



# **Employee Handbook**

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## I. INTRODUCTION

### History

The MMACC formed in 2005 when the Marinette Chamber of Commerce and the Menominee Chamber of Commerce consolidated. This consolidation created the largest single voice representing the interest common to every small and large industry, profession, service, retail business and community organization in Marinette and Menominee Counties.

The MMACC is a non-profit association whose principle sources of income are from membership dues, programs and services. It is wholly independent and serves as a central source of information and data on a wide variety of business subjects and issues affecting the members and community as a whole.

### Introductory Statement

This handbook is designed to acquaint you, as an employee, with the chamber and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the chamber to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

**No employee handbook can anticipate every circumstance or question about policy. As the MMACC continues to grow, the need may arise to change policies described in the handbook. The chamber therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes as they occur.**

### Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the MMACC will be based on merit, qualifications and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant or employee's race, color, religion, ancestry, sex, national origin, age, disability, marital status, arrest or conviction record, honesty testing, pregnancy or childbirth, genetic predisposition or carrier status, sexual orientation, military service, use of lawful products, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## II – BENEFITS

### Benefits Summary

Eligible employees at the chamber are provided a wide range of benefits. Several of the programs (such as social security, workers compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Executive Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

Some benefit programs require contributions from the employee.

### Business Travel Expense

The MMACC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel except local travel must be approved in advance by the Executive Director.

The MMACC will reimburse employees for all miles driven on chamber business at the rate in conformance of the IRS guidelines.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the MMACC. Employees are expected to limit expenses to a reasonable amount.

When travel is completed, employees should submit completed travel expense reports within five days. Expense reports should be accompanied by receipts for all individual expenses.

Expense reports must be submitted on a timely basis to the Executive Director for approval and payment.

### Minor Out of Pocket Expense Reimbursement

It is the policy of the Chamber to reimburse Chamber staff when they have incurred expenses for Chamber business-related activities. All reports must be formally approved by the Executive Director.

### Educational Assistance

It is the policy of the MMACC to foster the educational growth of its employees. The MMACC will consider educational assistance requests to qualified employees. Approval for seminars, conferences, and classes must be applied for in advance and approved by the Executive Director. Reimbursement for such will be rendered upon the submission of receipts and evidence of attendance.

### Holidays

The MMACC will grant paid time-off to all eligible employees on the holidays listed below.

- New Year's Eve (December 31)
- New Year's Day
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve Day (December 24)
- Christmas (December 25)
- Floating Holiday

Holidays that fall on Saturday will be observed on Friday; holidays that fall on Sunday will be observed on Monday.

To be eligible for holiday pay, an employee must have completed their probationary period (60 days).

Holiday pay will be calculated similar to vacation pay and will only apply if the holiday falls on one of your regularly scheduled workdays.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

### Short Term Disability (Sick Leave)

Regular full-time employees (40 hours/week) will receive 100% of their salary during the first 30 days of a disabling accident or illness. After the first 30 calendar days, the employee will receive 66 2/3 % for the next 30 days. A physician's statement may be required before payment is made.

### Vacation

Vacation time-off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits.

Vacation is granted on a fiscal year basis from October 1 to September 30. The amount of paid vacation time employees receive each fiscal year may increase with the length of their employment as shown in the following schedule.

#### Vacation Earning Schedule

Years of Eligible Service as of October 1	Vacation Days Each Year
3 months (90 days)	1 day per month of service (max 10)
1-5 years	10 days
6-11 years	15 days
12 years or more	20 days

During the fiscal year eligible regular full-time (40 hours/week) employees shall earn vacation on the basis of 1/12 for each full calendar month worked according to the schedule above for 5 years and under. (A calendar month worked is defined as being in pay status at least 80 hours.) New full-time employees hired during the year are eligible to earn vacation following their first 3 months of employment on the basis of 1 day for each full month worked with a maximum of 10 days earned. New part-time employees will earn vacation time at a prorated rate of 1/12 for every 2 full calendar months worked according to the schedule above with a maximum of 6 days earned for 5 years and under.

With the approval of the Executive Director, vacations may be taken at any time during the year. The minimum increment is 1/2 day.

Vacations must be taken during the fiscal year in which it is earned. No vacations may be carried over into the next fiscal year nor will unused vacation be paid. If a paid holiday falls within the employee's vacation period, that day shall not be counted as a day of vacation.

If any full-time or part-time employee quits, retires, or is otherwise terminated, the employee will be paid for any vacation earned but not yet taken. Vacation time taken off but not yet earned, will be deducted from a terminating employee's final check.

Vacation pay for regular full-time employees will be the employee's straight time pay rate. Vacation pay for regular part-time employees will be their current hourly rate times their daily rate. The daily rate is the average hours in pay status per day in the previous fiscal year.

Vacation days must be used up prior to requesting a day off without pay. Days off without pay will be considered on a case by case basis.

### **III – EMPLOYMENT POLICIES**

#### Anti-Harassment Policy

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors; and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The MMACC has committed to providing a work environment that is free of discrimination and unlawful harassment. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, ancestry,

sex, national origin, age, disability, marital status, pregnancy or childbirth, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Executive Director. If the Executive Director is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the MMACC President. Employees can raise concerns and make reports without fear of reprisal for a bona fide complaint.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately.

#### Attendance and Punctuality

To maintain a safe and productive work environment, the MMACC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the chamber. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

#### Employment Application

The MMACC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the MMACC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

#### Employment Category Definitions

It is the intent of the MMACC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the MMACC.

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

In addition to the above categories, each employee will belong to one other employment category:

- **Regular full-time employees – 40 hours/week**  
Employees who are not in a temporary status and who are regularly scheduled to work a full time schedule. Regular full-time employees are eligible to participate in the MMACC's benefit package, subject to the terms, conditions and limitations of each benefit program.
- **Regular part-time employees – Minimum 25 hours/week or more**  
Employees scheduled to work less than 40 hours per week on a regular or as needed basis. Part-time employees who are scheduled to work at least 25 hours per week (and/or who average 25 hours per week during the past calendar year) are eligible for pro rata vacation and holiday pay.
- **Contract employees**  
Employees hired to fill a contract granted to the MMACC through county funding, state funding, federal funding or time limited grants. Contract employees' wages, hours and benefits are individually negotiated depending on the funding and time limitations of the contract. Contract employees are subject to the same schedules, rules and procedures as regular employees.
- **Temporary employees**  
Employees hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees will receive all legally mandated benefits (such as workers' compensation insurance, unemployment insurance, and social security), but they are ineligible for all of the chambers other benefit programs.
- **Interns**  
Entry-level employees who will occasionally be hired for the purpose of providing experience in the job market and/or their specific field. Interns will receive all legally mandated benefits (such as workers' compensation insurance, unemployment insurance, and social security) but they are ineligible for the chamber's other benefit programs.

#### Immigration Law Compliance

The MMACC has committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility

### Non-Smoking Policy

The MMACC has implemented a Non-Smoking Policy. It provides our employees and guests with a clean and healthy indoor environment. Smoking is prohibited inside the chamber. This policy applies equally to all employees, customers and visitors.

### Performance Review

Periodic evaluations are an important part of the employment relationship. This is an opportunity to let each employee know how he/she is doing, how performance may be improved and to receive input from the employee concerning any job difficulties that may be occurring.

It is the intent of the chamber to evaluate each employee annually. Some of the job factors that are reviewed are: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, ability to get along with others, attitude and attendance.

### Rules of Conduct

Employees can be discharged immediately for a variety of situations including poor performance. The disciplinary process does not impact the at-will status of an employee.

Acts of misconduct will result in disciplinary action, up to and including discharge. The following list merely provides examples of situations that may result in disciplinary action and is not exhaustive:

- Excessive Absenteeism or Tardiness
- Breach of Confidence
- Damage to Property
- Fighting, Threats, or Weapons
- Fraud
- Dishonesty or False Statements
- Harassment
- Insubordination
- Misuse of Property
- Substance Abuse
- Theft
- Unlawful Activity
- Unsafe Work Practices
- Other applicable misconduct.

### Separation of Employment

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances:

- Resignation - Employment separation is initiated by an employee who chooses to leave the organization voluntarily. Although advance notice is not required, the chamber would appreciate at least two weeks written resignation from all employees. An employee who

does not report for work or call in his/her absence for three consecutive work days will be considered to have resigned from employment.

- Discharge/Dismissal - Employment separation is initiated by the organization. Management reserves the right to discharge employees. Any employee who has not worked (regardless of the reason) for six consecutive months will be terminated.
- Retirement - Voluntary retirement from active employment status is initiated by the employee.

Since employment with the MMACC is based on mutual consent, both the employee and the MMACC has the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with the applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

#### Work Schedules

In order to serve the members and surrounding community, the regular office hours will be from 8:30 a.m. until 4:30 p.m. Monday through Friday. These hours are exclusive of a lunch break. Some nights and weekends may be required for the employees to work.

#### Introductory/Training Period

The first 60 days of employment will be designated as an introductory and training period. Your performance will be evaluated at the end of this period. Your introductory/training period may be extended based on management discretion.

#### Flex Work Schedule

Flextime scheduling is available in some cases to allow exempt employees and in some cases non-exempt employees to vary their starting and ending times each day within established limits. Employees should consult with their supervisor to determine if flextime scheduling is possible for their situation.

#### Inclement Weather

The MMACC will make every effort to maintain normal work hours during inclement weather. When an inclement weather condition exists, employees are expected to use their own best judgment concerning their safety and welfare in traveling to and from work. When it is not possible for an employee to work his/her scheduled hours due to snow conditions or other inclement weather situations, the employee must inform the Executive Director of this as soon as possible. On occasion, it may be necessary for the Executive Director to order that the MMACC be closed during an inclement weather emergency.

All full-time employees will be paid for such time off, part-time employees will be paid for the hours they were scheduled to work on that day.

## IV – LEAVES

### Absence for Voting Leave

Employees entitled to vote in an election shall inform their supervisor before the election day of any intended absence from work in order to vote if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. The supervisor may designate the time of day for the absence when the polls are open and adjust the employee's schedule and pay as needed, to ensure that they will have the opportunity to vote.

### Bereavement Leave

If an employee needs to take time off due to the death of an immediate family member, the employee should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular full-time employees

Regular part-time employees (who work a minimum of 25 hours per week)

Full-time contract employees

Bereavement pay is calculated the same as vacation pay.

Any employee may, with the Executive Director's approval, use any available earned sick leave or vacation for additional time off as necessary. "Immediate family" is defined as the employee's spouse, parent, child, or sibling or the employee's spouse's parent

### Jury Duty Leave

The MMACC encourages employees to fulfill their civic responsibilities by serving on jury duty when required. An employee that receives an order to report for jury duty should present the order to their supervisor so proper arrangements can be made in advance. The employee will receive the difference between their normal salary and the compensation retained from the court.

### Military Leave

The MMACC supports the concept of military leave, requires employees to provide advance notice of military leave, and commits to comply with all applicable laws covering service members.

### Leave of Absence

The MMACC provides leaves of absence to eligible employees

### Sick Leave/Short-Term Disability

An employee that expects to be absent from work because of illness, accident or emergency should notify their supervisor as soon as possible. If the illness, accident or emergency requires more than one day absence, the employee is to inform their supervisor daily of their progress.

Two or more instances of disregard to the above-referenced guidelines may result in termination. Request for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

If an employee fails to report to work promptly at the expiration of the approved leave period, the MMACC will assume the employee has resigned.

**Paid Sick Days - (Salaried employees only)** An employee with a normal work week of 40 hours will receive one paid sick day for every 3 months worked..In one fiscal year an employee will be eligible to receive 4 paid sick days if needed. Sick days cannot be accumulated and must be used in the fiscal year earned.

**Sick Pay Eligibility-** (Salaried employees only) new employees are not eligible to receive sick day benefits during the first 60 days of employment

Full-time employees of the MMACC shall be entitled to sick leave with pay at the rate of one work day for each 3 months of service completed, which is equal to 4 sick days in a fiscal year.

Regular part-time employees shall be entitled to sick leave on a prorated basis upon completion of 3 months of service. The prorated basis is a half day paid sick leave for each two months worked. The employee will accumulate three days of paid sick leave in a fiscal year following the above policy.

Temporary employees shall not be entitled to sick leave pay.

#### Family and Medical Leave Act

The Family and Medical Leave Act is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

To be eligible, an employee must make this request in writing and submit appropriate documents to their supervisor in advance, if possible, but no later than three working days after the last day of work. Any full time employees are provided up to twelve weeks of unpaid, job-protected leave per year, for the following reasons:

- The birth and care of a newborn child of an employee;
- Placement with the employee of a child for adoption or foster care;
- The care of an immediate family member (spouse, child or parent) with a serious health condition; or
- For the employees own serious health condition.

Employees are eligible for leave if they have worked for their employer at least twelve months, at least 1,250 hours over the past twelve months. Whether an employee has worked a minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

## V – OPERATIONAL ISSUES

### Confidentiality

All information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including discharge.

### Dress and Appearance

Employees are expected to dress in a business-casual, professional manner and have an appropriate professional appearance.

### Drug and Alcohol Use

The MMACC is committed to providing a safe, drug-free environment for its employees. The unlawful manufacture, distribution, dispensation, possession or use of controlled substance or prohibited amounts of alcohol in an employee’s system is prohibited in our workplace as a condition of employment. Employees violating such prohibition will be disciplined up to and including discharge.

### Electronic Communication

Electronic communication is used for official business communication. As such, employees need to use proper grammar and tone, and be business appropriate in their communications.

The computer systems are not private and electronic communication is subject to surveillance by the employer. The chamber reserves the right to access such systems for business-related reasons.

### Internet Policy

All employees are provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment. Although the Chamber recognizes that the Internet may have useful applications to the Chamber’s business, employees should not engage in internet use unless a specific business purpose requires such use. “Surfing the Net” is not a legitimate business activity. Personal use of the Internet may be allowed during breaks or as authorized by an employee’s supervisor.

### Medical Records

The MMACC will take all necessary steps to safeguard the confidentiality of all medical information. Any and all records containing medical information about an applicant or current or former employee are maintained separate and apart from the general personnel files. Access to medical information in these separate files is granted by the Executive Director only to individuals with a valid and documented need to know. In such cases, the Executive Director will grant access to only as much information as is needed to satisfy the individual’s specific need for information from the medical information file.

### Open Door Policy/Problem Resolution

Communications is a joint responsibility shared by the MMACC and you. If you have any questions about the information contained in this handbook or about any other aspect of your job, we welcome your questions. Your opinions, suggestions and questions are important to us. Feel free to talk to any member of management about issues that concern you. We will attempt to provide you with honest, straightforward responses to your questions and comments.

### Paydays

All employees are paid on the 15th and the last day of the month. Each paycheck will include earnings for all work performed through the end of the current payroll period.

In the event that a regularly scheduled payday falls on a day off (such as a weekend or holiday), employees will receive pay on the last day of work before the regularly scheduled payday.

### Personal Data Changes

It is the responsibility of each employee to promptly notify the chamber of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event on an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

### Personnel Files

The MMACC will maintain a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the MMACC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the chamber who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees and/or their designated representative may review their own personnel files in the chamber office and in the presence of an individual appointed by chamber to maintain the files.

### Telephones and Cell Phones Use

Because a large percentage of our business is conducted over the telephone, it is essential to project a professional telephone manner at all times. To assure effective telephone communications, employees should always use the approved greeting, speak in a courteous and professional manner, confirm information received from the caller, and hang up only after the caller has done so.

Office phones are intended for business usage. Employees may be required to reimburse the chamber for any charges resulting from their personal use of the business telephones.

## **VI - SAFETY**

### Accident Reporting

The MMACC is covered under statutory state Worker's Compensation laws. If an employee is injured on the job, the MMACC provides coverage and protection in accordance with the Worker's Compensation law. All work accidents requiring medical attention should be reported immediately to the employee's supervisor or other manager. If that is not possible, the injury will be reported no later than 24 hours.

### Driving and Criminal Records

The MMACC reserves the right to conduct driving and background checks at any time during employment.

### Workplace Security Policy

The MMACC strongly believe that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. The organization will promptly respond to any incident or suggestion of violence. An employee, who commits or threatens any violent act against any person while on company premises or at work, will result in disciplinary action, up to and including immediate discharge.

### Emergency Procedures

When a tornado warning sirens for the downtown area of Marinette indicates a tornado in the area, the chamber employees are instructed to go into the bathrooms of the building.

In the event of emergency such as a fire, gas leak or other problem in the MMACC building, employees are instructed to proceed to the nearest exit, once outside employees should gather on the porch of the Hansen-Onion-Martell Funeral Home. If weather is inclement, and the building will be at risk for some time, employees are instructed to go the Hansen-Onion-Martell Funeral Home for shelter.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about The Marinette and Menominee Area Chamber of Commerce, and I understand that I should consult with the Executive Director regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Executive Committee of Marinette and Menominee Area Chamber of Commerce has the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with Marinette and Menominee Area Chamber of Commerce voluntarily and acknowledge that there is no specified length of employment and that employment is “at-will” under state law. Accordingly, either the Marinette and Menominee Area Chamber of Commerce or I can terminate the relationship at any time, for any reason, with or without cause, and without advance notice.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

This employee handbook is current as of October 2013

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S NAME (TYPED OR PRINTED) \_\_\_\_\_