Hanford Mills Museum
Personnel Policies, Procedures, and Benefits
Approval

______________________________________________ _________________
Executive Director Date

______________________________________________ _________________
Board President Date

Change History Log

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I. Introduction

A. Foreword

The Hanford Mills Museum is a not-for-profit corporation dedicated to interpreting the evolution of power generation and technology and how it contributed to the unsettling of America. A mill site since 1846, for most of its existence the mill was owned and operated by the family of David Josiah Hanford. Closed for business in 1967, the mill reopened later that year as a museum. Chartered by the State of New York as an educational institution in 1973, the Hanford Mills Museum continues to convey its significance as a well-preserved 19th and 20th century mill complex.

B. Objectives

This set of personnel policies is intended to be a guideline. It is not an employment contract and should not be construed as such. Furthermore, no promise, statement, or writing made by a supervisor may be interpreted to constitute an employment relationship other than “at will.” Rather, employment with the Hanford Mills Museum is “at will,” meaning that it is terminable by either the employee or the Museum at any time, without notice, with or without cause, except as otherwise provided by law.

C. Administration of Policies

The Executive Director will be responsible for the administration of the personnel policies. This includes the development of personnel procedures for review by the Governance and Personnel Committee, implementation of these Board-approved personnel policies, and the initiation of changes to the personnel policies when the need arises. The Executive Director shall assure the training and supervision of all employees as well as hire, train, counsel on performance issues, and evaluate the employees that s/he supervises directly.

These personnel policies may be amended, modified, or terminated at any time by the Board of Trustees of Hanford Mills Museum, without the consent or prior knowledge of the employees. Any such modification will be promptly communicated in writing to all employees.

All other personnel policies, whether written or oral, are declared null and void, ceasing to have any effect whatsoever by the publication and dissemination of these personnel policies. This current set of personnel policies supersedes all prior personnel policies.
II. Job Categories

Employees are designated as exempt or non-exempt on the basis of the responsibilities of their job, according to the definitions established by the Fair Labor Standards Act.

A. Exempt

Exempt employees are generally employed on a “salary basis” and are not eligible for overtime compensation. Their primary duties fall under one or more of the following categories:

- Executive
  Employees with executive functions direct or supervise the work of two or more employees and their primary duties must be management.

- Administrative
  Employees with administrative duties are generally responsible for office or non-manual work directly related to management policies or general business operations, and their work customarily requires the exercise of discretion and independent judgment.

- Professional
  Employees with professional responsibilities perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized study, and their work customarily and regularly requires the exercise of discretion and independent judgment; or their work is original and creative in character in a recognized field of artistic endeavor.

B. Non-Exempt

Non-exempt employees are generally employed on the basis of a single hourly rate. Non-exempt employees are eligible for overtime compensation at the rate of one and one half (1½) the regular hourly rate for hours worked in excess of forty during a given week.

Non-exempt job categories at the Hanford Mills Museum shall be as follows:

- Full-Time Regular Employee: An employee scheduled to work for at least 40 hours per week.
- Part-Time Regular Employee: An employee who works on the average less than 40 hours per week.
- Seasonal Employee: Any employee who is hired on an as-needed basis with days and hours to be determined at the time of hiring.
III. Employment

A. Equal Employment Opportunity

Hanford Mills Museum is an equal employment opportunity organization. All employment opportunities with the Museum shall be open to any person who, on the basis of merit, can present satisfactory evidence of qualifications for the position to be filled. The Museum hires employees without discrimination on the basis of race, sex, religion, national origin, age, disability, ancestry, marital status, political affiliation, sexual orientation, or any other factor not directly related to the qualifications of the candidate for the position.

All employees shall be treated equally with respect to compensation and opportunities for advancement including training, upgrading, promotion, and transfer. The Museum does not consider a criminal record an automatic and conclusive indication of an applicant’s character, and will consider each case and individual misdemeanors separately. Any questions concerning this policy and allegations of non-compliance should be directed to the Executive Director, or, if appropriate, the Board President or the Chair of the Personnel Committee.

B. Recruitment

- Executive Director

Whenever this vacancy appears, it will be publicly announced. The minimum qualifications for the Executive Director will be established by the Board of Trustees. Screening of candidates will be undertaken by a special Search Committee, including members of the Personnel Committee and the Executive Committee. Candidates must meet the current qualifications set by the Board of Trustees. Appointment will be made by the Executive Committee, pending the approval of the Board of Trustees.

- Professional Staff

Professional staff positions are defined as those whose work requires specialized knowledge. Employment of professional staff will be made by the Executive Director.

- Administrative/Support Staff

Administrative/support staff positions are defined as those who maintain the day-to-day functioning of the organization, and who provide support and assistance to the Executive Director and professional staff. Recruitment, selection, and appointment of administrative/support staff will be made by the Executive Director.

C. Background Checks

The Museum reserves the right to conduct background checks on all prospective and current employees or volunteers who work with children and the general public, finances, collections, or store inventory on a regular basis. All background checks that make use of a private consumer reporting agency (CRA) or a reference checking agency shall be made with written notice and the employee/applicant’s written authorization in accordance with the provisions of the Fair Credit Reporting Act.

Before an individual is denied employment based upon the information gathered by a reference checking agency or in a consumer report compiled by a CRA, a written pre-adverse action disclosure will be supplied that includes a copy of the individual’s report and a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act,” a publication supplied by the Federal Trade Commission.
Following the decision to not hire an individual based on the information gathered by a reference checking agency or in a consumer report compiled by a CRA, a written adverse action notice will be supplied that includes the name, address and phone number of the reference checking agency or CRA, a statement that the reference checking agency or CRA did not make the decision to take the adverse action, and a notice of the individual’s right to dispute the accuracy of the information in the report and the right to obtain a free copy of the reference checking agency’s or the CRA’s report within 60 days.

D. Probationary Period

The first six months of employment is considered a probationary period. At the close of the first six months, the Executive Director will conduct a performance and goal setting review with the employee. At the conclusion of the probationary period, the employee remains an employee-at-will. The significance of the cessation of the probationary period only relates to the issue of access to vacation and sick time. At the close of the probationary period, the employee may begin using his/her accrued vacation and sick time.
IV. Working Hours and Compensation

A. Basis for Pay

- Non-exempt employees are paid hourly at the base rate times the actual hours worked in a given pay period.
- Exempt employees are generally paid by salary. The salary is divided by the number of pay periods in the year.

B. Pay Periods

Pay periods are biweekly and begin on Monday.

C. Time Sheets/Work Logs

Completed time sheets/work logs must be submitted to the employee’s direct supervisor by the last day of the pay period for approval.

D. Overtime

Non-exempt employees are eligible for overtime compensation at the rate of one and one half (1½) the regular hourly rate for hours worked in excess of forty during a given week. Overtime must be approved in advance by the employee’s direct supervisor.

E. Flexible Time

Exempt employees are expected to work for as long as it is necessary to complete their responsibilities or duties as assigned. As a reward for extraordinary effort, flexible time off may be arranged for exempt employees at a time that is convenient for the operation of the Hanford Mills Museum. Flexible time off does not accrue or carry over. If an employee plans to diverge from regularly scheduled hours s/he should notify his/her direct supervisor.

F. Pay increases

The Executive Director presents recommendations on yearly pay increases to the Personnel Committee for review and approval. Once approved by the Personnel Committee, the recommendations are forwarded to the Finance Committee for budget review and approval. Once approved by the Finance Committee, the recommendations are forwarded to the full board for review and approval (For more information, refer to Section VI, “Performance Appraisal and Salary Review”).

G. Deductions

The federal and state governments require mandatory withholdings from each employee’s paycheck. Employees, therefore, must complete W-4 forms in order to indicate the number of exemptions claimed and to authorize the Museum to make the appropriate withholdings. Any changes in an employee’s number of exemptions require the filing of new W-4 forms.
V. General Museum Policies and Procedures

A. Confidentiality

All employees of the Museum are expected to maintain strict standards of confidentiality regarding the information maintained by the Museum, including, but not limited to, proprietary information, techniques, trade secrets, and the like. All employees will refrain from using the information maintained through the Museum, proprietary or otherwise, for their personal gain. Failure to meet this obligation may result in disciplinary action, up to and including termination.

B. Public Comment and Media Relations

Employees shall avoid any kind of public comment which reflects adversely upon Hanford Mills Museum. Employees may not speak to the media as an official spokesperson of the Museum or any of its respective programs without prior clearance from the Executive Director. All inquiries from the media should be referred to the Executive Director.

C. Public Presentations/Speeches

Employees asked by an outside agency or organization to appear as a guest speaker or invited program participant on a subject involving Hanford Mills Museum or any of its programs must obtain prior clearance from the Executive Director. Employees must have permission from the Executive Director in order to present legislative testimony or public comment affecting legislation or public policy relating to the Museum.

D. Professional Development

The Museum is committed to the continuous development of a skilled and motivated staff. Professional development is viewed as a vital aspect of the growth and effectiveness of the employee and the Museum as a whole.

To achieve this end, it is the Museum’s position to encourage its employees to take the initiative in attending training sessions, workshops, and professional conferences that will develop their skills and knowledge. Employees are also encouraged to represent the Museum in the professional community by actively participating in publishing or presenting papers at conferences.

Expenses incurred for participating in professional development activities, including but not exclusive of registration fees, fares, lodging, parking, tolls, or meals, may be reimbursed with prior approval of the Executive Director. (For additional information, refer to section M, “Work-Related Travel”).

E. Drug-Free Workplace

Hanford Mills Museum is a drug-free workplace. The Museum reserves the right to conduct pre-employment, random, and for-cause drug testing. Employees may be subject to criminal, civil, and disciplinary penalties if they distribute, sell, attempt to sell, possess, or purchase controlled substances (defined as including illicit or “street” drugs) while at the workplace or while acting in a work-related capacity. Such illegal acts, even if engaged in while off-duty, may result in disciplinary action.
In those locations where it is permitted, an employee may possess and use a controlled substance that is properly prescribed for the employee by a physician. Employees are also prohibited from on-the-job possession of, use of, or impairment from alcohol.

If a supervisor has a reasonable suspicion that an employee is unable to perform job duties due to a disability which may be caused by the use of controlled substances or alcohol, that employee may be sent home and/or required to undergo medical testing. If the cause of an employee’s disability is thought to be drug-or alcohol-related, the Museum may refer the employee to a confidential employee assistance program/counselor. Other available options include pursuing disability leave procedures or disciplinary measures.

F. Museum Closing

If the Museum is to be closed because of inclement weather or other emergencies, employees will be notified by telephone as early as possible.

G. Visits and Phone Calls

Visits and phone calls to staff by relatives and friends should be kept to a minimum. Children of staff should not be on the site without direct adult supervision. There are no exceptions to this rule. When the families of staff attend the Museum’s special events as guests, they are counted in the census for the day.

H. Gift Shop/Sales Centers

Employees may charge items at the gift shop and sales centers. This charge must be paid immediately following the next pay period. A discount is available to employees at the gift shop.

I. Tobacco Use

Employees are prohibited from using tobacco products within the limits of the Museum. The restricted area includes employee work stations, buildings, parking areas, and all outdoor areas of the Museum’s properties.

J. Museum Vehicles

Any employee driving a Museum vehicle must have a copy of a current driver’s license on file at the Museum and with the Museum’s auto insurance carrier. Any employee with alcohol-related citations or serious repeated infractions against their driving record will not be allowed to operate Museum vehicles.

K. Security

Employees are responsible for keys assigned to them. No one is authorized to duplicate keys without the Executive Director’s approval. If an employee loses his/her keys, s/he should report the loss immediately. All employees will be assigned a security code number for the security system.
L. Emergency and Safety Procedures

Employees are responsible for learning where to find and how to use outgoing phone lines, fire extinguishers, and life rings. Detailed instructions on disaster and emergency situations are provided in the Museum’s Disaster Plan. Employees should be familiar with the response strategies outlined in the plan, and be prepared to enact the proper response to a multitude of events, including but not restricted to flood and fire.

M. Work-Related Travel

The staff is encouraged to use the truck that is provided for Hanford Mills Museum business. The use and reimbursement for use, of personal vehicles for Museum business must first be approved by the Executive Director. Appropriate work-related expenses incurred during travel, including but not exclusive of fares, lodging, parking, tolls, or meals may be reimbursed with prior approval of the Executive Director.

N. Appropriate Dress

Employees are expected to present themselves dressed appropriately for the tasks to which they are assigned. If a supervisor, or the Executive Director, believes that an employee’s attire is inappropriate, the employee will be directed to return home to change clothing. Travel time and cost for this action will be at the employee’s expense.

O. Employee Collecting Policy

No employee may compete with the Hanford Mills Museum in any personal collecting activity. The Museum has the right, for a specified and limited period, to acquire any object purchased or collected by any staff member at the price paid by the employee when the object falls within the Museum’s collecting scope (see below). At the time of hire or soon thereafter, employees who own material that is similar to the Museum’s collection may be asked to provide the Museum with a list of their holdings. The employee may also be asked to update the inventory periodically. Employees should refer to the Collections Policy for a clear description of what materials fall within the Museum’s collecting scope. Family heirlooms, gifts, and material owned by the employee prior to their employment with the Museum are exempt.

P. E-Mail and Internet

All personnel (including but not limited to employees, consultants, volunteers, and others working with Hanford Mills Museum) who use the Museum’s computers and e-mail and Internet accounts are required to comply with this policy statement.

1. General

The Museum has made substantial investments to make it possible for employees to electronically communicate with one another, customers, prospects, and suppliers, as well as to seek information from the Internet. The purpose of these investments is to help employee do their jobs in a more efficient manner. To that end, this usage policy is designed to define expectations for what is acceptable and what is not when it comes to using these resources wisely. Violation of the prohibitions contained herein may lead to disciplinary action, up to and including termination. Examples of appropriate Internet usage include the following:

- Communicating with fellow employees, customers, prospects and suppliers about work-
related matters.

• Researching topics that are relevant to your specific job requirements.
• Conducting other business activities such as working with the manager who manages the company Web site.

Museum policies, both written and implied, that apply to normal business behavior are applicable to use of the Internet.

2. Confidentiality

Issues of confidentiality take on critical importance when it comes to the Internet (see Section 11, “Public Forum,” for more information). The Internet provides a heightened level of communication, enabling many employees to make statements on behalf of the Museum. When an employee sends an electronic message (“e-mail”), or otherwise communicates through a public forum, as an employee of the Museum, it is natural for the recipient of that message, or communication, to understand it to be an official position or message from the Museum. In fact, it may just be a personal opinion of the individual employee. All communication taking place via e-mail and the Internet are governed by Section V, “General Museum Policies and Procedures,” subsections A, “Confidentiality” and B, “Public Comment and Media Relations.”

3. Software Piracy

Access to the Internet enables users to download a wide variety of software products free of charge, as well as for a range of fees. Employees are required to fulfill all license and copyright obligations of software that they download for their personal use. These software downloads become the property of the Museum. Any employee who knowingly violates this software piracy rule is subject to termination. Prior approval from the Executive Director is required before any software is installed on Museum equipment.

4. Security

Employees are required to maintain all policies regarding security of Museum data and resources (see the section on Internet Security below).

5. Pornography

Employees are not allowed to visit web sites that are considered obscene. The Museum may maintain a system to monitor Internet usage. In the event that an employee disregards this policy and visits unauthorized sites, it will be grounds for immediate termination. The Museum has the right to view private files that have been downloaded to check for the propriety of said material.

6. Sexual Harassment

Displaying sexually explicit images on the property of the Museum is a violation of corporate policy concerning workplace harassment. Employees are not allowed to download, archive, edit or manipulate sexually explicit material while using Museum resources. If an employee receives material from outside the workplace that is sexually explicit, it is wise to destroy it and advise the sender of the material that you do not wish to receive any additional material of this nature. If the originator of this material is another employee of the Museum, the recipient should inform said employee of the Museum’s workplace harassment policy. If the employee persists in sending the material, the recipient should report the incident to the appropriate supervisor.
7. Illegal Activity

An employee cannot use the Museum’s Internet facilities to knowingly break any laws and regulations of this state, the federal government, or the governments of other nations. Use of the Internet for illegal purposes will be grounds for termination.

8. Bad Judgment/Taste

It is a violation of the Museum’s Internet policy to store, view, or print graphic files that are not directly related to an employee’s job or the business activity of the Museum. Examples of these misuses might include downloading games, jokes, audio files, animations, or movie segments.

If an employee receives messages from fellow employees or outsiders that are in bad taste, it is recommended that the employee ask them to stop sending such material. Fellow employees should be warned to stop. If such inappropriate conduct continues, employees are encouraged to disclose the situation to the Executive Director so a formal warning can be issued.

9. Honest Disclosure

Employees are expected to honestly disclose who they are when they send e-mail, register accounts, or conduct other Internet transactions. Attempting to subvert this disclosure policy is a serious offense.

10. Excessive Resource Requirements

Employees are reminded to make prudent use of the Internet to avoid any degradation of the Museum’s computing resources. Therefore, it is recommended that employees refrain from excessive downloads that might constrain computing resources.

11. Public Forum

Employees are allowed to enter a public forum when it makes business sense to do so. Only those employees authorized to speak on behalf of the Museum may do so in the name of the Museum in any news group, public forum, or chat room. An employee who does not have such authorization may occasionally be permitted to make statements as an individual. In such circumstances, the employee must identify him/herself as an individual when entering the forum. If asked whether certain comments can be construed as a statement of the Museum, the employee can only make an affirmative declaration if s/he is so authorized. All confidentiality matters apply in a public forum.

12. Private Internet Use

If an employee uses the Internet at home on his/her personal account, the employee’s right to privacy is always assured. However, all confidentiality requirements of the Museum remain in effect (i.e., employees may not make statements on behalf of the Museum unless so authorized). An employee can represent his/herself as an employee, but must ensure that his/her comments are construed as personal opinion. In all situations, an employee must refrain from making statements or rendering opinions that could affect the Museum’s valuation, confidentiality, or image.

13. Use of the Internet During Non-Business Hours

The Internet may be used during non-business hours for personal use although the same review authorization applies.
14. Internet Access and Administration

The Museum reserves the right to limit access to the Internet for employees at any time, for any legally permissible reason. The Museum also reserves the right to monitor the usage of the Internet. This includes the following:

- Blocking certain sites that have been deemed offensive. If applicable, attempts to subvert this blocking will be grounds for termination.
- Monitoring the usage rates of the Internet by all employees. The agency reserves the right to publish such information on an internal basis.
- Monitoring the specific sites that each employee visits and the length of each visit.
- Monitoring transfers and e-mail deliveries.

Electronic communications and Internet visits made during business hours by employees are not considered to be private or confidential by the Museum. The Museum reserves the right to inspect files and communications that employees render to assure compliance with this policy. Museum e-mail addresses are provided to employees for business related communications only. Any personal e-mail should be sent to a private e-mail address maintained by the employee. Nevertheless, personal e-mail addressed to the individual that is retrieved on the Museum’s equipment is subject to all restrictions and requirements as if it was addressed to the Museum’s e-mail address. The Museum’s e-mail addresses are reserved for use on subscription and electronic mailing lists that are for the Museum’s business purposes only.

15. Internet Security

The Internet provides great benefits but also great risks. The Museum’s resources can be severely impaired or damaged when proper procedures are not adhered to.

16. Passwords

Employees will be assigned passwords and user identifications to access the Museum’s network and the Internet. Employees must keep this information confidential. Employees are not permitted to share their individual identifications with other employees.

17. Computer Viruses, Trojan Horses, Etc.

All files that are downloaded must be first scanned for possible infection. Any employee who knowingly tries to propagate the Internet, or internal resources, with infected viruses or Trojan horses will be subject to termination.

18. Firewalls, Security Systems

The Museum has installed a variety of systems to thwart intrusion by outside hackers. It is extremely important that these systems integrity be maintained. Any user who tries to override these security measures will be subject to termination.
Q. Anti-Harassment

It is the Hanford Mills Museum’s belief that the employees of the Museum are the primary means by which the goals and objectives of the Museum will be met. To that end, the rights of all employees must be respected. All employees of the Hanford Mills Museum must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment. The procedure for reporting and dealing with this very sensitive issue is as follows:

1. If a person’s behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee’s opinion, the behavior is inappropriate and that the employee would like it stopped.

2. If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee’s request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Executive Director or, if appropriate, the Board President or the chair of the Personnel Committee.

In all instances, a prompt, thorough, and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. The Hanford Mills Museum will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension, or termination.

No retaliation of any kind will occur because an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.
VI. Performance Appraisal and Salary Review

The Executive Director will base recommendations for staff pay increases upon the outcome of job performance appraisals of each employee. Performance appraisals are conducted in the last quarter of the calendar year.

Recommendations for yearly pay increases will be presented to the Personnel Committee for review and approval. Once approved by the Personnel Committee, recommendations are submitted to the Finance Committee for budget review and approval. Once approved by the Finance Committee, the recommendations are presented to the full board for review and approval.

The job performance appraisal process may result in three categories of determination:

1. An employee’s work is found to be more than satisfactory and consistent with the objectives for the position. An increase will be recommended.

2. An employee’s work is found to be generally satisfactory, but not wholly consistent with the objectives set for the position. The employee will be informed as to his/her areas of satisfactory performance and those areas that need strengthening. A specific plan for improving performance in the specified areas will be worked out with the employee’s supervisor. A minimum increase or no increase may be recommended at the discretion of the employee’s immediate supervisor.

3. An employee’s performance is found to fall below satisfactory standards and not to approach stated job objectives. The employee will be warned of this situation by his/her supervisor and the specifics of the unsatisfactory performance discussed. The employee will be informed that if his/her performance is not raised to acceptable levels within a specified period, the employee may be discharged.
VII. Insurance and Pension Plan

A. Mandated Benefits

All employees have their worker’s compensation, disability insurance, and unemployment insurance paid for in full by the Museum. The Museum and the employee each contribute equally to the employee’s social security.

1. Workers Compensation

   The Museum provides workers’ compensation benefits in accordance with the New York State Workers Compensation Law. Any employee that believes that s/he has sustained a workplace injury or an occupational illness causing him/her to be absent from work for at least one (1) full day must:

   - Provide verbal and written notice to his/her immediate supervisor and/or the Executive Director.
   - Complete any, and all, required forms and submit them to his/her supervisor and/or the Executive Director.

   The Executive Director shall be responsible for completing the employer portion of any applicable forms and for filing forms with appropriate workers’ compensation carriers.

2. Disability Insurance

   The Museum provides disability insurance in accordance with New York State Disability Law. Employees may be eligible for disability insurance coverage when non-job-related illnesses or injuries require them to be absent from work for at least seven (7) calendar days.

   Employees must use accrued sick leave and vacation balances to cover this waiting period of seven (7) calendar days, during which time they will likely need to complete appropriate claim forms in conjunction with their treating medical provider.

   Once eligibility is approved, employees may be eligible to receive a weekly payment of $170.00, or one-half of the employee’s weekly gross salary, whichever is lower (as may be adjusted from time-to-time), beginning on the eighth (8th) calendar day of disability.

   Employees may not use any accrued vacation, personal, or sick leave for the same time period in which they are receiving disability.

3. Unemployment Insurance

   The Museum provides unemployment insurance in accordance with the New York State Unemployment Insurance Law. Former employees may be eligible for unemployment insurance compensation if employment was terminated under circumstances that meet the eligibility criteria established by the law and the applicable regulations of the New York State Department of Labor, which determines if a claimant qualifies for unemployment insurance benefits.

   The Museum may contest a determination that a claimant is eligible for unemployment benefits if the circumstances of the termination are, in the Museum’s opinion, disqualifying. Generally, voluntary terminations, refusal to accept a reasonable offer of employment or re-employment, unavailability for work, and misconduct may be disqualifying conditions under New York State Unemployment Insurance Law.
B. Health Insurance

Employees who work at the Museum year-round may have a portion of his/her membership in the Museum’s group health insurance plan paid for by the Museum. If an employee opts out of the plan, a waiver must be filled out, signed, and filed in the employee’s personnel file. Part-time year-round employees who wish to be part of the plan pay premiums prorated based on the average hours worked per month for health insurance coverage.

The Museum’s contribution to health insurance premiums applies only as long as the individual is employed by the Museum. Upon termination of Museum employment, a former employee will be responsible for reimbursing the Museum for any advance payment made by the Museum that covers the period beyond the term of employment.

Under New York State law, any employee who has been covered under an employer-provided group health insurance policy for at least 3 months and whose coverage is terminated by his/her separation from employment, provided that the former employee is not otherwise eligible for coverage under another group policy or by Medicare, is eligible to continue as a member of the employer-provided group plan for a period of up to 18 months (29 months if the employee is disabled, 36 months for spouse and dependents if eligibility is based on divorce or death of employee, the employee becomes Medicare eligible or the dependent child ceases to be a dependent), provided that the separated employee pays the premium for his/her coverage. The Museum shall remit such payments received from the separated employee to the insurance carrier.

Failure by the employee to pay premiums in a timely fashion will result in cancellation, with coverage extending up to the end of the period for which premiums are paid.

C. 403(b) Pension Plan

Employees who work at the Museum year-round are eligible to contribute, through payroll deduction, to the Museum’s 403(b) pension plan. Employee contributions to the plan are voluntary and may begin immediately upon employment. When employees have completed twelve consecutive months of service, they are eligible for the Museum to contribute to the pension plan. The Museum’s contribution amount will be reviewed annually by the Board of Trustees.
VIII. Leave Policies

A. Paid Vacation Leave

All year-round employees accumulate a specified number of vacation leave hours per month in accordance with how long the employee has worked for the Museum.

Full-time employees are credited with 6 hours of vacation leave each month for the first year of employment. Starting at the beginning of the employee’s second year, vacation leave accumulates at a rate of 8 hours per month. When an employee has been employed for more than five years, the rate is increased to 10 hours per month. After ten years the rate is increased to 12 hours of accumulated vacation leave per month.

Part-time employee vacation leave benefits are adjusted to reflect the percentage of time the part-time employee works in comparison to the benefits received by a full-time employee.

No employee is allowed to take accrued vacation leave until they have satisfactorily served for a period of 6 months. Paid vacation leave does not accumulate for more than one year.

Written requests for vacation leave must be presented to and approved by the Executive Director. A record of the employee’s balance of vacation leave appears on the employee’s pay stub.

B. Paid Sick Leave

Employees must give reasonable notice if they will be unable to report to work because of illness or injury. The Executive Director may request a physician’s note for any use of paid sick leave. Employees who need to use sick leave for a medical/dental appointment may do so with the advance approval of the Executive Director. Abuse of sick leave benefits is grounds for disciplinary action, including termination.

Sick leave is granted provided the year-round employee has satisfactorily completed 6 months of employment and sufficient sick leave hours have been accrued.

Full-time employees accumulate 1 day of sick leave per month to a maximum accumulation of 60 days. Part-time employee sick leave benefits are adjusted to reflect the percentage of time the part-time employee works in comparison to the benefits received by a full-time employee.

An employee will receive sick leave benefits equal to the amount of his/her salary or average pay until he/she becomes eligible for temporary disability benefits, at which time his/her sick leave benefits will compensate for the difference between the disability payments and the employee’s salary. This compensation will continue until the employee’s accrued sick leave benefits are exhausted. Unused sick leave is not reimbursable upon termination of employment.

Up to 5 days of accrued sick leave may be used in a given year as leave to care for a member of the immediate family. The immediate family of an employee will include the following or an individual whose role in the family is similar to the following: grandparent, child, aunt, brother-in-law, brother/sister, daughter-in-law, niece/nephew, parent, sister-in-law, grandchild, spouse/life partner, uncle, father-in-law, son-in-law, or mother-in-law.
C. Paid National Holidays

Hanford Mills Museum observes the following 8 national holidays each year:

- New Year’s Day
- Martin Luther King Day (observed)
- President’s Day (observed)
- Memorial Day (observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

All full-time employees are entitled to take these days as a paid holiday if the schedule permits. If the schedule requires a full-time employee to work on a national holiday, that employee can use 8 hours paid holiday time in the same pay period in which the holiday occurs.

D. Bereavement Leave

Full-time regular employees can use up to 3 days paid leave each calendar year if there is a death in an employee’s immediate family. The immediate family of an employee will include the following or an individual whose role in the family is similar to the following: grandparent, child, aunt, brother-in-law, brother/sister, daughter-in-law, niece/nephew, parent, sister-in-law, grandchild, spouse/life partner, uncle, father-in-law, son-in-law, or mother-in-law.

Employees may request bereavement leave for the purpose of attending the funeral of a person not listed above. Such a request must be made to the Executive Director. Approval or denial is at the discretion of the Executive Director.

Bereavement leave does not accumulate, and cannot be used as annual leave or sick leave. A record of an employee’s balance of bereavement leave will be maintained by the Museum.

E. Medical Leave

Family and medical leave is available under certain circumstances. This leave may be paid or unpaid. Employees may choose to use accumulated sick and annual leave to make this a paid leave. The employee needs to sign a release of information form to allow the Museum to communicate with the health care provider during the absence. This communication will relate only to the ability to perform duties, availability to return to work, and other job-related needs of the Museum.

F. Unpaid Leave of Absence

An unpaid leave of absence may be granted at the discretion of the Executive Director or the Executive Committee. An employee does not accrue vacation, sick, or holiday leave while on an unpaid leave of absence. The employee will pay his/her health insurance premiums where applicable. Requests for an unpaid leave of absence must be made in writing to the Executive Director.
G. Military Leave

Unpaid military leave shall be granted to employees who enter the armed services. Such employees shall be afforded the protection of their seniority rights and their status in the Museum’s retirement plan. Employees entering the armed services for over 31 days of duty shall be re-assigned promptly upon return to civilian life if the employee returns within 90 days after being honorably discharged. Employees entering the armed services for less than 31 days shall be reassigned promptly upon their return to civilian life if the employee returns within 2 days after being honorably discharged.

The armed services described above include all of the Uniformed Services of the United States of America, including the Army, Navy, Marine Corps, Air Force, Coast Guard, and the Public Health Service Commissioned Corps.

Health benefits enjoyed by the employee entering the armed services may be maintained by the employee for him/herself and his/her family for an 18-month period, if the employee continues to pay the requisite premium as if the employee were continuing those benefits under COBRA.

H. Civic Duty

Year-round employees who are summoned for jury duty, to serve as a witness or to provide other service to the courts will be paid their full salary for up to two weeks. All employees summoned for jury duty or other service to the courts must report to the Executive Director prior to beginning their service, and must provide the Executive Director with court certification of their civic duty time.
IX. Disciplinary Policy

Disciplinary procedures will be implemented against an offending employee for any infraction of these personnel policies. These procedures may include, but are not limited to, a verbal warning with a subsequent written summary being placed in the employee’s personnel file; a written warning with a copy attached to the employee’s personnel file, an option of suspension, and, if appropriate, termination of employment. An offending employee will be given ample opportunity to redress and remedy the offending aptitude, attitude, or behavior, when appropriate. Emphasis will be placed on the timely constructive solution to the problem, where appropriate. The disciplinary procedures may be followed in the aforementioned sequence at the discretion of the Executive Director. Finally, in no way does this practice affect the Museum’s right to terminate employees at will, with or without cause.
X. Separation Policy

A. Termination

Employment at Hanford Mills Museum is “at will,” terminable by either the employee or the Museum at any time, without notice, with or without cause, except as otherwise provided by law. Employees are expected to return all keys, Museum materials, books, records, and files, and pay all debts to the Museum upon termination of employment. The end of employment for an employee of the Museum falls into three categories:

Resignation: A voluntary termination freely made by the employee for any reason he or she chooses. Employees are expected to give written notice at least two (2) weeks prior to departure. The Museum is an “at-will” employer and, as such, cannot require employees who voluntarily resign to give a certain amount of notice. Providing notice prior to termination of employment with the Museum is considered a professional courtesy. Employees will be paid for accrued vacation leave of up to two (2) weeks time provided they have given the Museum at least two (2) weeks notice. If at least two (2) weeks notice is not provided, or an employee fails to report for work after notice has been given, all accumulated time will be pro-rated to the number of days not given and deducted from the employee’s accrued vacation leave time. The employee must meet with the Executive Director prior to the termination date in order to complete an exit interview and, if s/he is enrolled in the Museum’s health insurance plan, to learn of and review the Consolidated Omnibus Budget Reconciliation Act (COBRA) options.

Museum Initiated Termination: The Executive Director may dismiss an employee at any time for reasons including, but not limited to, performance related issues or violations of Hanford Mills Museum policies.

Mutually Agreeable Termination: Occasions arise when employees and the Hanford Mills Museum come to an agreement to terminate employment. These situations will be negotiated between the parties. The Executive Director must approve such actions. Such actions will be documented in writing and signed by both parties.

B. Layoff

Seasonal: Interpretive, maintenance, and visitor services positions are seasonal. Generally these employees are hired to work from early May through late October each year.

Reduction in Work Force: The Museum may experience a need to reduce the number of employees in the work force, due to a reduction in funding or a restructuring of the Museum’s operations. In the event that staff is laid off the following guidelines apply:

• Staff may maintain enrollment in the Museum’s health insurance plan at his/her own expense as provided by COBRA.
• Staff who opt not to transfer to a comparable position may have their unemployment claim protested.

Reduction in Hours: The Museum may experience the need to reduce the hours of a position, due to reduction in funding, need for services, or other reasons. In this event the following guidelines will be followed:

• Staff will be informed with two weeks notice whenever possible.
• Eligibility for continued coverage under the health insurance plan will be reviewed and if cost sharing with the Museum is no longer an option, the employee will be eligible to remain enrolled under COBRA at his/her own expense.

C. Rehire

Persons rehired within a period of one year after separation from the Museum return with total years of service being considered continuous. If they were previously eligible for benefits, they will have full benefits from the time of rehire. If they were not previously eligible for benefits, the time they were previously employed will count toward eligibility and they will be allowed to enroll in the respective benefits as they attain eligible status for each benefit.

D. Internal Restructuring

As staffing levels, funding levels, or Museum operations change, the Museum may need to restructure. In the event that such restructuring causes a new configuration of jobs available, the following guidelines will apply:

• New positions will be advertised, unless a person whose job was eliminated by the restructuring is qualified to fill the new position.
• Staff left without jobs will be laid off, with adherence to the guidelines set forth in the Rehire Section.
• Staff left without a job may apply for any equitable, open positions for which they are qualified, by experience and/or training.
XI. Employee Protection (Whistleblower) Policy

Note: For the purposes of this policy “bona-fide” shall mean, in addition to its vernacular definition that the employee has some actual evidence rather than a mere suspicion that the policy, practice or activity is an actual violation of a law or a regulation of a public enforcement body.

It is the intent of the Museum to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. If any employee reasonably believes that some policy, practice, or activity of the Museum is in bona-fide violation of law, a written complaint must be filed by that employee with the Executive Director. An employee shall be protected from retaliation only if the employee brings the alleged bona-fide unlawful activity, policy, or practice to the attention of the Museum and provides the Museum with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Museum will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some policy, practice or activity of the Museum, or of another individual or entity with whom the Museum, has a business relationship, on the basis of a bona-fide reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Museum will not retaliate against employees who discloses to a supervisor and a public enforcement body, any activity, policy, or practice of the Museum that the employee reasonably believes is a bona-fide violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Notwithstanding the above, it is the clear preference of the Museum that an employee who believes that some policy, practice or activity of the Museum is in violation of the law attempt to resolve the concern internally with the Museum prior to disclosing his/her allegations to, or raising or filing any complaints with, any external public body or official.

Notwithstanding the above, no concerned employee, or whistleblower, should expect protection under this policy if s/he, knowingly, initiates, facilitates, supports, conceals, or is otherwise complicit in, the illegal policy, practice or activity that is the subject of his/her disclosure, protest or complaint, unless his/her complicity is, itself, prompted by duress or is motivated by reasonable fear of some form of retaliation.

This policy does not protect any employee acting in bad faith or under a mere suspicion; who is deliberately dishonest; or, has personally garnered financial profit, or some other advantage, to which s/he is not legally entitled. As such, no concerned employee, or whistleblower, disclosing, protesting or complaining about an allegedly illegal policy, practice or activity, or another employee that is complicit in any such policy, practice or activity, should expect protection under this policy if his/her actions in raising his/her concerns are in bad faith, mere suspicion, deliberately dishonest, or intended to garner financial profit, or some other advantage, to which he/she is not legally entitled.
XII. Grievance Policy

The Museum encourages all employees to respect each other, be sensitive to each other's needs, and to communicate directly if conflict arises. Each employee, regardless of status or tenure, is encouraged to offer constructive criticism and suggestions for improvement.

The Museum will work to resolve complaints quickly and fairly but does not guarantee a specified resolution, or acquiescence to a specific request or desire. Instead, the intention is to enhance communication, improve working conditions and relationships, and to resolve differences in a confidential, non-adversarial setting. Any employee raising a grievance can be assured that s/he will not be subjected to discriminatory or retaliatory action or penalized in any way.