



Campbellsville/Taylor County
CHAMBER
of Commerce

Employee Handbook

Effective March 1, 2017

This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice, you should address your specific question to the Chamber Board of Directors (the "Board").

Second, this handbook does not imply or guarantee any continued employment, benefits or procedures, nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the Board, or you may resign for any reason at any time. No Board Member, or other representative of the Chamber has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time by the Board. Every effort will be made to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential.

General Terms & Conditions of Employment

EQUAL EMPLOYMENT OPPORTUNITY

It is the commitment of the Chamber to ensure fair and equal treatment for everyone we employ. We value diversity and believe employment should be available to all persons without regard to race, color, gender, religion, national origin, disability, gender identity, age, or sexual orientation, political affiliation, protected veteran status or membership in the armed services, genetic information, or any other consideration that is protected by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Board of Directors has overall responsibility for this policy. Employees' questions or concerns should be referred to the Board of Directors. Appropriate disciplinary action may be taken against any employee who fully violates this policy.

HARASSMENT

The Chamber is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits harassment toward an individual based on their race, color, religion, national origin, age, disability, gender, sexual orientation, or other differences protected by applicable law is strictly prohibited. Harassment may include disparaging comments about another person's appearance, manner of dress, accent, or any behavior that is abusive or offensive to another person, and creates a hostile work environment. Comments made in a joking manner may easily be viewed to have a hostile intent. It is wise to refrain from this behavior.

SEXUAL HARASSMENT

Sexual harassment is deliberate misconduct that can take various forms: unwelcome advances, requests for sexual favors, and other physical conduct of a sexual nature. This kind of behavior undermines the integrity of the employment relationship and interferes with the productivity of the chamber.

In compliance with the requirements of Title VII of the Civil Rights Act of 1964, as amended, and pursuant to the guidelines on sex discrimination issued by the U.S. Equal Employment Opportunity Commission, the Chamber does not tolerate sexual harassment.

Upon knowledge, an investigation of all complaints will be undertaken immediately and, to the extent possible, confidentially, pursuant to the procedure outlined in Policy & Procedure for Harassment Complaints. Any employee found guilty of sexually harassing another employee will be subject to appropriate disciplinary action, depending on the circumstances involved, up to and including termination from employment.

AMERICANS WITH DISABILITIES ACT

The Chamber is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Amendment. It is the Chamber's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability who can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Chamber will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Chamber aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Chamber. Because a person may become disabled at any time, you may voluntarily update your disability status at any time by contacting the Board.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Board. Individuals with disabilities are

encouraged to come forward and request a reasonable accommodation.

PROCEDURE FOR REQUESTING AN ACCOMMODATION

The Chamber will comply with the provisions of disability laws for employees who qualify. The Chamber also will comply with applicable laws regarding employees who seek accommodations for religious reasons. Employees should contact the Board with questions or concerns about any needs or requests for reasonable accommodations.

Upon receipt of a request for reasonable accommodation for a disability, the Board may require that the employee provide documentation from a medical professional regarding the disability and requested accommodation. Medical documentation provided for this purpose will be kept separate from the employee's personnel file and kept confidential, subject to applicable law.

CRIMINAL AND CREDIT HISTORY RECORD CHECKS AND DRUG SCREENING

The Chamber has the option to request a criminal and/or credit history check, and continued employment is contingent upon the outcome of the criminal records check and a review of your credit from the most available credit bureau information. By receiving a copy of this handbook, you acknowledge the right of the Chamber to conduct this criminal background check as well as a credit history check at any time during employment or the application process.

The Chamber strives to maintain a workplace free of the use of illegal drugs and to discourage drug and alcohol abuse by its employees. The Chamber explicitly prohibits: 1) The use or being under the influence of alcohol while performing Chamber business, or while operating a motor vehicle for any job-related purpose; 2) The use, manufacture, distribution, purchase, transfer or possession of an illegal drug while performing Chamber business, or while operating a motor vehicle for any job-related purpose. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. Employees who violate this policy may be disciplined or terminated, even for a first offense. Employees may be subject to drug testing prior to employment, or at any time during their tenure at the full discretion of the Board.

FUTURE POLICY CHANGES

The Chamber reserves the right to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by law. This handbook is intended to be a general source of information and is not a contract. The Chamber reserves the right to modify or change any portion of the handbook at any time.

CONFIDENTIAL INFORMATION

It is the policy of the Chamber that all information concerning the Chamber's official business, including personnel matters, the business of the Board and private information regarding the Chamber's membership, is confidential unless it is officially released or disclosure is required by law. Unauthorized disclosure of such information is a basis for disciplinary action up to and including termination.

Employment

AT-WILL EMPLOYMENT POLICY

All employment with the Chamber is "at-will". This means that employees retain the freedom to leave their employment at any time. In turn, the Chamber retains the right to terminate the employment of any person at any time, at the Board's discretion, with or without cause and with or without notice. This policy may not be modified or amended unless voted upon and passed by the Board.

RESIGNATION

Employees shall give written notice to the Board at least thirty (30) days prior to their intended last date of employment. An employee resigning is required to surrender and return all records and property of the office which are in his/her possession or custody prior to issuance of final paycheck.

PERSONNEL RECORDS

Upon your hire, you provided us with important information about yourself. Keeping this record correct and up to date is important and your responsibility.

Please contact the Board of Directors promptly to notify of changes in:

- address and telephone number
- marital status
- beneficiaries or dependents listed
- dependents for tax withholding purposes
- person(s) to notify in case of accident or emergency

This information will be kept confidential. These personnel records are the property of the Chamber.

Workplace Guidelines

HOURS OF WORK

The normal operating hours of the Chamber of Commerce are 8:00 am to 4:30 pm Monday through Friday. The Director may be expected or required to participate in planning, coordinating and attending functions and events that occur during non-standard work hours. This may include, but is not limited to, Chamber board meetings, annual banquet, Chamber breakfast, Golf Scramble, Chamber lunches or any other activities required by the Board or by the duties otherwise specified. The Director position is a full-time, salaried position. It may, on occasion, require the incumbent to be available beyond the traditional work hours.

ATTENDANCE

You are expected to report to work by the beginning of the workday. This is to ensure the proper operation of the Chamber. We serve the public and our citizens expect us to open promptly.

The Chamber expects all employees to be responsible in their attendance and promptness. Recognizing that illness and injuries do occur, the Chamber has established paid time off (PTO), family and medical leave, and leave of absence policies. Information concerning these leaves is discussed further in the handbook.

Should you be unable to work because of illness, you must notify the Chamber President on each day of your absence, unless you are granted an authorized medical leave, in which case different notification procedures may apply. It is important to talk directly to the President, not just leave a voice mail message. Failure to properly notify the Chamber results in an unexcused absence. Any employee who is absent for three (3) consecutive working days without proper notification to the Board will be deemed to have abandoned his or her employment and will be terminated from employment. The Chamber may require that you submit a statement from your physician that you were sick and unable to work.

Employees with attendance issues can expect that this problem will be addressed quickly. Excessive absenteeism or tardiness, as determined in the judgment of the Chamber, will be grounds for disciplinary action, up to and including termination.

MEAL AND BREAK PERIODS

Chamber employees shall receive one (1) hour for lunch during each day, and shall receive a ten (10) minute break for every four (4) hours worked. The lunch break will normally occur between 12:00 noon and 1:00 pm, except as otherwise required by the duties of the Director. The Chamber's policies are otherwise as are required by Federal and State wage and hour laws.

PRIVACY IN YOUR AREA

The Board reserves the right to conduct searches and inspections of employees' personal effects, or Board provided materials such as desks, lockers, computer equipment, cabinets, file drawers, packages, or vehicles.

Any illegal and unauthorized articles discovered may be retained by the Chamber, and/or may be turned over to law enforcement representatives. Any Chamber employee who refuses to cooperate, or is found in possession of prohibited articles, will be subject to disciplinary action up to, and including termination.

OUTSIDE EMPLOYMENT

By accepting employment with the Chamber, employees agree to dedicate themselves to the performance of their duties and be primarily loyal to their obligations to the Chamber. Any outside employment which interferes with or creates a conflict of interest with the employee's duties and obligations to the Chamber is prohibited. An employee may not engage in private business or activity while on office work time.

POLITICAL ACTIVITY

At no time will an employee be permitted to use their position to influence the public in any way for, or against, any candidate for elective office. Employees will not circulate petitions or campaign literature for elective officials, or be in any way concerned with soliciting or receiving subscriptions, contributions, or political service from any person for any elective office.

Compensation and Leave Policies

COMPENSATION SCHEDULE

Employees are paid on the 15th and 30th of each month by check.

PAID TIME OFF

Time away from work to relax and pursue special interests is important to everyone. Paid time off (PTO) provides all full-time employees with paid time away from work that can be used for vacation, personal time, personal illness or time off to care for dependents. PTO must be scheduled in advance and have the Board's approval, except in the case of illness or emergency. PTO takes the place of any sick leave and vacation leave policies.

EXTENDED LEAVE

If an illness causes an employee to be absent in excess of three consecutive days or the absence is covered under the family and medical leave act (FMLA) policy, a doctor's release is required before the employee may return to work. This release should be submitted to the Board. Absences for family and medical leave will run in conjunction with PTO.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

All employees who have completed one (1) year of continuous employment and worked at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the leave, shall be entitled to Family and Medical Leave (FML).

Under this policy, the Chamber will grant up to twelve (12) weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave, and shall be determined at the discretion of the Board based upon the request submitted and applicable law.

Eligible employees are entitled to request FML for the following events:

- The birth of a child and in order to care for the child.
- Receiving an adopted or foster child into the home.
- To care for a spouse, child, or parent with a serious health condition.
- Any personal health condition of the employee that prevents the employee from performing the essential functions of his or her job.
- To serve as a caregiver for an ill or injured active member of the U.S. Military.
- Any qualifying exigency related to military service.

There are specific forms that are used for the administration of the Family and Medical Leave Act. Please refer to <https://www.dol.gov/whd/fmla/forms.htm>.

CARRY OVER

Any unused paid time off (PTO) will be forfeited if not used within the same calendar year in which such time is accrued.

Any unused leave will not be paid at time of termination. An employee whose services are terminating will not be paid for a holiday if the holiday follows the last day of actual duty status.

HOLIDAY LEAVE

MARTIN LUTHER KING DAY	3rd Monday in January
MEMORIAL DAY	Last Monday in May
INDEPENDENCE DAY	July 4th
LABOR DAY	First Monday in September
THANKSGIVING HOLIDAYS	Fourth Thursday and Friday in November
CHRISTMAS HOLIDAYS	December 25 and the day before or the day after.
NEW YEAR'S HOLIDAYS	New Year's Day and the day before or the day after

If a holiday occurs on a weekend, the Chamber Board will determine on what day the holiday will be observed.

VACATION LEAVE

Time will be granted according to the number of years of office service to days of annual leave.

<u>Full Years of Continuous Service</u>	<u>Annual Leave</u>
1 through 9	10 Days
10 or more	15 Days

TRAVEL

The Chamber will reimburse its employees for expenses incurred due to the individual's travel out of Taylor County on authorized office business at the IRS standard mileage rate unless otherwise approved by the Board.

Request for permission to travel will be submitted to the Board in writing on forms provided by the Executive Director. Prior trip approval by the supervisor is required.

Within one (1) week of return, the traveler must file with the

Boardanexpensestatementwithreceiptsandvouchersattached.

REIMBURSABLE EXPENDITURES

Mileage -ReimbursementforauthorizeduseofpersonalcarisattheIRSstandardmileagerate.
Otherauthorizedtransportationwillbereimbursedatcost.

Lodging- Reimbursementforroomexpensewillbefrom an actualreceipt. A
reimbursementwillnotexceed\$50.00forasingleand\$100.00foradoublepernightunlessactual
costsareavailable. Whenaroomisshared,thetotalcostoftheroomwillbereimbursed.

Registration - Reimbursementismadefortheamountonthereceiptforregistrationpayment.

Miscellaneous -

Anyothereligibleexpensemustbeitemizedandsupportedbyreceiptsandwillrequirethe
approvaloftheBoard.