

The Schiele Museum of Natural History

PERSONNEL POLICIES

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SCHIELE MUSEUM OF NATURAL HISTORY AND PLANETARIUM, INC.

PERSONNEL POLICIES

FOR MUSEUM CORPORATE BOARD EMPLOYEES

GENERAL STATEMENT

The Schiele Museum of Natural History and Planetarium, Inc., (the Museum Corporate Board) is a private, non-profit educational and research institution. The purpose of the corporation is to support the activities of the Schiele Museum of Natural History and Planetarium (the Schiele Museum). The Schiele Museum's mission is to collect, study and preserve objects and materials of the natural and scientific environments that have significance for future generations and interpret the objects, discoveries and insights of science and the environment for the general public through high-quality exhibits and educational programs.

The Museum Corporate Board has adopted this statement as a medium through which the Board, in its capacity as employer, and the employees of the Museum Corporate Board can achieve a mutual understanding of their respective expectations of each other. This statement shall be reviewed annually by the Personnel Committee of the Museum Corporate Board as part of its responsibilities as outlined below.

The Director of the Schiele Museum shall be responsible for the implementation of personnel policies and for the development of personnel procedures consistent with the aims of this statement.

Final authority for approving all matters related to personnel policies and procedures is vested in the Museum Corporate Board of Directors. The Museum Corporate Board of Directors is charged with the authority and responsibility of insuring that the Director and the staff carry out the policies, practices, and procedures of the organization in a manner which will reflect favorably on the Schiele Museum.

Through the adoption of these policies, the Museum Corporate Board of Directors assigns responsibility for the ongoing oversight and approval of routine personnel matters to the Administrative staff.

Museum Corporate Board employees shall be given a copy of the Personnel Policies at the time of employment and must agree to comply with these policies.

These personnel policies have been drafted for the guidance of supervisory employees. It is not intended that it shall form any sort of contractual arrangement between the Museum Corporate Board and its employees; rather, it describes the Museum Corporate Board's employment policies and benefits as decided by the Museum Corporate Board of Directors as it may see fit in its sole discretion.

EMPLOYMENT PRACTICES

GENERAL PRACTICES:

Demonstrated ability and performance is the guide in the selection, promotion and termination of Board employees. Employment may be terminated at will. The most qualified person to do a specific job is sought for vacancies and new positions.

AFFIRMATIVE ACTION

Opportunity for employment with the Schiele Museum shall be open to any person who, on the basis of demonstrated ability and performance, can present satisfactory evidence of qualification for the position to be filled. Applications shall be considered without regard to race, sex, religion, age, national origin, handicap, or any other factor not directly related to an appraisal of the candidate on the basis of qualification for the position to be filled.

DRUG FREE WORKPLACE

The Schiele Museum maintains a drug-free workplace and requires a drug test prior to employment. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is strictly prohibited. Understanding and adherence to this policy is a condition of employment. Failure to adhere to this policy can result in termination.

The museum reserves the right to require a random drug or alcohol test without prior notice. Failure to submit to a drug or alcohol test when requested is grounds for disciplinary measures up to and including termination.

EMPLOYMENT/PROBATIONARY PERIOD

The Museum Corporate Board Director has the authority to hire, assign, reassign and terminate all Museum Corporate Board employees. All new employees are hired for a probationary period of three months. During this period, employment may be terminated by either the employer or the employee with or without cause. Upon completion of the probationary period, the employee becomes a regular member of the staff. Job benefits do not begin to accrue until after successful completion of the probationary period.

JOB DESCRIPTIONS

Job descriptions, prepared by the Schiele Museum, shall be given to each employee at the time they begin their work. Job descriptions may be amended or changed from time to time by the Museum Director, the supervisor of the department, or the Museum Corporate Board Personnel Committee. The changes will be approved by the Museum Corporate Board of Directors.

FULL-TIME EMPLOYEES

Exempt Employees

The normal work week consists of 40 hours but the requirements and responsibilities of their positions may include time outside the regular 40 hours. Exempt employees will work the number of hours required to complete the job. Professional and supervisory personnel are not eligible for overtime or compensatory time. However, flex or personal time may be granted within the pay period at the discretion of the Museum Director.

Non Exempt Employees

Non exempt Museum Corporate Board employees are eligible for overtime at a rate of time and a half for time worked over the normal 40 hours in a week. Non exempt employees may take time off on a one-for-one basis *in the same week* that extra hours are worked.

PART-TIME & TEMPORARY EMPLOYEES

Employees are considered part-time when they work an average of less than thirty hours per week. Personnel benefits covering full-time Museum Corporate Board employees shall not be available to part-time employees, with the exception of those benefits provided to employees at the discretion of the Museum Corporate Board of Directors or in accordance with local, state or federal laws.

Temporary employees are usually hired for a specific task or project for a limited period of time. Personnel benefits covering full-time employees shall not be available to temporary employees, with the exception of those benefits provided to employees in accordance with local, state, or federal laws.

RECORD KEEPING

Time records are to be kept by each employee detailing hours worked. These records are for the use of and approval by the employee's supervisor and Museum Director. Employees have the responsibility of advising their supervisor of all matters related to time. When an employee is unable to report to work due to illness, the supervisor should be notified no later than 9:00 a.m. on the day of the absence.

PERFORMANCE EVALUATION & SALARY REVIEW

The performance of each staff member will be reviewed annually on the employment anniversary date of the employee in writing by their supervisor. The employee shall have the opportunity to add comments, sign, and date the review.

UNSATISFACTORY PERFORMANCE

When disciplinary action is taken due to unsatisfactory performance or behavior, it will be the responsibility of the supervisor to make written documentation of such discussion or action taken. This documentation will be reviewed with the affected employee and retained in the employee's personnel file. The employee shall have the opportunity to add comments, sign and date the documentation. Progressive disciplinary action will be used when practical, for example: 1) written reprimand, 2) suspension, (without pay), 3) termination.

In all matters not specifically mentioned, federal guidelines and labor laws in existence affecting employers in North Carolina are the guide.

COMPENSATION AND BENEFITS

SALARY ADMINISTRATION

The salary administration program is designed to ensure that compensation is internally equitable and externally competitive for the type and level of work being performed. Salary ranges are established for each position based on job duties and local conditions. Each year these ranges are reviewed by the Museum Director and recommendations for any necessary changes are made.

PAY DATES

All Museum Corporate Board employees shall be paid by check biweekly on the Friday following the end of the pay period. If the pay date falls on a holiday, then payment will be made on the last business day preceding the normal payment date. Payment will consist of net pay after required and authorized deductions. There are 26 pay periods.

HEALTH & HOSPITALIZATION

A group health insurance plan and group dental health plan are provided for each full-time Museum Corporate Board employee. It is paid for by the Museum Corporate Board. Family coverage is available to employees at cost and, if elected, will be deducted from pay. A booklet describing the program will be furnished to new employees upon employment, after they have completed the three month probationary period.

RETIREMENT:

A retirement plan is provided for all full-time employees of the Museum Corporate Board. This plan is contributed to by the Museum Corporate Board calculated at 5.8% of the base annual salary and a mandatory, pre withholding tax, payroll deduction calculated at 6% of the base annual salary. Employees must have been employed for a six-month period before being enrolled in this plan. A booklet describing the retirement plan will be furnished to employees upon qualification.

LIFE INSURANCE:

Under the group health insurance plan each full-time employee is provided with life insurance equivalent to their current years salary paid by the Museum Corporate Board. This benefit begins after the probationary period is completed.

WORKER'S COMPENSATION:

For incapacitation arising out of injury in the course of employment, the Museum Corporate Board is covered by Worker's Compensation Insurance.

UNEMPLOYMENT INSURANCE:

All employees are covered under unemployment insurance provided by the North Carolina Employment Security Commission.

VACATIONS:

Full-time employees shall earn vacation in accordance with the following table:

<u>Consecutive Years of Service</u>	<u>Days Earned</u>	<u>Hourly Rate</u>
During first 4 years	10	3.08
During years 5 - 9	12	3.69
During years 10 - 14	15	4.62
During years 15 - 19	18	5.54
During year 20 and thereafter	21	6.46

Employees may take additional vacations days without pay at the discretion of the Museum Director and their Supervisor.

Although full-time employees earn paid vacation time during their probationary period, they may not use any of it unless the denial of such absence will create an unusual hardship. There is no limit on the maximum number of days of vacation you may accrue during a calendar year, but all unused vacation leave in excess of the number of days that may be accumulated over the previous two (2) years will be deleted as of December 31st of each year. Employees may arrange to take vacation leave for amount of time earned, upon request at those times approved by his/her department head or supervisor which will least obstruct normal operations of the department. Vacation leave credits cease to accumulate during non-paid time such as leaves without pay.

Upon separation from Museum Corporate Board employment, an employee will be paid for unused vacation time accumulated through the last complete pay period worked provided he/she has been employed at least six (6) months. The maximum amount of final (terminal) vacation pay allowable is the equivalent of that earned in a two (2) year period. Any accumulation over that amount should be taken prior to leaving the Museum Corporate Board.

HOLIDAYS

The following are to be considered regular holidays:

- New Year's Day
- Martin Luther King Jr., Day
- Easter (Good Friday or Easter Monday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Designated Day
- Christmas Eve and Christmas Day

If any of the above designated paid holidays occur on the weekend, the holiday will be observed following the City of Gastonia's schedule on the preceding Friday or the following Monday. When a regular holiday occurs or is observed while an employee is on vacation, the employee shall receive an additional day of vacation with pay.

SICK LEAVE

Each year all full-time employees are eligible for 12 paid days of sick leave accrued at eight (8) hours per month. Unused sick leave may be accrued up to a maximum of 90 days. Upon request of the Museum Director, an employee will be requested to submit a physician's report in case of prolonged or frequent absence for illness or disability.

Upon termination of employment the employee is not eligible for compensation of accrued sick leave.

Use of Sick Leave:

1. Sick leave may be used when an employee is unable to work due to personal illness, pregnancy, or injury, or when the employee's presence may endanger the health of other employees.
2. Sick leave may be taken for medical or dental appointments.
3. Sick leave may be taken in circumstances where illness in the employee's immediate family makes it necessary for the employee to be absent. Immediate family shall include spouse, father, mother, son, daughter, brother, sister, grandmother, grandfather, step-parent, step-child, guardian and ward.
4. The use of sick leave is restricted to the foregoing and in no instance shall be considered as earned "time off". Using sick leave for reasons other than the above shall be considered an abuse of policy and is subject to disciplinary action.
5. An individual may use sick leave to augment Worker's Compensation. In no way shall the total Worker's Compensation payment and the sick leave credit exceed a full days pay to avoid double compensation.

The employee's Supervisor is authorized to request and receive a doctor's certificate or other appropriate certification from the employee for the purpose of verifying the appropriateness of the use of sick leave.

Procedure:

1. Sick leave shall be charged in units of half-hours.
2. Employees shall notify the appropriate supervisor by 9:00 a.m. that they plan to be absent for eligible reasons.
3. Sick leave shall be approved by the appropriate department head and by the Museum Director. Sick leave records will be maintained by the supervisor and the Museum Corporate Board Accountant.

OTHER LEAVES OF ABSENCE

General Principle:

All requests for leaves of absence for any reason shall be presented in writing to the supervisor and the Museum Director, specifying the beginning and ending dates of the desired leave and the reason for such request. The request may be granted at the discretion of the supervisor or the Museum Director.

Bereavement Leave:

Up to three paid days bereavement leave may be granted in the event of the death of a member of the immediate family (i.e., spouse, mother, father, sibling, child, grandchild, or grandparent). In extenuating circumstances requiring added time, time without pay or make-up time may be granted at the discretion of the Museum Director.

Maternity Leave:

A leave of absence without pay for reasons of pregnancy will be granted as for any other medical reason or temporary disability. The leave of absence will begin and end at determination of the employee's physician based on medical necessity. Maternity leave is granted without pay for a period of up to three months after delivery (which may be extended by the Museum Director for up to one year after delivery for good medical cause shown). Earned sick and vacation leave may be used to extend pay into the leave.

Military Leave:

Regular employees who are members of the National Guard or Armed Forces Reserve will be allowed 15 work days per year military training leave. The employees will be compensated in pay in a manner that will maintain the employee's salary at the normal leave during the period. If leave is for more than fifteen (15) work days, you must use annual leave or leave without pay. When you are notified of your active duty period, advise your supervisor without delay and furnish him with a copy of your orders.

Civil Leave:

(a) Employees called for jury duty or as a witness in any civil or criminal legal proceeding (unless the employee is a party in a civil action or a defendant in a criminal proceeding) will be entitled to leave with pay for such duty during the required absence. However, when a city employee attends court in connection with official duties, no leave is required.

(b) An employee may keep fees and travel allowances received for jury or witness duty in addition to his regular compensation, except that they must turn over to the city any witness fees or travel allowances awarded by that court for court appearances in connection with their official duties.

(c) While on civil leave, benefits and leave will accrue as though on regular duty.

JOB RELATED EXPENSES

Professional staff shall be compensated for on-the-job expenses subject to the conditions and procedures established by the Museum Director for such purposes and in accordance with the amount authorized by the Museum Corporate Board.

Reimbursement for local expenses will be paid on the basis of an itemized statement, with receipts attached, on the appropriate form approved by the Museum Director.

Payment will be made for use of personal vehicle for business. The per mile amount will be reviewed periodically for consistency with the City guidelines.

When traveling on Museum Corporate Board or Schiele Museum business, employees will be reimbursed for reasonable expenses which would not have been incurred had the employee been working in the office or the local area at the discretion of the supervisor and the Museum Director.

Attendance at educational conferences, institutes and workshops is recognized by the Schiele as an important means through which staff members may maintain their professional standing and knowledge of current issues and thereby are enabled to make a more effective contribution to the Schiele. Attendance at such conferences may be authorized by their supervisor or the Museum Director on a selective basis and within the limits of funds available.

All employees will complete the proper expenses forms for local and overnight travel. Forms are submitted with receipts for approval by the employee's supervisor and the Museum Director. Expense reports must be submitted by the next week after they occur except that local travel expenses should be submitted at the end of each month. Expenses will be reimbursed to the employee twice a month.

TERMINATION OF EMPLOYMENT

VOLUNTARY RESIGNATION

Exempt staff are expected to give at least three weeks written notice of their intention to resign. Non-exempt members are expected to give at least two weeks written notice. An employee leaving without working the appropriate notice will forfeit the right to accrued vacation.

INVOLUNTARY SEVERANCE/RETRENCHMENTS AND BUDGETARY CONSTRAINTS:

The Museum Corporate Board, from time to time, may need to reduce staffing due to budgetary constraints. In those cases the needs of the Museum Corporate Board operations will be the primary factor in determining the reduction of staff. The termination date of employees will coincide with the termination date of funding. The Museum Director will notify staff members of budget cuts as soon as the Schiele is notified.

On the pay date following termination, the Museum Corporate Board will pay to the employee any accrued salary and unused vacation pay. In some cases the Museum Corporate Board may choose to allow severance pay. This decision will be made on a case by case basis solely at the discretion of the Museum Corporate Board or its designee.

INADEQUATE OR UNACCEPTABLE PERFORMANCE:

When termination is due to inadequate or unacceptable performance, the Museum Director has the responsibility to ensure that appropriate written notice has been provided the employee in adequate detail and on a timely basis to allow the employee to improve their performance to an acceptable level. The nature and degree of the performance issue is the controlling factor in determining appropriate notice. In these cases there is no other obligation for advance notice of termination. A decision concerning advance notice of termination and severance pay will be made by the Museum Director with the advice of the Board or its designee.

GROUND FOR IMMEDIATE DISMISSAL

Certain types of conduct cannot be permitted in any workplace. Stealing, fighting, vandalism, consumption of or being under the influence of alcohol or illegal drugs, firearms or weapons on Museum Corporate Board or Schiele Museum property, misuse or damage of Museum Corporate Board or Schiele Museum or another employee's property, abusive profane or obscene language, falsification of records or hours worked, insubordination, and other actions of this type will not be tolerated.

Conduct of the type listed above or being absent three consecutive work days without calling in may result in immediately implementing Step Three of the disciplinary steps (suspension) or Step Four (termination), depending on the seriousness of the misconduct.

EXIT INTERVIEW:

Each employee will have an Exit Interview with the Museum Director on or around the termination date.

HEALTH & DENTAL INSURANCE:

Upon termination of employment, continuation of the group health and dental insurance coverage is available at a cost to the employee, in compliance with IRS regulations for COBRA. Continuation coverage is not automatic. The employee must elect continuous coverage and so notify the Museum Corporate Board within thirty days of termination.

MISCELLANEOUS ITEMS

CONFIDENTIAL MATTER:

The Schiele Museum is an institution in which many matters of a confidential nature are entrusted, and employees of the Schiele Museum and the Museum Corporate Board must keep in strictest confidence any information of this type.

STAFF COOPERATION

While staff members of the Schiele Museum and the Museum Corporate Board are assigned specific duties, due to the nature of the organization it is often necessary to assist other employees through critical periods. The staff, while composed of individuals, is also a team and at all times must work together to accomplish the organization's goals and objectives.

CONFLICTING EMPLOYMENT:

Employment with the Museum Corporate Board will have precedence over other occupational opportunities. All outside employment for compensation and all self-employment must be reported to and approved by the Museum Director prior to acceptance of or engagement in the activity.

GRIEVANCE PROCEDURES:

Any employee who has a grievance related to any matter of employment should prepare a written statement and arrange a meeting with the Museum Director to resolve the grievance. If the matter is not satisfactorily resolved, the employee may appeal to the Museum Corporate Board Personnel Committee for a hearing at their next regularly scheduled meeting. The written statement must be provided to the Museum Corporate Board Personal Committee in advance to allow their decision concerning whether to hear the appeal. The Museum Corporate Board of Directors has final responsibility for all unresolved grievances.

REDUCTION IN FORCE POLICY

Steady employment and job security are goals that the Museum's Board of Trustees strives to attain for its employees. From time to time, however, technological changes or economic conditions may dictate elimination of jobs resulting in a Reduction in Force (RIF). Subsequently, terminations will result from lack of work when there is no reasonable expectation that affected employees can be placed in a job or recalled to a position within an eight (8) week period.

APPLICATION:

All employees

PURPOSE:

The purpose of this policy is to provide guidelines to be used in a Reduction in Force (RIF), which can be easily understood and can be administered in a fair and equitable manner.

GENERAL PROVISIONS:

- A. Unlike a temporary layoff of eight (8) weeks or less, this policy will be used to administer a (RIF) which permanently terminates affected employees from the workforce. Affected employees will no longer be employees of the Board of Trustees and should look for other employment.
- B. In the event of a (RIF), the official notification to employees will occur as soon as possible and in any case not less than 30 calendar days prior to the effective date of separation.
- C. The determining factors in the selection of employees being displaced in a (RIF) will be their relative skills, knowledge, abilities, and documented performance as related to the success of the organization, along with their length of service with the Museum.
- D. *Regular* full-time and *Regular* part-time employees who are separated shall receive 30 days severance pay in addition to payment for accrued, but not used, annual vacation leave. Non-regular part-time and seasonal employees will not be eligible for severance pay. During the notice of layoff, the Board of Trustees will co-operate with those reduced in force with regard to efforts to secure alternative employment. Such cooperation may include but not be limited to time off with pay for applying for jobs, attending interviews, accessing out-placement services, securing additional training, or other appropriate activities approved in advance by the Board of Trustees.
- E. Employees affected by a (RIF) will be able to apply for any vacancies that become available and remain open during the work force reduction. *However, direct bumping of other employees will not be allowed.*
- F. If individuals are scheduled for termination and are considered for a vacant position during a (RIF), they must be able to effectively perform the essential functions of the new

position within a reasonable period of time as determined by the appropriate Division Head or the Assistant Director and approved by the President.

- G. Employees who accept positions in lower job classifications during a (RIF) will not have their salaries reduced. They will continue at the same salary they earned before moving into the lower job classification. However, the employee's salary will be frozen for as long as it exceeds the maximum salary in the lower job classification. If the employee's salary does not exceed the maximum in the lower job classification, the employee will receive salary increases in accordance with Museum policy.
- H. Employees who are transferred or demoted as a result of the (RIF) will not be restricted from applying for future opportunities within the Museum as they become available.
- I. Employees who are terminated in a (RIF) will be eligible for all benefits normally available at termination. In addition, the Board of Trustees will continue to fund healthcare coverage for eligible employees at existing levels for six (6) months beyond the individual's termination date.
- J. If *Regular* full-time employees are terminated in the (RIF) and are subsequently rehired within one year of the effective date of termination, Board employee seniority will be reinstated. All employee benefits associated with Board employee will be restored as of the date of reinstatement. Part-time and seasonal employees are not entitled to reinstatement of seniority.
- K. A Senior Staff Member will conduct an exit interview covering all applicable benefits and opportunities with employees who are scheduled for termination because of a (RIF).

GENERAL PROCEDURES:

When it becomes necessary to administer a (RIF), the following steps will be taken.

A. PREPARATION:

1. The President (with the assistance of the appropriate Senior Staff member) shall develop plans based on the provisions of this policy regarding positions to be reduced. *These plans must be pre-approved by the Chair of the Board of Trustees Personnel Committee before communicating the particulars of the (RIF) plan to employees.*
2. Once the plan is approved, the President and the employee's supervisor(s) must meet with all of the Board employees prior to the implementation date and provide the reason(s) why positions are being eliminated, and how these changes will impact the organization. After these general communications, Department Heads will meet with affected individuals to discuss the specific timing of their separation.
3. Once employees have been notified of their separation dates, the Assistant Director for Operations will meet with them to conduct exit interviews covering

benefits available at termination, placement services of the Employment Security Commission, as well as any other job opportunities that might be available.

B. SEPARATION OF PERSONNEL:

The separation process in the (RIF) will be by job class, by department and the sequence below will be used to identify employees for termination. *Any exceptions to this approach must be pre-approved by the President and the Board of Trustees Personnel Committee*

1. Temporary, seasonal, and part-time employees
2. Probationary employees who have been Board employees less than six months
3. Employees with documented performance that is below an overall *Proficient* rating
4. *Regular* full-time employees who volunteer for termination.
5. Employees who are in probation due to voluntary demotions, transfers, or promotions
6. Least senior *Regular* full-time employees in the job class.

C. Any vacancies that occur during the (RIF), that will not be eliminated, will be made available to those scheduled for termination. Senior, qualified employees, scheduled for termination, will have first opportunity to move into such positions until all such positions are staffed.

D. Any employees, who are scheduled for termination, and who are offered comparable positions that become available during the (RIF), and who decline such, will be terminated.

E. Any employees, who are scheduled for termination, and who are not placed in other positions during the (RIF), will be terminated.

SCHIELE MUSEUM

TO: Employees of the Museum Corporate Board

FROM: Personnel Committee, Museum Corporate Board of Trustees

This is your copy of the Employee/Personnel Manual which contains the rules, policies and procedures relating to your employment, and includes information that will be useful to you throughout your career with the Museum Corporate Board.

Many of the provisions are based on federal, state and municipal statutes which are subject to change. Furthermore, the Personnel Committee may find it necessary or advisable to alter its rules, policies and procedures from time to time. Therefore, the provisions of this manual and the Museum Corporate Board's personnel policies are subject to change by the Personnel Committee at any time. Copies of revisions will be provided to each employee.

I understand that the manual or the Museum Corporate Board's Personnel Policies shall not be deemed to constitute a contract of employment and all employees of the Museum Corporate Board are employees-at-will who may quit at any time for any reason and who may be terminated at any time for any or no reason.

I acknowledge receipt of the Museum Corporate Board's Employee Personnel Manual.

Signature

Date

Printed Name and Title

MUSEUM CORPORATE BOARD

Employee Acknowledgment of Drug-Free Workplace Policy

This certifies that I have received a copy of a statement that establishes a Drug-Free Workplace for employees of the Schiele Museum and the Museum Corporate Board.

Employee Signature

Date

cc: Employee