except as approved by the department head in charge.

24. Use of Library and Research Material. A procedure will be provided for checking out and checking in library and research material that is not part of the permanent collection. The director is responsible for seeing that items are returned in a reasonable length of time or when staff employment is terminated.

25. Mail Control. Museum letterheads and/or museum postage shall not be used to mail personal letters or parcels.

26. Telephone Control. Personal telephone calls made and received at work should be kept to a minimum.

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