



PERSONNEL MANUAL

February 7, 2017

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Steve Hubbard, President

Dear Employees and Volunteers,

Welcome to the LHS team and the great work we do! On behalf of the Board of Directors, and with great appreciation for the diligent efforts of the Personnel Manual Task Force, I am pleased to present the first LHS Personnel Manual.

This Manual, which covers both employee and volunteer personnel matters, consolidates some new material with existing written policies and unwritten practices governing personnel-related issues, procedures, and considerations. Our purpose was to clarify how we handle personnel matters and perhaps answer any questions you may have. In this way, we hope to establish expectations, maintain consistency, and avoid personnel-related misunderstandings. We ask each and every employee and volunteer to read through this document and officially acknowledge your understanding of its contents.

We intend that this Manual will be a living document, subject to change as circumstances dictate. If at any time you have comments or improvement suggestions, please communicate them to the Executive Committee.

A handwritten signature in cursive script that reads "Stephen D. Hubbard".

Steve Hubbard

President

ABOUT THE SOCIETY

The Laurel Historical Society was organized in 1975 as the Laurel Horizon Society. Since then it has worked to preserve the cultural and historical heritage of greater Laurel. From its founding the Society welcomed donations of material related to the history of Laurel. The name was changed to Laurel Historical Society 1977. In 1989, the City of Laurel began exterior restoration of a mill workers' house it owned. On February 25, 1991, then-Mayor Joseph Robison and the Laurel City Council adopted a resolution authorizing the Laurel Historical Society to use the mill workers' house as the Laurel Museum. The Society worked to raise funds to restore the building and renovate it for use as a museum with a research library and archive space appropriate to house artifacts, photographs, and documents using professional collection, storage, and display techniques.

The Laurel Museum opened its doors to the public in May 1996. Its first exhibit, from **Mill House to Museum** documented the history of the house and its renovation. Since then the Society Exhibit Committee has planned and mounted a new exhibit each year. Typically the museum closes just before Christmas to display a new exhibit to open in February. It has greeted more than 20,000 visitors, including countless schoolchildren and numerous tour groups. LHS membership grew from 31 paid members in the early nineties to the current membership of more than 300. The previously all-volunteer staff now includes a paid full-time Executive Director and part-time assistant.

Recent Society highlights include development of an extensive new Walking Tour with the City of Laurel, and a redesign of Diven's Den, an interactive multi-generational space that incorporates STEM principles to teach Laurel's history. The Society holds monthly programming tied into current exhibits and local history and culture and has increased its community partnerships, including Laurel High Schools' Spartan Historical Society. Presentations through the LHS Speaker's Bureau bring local history to schools as well as community and senior groups. Children's programs are reaching out into the community while the membership continues to grow. The Society continues to have biannual House Tours first started in 1976. Since 2001 the Society has held an annual gala that raises critical funds to support the Society's operations and the Laurel Museum.

EMPLOYEE HANDBOOK DISCLAIMER

The following employee handbook represents a summary of employee benefits, policies, and other important information surrounding employment or volunteering with Laurel Historical Society. The handbook does not in any way represent a guarantee of employment or volunteer service for a specific duration of time or period including a trial or probationary period.

Employment or service with LHS is considered voluntary and at-will. Accordingly, either the employee/volunteer or the employer can terminate the relationship at will, with or without cause, at any time so long as there is no violation of applicable federal or state law. In no way does this employee handbook create or imply a contractual agreement between LHS and an employee or a volunteer. Any implication to the contrary is hereby expressly disclaimed.

The information, policies, and benefits described herein are subject to change: consequently, revisions to this handbook may occur except to the policy of employment at-will because in Maryland employment is at-will. All changes will be communicated through official notices. The revised information may supersede, modify, or eliminate existing policies.

Furthermore, the undersigned acknowledge that this handbook is neither a contract of employment nor a legal document. It acknowledges receipt of the handbook and the understanding that the recipient is responsible to read and comply with the policies contained herein and any revisions made to it.

Any employee or volunteer having questions regarding the information presented in this handbook should consult their supervisor.

Employee/Volunteer Name Printed

Employee/Volunteer Signature Date

Supervisor's Signature Date

Employees and the supervisor will be asked to sign this page and a copy of this page to be placed in the employee's personnel file. Volunteers will also be asked to sign a copy of this page to be kept in the volunteer records at the museum. Employees and volunteers may choose to receive a digital copy of the handbook rather than a hard copy. In that case a copy of this page will be signed in hard copy and placed in the files at the museum.

NON DISCRIMINATION POLICY

The Laurel Historical Society is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential.

The Laurel Historical Society prohibits discrimination against any member of the community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. It is the policy of the LHS to ensure equal opportunity to all qualified persons without regard to race, color, age, gender, religion, national origin, disability, or genetic information with respect to recruitment, employment, wages, promotion, benefits, and all other privileges, terms, and conditions of employment.

The LHS will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

INSTITUTIONAL CODE OF ETHICS

Mission: The mission of the Laurel Historical Society, Incorporated, is to encourage the understanding and preservation of the history and cultural heritage of Laurel

This code of ethics applies to the Laurel Historical Society board of directors, staff and volunteers. In their work as representatives of the Society, they must act professionally with honesty, integrity and openness. They should treat each other, Laurel Historical Society members and the public fairly and with respect. They must also comply with all applicable laws, regulations and international conventions.

Board of Directors

1. Governance.

The Board of Directors is the governing body of the Laurel Historical Society and is responsible for ensuring that it serves the public. Its duties include making and exercising all rules and policies necessary for proper governance and for conducting its affairs in accordance with the Laurel Historical Society's mission and as set out in the articles of incorporation and bylaws.

2. Decisions.

Each Director is responsible for making informed decisions on matters brought before the Board. Directors must devote adequate time to attending meetings and being informed on the issues in order to make informed decisions.

3. Loyalty.

Each Director must act in the best interest of the Laurel Historical Society, rather than for any one person or other group. They may not use their position for personal gain. They must respect confidentiality, and not disclose information unless it has been previously made public. Each Director must be aware of his or her obligation when acting as a representative of the Laurel Historical Society to speak and act in public in a manner that reflects well on the Society.

4. Conflict of Interest.

If a conflict of interest arises, the Director(s) must disclose the conflict to the Board, stop participating in any related discussions, and abstain from voting on the matter.

Conflicts may include financial gain, competition for assets and obligations to other organizations. Board members may not purchase items approved for deaccession except as the winning bid in a Laurel Historical Society auction. They may not use the collection for their private benefit or compete with the Society when adding to any personal collections.

5. Relations with others.

Directors must not expect staff or volunteer assistance with personal projects beyond the extent such assistance is available to the general public.

Staff

1. Professional standards.

The Laurel Historical Society expects staff to abide by all professional practices in their fields.

2. Conflicts of Interest.

Staff must think and act in the best interest of the Laurel Historical Society, rather than for themselves or any other person. They may not use their position for personal gain. This clause is especially applicable to the area of personal collecting of items that are of the same type as those collected by the Laurel Historical Society. Staff members must not compete with the Laurel Historical Society in collecting. They may not purchase items approved for deaccession except as the winning bid in a Laurel Historical Society auction. They may not use the collection for their private benefit

3. Loyalty.

Staff must respect confidentiality, and not disclose information unless it has been previously made public. When acting as a representative of the Laurel Historical Society they must speak and act in public in a manner that reflects well on the Laurel Historical Society.

Volunteers

1. Commitment. Volunteers must be committed to serving the public. Although the Laurel Historical Society does not pay volunteers, it expects them to abide by the same standards as paid staff. The Laurel

Historical Society expects volunteers to take time to learn about the Laurel Historical Society, its collections, and its programs so the volunteers can accurately and fairly present the Laurel Historical Society to the public.

2. Supervision. Volunteers must work under the supervision of Laurel Historical Society staff. If a volunteer has any questions about the duties, he or she must ask the appropriate staff person. The Laurel Historical Society expects volunteers to know the details of how they must do their work.

3. Loyalty. Volunteers must think and act in the best interest of the Laurel Historical Society, rather than for themselves or any person's goals. This includes not using his or her position for personal gain, but rather to further the mission of the Laurel Historical Society. This also includes confidentiality, which means not disclosing information about the Laurel Historical Society unless it has already been made public.

4. Relations with others. Each volunteer agrees to treat Directors, staff, other volunteers, and the public with honesty, fairness, service, and respect.

Director, Staff, and Volunteer Ethics Statement

All members of the staff, Board of Directors, and volunteer corps are expected to read, understand, and adhere to the standards set forth in the Institutional Code of Ethics Statement.

EMPLOYEES' OFFICIAL PERSONNEL FILES (OPF'S)

Complete and accurate personnel records are important and must be kept up-to-date. OPF's are considered confidential but should be made available to an employee at any reasonable time upon request to the Executive Director. OPF's may not be removed from the Executive Director's office.

An employee's OPF should contain:

- Copies of current Employment Agreements between the Laurel Historical Society (LHS) and the employee
- A Job Description for the position an employee holds
- The Job Application and resume of the employee
- Offer of Employment to the employee
- The employee's W-4 Form (Employee's Withholding Allowance Certificate)
- Signed acknowledgement of receiving a copy of LHS Personnel Manual. If the Manual has been updated since an employee started to work for LHS, written and signed copy of acknowledgement of receipt of new Manual
- Performance Plan
- All performance reviews
- Notices of pay increases
- Awards or certificates of excellent performance on the job

- Any written complaints from customers or co-workers
- Any forms relating to any benefits
- Any documents pertaining to completed training programs
- Emergency contact and next of kin forms
- Records and notes of any disciplinary proceedings taken against the employee
- Any notes or warnings on bad attendance or tardiness to work
- Application to Engage in Outside Employment, Business or Professional
- Letter of Resignation if end of employment is voluntary
-

WHAT SHOULD NOT BE KEPT IN AN OPF:

- Medical Records - No employee medical records is kept in an OPF. If an employee has a disability, as required by the Americans with Disabilities Act (ADA), that employee’s medical records is kept in a separate file and access thereto is limited.
- Documents or notes relating to an employee’s race, color, sex, age, national origin or ancestry, genetic information, marital status, sexual orientation, gender identity and expression, disability, or status as a veteran.
- I-9 Forms - I-9 Forms come from the United States Citizen and Immigration Service (USCIS). These forms are used to verify employees are eligible to be employed within the United States and can be inspected by government compliance officers. To protect the privacy of other information in the OPF which the inspectors do not have the right to see, I-9 documents are filed separately.

PERFORMANCE REVIEW

Trial Period: At the end of the 90 day trial period, the supervisor will meet with the employee to discuss her performance progress and present her with a written review. If progress is satisfactory, the trial period is ended. If it is unsatisfactory, the supervisor will prepare a letter of termination.

Annual: Employee performance is reviewed annually by the supervisor on or near the hiring anniversary date.

The purpose of a performance review is multifaceted:

1. to help employees capitalize on their strength and identify areas needing improvement,
2. to discuss the status of goals established for the current year,
3. to plan training objectives and methods for achievement,
4. to develop mutually agreed upon goals for the coming year.

The appraisal may address the following areas in addition to goals and training objectives:

- Quality and Quantity of Work Produced
- Dependability – Being Where Needed & Doing What Should Be Done
- Cooperativeness Working with Other People
- Adaptability - Adjusting to Change
- Communication – Giving and Receiving Information
- Daily Decision Making and Problem Solving - Thinking on the job.
- Service to Community/Public
- Use of Equipment and Material
- Project Planning and Implementation
- Work Group Management
- Performance Planning and Achievement of Goals

Supervisors will meet with the employee and discuss the review. Employees will be asked to sign the review. The employee's signature does not mean they agree with the review, only that it has been discussed with the supervisor. If there is an area of disagreement, the employee may choose to attach comments to the review.

The review will be filed in the employee's official personnel file (OPF) along with any employee comments attached.

EMPLOYEE COMPENSATION

Overarching principles for Setting/Maintaining Fair & Reasonable Employee Compensation:

- In order to retain quality personnel and compensate them fairly, salaries for existing employees must be reviewed, and considered for increase, at least annually based on (1) cost of living, (2) employee performance, and (3) LHS budget constraints.
- In order to attract quality personnel to fill vacancies, salary offers for new employees must be based on (1) LHS budget constraints, and (2) current salaries of similarly qualified people doing similar jobs in the local area.
- LHS does not currently automatically include health benefits (e.g., medical insurance, dental insurance) in its compensation packages.
- The LHS recognizes that retaining talented employees and/or attracting qualified professionals may involve including different benefits in the compensation package and that these may be part of the negotiated salary package for new and current employees on a case-by-case basis as our budget permits.

Salary Adjustments for Employees

Annual salary increases will be based on a combination of two factors: Consumer Price Index (CPI) & merit. As part of the annual LHS budgeting process, the budget committee shall determine, and propose to the Board of Directors, salary adjustments based on the sum of the average CPI for the preceding 12 months (as obtained via the U. S. Government's web site: <http://www.bls.gov/cpi/>) and a merit raise of between 1% and 3% (to be determined by individual employee performance and budget health).

Salaries for New Hires

Salary offers to employment candidates shall be based on a survey of available local (community, county, state, region) salary information relative to similar positions requiring similar education and experience. Examples, other than information on similarly-sized museum & historical society positions, might include school teachers, librarians, researchers, etc. As the need to fill a vacancy arises, the LHS President shall appoint a committee to gather such information to enable determination of a fair and reasonable salary offer.

PAY PRACTICES

Work Week

The work week begins on Sunday and ends on Saturday.

Overtime Pay and Compensatory Time

LHS complies with the Fair Labor Standards Act of 1938 and all amendments regarding overtime and compensatory time.

The Executive Director is salaried and exempt from overtime. Normally, the Executive Director works 40 hours per week but needs to work a flexible schedule for meetings, programs, or other LHS business. When more hours are necessary in one week, compensatory time off may be used in another week in exchange for those additional hours. Due to the nature of the work, it will not always be possible to have compensatory time off for all the hours worked as the Executive Director's salary is established for the job which cannot always be done in 40 hours per week.

Other employees are non-exempt and will be paid time and one-half as overtime pay for hours worked in excess of 40 hours in a work week. Employees must have authorization from the supervisor to work more than 40 hours in a week. However, disciplinary action will be taken for failure to comply as pay cannot be docked for failure to receive permission. Compensatory time may be used in lieu of overtime pay, but compensatory time will be one and one-half hours for each hour worked over 40 in one week.

Half time employees who are asked to work more than 20 hours in one week will normally be scheduled to work fewer hours in another week to balance their hours to an average of 20 per

week. Hours should never exceed 40 hours per week unless time and one-half is paid or one and one-half hours of compensation time is provided for hours over 40 in one week.

Meals and Breaks

LHS does not officially designate breaks for meals or other purposes but follows the Maryland/Federal laws concerning breaks. If an employee leaves the building or the work area for lunch not related to LHS business, the employee is not paid for that time. However, if the employee participates in a working lunch for LHS purposes or reasonably expects that she should stay in the work area to work or be on hand if needed, she is paid for that time. Food or beverages may be available in the work area as long as the area is kept clean and the staff is discreet around visitors. Whenever an employee works six or more hours at a time, she must be allowed to have food in the work area and eat while working.

Payroll Practices

LHS contracts a payroll company to process payroll. Pay is distributed by direct deposit twice per month on the 15th and 30th of the month except in February when it is deposited on the last calendar day of the month.

Employees maintain a digital record on their computer which their supervisor may review when needed of the days worked and one of leave accrued and taken.

LEAVE POLICIES

Types of Paid Leave: In addition to vacation, sick and holiday leave, the following types of leave may be used as needed for specific purposes.

- **Administrative:** paid leave which is granted by LHS for administrative reason and is not charged to employee's vacation or holiday leave.
- **Liberal leave:** is charged as vacation leave but does not require advanced notice stipulated by the policy for requesting vacation leave because it is needed as a result of inclement weather or other area emergency situation.
- **Personal Leave:** is charged to employee's vacation leave but does not require advanced notice stipulated by policy because it is needed for a personal emergency.

Leave Accumulation:

Full time employees receive 10 days of vacation leave and 10 days of sick leave per year. Half time employees receive five days of each type of leave per year.

For record keeping purposes:

Leave is applied to leave accrual each year and available for use as follows:

Full time employees

January 1: 24 hours vacation and 24 hours sick leave
April 1: 24 hours vacation and 24 hours sick leave
July 1: 24 hours vacation and 24 hours sick leave
September 1: 8 hours vacation and 8 hours sick leave

Half time employees

January 1: 12 hours vacation and 12 hours sick leave
April 1: 12 hours vacation and 12 hours sick leave
July 1: 12 hours vacation and 12 hours sick leave
September 1: 4 hours vacation and 4 hours sick leave

Leave Accrual:

No more than 40 vacation hours may be carried over from one year to the next for full time employees or 20 hours for part time employees.

Sick leave may be carried over from one year to the next provided the maximum accrual never exceeds 240 hours for full time employees or 120 hours for part time employees.

Payment for unused vacation hours will be included with the final check at termination. No pay is provided for unused sick leave.

Extended Leave:

LHS has too few employees to be covered by State or Federal Family Medical Leave acts. The immediate supervisor may approve extended leave up to the amount employees have accrued for sick and vacation.

In special circumstances with authorization from the Board paid leave may be advanced prior to accrual provided leave advanced does not exceed the amount to be earned during that calendar year and pay for advanced vacation leave is deducted from the final pay check should resignation occur prior to accruing such leave.

If an employee needs leave without pay (LWOP) for medical or family reasons or advanced paid leave, a written request needs to be submitted to the supervisor. An email request is acceptable for an emergency. All paid leave must be used before LWOP is granted. The supervisor will forward the request to the Chairman of the Executive Committee to coordinate with the Board for a final decision. The supervisor may approve up to one week of LWOP in an emergency in a 12 month period while waiting for a Board decision provided the supervisor can make arrangements to cover the job duties during that time.

LWOP is rarely granted to an employee who has been employed for less than one year or for more than one week for an employee has had LWOP approved in the preceding 12 months regardless how long employment has been.

Leave Requests:

Except in case of emergency, leave on a day the Museum is open to the public should be requested before the monthly schedule is posted unless adequate and experienced volunteer staff is scheduled for duty during open hours. This applies to vacation leave, compensatory time or attendance at conferences. On other days leave requests will be coordinated with the supervisor to be sure all essential work is reassigned. The supervisor shall be called prior to the start of a shift when sick leave or leave for an emergency is needed.

Leave Records:

A program is set up for each employee based on leave earning for which they are eligible. The program adds leave earned at regular intervals according to policy outlined above. When employees use leave, they enter it into the program. At the end of each calendar year, any leave in excess of what may be carried over from one year to the next is deleted.

BEREAVEMENT LEAVE

Employees are provided three (3) days of paid leave in the event of death for an immediate family member. For this policy, immediate family member is defined as:

- Spouse
- Child
- Mother or Mother-in-law
- Father or Father-in-law
- Sibling
- Grandparent
- Grandchild

One (1) day of paid leave will be provided to attend the funeral of a spouse's sibling or spouse's grandparent.

Employees may supplement paid bereavement leave with vacation leave if more time is needed. Leave without pay may be granted for a reasonable amount of time if paid leave is exhausted.

LEAVE WITHOUT PAY

When an employee has exhausted all paid leave but needs additional time off for illness or personal/family emergency, leave without pay (LWOP) may be requested. The request should be submitted to the supervisor in writing and include possible ways to cover essential duties during the absence. Email is acceptable. The Executive Director should contact any member of the Executive Committee to help coordinate leave if unable to reach the immediate supervisor in a timely manner in case of an emergency. Up to one week of LWOP may be approved by the supervisor while waiting for the Board to approve a longer request for LWOP.

A decision to grant LWOP is based on the ability to cover essential duties during the absence. Typically LWOP in excess of one week is not granted to anyone with less than one year of employment or if LWOP has been granted in the past two years.

When LWOP of longer than one week is approved, the conditions and arrangements will be put in writing by the Board. The Chairman of the Board and the employee will both sign to be sure the arrangements are clear. If the employee has to leave town before arrangements are finalized, the conditions and employee's acceptance will be coordinated by email.

JURY DUTY

LHS does not provide Jury Duty leave. However, employees are paid the difference between their normal rate of pay and the stipend received from the court for jury duty. Employees should be sure to state on the form from the court that their employer does not pay for Jury Duty, so the court will issue a check for such service. Employees will receive their regular pay check and submit the endorsed check from the court to LHS.

MILITARY DUTY

LHS follows all applicable laws if an employee receives orders for active Military Duty. Employees may use their vacation leave to supplement their pay while on Military Duty, but LHS does not provide any paid military leave. Time off for military active duty is considered leave without pay for Military Duty.

HOLIDAYS

Employees will receive pay for holidays as follows:

1. The employee shall be granted six “core” holidays per year, established as: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. For the case in which a core holiday lands on a Saturday, the holiday will be observed on the previous day (Friday). For the case in which a core holiday lands on a Sunday, the holiday will be observed on the following day (Monday).
2. The employee shall be granted four floating holidays, to be observed on any normal workday at the employee’s discretion.
3. Employees must work on the last normal work day prior to a holiday and the first normal work day after a holiday or be on approved paid leave on those days to receive holiday pay (i.e., the employee does not receive holiday pay for holidays which occur while an employee is on Leave Without Pay).

Administrative Leave Days:

1. The museum is closed to the public every year between December 24th and January 2nd.
2. Employees of the LHS will be given the dates between Christmas and the observed New Year’s Day holiday (a total of four “work” days) as administrative leave days (i.e., they do not count against the employees’ annual vacation allowances).

Part Time Employees: receive holiday pay as a ratio of the number of hours they would normally be scheduled to work on a holiday (i.e., someone who works 20 hours per week and normally would work 4 hours on a holiday received 4 hours of holiday pay).

INCLEMENT WEATHER

The Society follows the Prince George’s School system regarding determination to close the museum due to inclement weather during the week. The museum closes when schools are closed. When school is delayed, the museum will be closed until noon. If early dismissal is announced, the museum will close at noon. The Executive Director will decide whether the museum should be closed or events should be cancelled due to weather on weekends and will have an announcement placed on museum voice mail and website to notify volunteers and others who call.

Volunteers working the morning shift need not report if school start time is delayed. Afternoon volunteers need not report if early school dismissal is announced. Sunday volunteers should call the voice mail or website to know if the museum will be open during bad weather, and must notify the Assistant to the Director if the museum is open but they are unable to report for work.

Staff will be paid administrative leave the first day of closure due to an inclement weather event. If the event continues for more than one day administrative leave will only be provided if the

City is urging nonessential people to stay off the roads to enable plowing. In that event, the Executive Director will confer with the President or Chairman of the Board to determine whether liberal leave, working from home or other arrangement is approved. The Executive Director will notify other staff. In any case, staff will assure essential work is done by working at home, adjusting their weekly work hours, or making other arrangements as approved by the Executive Committee based on the weather and ability of the City to plow roads, shovel the walk to the museum, and make parking at the museum available.

SAFETY

Staff will follow safe practices when performing their jobs and maintain the museum in a manner which promotes safety. Staff will notify the City of any safety hazards requiring repair, revision or upkeep in the building or on the grounds and follow up to assure timely resolution or temporary adjustment to provide a safe environment. Safety policies and procedures will be posted on the bulletin board at all times for staff, volunteers and visitors to be informed as needed. Maryland Occupational Safety & Health regulations will be followed. Any injury of staff, volunteers or visitors will be documented on an Incident Form which will be available in the files of the reception desk. The form will be completed immediately by the senior staff member or volunteer on duty unless medical treatment takes priority. Then it will be done as soon as possible. The Executive Director or her designee will complete the Supervisor's Investigation form within 24 hours and report the incident and recommended corrective action to the Chairman of the Executive Committee. Based on the seriousness of the incident, the Chairman will decide whether to appoint members of the Committee to investigate and recommend corrective action. Forms for follow up investigation will be kept in the Executive Director's files. Loss time from work, medical treatment, and disability benefits, if any, will be provided in accordance with the Worker's Compensation Law.

Forms attached on pages 21 – 25 are also available in volunteer desk file in reception area.

JOB DESCRIPTION

A job description is prepared for each job before recruitment begins. It describes the duties and responsibilities of the job; the training, education and experience needed; physical demands; working conditions; supervision received from; and supervisory duties to others if required. Employees and the supervisor signs the job description at the time the employees is hired to document the job description has been discussed with the employee.

Supervisors are to review job descriptions annually at the time of the performance review and revise if needed. Employee may also suggest changes any time throughout the year if the duties change. Employees and supervisors sign revised descriptions.

CONDUCT

Professional and ethical conduct is expected of all employees. Behavior which reflects a poor image for LHS or impedes the efficient, effective operation of LHS operations and functions is cause for disciplinary action, up to and including termination based on the seriousness or repetition of the action.

Repeated absences or tardiness even for a good reason may result in a notice of unacceptable attendance or termination. This is not considered a disciplinary action but a situation where the employee's need for absences or tardiness is incompatible with the operation and services of LHS without placing a burden on others.

GRIEVANCE PROCEDURE.

If employees or volunteers have a grievance or complaint, they are expected to address it in a professional manner by using the grievance procedures instead of airing problems to a wide number of people or the public without first using the internal process.

The first step in resolving any complaint is to discuss it at the most immediate level possible. For example when two people disagree, they should meet and try to resolve it between them whenever possible.

If the matter is still unresolved or if this step is not appropriate to the situation, the employee or volunteer should address it with the immediate supervisor for assistance to resolve the matter.

If the matter is still unresolved, the employee or volunteer should request assistance from the LHS President.

If the matter is still unresolved, the employee or volunteer may ask for a hearing with the Executive Committee in writing. Normally, such hearing should be held within one week.

The employee or volunteer may bring another employee, volunteer, or Board member with them to the hearing, but Grievances are internal procedures. No attorneys are permitted. Someone outside the people named above may be asked by the employee to attend only to give information at the hearing but may not speak instead of the employee nor be present for the entire hearing.

After the hearing, the Executive Committee will collect any additional information needed, meet, make a decision and put the decision in writing.

If the matter is still unresolved, the employee or volunteer may submit a written request for a hearing with the Board. The decision of the Board is final.

INTERNET USAGE POLICY

This Internet Usage Policy applies to all employees and volunteers of the Laurel Historical Society (LHS) who have access to computers and the internet to be used in the performance of their work. Use of the Internet by employees and volunteers of LHS is permitted and encouraged where such use supports the goals and objectives of the Society. However, access to the Internet through the LHS is a privilege and all employees and volunteers must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment or volunteerism. Employees and volunteers may also be held personally liable for damages caused by any violations of this policy. All employees and volunteers by signing acknowledgement of receiving this Personnel Manual confirm that they understand and agree to abide by this policy, and are expected to conduct themselves professionally in the workplace and refrain from using LHS office equipment for activities that are inappropriate.

Email, Social Networking, Downloading and Online Policies

Only LHS-approved software may be loaded on any LHS computer. No one may not load other software on a computer, or download programs from the Internet onto any LHS computer without permission from the Executive Director or designee.

Personal use of LHS computers is not prohibited, but the use should be reasonable in terms of frequency and duration. Personal use of LHS computers must not interfere with responsibilities as a LHS employee or volunteer.

Volunteers should get authorization from the Director or designee before using any computer at LHS and know which one(s) they may use.

All Internet data that is composed, transmitted, and/or received by LHS's computer systems is considered to belong to LHS and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of LHS and it reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.

Emails sent via LHS's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the usage of vulgar or harassing language and/or images.

All sites and downloads may be monitored and/or blocked by LHS if they are deemed to be harmful and/or not productive to business.

Any email, social media site, or similar online business used by an employee or volunteer on behalf of LHS and paid for by or set up expressly for LHS is considered LHS property. If an employee or volunteer is authorized to set up an account for LHS use, the contact email must be an LHS email address. As such, user name and password for these services must be passed on to the Executive Director and included in the employee's Official Personnel File (OPF). The Executive Director or immediate supervisor may ask for access to an LHS-related email, social media site, or similar online business at any time.

Employees and volunteers who have their own social networking accounts which they use on their own time need to keep in mind that some actions on personal site are visible for the entire social media networking community and are no longer private matters. While the Society will not usually monitor an employee's personal conduct on social networking sites, it is advisable to assume that anything posted on a personal social networking profile could potentially be seen by anyone at the Society.

While this section of the policy is a sensitive one, the Society has put the following criteria in place to protect not only the Society but also employees and volunteers:

- Do not send or post discriminatory, harassing, or threatening messages or images on the Internet or via LHS's email service.
- Do not steal, use, or disclose someone else's password without authorization.
- Do not send or post information/products that is defamatory to LHS, its products/services, colleagues and/or customers.
- Do not introduce malicious software onto LHS's network which would jeopardize the security of the organization's electronic communications systems.
- Do not send or post chain letters, solicitations, or advertisements not related to LHS purposes or activities.
- Do not publicly post anything could put your job in jeopardy if seen by a supervisor.
- Do not post any pictures or comments involving the Society or other LHS staff that could be construed as inappropriate.
- Do not post sensitive or confidential information.
- Employees and volunteers are also responsible for what other users post on their individual social networking profile. Remove any inappropriate or insensitive information regarding the Laurel Historical Society anywhere on your profile, even if it is generated by a different user.
- Personal profiles are visible to others. Practice caution. If just one inappropriate picture or comment taken out of context falls into the wrong hands it could be cause for termination.

If an employee is unsure about what constitutes acceptable internet usage, then she should ask her/his supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of LHS's network

and internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by LHS which can include revoking computer privileges, other disciplinary action, or termination.

CELL PHONE POLICY

Employees and Volunteers may use their cell phones while at the Laurel Museum or on Society business. However, due to the public aspect of the organization, cell phone use for private or personal needs in a public area is discouraged. A reasonable awareness of visitor and customer needs should direct your use of cell phones while on site or on Society business.

Employees may be asked to maintain a personal cell phone account and use it for LHS business. In such cases, they will be paid a nominal amount per month to use toward payment of their cell phone bill. The amount will be stipulated in writing.

REIMBURSEMENT FOR EXPENDITURES

Employees will be reimbursed in cash for approved expenditures of less than \$25 made for the Society. A receipt must be submitted to the Executive Director. If sales tax was paid, it will not be reimbursed.

If an employee has been issued a credit card by LHS to use to pay for purchases on behalf of the Society, upon receipt, statements must be submitted, along with receipts, to the Executive Director so that payment may be made.

Other expenses incurred on behalf of the Society will be reimbursed by check. Submit a Reimbursement Request form with receipts documenting all expenditures to the Executive Director.

Pre-approved mileage accrued on Society business will be reimbursed at the current IRS mileage rate. Mileage reimbursement must be claimed on the Reimbursement Request form, recording the date(s), purpose of travel and mileage logged. *Forms on page 26 are available in files at reception desk and Executive Director's Office.*

SPEAKING ON BEHALF OF THE SOCIETY

Employees and volunteers respond to requests for information in the normal course of their duties. Training programs, resource material, and printed handouts are available to help employees and volunteers respond. Sometimes the matter may need to be referred to the supervisor or more experienced volunteer on duty. Other times a message needs to be left for the person who can respond. When research is needed, the person requesting data should be directed to submit a request by email to info@laurelhistoricalsociety.org.

From time to time the media, a government official or an interested citizen may want an official statement stipulating LHS position or opinion on a matter. Response to these requests will conform to the following policy approved by the Board of Directors:

Speaking on Behalf of the Laurel Historical Society

Approved by Board of Directors 2-18-2016

The following are authorized to speak on behalf of the Laurel Historical Society: the Chairman of the Board, President and Executive Director, who speaks for the organization on day-to-day matters. Additional individuals may be designated at the discretion of one of the above.

In situations where an issue has become, or has the identified potential for becoming controversial or potentially detrimental to the organization:

1. If time permits, the representative will bring the matter up for discussion at a regular meeting of the Board of Directors, or a meeting of the Executive Committee, whichever comes first.
2. If time is limited due to circumstances beyond the Society's control, the representative will poll the Executive Committee of the Board of Directors to determine the consensus of the majority of that group on the issue to be addressed.
3. If circumstances require that a position be presented and time does not permit the implementation.

Report of Injury Form

Instructions: Employees shall use this form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: Injury Illness Near miss

Your Name: _____

Job title: _____

Supervisor: _____

Have you told your supervisor about this injury/near miss? Yes No

Date of injury/near miss: _____ Time of injury/near miss: _____

Names of witnesses (if any): _____

Where, exactly, did it happen? _____

What were you doing at the time? _____

Describe step by step what led up to the injury/near miss. (continue on the back if necessary):

What could have been done to prevent this injury/near miss?

What parts of your body were injured? If a near miss, how could you have been hurt?

Did you see a doctor about this injury/illness? Yes No

If yes, whom did you see? _____ Doctor's phone number: _____

Date: _____ Time: _____

Has this part of your body been injured before? Yes No

If yes, when?

Supervisor: _____

Signature

Date

Supervisor's Accident Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

(Circle one) Male Female

What part of the body was injured? Describe in detail.

What was the nature of the injury? Describe in detail.

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using?

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event:

What caused the event?

Were safety regulations in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name

Medical Report is attached.

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature

Date

Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: Death Lost Time Dr. Visit Only First Aid Only Near Miss
Date of incident:

Name: _____

Sex: Male Female Age:

Job title at time of incident: _____

Part of body affected: (shade all that apply) Nature of injury: (most serious one)

- Abrasion, scrapes
- Amputation
- Broken bone
- Bruise
- Burn (heat)
- Burn (chemical)
- Concussion (to the head)
- Crushing Injury
- Cut, laceration, puncture
- Hernia
- Illness
- Sprain, strain
- Damage to a body system:
- Other _____

Exact location of the incident: _____ Exact time: _____

What part of employee's workday? Entering or leaving work Doing normal work activities
 During meal period During break Working overtime Other _____

Names of witnesses (if any):

Number of attachments:

Written witness statements: Photographs: Maps / drawings:

What personal protective equipment was being used (if any)?

Describe incident step by step and other important details. Description continued on attached sheets:

Describe any unsafe working condition:

Were the unsafe acts or conditions reported prior to the incident? Yes No

Have there been similar incidents or near misses prior to this one? Yes No

What changes do you suggest to prevent this incident/near miss from happening again?
Description continued on attached sheets if needed:

Names of investigation team members:

Date:

| | | |
|--|--------------------------------------|---------------|
| Laurel Historical Society, Inc. | | |
| Expense Reimbursement | | |
| Name | | |
| Address | | |
| City, Zip | | |
| Phone | | |
| Email | | |
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| Date | Vendor and purpose | Amount |
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| | Total Reimbursement Requested | |
| | | |
| I certify that the expenses for which I am seeking reimbursement were directly related to LHS activities | | |
| Signed: | _____ | |
| Date: | _____ | |
| <hr/> | | |
| Don't forget to attach your receipts! | | |

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