



The Valdez Museum & Historical Archive Association, Inc

Personnel Policy for Employees

Adopted by VMHA Members November 4, 1996

Appendices adopted November 3, 1997

Amended July 1999

Amended July 2003

Amended July 2006

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Amended April 2011

Appendix 5 Amended July 2014

Family Medical Leave Included, Approved May 19, 2016

Bereavement Leave and Update Position & Compensation Schedule

April 22, 2022

THE VALDEZ MUSEUM AND HISTORICAL ARCHIVE ASSOCIATION, INC.

PERSONNEL POLICIES

PURPOSE: ^{1A}

These policies define the relationship of the staff to the organization and, as well, define employee responsibilities and benefits. These policies are to be reviewed annually by the Executive Director; comments will be solicited from the staff at this time. Any changes in these policies must be in accordance with the Bylaws as per Sec 1 General Powers and approved by the Board of Directors; the Appendices hereto attached and these Personnel Policies may be amended by the Valdez Museum & Historical Archive Association, Inc. (VMHA). Board.

I. ADMINISTRATION OF PERSONNEL:

Employment for all personnel may be terminated or extended at the will of the VMHA. The Board of Directors employs an Executive Director to whom it delegates the responsibility for the administration of personnel policies.

II. EQUAL OPPORTUNITY:

It is the policy of the VMHA to provide equal employment opportunity without regard to race, color, religion, sex, age, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood, or any other characteristic protected by law.

VMHA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

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

These personnel policies shall apply to the Executive Director except for provisions pertaining to discipline, termination or any provision that conflicts with terms of the Executive Director employment contract with the VMHA Board. The Executive Director position is an at will employee serving at the pleasure of the VMHA Board and such employment may be terminated for any or no reason.

1A Changed wording to match the VMHA Bylaws. Museum Board approved 7/20/06

III. EMPLOYMENT:

A. New Positions:

The Executive Director shall request new full-time or part-time positions as needed in the annual budget which requires approval by the Board of Directors. Temporary positions may be added by the Executive Director within budgetary constraints.

B. Application and Advertisement:

All openings for positions shall be advertised in the local media, and at the option of the Executive Director, in other media; in case of a search for its Executive Director, the Board of Directors shall use whatever media deemed appropriate to accomplish this purpose. A search committee may be appointed by the Executive Director to review applications and make recommendations to the Executive Director who shall make the final hiring decision. In the case of searching for an Executive Director, the President of the Board of Directors shall appoint the search committee who shall report its recommendations to the Board.

C. Nepotism:

No appointments shall be made that would place an employee in a supervisory capacity over a related person who is also employed by the VMHA.

D. Categories of Employment:

Each position is identified as being exempt or non-exempt. (See **Appendix 5** for Compensation & Rewards Schedule)

1. Exempt:

Exempt positions are those that are executive, administrative, or professional in nature as defined by the Alaska Administrative Code (8 ACC 15.910), and as such, are paid on a salary basis. Salaried positions are exempt from the overtime provisions of the Alaska Wage and Hour Act (AS 23.10.055).

2. Non-Exempt:

Non-Exempt positions are those that are not exempt from overtime pay requirements. Employees in these positions may not work more than 8 hours per day or 40 hours per week (overtime) without prior authorization from their supervisor. If overtime is authorized, employees shall be paid at one and one-half times their hourly rate (AS 23.10.060).

Further, all employees must fall into one of the following categories:

1. Full Time:

An employee who is regularly scheduled to work a forty (40) hour work week. Full time employees receive full VMHA benefits (see Section IX below).

2. Regular Part Time^{1,2}

Regular Part-Time Employees are employees regularly scheduled to work an average of 20.0 hours – 39.9 hours per week annually. These employees are eligible to receive the following benefits:

- The option to participate in the VMHA's health insurance plan at the employee's own expense.
- The option to participate in the VMHA's retirement plan. The VMHA will not match contributions made by Regular Part-Time employees to retirement funds unless the employee works more than 1000 hours.

Regular Part-Time employees are eligible for annual leave, sick leave, or paid holidays. Regular Part Time employees receive partial VMHA benefits (see Section IX below).

3. Limited Part Time ²:

Limited Part-Time Employees are employees regularly scheduled to work an average of 1.0-19.9 hours per week annually. These employees are eligible to receive the following benefits:

- The option to participate in the VMHA's health insurance plan at the employee's own expense.
- The option to participate in the VMHA's retirement plan. The VMHA will not match contributions made by Limited Part-Time employees to retirement funds unless the employee works more than 1000 hours.

Limited Part-Time employees are not eligible for annual leave, sick leave, or paid holidays.

4. Temporary:

An employee whose period of employment is not expected to last beyond the duration of a specific project, grant, program, or period as stated in a letter of appointment. Temporary employees do not receive benefits except as provided for in the project, grant, contractor letter of appointment. Unless otherwise provided, temporary employees serve at the pleasure of the Executive Director or his/her designee and may be terminated without advance notice and with or without cause.

5. Volunteer:

An employee who serves at the pleasure of the Executive Director or his/her designee without compensation or other employment benefits.

Volunteers have a responsibility to the VMHA as well; especially those with access to the VMHA's collections, programs and privilege information. Access to the VMHA's inner activities is a privilege and the lack of material compensation for effort expended on behalf of the VMHA in no way frees the volunteer from adherence to the standards that apply to paid staff. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent to museum participation.

Although the VMHA provides special privileges and benefits to its volunteers, volunteers should not accept gifts, favors, discounts, loans, or other dispensations or things of value that accrue to them from other parties in connection with carrying out duties for the VMHA. Conflict of interest restrictions and gift policies placed upon the paid staff of the VMHA are also explained to volunteers and must be observed by them. Volunteers must respect the confidentiality of any inside information to which their volunteer activities give them access.

¹ Amendment of adding Regular and Limited Part-Time categories approved by VMHA Board 6/3/03 and Member 7/7/03. ² Approved by VMHA Board on 11/20/08

E. Background Check ^{2A}

The following positions will be subjected to a background check verifying, but not limited to: employment, references, education and criminal history.

Executive Director
Curator of Collections & Exhibitions
Curator of Education & Public Programs
Business & Membership Manager

And any other position that the Board of Directors or Executive Director deems appropriate for this level of verification.

The Alaska State New Hire Report will be filed on all new employees. This report will be submitted by the Executive Director.

F. Introductory Period:

New employees must satisfactorily complete an introductory period as a condition for continued employment. The introductory period is a period of evaluation during which the supervisor assesses the employee's performance, skills, abilities and attitude and communicates his or her assessment with the employee. Employment may be terminated at any time and without advance notice by the Executive Director during the introductory period.

The introductory period shall not exceed six (6) months from the date of hire [i.e., the date compensation begins]. The employee shall be notified in writing when the introductory period is over. Introductory employees are eligible for accrual of annual leave and paid holidays; however, introductory employees are not eligible to take annual leave during the introductory period. Employees shall receive pay for annual leave if employment is terminated before the end of the introductory period.

Employees who are transferred or promoted to a different position serve an introductory period of three months. In case of promotion or transfer within the VMHA, an employee who, in the sole judgment of the Executive Director, is not successful in the new position may be removed from that position at any time during the introductory period.

If this occurs, the employee may be allowed to return to his or her former job or to a comparable job, for which the employee is qualified, depending on the availability of such position and the Museum's needs.

2A New Paragraph for Personnel Policy. Approved by Museum Board 7/20/2006

G. Employee Files:

There shall be a single personnel file for each employee maintained in the VMHA which may contain employment application, job description, annual evaluations, and disciplinary

actions, records of changes in employment status and pay, leave and benefit information, and other records as determined by the Executive Director. Only the Executive Director, the employee's supervisor (if other than the Executive Director), and, if necessary, legal counsel may have access to the personnel files.

Employees may view their files any time during working hours. Items may be removed from the personnel files only by authority of the Executive Director. The Board of Directors and, if necessary, legal counsel, may have access to the Executive Director's personnel file. Items can be removed from the Executive Director's file only by authority of the Board.

H. **Separation from Employment:**

Following completion of the introductory period, employment may be terminated by resignation, by reduction in work force due to unexpected loss of income, or by dismissal for cause. The party originating the separation shall give the other party as much advanced notice as possible, but in no case less than 14 calendar days. This notice requirement does not apply to dismissals for cause. The Executive Director may be terminated from employment by the Board of Directors at any time, without cause.

I. **Exit Interview:**^{3A}

Employees will be asked to complete an optional exit interview questionnaire. The completed questionnaire will be submitted to either the Executive Director or the Board President if their immediate supervisor is the Executive Director.

IV. **WORKING CONDITIONS:**

A. **Job Description & Personnel Policies:**

Each employee shall be given a job description and instructions from the supervisor regarding the job requirements. Additionally, each employee will receive a copy of the personnel policies and must execute a form acknowledging receipt of the policies. It is the responsibility of each employee to read and familiarize himself/herself with the policies and to abide by the current Museum policies and procedures as they may be amended from time to time.

3A New paragraph inserted. Museum Board approved 7/20 2006

B. **Working Hours:**

The standard work week is 40 hours. The standard work week to determine overtime is defined as 12:00 am Sunday to 12:00 pm Saturday. If a different schedule is required by the job, this will be explained to the employee as in paragraph IV, section A above or otherwise in writing.

C. **Temporary Assignments:**

Although all employees have job descriptions which clearly describe their duties, the Executive Director may make temporary assignments of personnel out of their designated job classification if such assignments are needed and beneficial for Museum operations. Pay schedules are not affected by such temporary assignments; however, compensation may be adjusted if a person is filling a higher position for more than 30 consecutive work days.

V. STANDARDS OF CONDUCT AND EMPLOYEE CORRECTIVE ACTION:

A. General Conduct:

1. Attendance:

Employees are expected to work a complete designated work day. If an employee, for some reason, cannot report for work, he/she is expected to notify his/her supervisor as soon as possible.

2. Appearance & Behavior:

All employees shall be neat and clean in appearance and shall conduct themselves in a manner appropriate to their position.

3. Personal Business:

Employees are expected to conduct their personal business during non-working hours. Incoming personal telephone calls may be taken but are discouraged; outgoing personal telephone calls are similarly discouraged.

4. Harassment, Including Sexual Harassment:

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission and state regulations. Any employee who engages in any of the acts or behavior defined below violates VMHA policy, and such misconduct will subject an employee to corrective action up to and including immediate discharge.

Employees, who feel they have been discriminated against on the basis of sex, or sexually or in any other manner harassed, should immediately report such incidents, following the complaint procedure, without fear of reprisal. However, if the employee's supervisor is the alleged harasser, the incident should be reported to the Executive Director. If the Executive Director is the alleged harasser, the matter should be reported to the President of the Board of Directors. All reports of harassment shall be promptly investigated. Confidentiality will be maintained to the extent permitted by the circumstances.

Harassment shall be defined as follows:

a. Harassment:

Verbal, physical or visual conduct of a racial, ethnic or other type which, in the employee's opinion, impairs his or her ability to perform the job.

b. Sexual Harassment:

Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment, any coerced sexual conduct by person in a position of authority in the workplace.

Examples of prohibited sexual harassment include:

- unwelcome sexual flirtation or advances
- offering employment, promotion or other benefits in exchange for sexual favors
- making or threatening reprisals for refusing sexual advances
- visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual.
- physical conduct such as unwanted, suggestive or offensive touching; assault; impeding or blocking movement.

Sexual or other forms of harassment of an employee by any VMHA employee, supervisor or manager will not be tolerated. Sexual harassment by a non-employee, for example, a customer, vendor or supplier, is also prohibited.

5. Drug-Free Work Place:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the VMHA and related facilities. Failure to abide by this policy may result in appropriate personnel action against such an employee, up to and including termination.

Employees in violation of this policy may also be required to participate satisfactorily in a drug abuse assistance or rehabilitation program by a Federal, State, or local health, law enforcement, and/or other appropriate agency. Each employee engaged specifically in the performance of a Federal grant shall be required to abide by the terms of this policy and must notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the work place not later than five days after such a conviction. The Museum, in turn, must notify the appropriate Federal agency within ten (10) calendar days of receiving such a notice.

The VMHA and Historical Archive Association, Inc., shall not assume any financial liability for such drug abuse assistance or rehabilitation program.

6. Other Employee Responsibilities:

In addition, all employees shall:

- Cooperate with supervisor and other employees
- Respect other employees and their property and materials
- Observe safety and health rules
- Ensure protection of confidential information.

B. Conflicts of Interest:

1. Basic Conflicts:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees are expected to devote their best efforts to the interests of VMHA and the conduct of its affairs. This policy establishes the framework within which the VMHA expects employees to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of conduct.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision in which the employee or the employee's relative has a substantial financial interest. For the purposes of this policy, "relative" is defined to include spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, nieces, nephews, step-parents, step-brothers, step-sisters, and step-children.

This policy also applies to individuals who are not legally related but who cohabit with another employee.

If an employee has any influence on transactions involving purchases, contracts, leases, or other dealings, it is imperative that he/she immediately disclose to the Executive Director the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

The materials, products, designs, plans, ideas and data of the VMHA should never be given to anyone except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

No employee of the VMHA may accept gifts of favors of substantial value from customers or vendors. All gifts of substantial value must be declined politely. Substantial value is a gift or favor with a value of \$75.00. The VMHA Board of Directors may authorize exceptions to this policy.

No employee of the VMHA may compete with the institution in any personal collecting or sales of merchandise. No staff member may use his/her museum affiliation to promote his/her or an associate's personal collecting activities. Unless requested for legitimate VMHA purpose, the VMHA will not insure personal artifacts. A staff member should not purchase artifacts deaccessioned from the VMHA or trade artifacts from his/her personal collections for artifacts from the collection.

No staff member may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by the VMHA

Any question regarding a possible conflict of interest or outside work should be discussed the immediate supervisor.

2. **Outside Employment:**

a. **Definition; Disclosure**

Outside employment is defined as those activities conducted by Museum employees on their own time (i.e., outside of the employee's regular work hours with the Museum) for which they are compensated. VMHA recognizes the right of employees to engage in activities outside of their employment at the Museum which are of a private nature and unrelated to the Museum's business. However, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising.

- i. Employees must not allow any outside employment to conflict in any way with the full and conscientious performance of their Museum duties.
- ii. Employees must not use any of the Museum's resources for outside employment without the permission of the Executive Director.
- iii. Any outside employment which produces an unfavorable impression or impact on the Museum may be cause for dismissal if that unfavorable employment is not terminated upon request of the Executive Director.
- iv. No employee of the VMHA may accept a retainer, commission, consulting fee or any other fee arrangement or remuneration without full disclosure to the Executive Director.
- v. Any employee doing any outside work is under obligation to advise his or her client that the work is in no way by, for, or in the name of the VMHA.

b. **Remuneration:**

- i. If the outside employment was in fact done in violation of these policies and was performed during the employee's regular work hours, all remuneration of fees, royalties, and ownership of copyrights shall be given to the Museum.
- ii. If all activities were conducted on personal time, and the materials were acquired at personal expense, then all compensation is retained by the employee.
- iii. Remuneration and ownership of copyrights should be decided on between the staff member and the Executive Director before outside employment is taken.

c. **Ownership, Copyrights, and Credits for Scholarly Material**

- i. Credits in literature and ownership of copyrights for scholarly work and other creative works utilizing Museum resources or carried out during regular work hours belong to the Museum.
- ii. Credits and copyrights for scholarly work utilizing Museum resources but produced on the employee's time must give appropriate credit to the Museum within this work.

d. **Service on Boards or Commissions**

- i. While the VMHA supports community service and encourages its employees to be involved in community organizations, when an employee is asked to serve in a professional capacity on boards or commissions, he/she should notify the Executive Director in writing to identify potential conflicts of interest and avoid the appearance of conflicts of interest. An employee may serve on boards/commissions so long as the activity does not impair his/her ability to act with total objectivity regarding the VMHA's interest. Or interfere with job performance.

3. **Corrective Action:**

Policy:

The VMHA seeks to establish and maintain standards of employee conduct and supervisory practices which will, in the interest of the VMHA and its employees support and promote effective business operations.

Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Major elements of this policy generally include:

- a. Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance.
- b. Correcting employee shortcomings or negative behavior to the extent required.
- c. Notice to employees through communicating this policy that discharge will result from continued or gross violation of employee standards of conduct or unsatisfactory job performance.
- d. Written documentation of disciplinary warnings given or corrective measures taken.
- e. Documentation of corrective action will become part of the employee's personnel record for a period of 2 years if no related disciplinary measures are recorded within that period. Documentation may be retained longer if, in the judgment of the Executive Director, it appears appropriate to do so. When it is finally removed from the file, the employee will be notified.

Options for Corrective Action:

Depending on the facts and circumstances involved in each situation, supervisors may choose to begin corrective action at any step up to and including immediate dismissal. However, in most cases, the following steps should be followed:

a. **Oral Warning:**

For minor infractions, the employee should at a minimum be issued an oral warning. If the situation does not improve within a reasonable time (no longer than four months depending on the seriousness of the issue), the supervisor may implement a more severe option.

b. **Written Warning Notice: Probation, Suspension:**

For repeated minor infractions, or a more substantial infraction, the employee should at a minimum be issued a written warning notice. The written warning notice should be prepared following a corrective action discussion with the employee.

The employee will be given an opportunity to comment in writing and should be asked to sign the notice in acknowledgment of its receipt.

Three copies of the notice will be distributed as follows: (1) employee, (2) supervisor, and, (3) personnel file. If the situation does not improve within a reasonable period of time (not longer than four months, depending on the seriousness of the issue), the supervisor may repeat the measure, place the employee on probation, suspend the employee for up to five (5) days without pay, or take steps to dismiss the employee.

c. **Dismissal for Cause:**

For serious infractions or continued failure to respond appropriately to prior corrective action, dismissal is appropriate. No employee may be dismissed without the Executive Director's authorization.

i. **Suspension Pending Investigation**

If events compel a supervisor to take immediate action when dismissal appears possible, the supervisor will immediately suspend the employee for a specified period, pending an investigation. The employee will be required to leave the premises immediately. The suspension/investigation will be no longer than five (5) working days, except in highly unusual circumstances. The objective of this suspension will be to determine if dismissal is the proper decision.

ii. **Pre-Dismissal Procedure**

Before approving a supervisor's recommendation to dismiss an employee and before dismissing any employee under his or her direct supervision, the Executive Director must provide the employee with written notice that such action is being considered. The notice must also contain a reasonably specific statement of the basis for the dismissal. Upon receipt of the notice, the employee shall be given an informal opportunity to respond to the Executive Director, in person or in writing, to present reasons why the proposed action should not be taken.

After considering the employee's response, the Executive Director shall determine whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.

The Executive Director will consult with the President of the Board of Directors before dismissing an employee, however, dismissal of an employee is within the sole authority of the Executive Director.

VI. **GRIEVANCE PROCEDURE**

- A. **Purpose:**
To provide a process for employees to dismiss complaints or problems with supervisory personnel and to receive careful consideration and prompt resolution.
- B. **Definition:**
"Complaint" is defined as a condition of employment or application of a policy the employee thinks is unjust or inequitable.
- C. **Procedure:**
 - 1. **Supervisor's Role**
To resolve complaints and problems, the employee is encouraged to first, seek assistance from his/her immediate supervisor, who should attempt to resolve the problem. The supervisor is responsible to handle the complaint as an important business matter, striving to arrive at a prompt, equitable solution.
 - 2. **Appeals:**
If the employee's complaint is not settled satisfactorily with the immediate supervisor, the employee is encouraged to appeal the complaint to the Executive Director who will render a final decision on the matter after appropriate investigation.

VII. **EMPLOYEE ARBITRATION:**

- A. **Purpose:**
To offer employees and VMHA an alternative to the courts to resolve differences promptly and fairly.
- B. **Policy:**
VMHA recognizes that in any organization, differences of opinion about the way policies are interpreted and applied are bound to occur. VMHA also believes that discussing and settling these differences promptly and fairly will make the organization more productive and a better place to work for all employees. Therefore, employees may use the employee arbitration procedure after using the complaint procedure and receiving an answer from the Executive Director.
- C. **Procedure:**
 - 1. **Complaint Procedure:**
The complaint procedure must be exhausted before the employee Arbitration procedure is followed. Most differences will be resolved through this procedure.
 - 2. **Arbitration:**
If the employee is dissatisfied with the results of the complaint procedure, the employee must request in writing that the issues are resolved by an arbitrator. VMHA and the employee will agree on an arbitrator to hear and decide the case. If the employee and VMHA are unable to agree on an arbitrator, they will jointly request the American Arbitration Association to appoint an arbitrator from Alaska. This request will summarize the issues and must be signed by both parties.
- D. **Arbitrator's Jurisdiction:**
The arbitrator will have jurisdiction and authority to interpret the written policies of VMHA as they apply to the employee's case. The arbitrator may not consider or decide matters that

are elusively the responsibility of VMHA in the management and general conduct of its business. The Arbitrator cannot rescind, amend, alter or supplement existing rules, procedures or policies.

E. **Arbitrator's Decision:**

The arbitrator will decide whether the application of VMHA rules, procedures or policies was applied inappropriately or discriminatory and, if found to be, decide in conformity with the rules, procedures and Policies. The arbitrator's decision will be final and binding on VMHA and the employee.

F. **Cost:**

Expenses incurred by the arbitrator and the American Arbitration Association will be shared by both parties.

Employees on active payroll will continue to receive their regular pay for all time spent during the normal workday at meetings or hearings or otherwise following the steps of the procedure.

G. **Outside Counsel:**

Employees may elect to be represented by outside counsel at the hearings. Counsel fees will be paid by the employee unless the award is made in the employee's favor.

VIII. COMPENSATION AND EVALUATION:

A. **Salary:**

Based on its position description, each position in the VMHA has a defined salary range. The salary ranges are set out in a board approved salary schedule. The salary schedule shall be reviewed annually by the Executive Director, with individual and/or across-the-board adjustments initiated upon the availability of funds and approval of the Board of Directors.

The salary ranges and specific salaries within each range are set by the Executive Director. Individual salary adjustments are contingent upon the availability of funds, a satisfactory employee evaluation, and approval of the Executive Director.

B. **Pay Day:** ^{4A}

Employees shall be paid semi-monthly. Timesheets will be recorded for the periods of the 1st of the month through the 15th of the month and from the 16th of the month through the last day of the month. Paychecks will be distributed on the 5th and 20th of each month. When the payroll day falls on a weekend or holiday, the payroll shall be met on the Friday or working day prior to the weekend or holiday.

C. **Deductions:**

Deductions from pay shall be made for Federal withholding taxes, FICA, State ESC, and other benefit programs which may be adopted.

D. **Performance Evaluations:**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations will be conducted at the end of an employee's introductory period in any new position. This period allows the supervisor and

employee to discuss the job responsibilities, standards, and performance requirements of the new position.

4A Clarification of payroll periods and paydays. Museum Board approved 7/20/06

Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss positive, purposeful approaches for meeting goals. The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the end of the fiscal year.

IX. BENEFITS: ¹

A. Paid Holidays:

Paid holidays for Full Time & Regular Part Time employees are listed in **Appendix 2** to these policies.

If the holiday falls on a Saturday, the proceeding Friday shall be declared the holiday, if the holiday falls on Sunday, the following Monday shall be declared the holiday. Full Time Employees required to work on holidays will be given an alternative paid holiday approved by the Executive Director and taken within the following 30 day period.

B. Leave with pay:

1. Annual leave:

Each Full Time & Regular Part Time employee will accrue annual leave at rates defined in **Appendix 1** to these policies.

The maximum amount of annual leave an employee can accumulate is 240 hours. Annual leave cannot be cashed in or converted for any other purpose. All Full-Time employees must take at least 40 hours of annual leave each calendar year. All Regular Part Time Employees must take at least 20 hours of annual leave each calendar year.

All requests for annual leave shall be made in writing as soon as possible but not less than seven (7) days before the proposed leave. Exceptions may be made for emergencies by the employee's supervisor. Employees must receive approval from their supervisor before taking annual leave.

Annual leave may be used for any purpose. However, payment cannot be made in lieu of annual leave time not taken except at the time of termination of employment. Introductory employees do not receive payment for accrued leave.

2. Sick Leave:

Full Time employees accrue 1 day (8 hours) of sick leave monthly providing reasonable salary protection in the event of serious illness or accidental injury. Regular Part Time

¹ Amendments clarifying eligibility for leave, health, and retirement benefits for Regular and Limited Part-Time employees approved by VMHA Board 6/3/03 and Members 7/7/03.

Employees accrue .5 day (4 hours) of sick leave monthly providing reasonable salary protection in the event of serious illness or accidental injury.

Sick leave may be used in the event of illness or doctor/dental appointments including illness or appointments for the employees' children. Employees absent on sick leave for more than three (3) consecutive days are required to provide the employer with written medical verification of illness.

Sick leave of up to 5 days may be used as Grievance Leave. After 5 days, the employee will be required to use vacation leave or take leave without pay.

Sick leave continues accruing until used or at termination of employment. Payment will not be made in lieu of sick leave taken and has no cash value at time of termination of employment.

3. **Other Leave with Pay:**

Jury Duty: ^{5A} If an employee is selected for jury duty, he/she shall receive regular pay for the time spent on jury duty. Proper documentation is required as verification of duty served.

Service in court by employees subpoenaed or called as witnesses on matters of concern to the museum or relating to a museum function shall be treated the same as jury duty. Fees paid by the court (other than travel and subsistence allowance) shall be remitted to the Museum unless the employee uses accumulated personal leave. Fees paid for jury duty or service to the court which occurs on the employee's normal day off and which the employee does not declare as hours worked, may be retained by the employee. To be entitled to jury duty leave, the employee shall provide the Museum with written proof of the requirement of his/her presence for the hours claimed. Witness service for purposes other than those just described shall be covered by personal leave, or leave without pay if personal leave is exhausted, and the employee may retain any fees received.

Bereavement Leave: Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. At the discretion of the Executive Director, documentation identifying the deceased and relation to the Employee may be requested. The Museum will provide five regular days of paid bereavement leave.

The Museum defines the term immediate family as the Employee's parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law, as well as such relations of the Employee's spouse or domestic partner. The immediate family will also be considered to include step relations and legal-guardianship relationships.

5A Amended paragraph describing jury duty approved by Museum Board 7/20/2006

C. **Leave Without Pay:**

1. **Definition and Approval:**

A leave of absence without pay is a period of extended absence during which time the

employee does not receive pay. Benefits may also be reduced or curtailed during this period. Such leaves must be approved by the Executive Director. Employees must make their request for such leave in writing when the absence is expected to be for ten working days or more. The request shall state the reason for the leave and the expected date of return to work.

2. Duration:

A leave of absence without pay shall not be granted for a period in excess of six (6) months if the employee is to retain re-instatement rights. The Executive Director shall have authority to extend this period.

3. Benefits During Leave:

Annual leave shall not accrue during an unpaid leave. Coverage under medical insurance shall not be provided during a leave without pay unless approved by the Executive Director.

If the employee wishes to continue insurance coverage, he/she must pay the full premium. The employee shall be billed by the Museum as payment is due. In either case, insurance coverage may not be extended to an employee on leave without pay beyond 90 days.

D. Family Medical Leave:

Although the VMHA is not required by law to adhere to either the FMLA (Family Medical Leave Act) or AFLA (Alaska Family Leave Act), the Board of Directors and the Executive Director have determined it is in the best interest of the VMHA and our staff to electively comply with these important protections. Therefore, family medical leave will be provided as set forth in Alaska Statutes and the Federal Family and Medical Leave Act (FMLA) to the extent that these statutes, the Federal Act and any amendments apply to the FMLA policy is as follows:

The Family/Medical Leave Policy makes available to eligible employees up to 18 weeks of unpaid leave in a 12-month period for the following reasons.

- ❖ For the birth of the employee's child or for placement of a child with the employee through adoption or foster care:
- ❖ When the employee is needed to care for the employee's child, spouse or parent who has a serious health condition:
- ❖ When the employee is unable to perform the functions of his or her job due to a serious health condition

1. PURPOSE:

The Alaska Family Leave Act, AS 23.10.500--23.10.550, and the Federal Family and Medical Leave Act of 1993 (Public Law 103-3) entitle employees to unpaid leaves of absence from work for childbirth or adoption of a child, and for purposes necessitated by a serious health condition which renders the employee unable to perform job duties, or to care for a close relative with a serious health condition. The purpose of these laws is to help balance the demands of the workplace with the needs of employees and their families, to promote stability and economic security of the family unit, and to promote public interest in preserving family integrity. This

policy is intended to comply with the requirements of State and Federal law. The terms used in this section have the meanings defined in those Acts.

2. DEFINITIONS:

- a. **Child:** The biological, adoptive, or foster son or daughter, a stepchild, or a legal ward of the employee or a child of a person standing in loco parentis who is under the age of 18 years, or is 18 years or older yet lacks the capability of self-care because of a mental or physical disability.
- b. **Parent:** A biological parent or adoptive parent, a parent in law, or a stepparent and an individual who stands or stood “in loco parentis” to the employee when the employee was a child.
- c. **Spouse:** A person with whom the employee lives in a relationship intended to be permanent, evidence of which can be established through legal documentation, including but not limited to: a marriage license; joint ownership of land; joint banking accounts; joint credit card accounts; durable health care or property powers of attorney; primary beneficiaries of each other’s life insurance policies.
- d. **In Loco Parentis:** include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- e. **Health care provider:** A doctor of medicine who is authorized to practice medicine or surgery by the state where they practice. The definition also includes: podiatrists, dentist, clinical psychologists, psychiatrists, optometrists, chiropractors (related to spinal manipulation), nurse practitioners, nurse midwives, clinical social workers, and Christian Science practitioners. These professionals must be performing within the scope of their practice as defined under state law.
- f. **Serious health condition:** An illness, injury, impairment, or physical or mental condition that involves one or more of the following:
 - i. **Hospital care:** Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
 - ii. **Absence plus treatment:** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves: (a) treatment of two or more times by a health care provider, by a nurse or physician’s assistant under the direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care providers, (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - iii. **Pregnancy:** Any period of incapacity due to pregnancy or for prenatal care.
 - iv. **Chronic conditions requiring treatment:** A chronic condition which (a) requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision of a health care provider; (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc).
 - v. **Permanent/long term conditions requiring supervision:** A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be

effective. The employee or family member must be under the continuing supervision, of but need not be receiving active treatment by a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

- vi. **Multiple treatment (Non-chronic conditions):** Any period of absence to receive multiple treatment (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of intervention or treatment such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), kidney disease (dialysis).
- vii. **Week:** As used in this policy, "week" refers to the calendar week, irrespective of the employee's particular workweek.

3. ELIGIBILITY, DURATION AND NOTICE

a. Eligibility:

- i. **Regular employees:** An employee is eligible to take family/medical leave if the employee has been employed by the Valdez Museum for at least 35 hours per week for at least six (6) consecutive months or for at least 17.5 hours per week for at least twelve (12) consecutive months immediately preceding the leave.
- ii. **Not based on gender:** Eligibility for family/medical leave is not gender based, and is thus available to both male and female employees.

b. Duration:

- i. **Birth or placement of a child:** For birth of the employee's child or for placement of a child with the employee for adoption or foster care, an eligible employee shall be entitled to a total of eighteen weeks of leave within a twelve month period, however the employee's eligibility to take leave for this reason expires twelve months after the birth or placement of the child.
- ii. **Employee's serious health condition:** For a serious health condition that renders the employee unable to perform the functions of the employee's position, an employee shall be entitled to a total of eighteen weeks of leave within a twelve month period.
- iii. **Care for family member with serious health condition:** To care for the spouse, child, or parent of the employee, if such spouse, child or parent has a serious health condition, an eligible employee is entitled to take eighteen weeks of leave within a twelve month period.

c. Notice:

- i. **Required of employee to give to employer:** Where the need for family/medical leave is foreseeable based upon an expected birth or placement or for a planned medical treatment, the employee should provide the Executive Director with at least thirty days' notice in writing before the date the leave is to begin. However, if such notice is not possible then the employee shall provide such notice as is practicable.
- ii. **Decision of employer on eligibility to take family/medical leave:** Upon receiving notice either orally or in writing of an employee's intent to take family/medical leave, the supervisor must make a decision granting or denying the leave within two working days. Provisional permission to take family/medical leave can be

granted, but may be later withdrawn, if the employee is unable to provide the required certification or other proof of need in a timely manner.

4. CERTIFICATION PROOF OF NEED

- a. **Certification of Health Care Provider required:** Employees requesting family/medical leave shall provide to the Executive Director certification of the circumstances on which the request is being made, including the statement of a health care provider of the employee's pregnancy, the employee's spouse's pregnancy, or a serious health condition of the employee or the employee's spouse, child or parent.
- b. **Proof of placement of child:** Documentation of placement or adoption proceedings is required where applicable.
- c. **Proof of fitness for duty:** Prior to returning to work, employees who have been on family/medical leave due to their own serious health condition may be required to present a certificate from the employee's health care provider indicating that the employee is able to resume work.

5. MEASURING PERIOD

- a. **Eligibility Measuring Period:** The twelve month period during which an employee is eligible for family/medical leave shall be a "rolling" twelve month period measured backward from the date an employee begins family/medical leave. Every time an employee requests family/medical leave, their entitlement will be measured according to the amount of family/medical leave taken in the past twelve months.
- b. **Block, intermittent, and reduced schedule leave:** Leave taken due to a serious health condition of the employee or for the employee to care for a qualified family member may, at the employee's discretion, be taken any of the following ways:
 - i. **Block:** A continuous leave of absence in which the entitlement is taken all at one time.
 - ii. **Intermittent:** Leave of periods from an hour to several weeks. Examples of such leave include leave taken occasionally for medical appointments or leave taken several days at a time over period of several months, for treatment sessions such as chemotherapy.
 - iii. **Reduced schedule:** Leave that decreases an employee's usually number of working hours per week or per day.

Leave taken due to the birth, adoption or placement of a child will be taken in a block of time, unless, in the Executive Director's discretion, it is determined that permitting the employee to take the time off on an intermittent or reduced schedule basis would be in the best interest of the VMHA.

6. BENEFIT ENTITLEMENT

Health insurance coverage for an employee on family/medical leave shall be maintained on the same basis; as such coverage is available to an employee who is actively at work during the eighteen weeks of family/medical leave. Employees receiving health insurance benefits during time they are on leave without pay, who then voluntarily separate from employment, may be required to repay some or all of the insurance costs paid by the VMHA on their behalf.

7. TEMPORARY CHANGES IN DUTY ASSIGNMENTS FOR PREGNANT

EMPLOYEES

A pregnant employee may request a temporary change in duty assignment or transfer. Requests shall be made to the Executive Director and will only be approved if it will not unreasonably disrupt Museum functions.

8. REPLACEMENT OF EMPLOYEE ON FAMILY/MEDICAL LEAVE

An employee on family/medical leave may be replaced by temporary or substitute employee depending on the needs of the Museum and the duration of the family/medical leave. An employee shall resume the employee's position upon completion of family/medical leave if the position has not been eliminated for budgetary reasons.

9. FAMILY AND MEDICAL LEAVE ACT FOR MILITARY FAMILIES:

FMLA benefits will include the provisions of the National Defense Authorization Act of 2008, including:

- a. **Active Duty leave** - An employee may take up to 12 weeks of unpaid FMLA leave for any qualifying exigency (as defined by regulation) related to a spouse, son, daughter or parent's active duty or notification of an impending call or order to active duty in the Armed Forces in support of a contingency operation.
- b. **Service member Family Leave (Caregiver)** - An employee who is a spouse, son, daughter parent or next of kin of a covered service member is entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave is available during a single 12-month period.

E. Health Insurance:

Full-time and Regular Part-time employees shall be entitled to participate in the Museum's group health insurance plan. Limited Part-time employees, temporary employees, and volunteer employees are not eligible to participate in the VMHA's health insurance plan.

The Museum will pay up to 100% all of the health insurance premiums for Full-Time employees as defined by the City of Valdez Health Insurance Coverage Plan. Regular Part-Time employees may choose to participate in the VMHA's health insurance plan at the employee's own expense and in accordance with plan requirements.

F. Retirement Program:

A retirement program may be provided to employees of VMHA and when provided will be made an appendix to these policies [see Appendix 3)

X. TRAVEL:

A. Travel Allowances: ^{6A}

Museum employees and members of the Board of Directors while traveling on Museum business and away from Valdez are allowed their actual expenses for subsistence and reasonable gratuities. In case travel does not include overnight lodging, or receipts are not submitted, a meal allowance of \$35.00 per day or \$17.50 per half day will be paid.

Hourly employees will be paid for a maximum of 8 hours of work for each day traveling and overtime pay will not be applicable.

B. Travel Credits:

Where possible, travel credits gained by tickets purchased with Museum funds shall be used for Museum travel.

6A Clarification concerning overtime pay for travel. Museum Board approved 7/20/06

C. Mileage Allowance: ^{7A}

Museum employees will be paid the IRS limit when authorized by the Executive Director to use their own private vehicle for Museum business. Beginning and ending mileage readings for specific dates and receipts will be the basis for paying employee mileage claims. Employees using their own private vehicles will not be reimbursed for fuel.

D. Expense Reports:

An expense report form must be used to report all travel and entertainment expenses. The expense report should be filed within two (2) weeks after completion of a trip. Expense reports that are filed more than one (1) month after a trip may not be reimbursed. Any travel advances and/or VMHA paid expenses shall be noted on this report.

E. VMHA Vehicle Usage Policy

Annually the Executive Director will designate authorized personnel to drive the VMHA's vehicle. Both their driving record and their proof of insurance coverage must be verified by the Executive Director.

Internet Use Policy

All computers and software programs that are supplied to employees to conduct museum business are the property of the VMHA. Access to the Internet is being provided to the VMHA employees for the benefit of the organization and our customers. Every employee has the responsibility to maintain and enhance the Museum's public image, and to use the Internet and their computers in a productive manner.

The Museum's Internet policies, as outlined in **Appendix 4**, shall govern employee use of the Internet. Note: the term "employee" denotes all employees, board members, volunteers, patrons and any other person(s) who uses Museum computers to conduct Museum business)

APPENDIX 1

ANNUAL LEAVE ACCUMULATION RATES:

EMPLOYMENT YEARS:	LEAVE ACCRUAL FOR FULL-TIME EMPLOYEES:	LEAVE ACCRUAL FOR REGULAR PART TIME EMPLOYEES:
Up to 1 year:	10 days annually	5 days annually
1 to 3 Years:	12 days annually	6 days annually
3 to 5 years:	15 days annually	7.5days annually
5+ Years:	18 days annually	9 days annually

APPENDIX 2

PAID HOLIDAYS FOR FULL-TIME & REGULAR PART TIME EMPLOYEES

New Years Eve Day	Dec 31
New Year's Day	January 1
Presidents' Day	(third Monday in February)
Memorial Day	(last Monday in May)
Independence Day	July 4
Labor Day	(first Monday in September)
Alaska Day	October 18
Veteran's Day	November 11
Thanksgiving Day	(fourth Thursday in November)
Friday after Thanksgiving Day	(fourth Friday in November)
Christmas Eve Day	Dec 24th
Christmas Day	December 25

APPENDIX 3

RETIREMENT PROGRAM

The VMHA has adopted the VMHA 403(b) Plan (the Plan) to help employees save for retirement. As an employee of the VMHA and Historical Archive Association, Inc, you may be entitled to participate in the Plan, provided you satisfy the condition for participation as described below.

To qualify as a participant under the Plan, you must:

- Be an eligible employee
- Satisfy the Plan's minimum age and service conditions and
- Satisfy any allocation condition required under the Plan.

Eligible Employees

To participate under the Plan, you must be and Eligible Employee. For the purpose, you are considered and Eligible Employee if you are an employee off the VMHA and Historical Archive Association Inc. provided you are not otherwise excluded from the Plan.

For the purposes of determining whether you are an Eligible Employee, the Plan exclude from participation certain designated employees. If you fall under any of the excluded employee categories, you will not be eligible to receive the designated Plan contribution until such time as you no longer fall into an excluded employee category (see below for a discussion of your rights upon changing to or from and excluded employee classification.)

The following describes the types of employees that are not eligible to participate with respect to the different types of contributions authorized under the Plan.

Salary Deferrals. The following employees are not eligible to make Salary Deferrals. If you full under one of the following classes of employed, you may not make Salary Deferrals under the Plan.

- Non-resident aliens who do not receive any compensation from U.S. Sources
- Employees whose contributions would be \$200. Or less.

Matching Contributions. The following employees are not eligible to receive matching contribution under the Plan. If you fall under one of the following classes of employees, you will not share in any matching contribution under the Plan.

- Employees who normally work less than 20 hours a week.
- Individuals who become Employees as a result of an asset or stock acquisition, merger, or other similar transaction are excluded from the plan. These Employees will be excluded during the period beginning on the date of the transaction and ending on the last day of the first Plan Year beginning after the date of the transaction.

Special Rules. The definition of Eligible Employee is effective as follows: For purposes of making Elective Deferrals, religious order member who are affiliate with religious order who have taken a vow of

poverty and the religious order provides for such employees in their retirement are excluded. The Plan will continue this exclusion during the transition period only. An employee who has been excluded under the 20 hours per week exclusion who completes 1,000 hours of service during the Plan year shall be eligible to receive a match.

Minimum Age and Service Requirements

If you are an Eligible Employee, you are able to make Salary Deferral into the Plan. There are no minimum age or service requirements to make Salary Deferrals.

In order to be eligible to receive Matching Contributions, you must satisfy certain age and service conditions under the Plan.

- **Minimum age requirements.** There is no minimum age requirement for participation in the Plan.
- **Minimum service requirement.** In order to participate in the Plan, you must work for us for at least 6 months. For this purpose, you may receive credit for service earned during a period of severance if you subsequently reemployed

You will be eligible to receive Matching Contribution as of the first entry date based on when you satisfy the minimum age and service requirements.

Entry Date. Once you have satisfied the eligibility condition describe above, you will be eligible to participate under the Plan on your Entry Date. For this purpose, your Entry Date is the date you satisfy the eligibility condition described above. For example, if you satisfy the Plan's eligibility condition on November 12, you will be eligible to enter the Plan on November 12.

Crediting eligibility service. In determining whether you satisfy the Plan's minimum age or service condition, all service you perform during the year is counted. In addition, if you go on a maternity or paternity leave of absence or on a military leave of absence, you may receive credit for the service during you period of absence for the certain purposes under the Plan.

Break in service rules. If you stop working for us, you may "lose" credit for certain eligibility service under the Plan's Break in Service rules. While these eligibility Break in Service rules may delay you from participating in the Plan, they will never cause you to lose any benefits you already become entitle to.

- **Nonvested Break in Service rule.** The Nonvested Break in Service rule applies only to totally nonvested (i.e 0% vested) Participants. If you are totally nonvested in your benefits under the Plan and you have 5 consecutive Breaks in Service, all the service you earned before the 5 year period no longer counts for eligibility purposes. Thus, to be eligible to receive any contributions under the Plan after the 5 year period, you would have to re-satisfy any minimum age and service conditions described above. However, if you have any benefits under the Plan in which you are vested, this Break in Service rule will not apply.

Eligibility upon rehire or change in employment status. If you terminate employment after satisfying the minimum age and service requirement under the Plan and you are subsequently rehired as an Eligible Employee, you will enter the Plan on the later of your rehire date or your Entry Date, unless you have lost credit for service under the Break in Service rule. If you terminate employment prior to satisfying the

minimum age and service requirement, you will have to meet the eligibility requirements as if you are a new Employee, if you should be rehired.

If you are not an Eligible Employee on your Entry Date, but you subsequently change status to an eligible class of Employee, you will be eligible to enter the Plan immediately (provided you have already satisfied the minimum age and service requirements). If you are an Eligible Employee and subsequently become ineligible to participate in the Plan, all contribution under the Plan will cease as of the date you become ineligible to participate. However, all service earned while you are employed, including service earned while you are ineligible, will be counted when calculating your vested percentage in your account balance.

Special eligibility provisions. In addition, the following special rules apply in determining eligibility under the Plan. Notwithstanding the above, the Employee's Entry Date is the day following the satisfaction of the minimum age and or service requirements.

Allocation Conditions

If you are an Eligible Employee and have satisfied the minimum age and service requirements described above, you are entitled to share in the contributions provided you satisfied the allocation conditions described below.

Salary deferrals. You do not need to satisfy any additional allocation condition to make Salary Deferrals under the Plan. If you satisfy the eligibility condition described above you will be eligible to make Salary Deferrals, regardless of how many hours you work during the year or whether you terminate employment during the year.

Matching contributions. You will be entitled to share in any matching contribution we make to the Plan if you satisfy the eligibility condition described above. You do not need to satisfy any additional allocation condition to receive a matching contribution. You will receive your share of the matching contributions regardless of how many hours you work during the year or whether you terminate during the year.

For more information please refer to the VMHA Association Inc. 403 (b) Plan Summary Description.

APPENDIX 4

INTERNET USE POLICY

Access to the Internet is being provided to the VMHA employees for the benefit of the organization and our customers. Every employee has the responsibility to maintain and enhance the Museum's public image, and to use the Internet in a productive manner. To ensure that employees are responsible, productive Internet users and are protecting the Museum's public image, the following guidelines have been established for using the Internet:

Acceptable Uses of the Internet

Employees accessing the Internet are representing the Museum. All communications shall be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. All forms of Internet communications may be used to conduct official Museum business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail is to be used for conducting the business of the Museum.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Museum business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Museum network or the networks of other users. Failure to observe ethical, lawful, professional and effective usage of all Internet communications may result in disciplinary actions and/or immediate dismissal from the Museum.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profanity or offensive language or profane or offensive graphics are to be transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own accounts on other Internet systems.

Software

Employees may not download software to their computer's hard drive without the authorized consent of the Executive Director. All software downloads to the network file server must be authorized by the Executive Director.

Copyright Issues

Copyrighted materials belonging to entities other than the Museum may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary actions from the Museum or legal actions by the copyright owner. All materials that belong to the Museum may not be copied, transferred, renamed, added or used by employees for any personal use or personal gain.

Security

All messages created, sent or retrieved over the Internet are the property of the Museum, and should be considered public information. The Museum reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communications and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preferences will be transmitted.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the Museum will advise appropriate legal officials of any illegal violations.

APPENDIX 5

Valdez Museum & Historical Archive Association, Inc. Employee Compensation & Rewards Schedule

Approved by the VMHA Board of Directors on July 17, 2014

Nothing in this Salary Schedule should be interpreted to contradict the VMHA Personnel Policies or Bylaws. Where there may be real or perceived contradictions, the Personnel Policies and Bylaws will always prevail. The salary schedule is subject to VMHA budget constraints.

Base Pay Wage Ranges

POSITION	Position Classification	MINIMUM	MAXIMUM
Executive Director	Full-time	\$53,000	\$76,810.39
Curator of Collections & Exhibit	Full-time	\$40,000	\$59,437.93
Curator of Education & Public Programs	Full-time	\$40,000	\$59,439.12
Museum Services Manager	Full-time	\$32,473 (\$15.61/hr)	\$48,251.46 (\$25.13/hr)
Administrative Marketing Coordinator	Full-Time	\$32,473 (\$15.61/hr)	\$48,251.46 (\$25.13/hr)
Collections & Exhibitions Assistant	.5 FTP	\$15	\$25
Education & Public Programs Assistant	.5 FTP	\$15	\$25
Museum Attendant	Temporary	\$15	\$25
Museum Attendant Lead	Temporary	\$15	\$25
Tour Guide	Temporary	\$15	\$25

Wage Increases

Following is the schedule for annual wage increases full-time employees would receive subject to VMHA's budget constraints and/or performance review.

Performance Rating	Increase
Meets standards	One step increase
Does not meet standards	No increase

Following is the schedule for annual wage increase regular part-time, limited part-time, and temporary employees would receive subject to VMHA's budget constraints and/or performance review.

Performance Rating	Raise
Meets standards	One step increase
Does not meet standards	No increase

Step Schedule

Position	Range Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Executive Director	\$53,000	\$54,122	\$55,204	\$56,308	\$57,434	\$58,583	\$59,755	\$60,950	\$62,169	\$63,412	\$64,680
Curator of Collections & Exhibits	\$40,000	\$40,800	\$41,616	\$42,448	\$43,297	\$44,163	\$45,046	\$45,947	\$46,866	\$47,804	\$48,760
Curator of Education & Public Programs	\$40,000	\$40,800	\$41,616	\$42,448	\$43,297	\$44,163	\$45,046	\$45,947	\$46,866	\$47,804	\$48,760
Museum Services Manager	\$32,473	\$33,122	\$33,785	\$34,461	\$35,150	\$35,853	\$36,570	\$37,301	\$38,047	\$38,807	\$39,583
Administrative Marketing Coordinator	\$32,473	\$33,122	\$33,785	\$34,461	\$35,150	\$35,853	\$36,570	\$37,301	\$38,047	\$38,807	\$39,583
Collection & Exhibits Assistant	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
Education & Public Programs Assistant	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
Museum Attendant Lead	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
Museum Attendant	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
Tour Guide	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00

		Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Executive Director		\$65,947	\$67,265	\$68,610	\$69,982	\$71,381	\$72,808.62	\$74,264.79	\$75,750.09	\$77,265.09	\$78,810.39
Curator of Collections & Exhibits		\$49,735	\$50,730	\$51,744	\$52,779	\$53,835	\$54,911.46	\$56,009.69	\$57,129.88	\$58,272.48	\$59,437.93
Curator of Education & Public Programs		\$49,736	\$50,731	\$51,745	\$52,780	\$53,836	\$54,912.56	\$56,010.81	\$57,131.03	\$58,273.65	\$59,439.12
Museum Services Manager		\$40,375	\$41,182	\$42,006	\$42,846	\$43,703	\$44,576.89	\$45,468.42	\$46,377.79	\$47,305.35	\$48,251.46
Administrative Marketing Coordinator		\$40,375	\$41,182	\$42,006	\$42,846	\$43,703	\$44,576.89	\$45,468.42	\$46,377.79	\$47,305.35	\$48,251.46
Collection & Exhibits Assistant		\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00
Education & Public Programs Assistant		\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00
Museum Attendant Lead		\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00
Museum Attendant		\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00
Tour Guide		\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00

Employee Recognition Program - Cash and non-cash awards with a value of up to \$100 may be given to individual employees to reward individual achievement, innovation, creativity, or risk-taking that significantly contributes toward accomplishment of VMHA goals and objectives. These achievements must be beyond the scope of satisfactory performance of the individual's job description. The award may be recommended by a supervisor or co-worker to the Executive Director. The award must be approved by the Board of Directors. Cash awards are considered income for payroll tax and budget purposes.

Bonus - Bonuses may be granted by the Board of Directors based on outstanding achievement of specific, high priority strategic objectives by an employee or group of employees during the year. Bonuses are subject to budget constraints. The award of bonuses must be approved by the Board. Bonuses are not necessarily awarded annually. When awarded, bonuses are normally paid out at the end of the calendar year for objectives accomplished during that year.

The Board should identify such objectives during the planning and budget processes for upcoming years, identify the employees that are eligible to receive the bonus, specify the measurements that will be used to determine whether or not the objectives have been accomplished, and relate this information to employees prior to the beginning of the year.

Bonuses, when given, are based on a percentage of an employee's salary and are never a "commission", in keeping with non-profit fund development ethical standards. For full time employees and regular part-time employees, bonuses may be up to 1% of the gross wages for the year. In most cases, limited part-time and temporary employees would not receive bonuses. Bonuses are considered income for payroll tax and budget purposes.