



Employee Handbook

WELCOME!

Welcome to The Chamber of Manitowoc County. You have joined an outstanding organization committed to supporting the business interests of its members as well as the citizens of Manitowoc County. To answer some of the questions you may have concerning The Chamber and its policies, we have written this Employee Handbook ("Handbook"). Please read it thoroughly and retain it for future reference. Obviously, no Handbook can possibly cover all situations that might arise. Therefore, in addition to the policies stated in this Handbook, everyone is expected to follow ordinary rules of common sense and professionalism. The policies stated in this Handbook are guidelines only, with the exception of our policy on "at-will" employment, and are subject to change at the sole discretion of The Chamber, as are all other policies, procedures, benefits, and other programs of The Chamber. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any of our policies, procedures, rules or regulations, set forth in this Handbook or elsewhere, please ask the Executive Director for assistance.

Nothing in this Handbook is intended to create an express or implied contract of employment. No one at The Chamber has authority to enter into any contract of employment for any length of time unless it is in writing and signed by the Executive Director. We adhere to the principle of employment-at-will, which means that either The Chamber or the employee may terminate the employment relationship at any time for any reason with or without notice. However, fairness and common sense dictate that the circumstances of each case will be considered when The Chamber makes any decision regarding termination of employment.

The Chamber reserves the right to suspend, revise, or revoke any of its policies, procedures, and/or practices at any time with or without notice. To the extent that any policy in this Handbook may conflict with federal, state, or local laws, The Chamber will abide by the applicable federal, state, or local law.

This version of the Handbook dated April 30, 2013 replaces and supersedes all prior versions.

The Board of Directors

SECTION I. THE ORGANIZATION

WHAT IS THE CHAMBER OF COMMERCE?

The Chamber of Manitowoc County is a Wisconsin not-for-profit corporation, the purpose of which is to promote the interests of businesses in Manitowoc County, as well as promote charitable, educational, and community redevelopment activities which benefit the general public in Manitowoc County.

The Manitowoc Chamber, organized in 1916, and the Two Rivers Chamber, organized sometime later, were merged to form the current organization in 1970. The Chamber is affiliated with a number of similar organizations, including the United States Chamber of Commerce, and was initially accredited by that group in 1967.

The Chamber is a working partnership of business and professional people who know the wisdom of coordinating their efforts for the advancement and development of the area.

MISSION STATEMENT

The Chamber of Manitowoc County is a membership-driven organization that provides resources and services to promote and maintain a strong business environment.

CHAMBER VALUES

Values

Vision

We will take the time to pause to envision a future for our county as it should be. We will create plans and seek collaborations that help make our vision reality. We will communicate our vision clearly, and empower others to act in order to achieve results. We will be the major catalyst, consensus builder, and advocate for a thriving economic climate.

Accountability

We acknowledge and assume responsibility for all of our actions, decisions, and policies. We are a trusted and respected business organization. As such, we will operate with transparency in administration, governance, and reporting.

Leadership

We will be true to our role as the business leader in Manitowoc County. We will strive for continuous and sustainable improvements in our county -in business, culture, arts and education, and in our partnerships. We will provide business leadership that maintains the natural wonders of our county. We will serve as a model to others in our communities, our state, and nationwide.

Unity

We are a strong group cooperating to further the best interests of the business community and environment, respecting and encouraging broad participation in community dialogue and decision making.

Excellence

We are committed to high quality performance that produces outstanding results of lasting value. We will continuously improve and never be satisfied with anything being less than it can be. For the Chamber of Manitowoc County, quality is a way of life.

Service

The power we have as an organization derives from our effectiveness in serving those by whom we are called upon to lead. By consistently and loyally servicing our members and our community, we will become powerful in our ability to create abundance.

VALUE STATEMENT

The Chamber of Manitowoc County is an integral part of the business community in Manitowoc County. We provide value to our members and help them succeed by:

- Offering numerous networking opportunities to encourage relationship building and professional growth.
- Collaborating with business, education, and community partners to foster workforce development through innovative services and programs.
- Act as an advocate for business while serving as the conduit in legislative discussion impacting the economic conditions of our community.

HOW IT OPERATES

A member-elected Board of Directors (the “Board”) acts as the governing and policy-making body of The Chamber. The Board strives to be representative of all business and professional organizations within the community. The Chair of the Board presides over all Board meetings.

The Executive Committee consists of the Chair, Chair-Elect, Secretary, Treasurer, and two “members at large” of the Board. The Executive Committee represents the Board between Board meetings.

The Board operates largely on a committee system. The committee system is an effective means of harnessing the energies and abilities of Board members and volunteer workers. The committees report to the Board. The committees identify needs and opportunities facing the business community, implement programs and services, and present the Board with recommendations for appropriate action. The Chamber staff will help implement the suggestions, recommendations and commitments of the Committees and the Board. A copy of each Committee Charter and the Committee Organizational Chart shall be kept in the Committee Charter Binder. All Committee Binders shall include a Committee Charter that includes committee purpose, composition guidelines, responsibilities, frequency of meetings and the relationship to other committees.

SECTION II. HUMAN RESOURCES POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

The Chamber provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual preference, marital status, national origin, age, disability, former military status or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Should you feel that this Equal Employment Opportunity policy has been violated, you are encouraged to contact the Executive Director or Chair of the Human Resources Committee. Your complaint will be investigated and all reasonable steps will be taken to maintain the confidentiality of your complaint.

HIRING PROCEDURE

All applicants for open positions will be required to complete a Chamber employment application and must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job, with or without a reasonable accommodation. Employment is contingent upon successfully passing a post-job offer physical and drug screen.

EMPLOYMENT RECORDS

Employment records contain confidential information pertinent to employment and benefit status, employment application, performance appraisal documentation, wage history, corrective action and commendation reports. These records are to be treated as confidential documents. You may review your personnel file in accordance with applicable state or federal laws. If you are interested in reviewing your file, contact the Executive Director.

To ensure that your personnel file is up-to-date at all times, notify the Business Manager of any changes in your telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, updated skills, training, and any other information pertinent to your employment.

EMPLOYEE STATUS

For purposes of salary administration and eligibility for overtime payments and employee benefits, The Chamber classifies its employees as follows:

- *Full time employees.* Employees hired to work the Chamber's normal, full-time, forty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined by applicable state and federal wage and hour laws.
- *Part-time employees.* Employees hired to work fewer than forty hours per week on a regular basis are considered part-time employees. Such employees may be "exempt" or "nonexempt" as defined by applicable state and federal wage and hour laws.
- *Temporary employees.* Any employee who is hired on a temporary basis (i.e. to work any amount of hours per day or week, during a defined period of time of less than 16 consecutive weeks) shall be considered a temporary employee. Temporary employees are not entitled to any of the benefits outlined in Section III of this Handbook.
- *Volunteers.* This Handbook does not apply to any volunteer of the Chamber.

HOURS OF WORK

The Chamber is open to the public from 8:00 a.m. to 4:30 p.m. on Monday through Friday. Daily and weekly work schedules are frequently changed to meet the varying conditions of business. Changes in work schedules will be announced as far in advance as practicable.

MEAL BREAK

Employees who work six or more hours per workday are permitted a 30 minute non-paid meal break. Meals will be scheduled between 11:30 AM and 1:30 PM to ensure office coverage during lunch periods. At least one staff member is to be in the office at all times.

PERFORMANCE APPRAISALS

It is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your manager within the first 90 days of your employment to develop goals and objectives for the remainder of that year. Thereafter, performance reviews will be conducted on an annual basis each January. All annual performance reviews will be based on your performance in relation to your job responsibilities. In addition to the regular performance appraisals described above, periodic appraisals may be conducted by your manager at any time to address any specific performance or job-related issues.

While a positive performance appraisal often results in a wage increase, such increases are not automatic. All wage increases are at the discretion of The Chamber and are based on factors including, but not limited to, the employee's job performance, The Chamber's overall performance and increases in the cost of living. All annual wage increases shall be effective as of the start of the first paid period of February (or such other date as the Board of Directors may determine).

PAY PERIODS

Paydays occur every other Friday. When a payday falls on a holiday, paychecks will be distributed the last workday before the holiday. The work-week is Sunday through Saturday of each week. It is The Chamber's policy to comply with applicable laws that require records to be maintained regarding the hours worked by its hourly employees. To ensure that accurate records are kept of the hours actually worked (including overtime where applicable) and of the accrued leave time taken, and to ensure that its employees are paid in a timely manner, all time worked and absences shall be recorded daily by the employee on The Chamber's official time record form. The official time record form shall be signed by the employee and forwarded to your supervisor no later than the Wednesday prior to payday. Actual hours worked and leave time taken must be recorded accurately.

OVERTIME

When business conditions require, employees may be needed to work overtime. When this occurs, your supervisor will make every effort to provide you with timely advance notice. Please understand, however, that advance notice may not always be possible. Your supervisor must approve all overtime prior to your working overtime. All nonexempt employees will be paid one and one-half times their regular rate of pay for all hours worked in excess of 40 in one workweek.

Only hours actually worked will be used to calculate overtime pay. Paid Time Off, jury duty, and bereavement leave will NOT be included as time worked in the computation of overtime. Exempt employees are not eligible to be paid overtime.

You will normally receive payment for overtime in the pay period following the period in which such overtime is worked, providing that your time record has been properly prepared, approved by your supervisor, and forwarded to payroll for processing in a timely manner.

ATTENDANCE

Tardiness and unapproved absences from work place an undue burden on The Chamber and your coworkers. If you are going to be late or absent, you must notify your supervisor by telephone as soon as possible, but no later than the start of your scheduled work time. Failure to properly notify your supervisor is an unexcused absence and may result in corrective action, up to and including termination. Planned absences must be pre-scheduled and approved in advance by your supervisor.

GUIDELINES FOR APPROPRIATE CONDUCT

An important aspect of an efficient organization is that everyone abides by rules of conduct designed to create and maintain a productive and pleasant work environment. If rules are to have meaning, they must be enforced through all levels of the organization. The standards of conduct discussed below have been developed to accomplish this goal. This list is not meant to be all-inclusive.

Types of behavior and conduct that the Chamber considers inappropriate include, but are not limited to, the following:

1. Engaging in acts that may endanger your safety or the safety of others.
2. Falsifying Chamber records or information, including, but not limited to, employment applications, medical records, reports, official time record forms.
3. Theft or misappropriation of Chamber or employee property or any form of dishonesty.
4. Possessing, using, or being under the influence of any illegal substances. Physician-prescribed drugs are acceptable, provided you make such use known to your supervisor and their use does not endanger your safety or the safety of others.
5. Inappropriate use of alcohol.
6. Disclosing confidential Chamber information to unauthorized persons.
7. Unacceptable absenteeism or tardiness.
8. Engaging in disruptive behavior.
9. Engaging in behavior that impairs the Chamber's reputation or its relationship with a member or client.
10. Violating the Chamber's nondiscrimination or harassment policies.
11. Violating any policy contained in this Handbook or otherwise established by The Chamber.

12. Engaging in any other action deemed inappropriate or offensive by The Chamber.
13. Engaging in any threats or intimidating conduct.
14. Possessing any explosives, knives, guns or weapons on the premises.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of Executive Director, based on violations either of the above or any other Chamber policy, procedure, rule or regulation, you may be subject to corrective action, up to and including dismissal.

CORRECTIVE ACTION

It is The Chamber's goal to solve problems at the lowest possible level in the organization and in the least formal manner. However, employees do not always respond to appropriate coaching for corrective improvements. In such cases, corrective action may call for any of four steps – verbal warning, written warning, final warning (written), or termination of employment – depending on the severity of the problem and the number of occurrences. When progressive discipline is used, there may be circumstances when one or more steps are bypassed. The Chamber is under no obligation to use progressive discipline and may, in its sole discretion and judgment, determine not to use it. The Chamber also recognizes that there are certain types of situations that are serious enough to justify either a final warning or termination of employment without utilizing progressive discipline.

RESIGNATION

Employees desiring to terminate their employment relationship with The Chamber must notify the Executive Director at least two (2) weeks in advance of their intended termination. Such notice should preferably be given in writing. In order to permit The Chamber sufficient time to establish a plan to accommodate the smooth transition of your duties and responsibilities upon your departure, using other paid time off (ETO) still available to you is not permitted in conjunction with this two (2) week notice. Proper notice also allows The Chamber time to calculate unused Earned Time Off in accordance with the ETO Policy set forth in Section III of this Handbook, and any other amounts to which you may be entitled and to include such amounts in your final paycheck. Without proper notice, you may have to wait until after the end of the next normal pay period to receive such payments.

EXIT INTERVIEW

Exit interviews are scheduled for all outgoing employees to review your eligibility for benefit continuation and conversion, if applicable, to ensure that all necessary forms are completed, to collect all Chamber property that may be in your possession (e.g., keys), and to provide you with an opportunity to discuss job-related problems or opportunities to improve The Chamber's operations.

ANTI-HARASSMENT AND NONDISCRIMINATION POLICY

The Chamber expressly prohibits any form of unlawful discrimination or harassment based on race, color, religion, gender, sexual preference, marital status, national origin, age, disability, former military

status or status as a Vietnam-era or special disabled veteran, or status in any group protected by federal, state or local law.

Harassment may exist when submission to certain conduct is implicitly or expressly made a term of employment; when submission to or rejection of such conduct is used as a basis for any employment decisions; or when such conduct results in creating an intimidating, hostile, threatening or offensive working environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature such as touching, brushing up against another or derogatory comments.
- Unwelcome verbal or non-verbal conduct or visual displays of a sexual, offensive or discriminating manner such as posters, calendars, photographs, cartoons, graffiti or other offensive graphic displays.
- Making submission to or rejection of harassment the basis for any employment decision.
- Unprofessional comments in any work environment based on an individual's protected characteristics.
- Insults, name calling or slurs based on an individual's protected characteristics.
- Jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected characteristics.
- Physical, verbal or psychological abuse based on an individual's protected characteristics such as stereotyping, name calling, assaulting, sabotaging, segregating or threatening any individual in the workplace.

The Chamber takes complaints of discrimination and harassment very seriously. If you experience any job-related harassment or believe that you have been treated in an unlawful or discriminatory manner, promptly report the incident to the Executive Director or the Chairperson of the Human Resource Committee. This policy applies to all allegations of job-related discrimination or harassment, including those which occur off-premises or off-hours.

The Executive Director or Chairperson of the Human Resources Committee will investigate all complaints. Complaints will be kept confidential to the extent possible. All employees have a duty to cooperate fully with The Chamber in any investigation. If The Chamber determines that an employee has engaged in job-related discrimination, appropriate corrective action will be taken against the offending employee, up to and including termination of employment. If The Chamber determines that the complaint is not bona fide, was not made in good faith, or that an employee has provided false information, corrective action may be taken against the individual who filed the complaint or who gave the false information.

POLICY DETERMINATIONS

The policy setting responsibility of The Chamber is vested in the Board. Responsibility for administering those policies as well as for the administration of the staff is vested in the Executive Director.

YOUR AFFILIATION OR EMPLOYMENT WITH OTHER ORGANIZATIONS

In light of your high visibility in the community as a Chamber staff member, you must consult and receive approval from the Executive Director before accepting any employment, offices or membership in any organization. Subject to limitations imposed by applicable law, the Executive Director shall have the right to approve or deny any such request in her or his sole discretion. The Executive Director's decision may be based on a variety of factors such as adverse affect on The Chamber's business activities or image, the place and type of employment or association, the number of hours worked, and other relevant factors.

PROFESSIONAL CONDUCT

Because The Chamber's reputation and effectiveness are judged by the performance and conduct of its staff, you must perform your duties and conduct yourself in a professional and courteous manner at all times, including your actions in public.

ALCOHOL AT CHAMBER EVENTS

The following alcohol guidelines must be followed by all employees at Chamber events in order to maintain a professional manner while representing The Chamber. Excessive alcohol consumption can impair judgment, jeopardize the safety of the employee or the public, and harm the reputation of The Chamber. Accordingly, The Chamber will enforce the following rules:

- The possession or consumption of alcoholic beverages on Chamber property, except for officially sanctioned events, is strictly prohibited.
- Employees are to refrain from the inappropriate use of alcohol while attending any events, formal or informal, sponsored by The Chamber or held in conjunction with Chamber business.
- At Chamber-sponsored events or while representing The Chamber, employees are required to limit their alcohol consumption so as to avoid intoxication, impairment of their ability to drive, or violation of due care for safety and prudent behavior. This includes informal gatherings of employees while on Chamber business, such as dinners connected with Chamber events.
- Employees should not consume alcoholic beverages during the workday, whether at The Chamber office or while traveling.

All employees should conduct themselves in a professional manner while representing The Chamber, unimpaired by the effects of inappropriate alcohol consumption.

SMOKE FREE WORKPLACE

We are pleased to offer you a smoke free workplace. Smoking is only permitted in authorized areas outside the workplace.

CONFIDENTIALITY AND PROPRIETARY INFORMATION

Each employee is responsible for safeguarding sensitive Chamber information such as information relating to its business, members, volunteers and other information which should reasonably be understood by our employees to be confidential and proprietary information of The Chamber. Employees may be required to sign a separate confidentiality agreement. Any employee violating any obligation of confidentiality to The Chamber, whether arising from this Handbook or otherwise, may be subject to corrective action, up to and including termination, and may also be subject to civil and/or criminal penalties.

RECOMMENDATIONS AND ENDORSEMENTS

Since many Chamber members have competing interests and businesses, The Chamber must be sensitive to making recommendations of any specific member's product or service. As a general rule, The Chamber does not endorse any specific member's products or services.

GIFT AND GRATUITY POLICY

Employees are not permitted to accept any gifts or gratuities from any member, outside individual, company, or company representative currently doing business or seeking to do business with The Chamber. "Gifts or gratuities" include anything of monetary value, including food, liquor, products, meals, services, entertainment tickets, special discounts, service upgrades, special hotel accommodations, discounted merchandise, samples, and vendor-paid trips. If gifts or gratuities are offered, employees are to politely but firmly cite this policy. Any items that may be received become the property of The Chamber, and disposition will be determined by the Executive Director. The only exceptions to this policy are premium items generally distributed to all attendees at conferences, trade shows, etc.

MEDIA OR PUBLIC CONTACTS

The Executive Director oversees all publicity for The Chamber and must approve all information released by the staff to the public or media outlets referring to the organization, its officers, directors, personnel, members or volunteers. The staff should release no information about The Chamber without prior approval from the Executive Director.

PERSONAL USE OF EQUIPMENT

The Chamber of Manitowoc County makes cellular telephones available for certain staff positions. The use of these telephones is a privilege and a responsibility. Cell phone use while driving is discouraged.

Use of computers, copy machines, phones and other equipment for non-Chamber business is not permitted except by special permission of the Executive Director. Any personal or other information placed on The Chamber's e-mail, computer, computer system, or the like shall be the property of The

Chamber, and not the private or confidential property of any employee. Employees may not use the Internet for personal use without the advance approval of the Executive Director.

DRESS AND PERSONAL APPEARANCE

Discretion in style of dress, personal appearance and behavior is essential to the efficient operation and professional image of the Chamber. Employees are required to dress in appropriate business attire (unless working at a casual event such as the golf outing) and to behave in a professional, businesslike manner. Sportswear such as shorts, jeans, thong sandals, halter tops, tank tops, other forms of dress that leave the back or midriff uncovered, or visible body ornamentation are not considered appropriate office attire. For specific guidelines see Dress Code for Business Attire Policy – C08.

SAFETY

All employees are expected to work in a safe manner. All work areas must be kept clean and free of debris. If you encounter or observe any hazards or potentially unsafe conditions on Chamber's premises, you must either take immediate corrective action, where possible, or immediately report the hazard or condition to your supervisor.

Employees must also immediately report to their supervisor, in writing, all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. You may be asked to complete an incident report detailing the facts and information concerning the illness or injury. Such reports may be necessary to comply with applicable laws or to initiate insurance and workers' compensation benefits procedures. Failure to report an injury or illness as required by state law and this Handbook could result in loss of compensation benefits, and possibly lead to corrective action, up to and including termination.

SECTION III. BENEFITS

Chamber employees and their dependents may be eligible to participate in the Chamber's employee benefit programs. Please contact the Executive Director for a current summary of the employee benefit programs provided by The Chamber. For more information regarding The Chamber's employee benefit programs, please consult the appropriate summary plan descriptions or contact the Executive Director. Temporary employees are not eligible for benefits.

If any information contained in this Handbook or in any summary plan description contradicts information in any master contracts or master plan documents applicable to a specific benefit, the master contracts/documents shall govern in all cases. The Chamber reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions, if applicable, toward any benefits with or without advance notice at its discretion. The Chamber will notify plan participants of all approved amendments or plan terminations.



1515 Memorial Drive, Manitowoc, WI 54220
 T (920) 684-5575 F (920) 684-1915
 www.chambermanitowoccounty.org

Chamber Board Policy			
TITLE: Earned Time Off Policy		POLICY / PROCEDURE: HR03	
INITIATED BY: Human Resource Committee	LAST UPDATED:	DATE OF REVIEW:	DATE OF APPROVAL: 4/25/2013

The Chamber recognizes the need for employees to have time off for vacation, illness, family matters, and personal absences from work. For such absences, the Chamber provides each employee with Earned Time Off (“ETO”), which combines traditional vacation, sick time and personal days into a single ETO account (the “Account”). All employees are eligible for ETO in accordance with this Policy.

1. ETO During the Year of Hire

During the year of hire an employee will be eligible for the ETO in accordance with the following schedule. For an employee working less than 40 hours per week, during the year of hire, an employee will receive a pro-rated amount of ETO based on the average number of hours worked per week compared to a 40 hour work week.

If Hired in these months	January – March	April – June	July – September	October - December
Eligible for this many hours to use during first calendar year of employment	24 hours	16 hours	8 hours	0 hours

2. ETO Following the Year of Hire

Beginning January 1st after your date of hire, the time deposited on January 1st into the employee’s ETO Account will be based on the following schedule:

Beginning January 1 st after the date of hire	Based on 40 hours per week schedule	Based on less than 40 hours per week schedule
0 through 4 calendar years	112 Hours	112 hours pro-rated in the manner described in Addendum 1 of this ETO Policy
5 through 8 calendar years	152 Hours	152 hours pro-rated in the manner described in Addendum 1 of this ETO Policy
9 through 14 calendar years	172 Hours	172 hours pro-rated in the manner described in Addendum 1 of this ETO Policy
15+ calendar years	192 Hours	192 hours pro-rated in the manner described in Addendum 1 of this ETO Policy

3. **Additional Terms and Conditions.** This ETO policy is subject to the following additional terms and conditions:
- a. ETO time in the year of hire is deposited into an employee’s Account as of the date of hire but the employee is not eligible to use ETO until completing 90 calendar days of employment. Beginning the January 1st after the date of hire, all ETO time is deposited into an employee’s account on January 1st of each year.
 - b. If an employee leaves or is terminated for any reason during the first 90 calendar days of employment, the employee will not be paid any ETO benefits.
 - c. Employees must use ETO in four (4) hour increments.
 - d. Temporary, intern, contract employees and independent contractors are not eligible to receive ETO.
 - e. Only hours actually worked by an employee will be used to calculate overtime. ETO hours are not considered “hours worked” and may not be used by the employee to calculate overtime pay.
 - f. ETO hours may not be used by the employee to exceed 40 hours of work per week.

- g. An employee who works 40 hours per week may carry over a maximum of 40 unused ETO hours from the preceding calendar year. An employee under 40 hours may carry over the pro-rated amount per addendum 1.
- h. All ETO time must be noted on the employee's time sheets in accordance with the Chamber's standard time keeping policy.
- i. ETO excludes bereavement and jury duty as described in Chamber's employee handbook, which may be amended from time to time by the Board of Directors.
- j. The Chamber staff works as a team and all employees are expected to schedule ETO with consideration to the work to be done and the schedules of others. For this reason, all scheduled ETO for Chamber staff must be approved by the Executive Director in advance and all scheduled ETO for the Executive Director must be approved in advance by the Chair of the Board of Directors.
- k. Requests for unpaid leaves of absence by Chamber staff shall be considered on a case-by-case basis by the Executive Director. Requests for unpaid leaves of absence by the Executive Director shall be considered on a case-by-case basis by the Chair of the Board of Directors.

PAID HOLIDAYS

After you have been with the Chamber for thirty (30) days you will be eligible for paid holidays. Paid holidays observed by the Chamber are:

New Year's Day	Labor Day	Christmas Day
Good Friday – ½ Day	Thanksgiving Day	New Year's Eve
Memorial Day	Day after Thanksgiving	
Independence Day	Christmas Eve Day – ½ Day	

If a holiday falls on a Saturday, the Chamber generally observes the holiday on the preceding Friday. If the holiday falls on a Sunday, the Chamber generally observes the holiday on the following Monday.

Full time employees will be paid 8 hours of holiday pay and part-time employees will receive a pro-rated amount of holiday pay. The pro-rated amount is based on the average number of hours worked per week compared to a 40 hour work week. For example, if an employee is hired on to work an average of 20 hours per week, the employee would receive four (4) of holiday pay.

If a paid holiday falls within your scheduled and approved vacation, that holiday shall be counted as a paid holiday and not as a vacation day.

Addendum 1

Average Hours worked per week	0 - 4 years 112 hours	5 - 8 years 152 hours	9 - 14 years 172 Hours	15+ years 192 hours	Carry over 40 hours
40	112	152	172	192	40
39	109.2	148.2	167.7	187.2	39
38	106.4	144.4	163.4	182.4	38
37	103.6	140.6	159.1	177.6	37
36	100.8	136.8	154.8	172.8	36
35	98	133	150.5	168	35
34	95.2	129.2	146.2	163.2	34
33	92.4	125.4	141.9	158.4	33
32	89.6	121.6	137.6	153.6	32
31	86.8	117.8	133.3	148.8	31
30	84	114	129	144	30
29	81.2	110.2	124.7	139.2	29
28	78.4	106.4	120.4	134.4	28
27	75.6	102.6	116.1	129.6	27
26	72.8	98.8	111.8	124.8	26
25	70	95	107.5	120	25
24	67.2	91.2	103.2	115.2	24
23	64.4	87.4	98.9	110.4	23
22	61.6	83.6	94.6	105.6	22
21	58.8	79.8	90.3	100.8	21
20	56	76	86	96	20
19	53.2	72.2	81.7	91.2	19
18	50.4	68.4	77.4	86.4	18
17	47.6	64.6	73.1	81.6	17
16	44.8	60.8	68.8	76.8	16
15	42	57	64.5	72	15
14	39.2	53.2	60.2	67.2	14
13	36.4	49.4	55.9	62.4	13
12	33.6	45.6	51.6	57.6	12
10	28	38	43	48	10
9	25.2	34.2	38.7	43.2	9
8	22.4	30.4	34.4	38.4	8
7	19.6	26.6	30.1	33.6	7
6	16.8	22.8	25.8	28.8	6
5	14	19	21.5	24	5
4	11.2	15.2	17.2	19.2	4
3	8.4	11.4	12.9	14.4	3
2	5.6	7.6	8.6	9.6	2
1	2.8	3.8	4.3	4.8	1

BEREAVEMENT

Commencing upon employment date, full-time and part-time employees who experience the death of a parent, parent-in-law, spouse, sibling, child or grandparent, or close family member/relative, (step relations included) will receive up to three (3) paid days to attend services and to tend to related arrangements. The part-time employee shall be paid pro-rata based on a percentage, the numerator of which is the number of hours the employee is scheduled to work in a regular work week, and the denominator of which is 40-hours. Requests for bereavement pay should be made to your supervisor. Proof of relationship to the deceased may be required. Requests for additional time off should be submitted to your supervisor and will be considered on a case-by-case basis.

JURY/WITNESS DUTY

Commencing upon employment date, full-time and part-time employees who are summoned to serve on a jury will continue your pay at the normal rate, minus jury duty pay. Payment for jury duty lasting longer than fifteen (15) days will be handled on a case-by-case basis by your supervisor. All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as a juror or subpoena to serve as a witness as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

WORKER'S COMPENSATION

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related injury or illness, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. If you are injured or become ill on the job, you must immediately report such injury or illness to your supervisor. This ensures that The Chamber can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness. Questions regarding workers' compensation should be directed to the Executive Director.

TRAINING OPPORTUNITIES

Although much of your training at The Chamber is of the "on the job" variety, as a Chamber employee you may have the opportunity to attend a workshop or seminar. If you attend an approved workshop, seminar or class, The Chamber will pay for the cost of workshop or seminars and your normal rate of pay while you travel and attend the course. If the workshop or seminar is held out of town, you will be reimbursed for pre-approved travel, lodging and meal expenses. The Chamber reserves the right to approve or deny any training request at its sole discretion.

HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I have received a copy of the Handbook dated _____.

I understand that the information in The Chamber's Handbook represents guidelines only and that The Chamber reserves the right to modify this Handbook or to amend or to terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time, or to require and/or to increase contributions toward those benefit programs. I understand that I am responsible for reading the Handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of The Chamber, whether set forth in this Handbook or elsewhere.

I specifically acknowledge that I understand that The Chamber prohibits all forms of harassment and discrimination based race, sex, color, religious affiliation, national origin, disability, age, or any other characteristic protected by law. I also understand that if I feel I am being harassed or discriminated against, I have the right and responsibility to report this immediately as set forth in The Chamber's Anti-harassment and Nondiscrimination Policy.

I understand that this Handbook is not a contract of employment, express or implied, between The Chamber and me and that I should not view it as such, or as a guarantee of employment for any specific duration. I further acknowledge that my employment with The Chamber is on an at-will basis. Accordingly, either The Chamber or I can terminate the at-will relationship at any time, for any reason or no reason at all, as long as there is no violation of applicable federal or state law.

I further understand that no manager or representative of The Chamber, other than the Executive Director, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement signed by both Executive Director and me.

Name of Employee
(Please print)

Signature of Employee

Date