

**POLICY AND PROCEDURES
MANUAL**

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ARTICLE I

POLICY STATEMENT

The Vermilion County Metropolitan Exposition Auditorium and Office Building Authority is designed to be a service to the community. The Vermilion County Metropolitan Exposition Auditorium and Office Building Authority will serve the educational and leisure needs of area citizens through the facilities and services it provides.

The employees of the Vermilion County Metropolitan Exposition Auditorium and Office Building Authority will play a major role in helping to provide and maintain a top quality complex.

The Vermilion County Metropolitan Exposition Auditorium and Office Building Authority hopes to work toward creating a positive and productive working relationship with employees by:

- a. Treating employees with respect.
- b. Informing employees of Board of Directors goals and objectives.
- c. Evaluating employees regularly and constructively.
- d. Encouraging participation in improving work methods, processes and procedures.

The purpose then of the following personnel policy is to obtain a high degree of understanding and cooperation among employees as a first step to reaching our community service goal.

To achieve that community service goal the following personnel policy shall apply:

Article II

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Vermilion County Metropolitan Exposition Auditorium and Office Building Authority, in recognition of its responsibility to its staff, and the community it serves, reaffirms its longstanding policy to make every effort to assure fair and equal treatment in all of its employment practices, for all persons regardless of race, color, religion, sex, age, disability, marital status, veteran status, national origin, pregnancy or military status.

This policy not to discriminate includes, but is not limited to recruitment, hiring, compensation, benefits, promotions, demotions, transfers, layoffs, termination, training, education, or social and recreation programs.

All employees are expected to comply with this anti-discrimination policy and to refrain from discriminatory conduct to others.

ARTICLE III

ORGANIZATION, COVERAGE AND POSITIONS

All positions with the Vermilion County Metropolitan Exposition Auditorium and Office Building Authority shall be assigned to regular full time, regular part-time or temporary service.

AUTHORITY

The Board of Directors of the Vermilion County Metropolitan Exposition Auditorium and Office Building Authority, hereinafter referred to as the Authority, shall have the basic responsibility for the personnel policy program as set forth in this document. The Authority shall:

- 1) Establish, determine and fix the number of employees in the various divisions and determine the duties and compensation in accordance with the enclosed policies, subject to the approval of the majority of the Authority and budget limitation.
- 2) Be responsible for effective, efficient and considerate personnel administration.
- 3) Should any questions arise as to the proper interpretation of these regulations, the decision of the Authority shall be final. The General Manager may adopt and enforce regulations which clarify and add to these policies, and which are not inconsistent with the policy of the Authority:
- 4) The Authority shall hereby adopt the following specific procedures and policies to govern phases of the personnel policies program:
 - a. The preparation and conduct of examination for vacant positions.
 - b. The Authority may, at any time, abolish, alter, change, make additions to, or otherwise amend these regulations by resolutions at a regular or special meeting. The rules and regulations may be suspended by a majority vote of the total membership of the Authority.

Article IV

SEXUAL HARASSMENT POLICY

Policy

The Authority reaffirms the principle that its employees have a right to be free from sex discrimination in the form of sexual harassment by any other employee. Sexual harassment in any employment situation is reprehensible. When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation, are abused in this way, there is potentially great damage to individual employees, to the person complained of, and to the employment climate of the Authority.

Definition

Sexual harassment is defined as any use of one person's power and/or authority over another person to attempt to coerce a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working environment. It may not be only supervisor to employee, but can also include employee to employee activity. Sexual harassment is understood to include a wide range of behaviors, including but not limited to the actual coercing of sexual relations, verbal or physical sexual advances, sexually explicit or derogatory statements, and physical aggressiveness such as pinching, or patting. Such behavior may offend the aggrieved party, cause discomfort or humiliation and interfere with job performance. This definition will be interpreted and applied consistent with accepted standards of mature behavior and freedom of expression.

Procedure

Any employee who believes he or she has been sexually harassed may obtain redress through the following established grievance procedures. Complaints about sexual harassment will be responded to promptly and equitably. Employees seeking redress or information concerning sexual harassment should contact the office of the general manager immediately. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible. The Authority's policy explicitly prohibits retaliation against employees for bringing complaints of sexual harassment. An employee found to be guilty of sexual harassment is subject to disciplinary action for violation of the Authority's policy, consistent with existing procedures.

Grievance Procedure

In the event that any employee of the Authority believes that he or she may have a sexual harassment complaint against any employee of the Authority, it must be resolved pursuant to the following procedure:

Step 1: If possible, the aggrieved party should informally discuss the problem directly with the person who is allegedly creating the problem.

Step 2: If Step 1 is either impracticable or if the result is unsatisfactory, then within ten (10) days of the occurrence of the event giving rise to the complaint, the aggrieved party must discuss the matter with the General Manager. The General Manager shall respond to the aggrieved party within ten (10) days of their discussion.

Step 3: Within ten (10) days of the result in Step 2, if it is unsatisfactory, the aggrieved party must discuss the matter with the Executive Board. The Executive Board shall fully investigate all matters relating to the grievance and to impose discipline, when appropriate, including but not limited to termination. The Chairman of the Board of Directors shall respond to the aggrieved within ten (10) days of their initial discussion.

Article V

DRUG FREE WORK PLACE POLICY

Statement of Policy

The Authority recognizes that the use and/or abuse of alcohol or controlled substances by its employees presents a serious threat to the safety and health of the individual employee using the substances, his or her fellow employees, and the general public. Consistent with this acknowledgment, and in response to the requirements of the Drug-Free Workplace Act of 1989, the Authority has determined that it will provide a drug free workplace. It is the policy of the Authority that all employees, regardless of their job descriptions, salary levels, or part-time or full time status, should be free of drugs. Employees are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is strictly prohibited in the Authority workplace or whenever an Employee is on duty, where ever those duties are accomplished. As a condition of employment, all Employees will abide by the terms of this policy statement and the rules and procedures set forth herein.

Statement of Rules

The Authority establishes the following rules applicable to all of its full and part-time employees.

1. An Employee must be "physically qualified" to do the work assigned to him or her. A person is not "physically qualified" to perform his or her assigned work if he or she:
 - a. Uses any habit-forming drug, including amphetamines, narcotics, or any drug or other substance identified herein as a disqualifying drug, except if such use consists of a substance prescribed by a physician familiar with the Employee's medical history and employment duties and such use is consistent with the provisions of Article V.
 - b. Has a current clinical diagnosis of alcoholism that makes the Employee unqualified according the Authority's standards for employment, job performance, or behavior that the Authority holds other Employees.
2. No employee may be on duty and possess, be under the influence or use any controlled substance, including cannabis, regardless of whether or not the Employee may safely perform the duties of his or her job, with the exception of the possession or use of a substance administered to an Employee by or under the instructions of a physician familiar with the employee's medical history and employment who has advised the employee that the substance will not affect the Employee's ability to safely function in his or her role as a safe and industrious worker within the parameters of his or her job description.
3. No Employee shall consume an intoxicating beverage, regardless of its alcoholic content, be under the influence of an intoxicating beverage, or any observable use, or actual or constructive possession of alcohol, while on duty.

4. An Employee convicted of violating any state or federal criminal drug statute occurring, in whole or in part, in the Authority workplace shall notify the Authority no later than five (5) days after such conviction.

5. An Employee convicted of the following disqualifying offenses shall be disqualified from operating the Authority's motor vehicle for a minimum of one year:

a. Driving a motor vehicle while under the influence of alcohol as prescribed by state law;

b. Refusal to undergo alcohol testing to determine whether the Employee was driving under the influence of alcohol;

c. Transportation, possession, unlawful use, or driving a motor vehicle under the influence of any drug or other controlled substance identified within this policy as a disqualifying drug, an amphetamine, a narcotic drug,

Employee Sanctions and Remedies

The above rules govern an Employee's qualification to work. An Employee who violates these rules will not be qualified to continue to work, and will be subject to discipline, up to and including immediate termination. Once notified of an employee's violation of these rules, the Authority shall, within ten (10) days after receiving such notice, take appropriate action against such employee and may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program at the employee's expense.

Should the Authority receive notice that any employee has been convicted for a violation of any criminal drug statute in the workplace, and the workplace was the site for the performance of work done in connection with a state or federal grant or contract, the Authority shall notify the contracting or granting state or federal agency of said conviction within ten (10) days after receiving notice thereof.

Any Employee who violates the Drug-Free Workplace Policy for a second time will be immediately terminated.

Rehabilitation Leave

Drug rehabilitation is the sole responsibility of the Employee. When an Employee voluntarily reports to the Authority that he or she has a drug problem and seeks medical or psychological treatment, the Authority may grant an unpaid leave of absence to the Employee for purposes of seeking such medical or psychological treatment. The Employee will not be entitled to any monetary or other benefits during this rehabilitation leave, other than those that may be available under any the enforceable collective bargaining agreement or any applicable group health insurance plans for which the Employee is otherwise eligible, and subject to the terms and limitations of any said insurance plans. The Employee will not be permitted to return to work until such time as the Employee provides proof satisfactory to the Authority that he or she is drug free and that the risk of subsequent use of drugs by that person is sufficiently low to justify the Employee's return to work.

Rehabilitation leave is not available to those Employees who violate rules prohibiting the transfer or sale of illegal drugs. An Employee may be eligible for rehabilitation leave only one time.

Drug or Alcohol Testing

In order to ensure a safe work environment for employees and a safe environment for patrons of the Center, the Authority establishes the following procedures for testing employees for the improper use of unsafe drugs or alcohol.

The Authority may test an Employee for the use of alcohol or illegal drugs by the Employee, if the Authority has information which supports a reasonable suspicion that the Employee has ingested or used alcohol or illegal drugs while on duty, or so near to the time for reporting to duty that the employees displays conduct or behavior to give rise to a reasonable suspicion of such ingestion or use.

“Reasonable suspicion” includes, but it is not limited to the following circumstances: observation of an Employee using alcohol, reliable information from a source associated with the Authority or not that an Employee has used or is using alcohol or illegal drugs, the fact that an Employee has been involved in an accident while performing Authority business.

Testing shall be performed at the Authority’s expense and shall be performed pursuant to generally accepted procedures.

An Employee who is subjected to a drug or alcohol test is entitled to a free copy of the test results.

ARTICLE VI
COMPENSATION

The Authority shall establish a basic employee salary range for both hourly and salaried employees, and where it is deemed appropriate by the Authority establish position classes of employment.

A salary range shall be established for each employee position class and the rate of compensation for each employee shall be within the minimum and maximum range established for that class. Initial appointments shall generally be made at the minimum rate of class salary range.

Salary increases may be granted to employees upon recommendation of the General Manager and approval of the Authority as reward for service exceeding the standards established for satisfactory performance. An employee may be considered for advancement when he has satisfactorily completed the introductory period of six months.

Prior to the beginning of each fiscal year and after completion of the introductory period, each employee's work will be reviewed and, if in the option of the General Manager, the employee's work is improving and his or her conduct is satisfactory, the employee may be recommended for an increase in salary. In exceptional cases where continued growth on the part of the employee's position is clearly indicated, the Authority may authorize salary increases in excess of the maximum allotted for that position.

Part time employees are hourly employees who have worked an average of less than 35 hours per week over the previous six month period. Hourly employees who average more than 35 hours per week over the previous six month period will be considered full time employees.

ARTICLE VII

ATTENDANCE, LEAVES, PAY AND VACATIONS

Work Week

All salaried employees covered by this policy are expected to work a minimum average of 40 hours per week.

Attendance

The Department Managers shall maintain attendance records of employees. All employees shall be at their place of work in accordance with these rules.

Rest Period

All employees working 8 hours or more shall be allowed daily rest periods of not more than 15 minutes during each half of their workday. Rest periods shall not be taken so as to conflict with operations and shall not be cumulative or combined with starting and closing hours.

Lunch

All employees working 6 hours or more shall be allowed one half-hour unpaid lunch during such workday.

Overtime

Hourly employees who work in excess of 40 hours per week may receive compensation for overtime work at the rate of time and one half their hourly wage rate.

Holiday with Pay

The following days are paid holidays during the year:

New Year's Eve (1/2 day)	New Year's Day
M. L. King Day	Good Friday
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day & Day After	Christmas Eve (1/2 day)
Christmas Day	

Holidays on Weekends

When a holiday falls on a Saturday, the previous Friday is observed, and if the holiday falls on a Sunday, the following Monday is observed. If a holiday falls within an employee's vacation period, the employee is entitled to an additional day of vacation.

Eligibility for Holiday Pay

In order to receive pay for the holiday, all employees must work their last scheduled work day before the holiday and the first scheduled work day after the holiday unless they are on authorized leave or with prior permission from the General Manager.

Holidays for Non-Permanent Employees

Those other than full time employees shall not receive holiday pay unless they work on the following days:

New Year's Eve (1/2 Day)	New Year's Day
Easter	Thanksgiving Day
Christmas Day	

Compensation for holidays worked is paid at the rate of time and one half their hourly wage rates.

Less than full time employees will receive pay on these days if they have worked during the previous 30 days, and will be paid equal to the average number of hours worked per day during the previous 30 days.

Holidays Worked

On occasion, salaried employees may be required to work on holidays. When this occurs, compensation shall be in the form of comp time at the rate of one and one half hour for every hour earned.

Vacation

All salaried and full time employees shall be entitled to a vacation period as hereby determined:

- a. All salaried and full time employees with at least one year and less than five years of continuous service earn two weeks vacation. Those salaried and full time employees with five or more years of continuous service receive three weeks vacation.
- b. No vacation leave shall be taken prior to one year service unless authorized by the General Manager.
- c. Earned vacation time must be taken by the employee within one calendar year from the date it is earned. Vacation time cannot be accumulated and carried from one twelve month period to the next.
- d. Employees must schedule vacation periods well in advance, giving due consideration to the needs of the Authority and the ability of the remaining staff to perform the work of the Authority. The General Manager will decide if vacation schedules are appropriate.
- e. Part-time employees shall not earn vacation time nor be entitled to vacation pay upon separation.
- f. Employees resigning voluntarily and who give at least two weeks notice of their intention to resign will receive any vacation credit earned as of date of resignation.

Sick Leave/Personal Time -

Sick leave/personal time earned by those employees classified as salaried will be at the rate of 12 days per calendar year. Any earned sick leave/personal time may be accrued from calendar year to calendar year, but the total accrual not exceed 30 days. Such leave cannot be used as additional vacation time nor will compensation be paid for any unused earned sick leave/personal time under any circumstances including either termination or retirement. Approval will be given only if the General Manager determines it will not adversely affect the operation of the Authority. Any employee who will be absent due to sickness must notify the Office as soon as is reasonably practicable and disclose both the nature of the illness and the anticipated period of absence. The General Manager may request a Physician's Report if any such absence exceeds three (3) workdays.

Personal days must be pre approved by the General Manager. Request for such leave must be approved in advance by the General Manager in order to ensure that the building will always be adequately staffed.

Personal time earned is Pro-rated for new employees, based on 1 day per month following a minimum probation period of 90 days.

Sick Leave

Any salaried or full time employee is eligible for unpaid medical or disability leave of absence, (including maternity related leave) if he or she is unable to perform his or her assigned work duties. The employee must request a leave in writing with a brief explanation of the reason for the request and the anticipated duration of the leave. Regardless of the reason for the leave of absence, including a medical leave, or a maternity leave, the leave may be granted up to a maximum of twelve (12) weeks during which time the position will be held open for the employee. After that period expires the Authority may seek a regular, full time replacement.

An unpaid medical or disability leave shall begin on the last day worked prior to the time of the disabling accident or disabling illness, or at the latest date prior to a planned medical procedure provided the employee remains fully able to perform the essential functions of his or her job as defined by the job description, and the employee's physician agrees that the Authority has the right to have the employee examined at any time, at the Authority's expense, by a doctor selected by the Authority, whose opinion shall be final.

During the duration of the twelve (12) week leave, the Authority will continue to bear the cost of the Authority's health insurance coverage plan for those employees on the plan, but will not be responsible for any dependent coverage premium. At any time, should the employee decide to not return to work, the employee will then be given a Notice of Right to Continue Insurance (COBRA notice) as required by law. The employee must then make a timely election regarding his or her decision on this matter. Information concerning COBRA will be explained by the Accounting Department.

During the leave the employee shall provide the Authority with physician reports as to his or her medical condition at times and frequencies appropriate to the particular medical condition.

Prior to the employee's return to work the Authority must be provided with a written return-to-work statement from the doctor stating that the employee is medically able to resume his or her specifically assigned job duties. If the employee does not return to work within (3) working days

from the time that the doctor determines the employee can resume his or her assigned duties, the employee will be deemed to have voluntarily resigned from his or her employment with the Authority.

Because of the need for replacement personnel and the Authority's desire to maintain effective business operations, the Authority cannot guarantee that after the expiration of the twelve (12) week leave period, the employee's prior position or any other position which the employee is capable of performing will be open.

Any employee returning to work after the leave of absence shall receive the rate of pay in effect at that time for the position to which he or she is assigned. An employee on unpaid medical or disability leave may utilize all or a portion of unused vacation and /or personal days as a portion of the leave. If more than twelve (12) weeks is requested the issue would be reviewed by the Personnel Committee.

Disability Leave

Any employee who becomes ill, injured or disabled on the job shall report this to his supervisor immediately. The Authority may authorize to pay up to six months of the difference between an employee's normal salary or wages and any payment received through the employee's pension fund and/or provisions of the Workmen's Compensation or Occupational Disease Acts of the State Law through the Authority's insurance carrier.

After all injury leave is used, the employee may use any sick leave, vacation, or earned time due to him at the time of the injury. All employees who become ill or are injured on the job must file an injury report with the General Manager the day of the accident. The General Manager shall report the same to the Authority within 24 hours, and the Authority may require the injury to be examined by a licensed physician practicing in the City of Danville and a release to work obtained if necessary.

Family Death Leave

A maximum of up to two days with pay may be granted to a full time employee depending on funeral and travel arrangements in the event that the death is in the immediate family: spouse, child, parents, sibling, or grandparents.

Maternity Leave

Maternity leave of absence without pay may be requested and allowed to full time employees. Maternity leave shall be treated the same as non-job related disability leave. The employee who requests maternity leave shall be entitled to first use accumulated sick leave and then earned vacation leave. Additional maternity leave without pay, exceeding the maximum twelve (12) weeks may be allowed to regular full time employees if advised by the employee's physician. Five days after the expiration of such additional period, the employee shall be removed from the payroll. If the terminated employee wished to resume employment, she shall apply and if hired, be considered as a probationary employee.

Emergency Leave

If a serious or unexpected emergency occurs to an employee's immediate family, the employee may be allowed to leave his duties while the emergency exists after he notifies his supervisor.

Arrangements to enable the employee to return to his job on the next day must be made if the emergency continues beyond the day when the emergency occurred.

Civil Leave

Employees are expected to assume civil responsibilities and maybe given necessary time off without loss of pay when performing jury duty, emergency civilian duty in connection with national defense and for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work. In case of an employee performing jury duty, the employee may be paid his regular salary or wage less the amount of pay received for jury duty upon notifying the General Manager.

Military Leave

Any employee who volunteers for active duty with the Armed Forces of the United States during a period of declared national emergency or is ordered to active duty in the organized reserve, National Guard, or Selective Service System at any time shall be granted a leave of absence.

Leave Without Pay

The General Manager may grant an employee a leave without pay for a period not to exceed three days with the intent that the employee requirements are such that it be in the best interests of the Authority to do so. The Authority may grant employees a leave without pay for a period not to exceed one year when it is in the best interest of the Authority to do so.

The employee's request shall be considered when it has shown by his or her record to be of more than average value, and where it is desirable to retain the employee.

The employee shall be re-instated to the position he or she vacated if the position still exists, or if not, to another position in the same class.

Temporary and Part-Time

No leave with pay shall accrue to temporary or part time employees.

ARTICLE VIII

HEALTH, SAFETY AND HOSPITALIZATION

It shall be the responsibility of each employee to maintain the standards of fitness required for performing his job and to be careful and observe all safety regulations when operating the Authority's equipment.

Care will be exercised to provide employees safe, sanitary, and healthful working conditions. Full time employees are eligible to join the Authority's group insurance plans which include medical major medical, hospitalization, and life insurance coverage. New full time employees are eligible to enroll thirty days after they begin employment. Additional detailed information is available from the Office of the General Manager.

ARTICLE IX

TRAVEL

Any official travel by an employee to a destination outside the City limits of the City of Danville must be authorized by the General Manager. The reimbursement for travel expenses incurred in the course of official business is governed by the following schedule:

- a. Mileage: Authorized local or out of town travel by privately owned automobile shall be reimbursable at a rate designated by the Authority. Vouchers for reimbursement must be supported by detailed mileage records.
- b. Travel by private vehicle must be justified in terms of the comparable cost of the trip by common carrier, where common carrier service is convenient, available, or relates other substantial savings to the Authority, such as time, etc.
- c. Authorized transportation costs other than by privately owned automobile shall be reimbursable to the extent of the exact expense incurred.
- d. The cost of subsistence including food, lodging, and miscellaneous expenses will be reimbursed for actual subsistence expenses supported by detailed records submitted by the employee and approved by the General Manager.
- e. In addition to all other allowance therein provided, registration, tuition and fees at conferences, conventions, meetings and organizations having interest for the Authority is allowable if attendance at such conferences, conventions or meetings is authorized by the General Manager.

ARTICLE X

EMPLOYMENT STATUS

At-Will Employment

All employees of the Authority are at-will employees as determined under applicable Federal and State laws and regulations. Nothing in the Manual shall be deemed a contract of, or an agreement for employment. None of the terms, conditions, rules or regulations contained in this Manual shall be construed as changing the status of employment from anything but as an at-will status.

Selection of Personnel

The objective of personnel selection is to recruit employees who meet high standards of character, ability, and capacity for the job and who will contribute to the success and growth of the Authority. Immediate family members (parents, spouse, and children) of Authority employees will not be employed, with the exception of part-time and temporary staff.

It shall be the responsibility of management to make final selection of the most qualified candidates for available positions.

Promptness and Attendance

Every employee is needed at work everyday, on time. If there is an unusual circumstance that prevents you from working, we require that you inform your manager and/or supervisor as far in advance as possible. If there is an emergency and you cannot work, and did not have prior approval, notify your manager or supervisor as soon as possible that you will be absent, indicating the reason and the expected duration. A doctor's certification may be required in cases of illness. It is the Authority's policy that missing more than 5 percent of work time due to absences (medical leaves are exempt) is considered extremely unsatisfactory. Absenteeism or tardiness may be investigated and may result in corrective disciplinary action or dismissal.

Overtime Policy

Overtime is permissible only at the direction and discretion of the employee's immediate supervisor or General Manager.

Termination of Service

Resignations: Two weeks notice to the employee's manager is requested on resignation of the employee. We expect you to respect the confidential nature of your decision to resign by not discussing it throughout the Authority, certainly not before you have notified your supervisor or manager.

Terminations: Employees may be terminated from employment with the Authority at any time, without notice and without cause. All benefits not earned by the employee terminate with the final day of employment.

Promotion

Vacant and newly established positions shall be filled immediately to the fullest extent, consistent with efficient operation, by the promotion of employees who are qualified for the position, as determined by the General Manager. Promotions may, but not all promotions will result in a salary increase. Any such salary increase will be determined by the General Manager and made within the applicable salary range for the employee's position and class as established by the Authority. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation. Such promotions shall be subject to six months probation in the case of new promotions. For such employees, sick leave and vacation leave shall continue to accrue and may be used during the probationary period in the new position.

Transfers

Any employee who has successfully completed his probationary period may be transferred to a same or similar position in a different department without being subject to a probationary period. Employees shall be transferred within the organization as far as practicable to vacant positions where their highest skill may be utilized, and when it is in the best interest of the Authority. If further training and development of an employee in another position would be beneficial to the future of the organization, and if it meets the personal needs of the employee as consistent with other requirements, every effort and due consideration shall be given to the desires of the employee involved. Employees in corrective action are not eligible for transfers.

Demotions

An employee may be subject to demotion to a position of lower grade for which he is qualified for any of the following reasons:

- a. When an employee voluntarily requests such demotion.
- b. When a position has been abolished and the employee would otherwise be laid off.
- c. The position is being classified to a higher grade for which he/she is not qualified.
- d. When an employee does not possess the necessary qualifications to render satisfactory service in the position he/she holds or when removed during the probationary period.

All demotions must receive the approval of the General Manager. If the Authority employee is demoted against his/her will, he/she may appeal to the Authority. They shall carefully consider the appeal as laid out in Article IV of this document and transmit to the employee their final determination.

Disciplinary Action

Whenever an employee's performance, attitude, work habits or personal conduct at any time falls below a desirable level, the General Manager shall inform the employee promptly and specifically and give counsel, guidance and assistance.

If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, however, a specific instance may justify severe

disciplinary action in and of itself; however; the action to be taken depends on the employee's past performance and conduct.

- a. Reprimand: In situations where an oral warning has not resulted in the expected improvement or where more severe initial action is warranted, written reprimand may be sent to the employee and a copy placed in the employee's personnel folder.
- b. Suspension: An employee may be suspended without pay by the General Manager for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence, or other justifiable reasons where alternate personnel actions are not appropriate. This period of suspension from duty without pay shall not exceed ten days. In any case, the employee may appeal the decision of suspension to the Authority as outlined in Article IV, grievance procedure. The Authority shall consider the matter of the appeal within ten days and submit its final determination to the employee.

Resignation

A permanent full time employee who desires to terminate employment shall submit a written resignation at least two weeks in advance setting forth reasons for resigning.

Dismissal

Employees are at will employees and may be dismissed with or without cause or motive. However, certain actions may be deemed detrimental to the good of the Authority and warrant immediate dismissal, these actions include but are not limited to:

- a. Theft or destruction of property.
- b. Incompetence, inefficiency, or negligence in the performance of duty.
- c. Insubordination that constitutes a serious breach of discipline.
- d. Failure to meet prescribed standards of work, morality, and ethics to an extent that makes an employee unsuitable for employment in the Authority service.
- e. Conviction of a criminal offense.
- f. Excessive abuse of leave privileges.
- g. Unauthorized absence.
- h. Disgraceful conduct.
- i. Falsification of records or use of position for personal advantage.
- j. Drinking of intoxicating beverages or use of controlled substances while on duty, or so near the time for reporting for duty so that the employee displays conduct or behavior to give rise to a reasonable suspicion of such ingestion or use.

The Authority is required to pay accumulated vacation pay in the event of dismissal.

Outside Employment

Full time employees who engage in additional employment outside the official hours of duty shall register that information with the General Manager. All employees must recognize that their primary duty and responsibility is to the Authority and:

- a. Any outside job must not interfere with the employee's effectiveness on the Authority job.
- b. The outside work must not leave the employee tired or subject to injury on his regular job with the Authority.
- c. The outside work shall not place the employee in a position of conflict of interest with the Authority employment nor shall it interfere with his response to emergency calls or requests for extended service to management.

Employee Training

It will be the responsibility of the General Manager to foster and promote in-service training of employees for the purpose of improving the quality of services rendered to the Authority and to assist employees to equip themselves for advancement. An employee's participation in and successful completion of special schooling or training courses may be considered in making advancements and promotions. Evidence of such activities shall be filed with the General Manager. In addition, employees should strive to develop or improve their on-job skills and abilities to meet the specific needs of their divisions and to further develop their abilities to assume and provide higher levels of service.

Public Relations

All employees are expected to bear constantly in mind that the Authority is an agency serving the public and that the good will and support of the community is of utmost importance. The maintenance of a courteous relationship with the users of the Authority's facilities is therefore one of the principle duties of each employee. Any difficulties encountered by an employee in his dealing with members of the public should be referred to the employee's immediate supervisor.

Clothing

See Dress Code (Separate Manual)

Media Relation

Employees other than the General Manager are not to give out information, statements, declarations of policy or attitudes, or future actions or plans of the Authority to the news media which purport to be given in the name of, or on behalf of the Authority. All such requests for such statements or information addressed to an employee are to be respectfully referred for answer to the General Manager. Likewise, employees other than the General Manager are not to give any person any original copy of any document in the Authority office except by permission of the General Manager. As a public body, the Authority's records of proceedings, financial transactions and other items of legitimate public concern will be made available to legitimate media by permission given the General Manager or the Chairman of the Authority. The inspection of such materials may be at any place prescribed by the Authority during reasonable

business hours, and of such duration and continuity as shall be set by the General Manager so as not to disrupt the routine of office personnel. A responsible person chosen by the General Manager shall be present at all times when any of the documents above referred to are being examined. They may not be removed from the Authority Office. The Authority will not be obliged to compile or summarize data from such records.

Equipment or Facilities

Authority facilities or equipment shall not be used for an outside job. In case of an accident with an Authority vehicle, the employee should immediately notify his department head. Do not make any statements without consulting with or being in the presence of the General Manager or the Authority's lawyer.