

Alexandria Lakes Area Chamber of Commerce



Employee Handbook

Welcome

This Employee Handbook has been prepared to inform you of the Alexandria Lakes Area Chamber of Commerce's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

The policies in this Employee Handbook are to be considered as guidelines. It is not a contract.

- The Chamber, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice.
- Any such action shall apply to existing as well as to future employees.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day of employment.
- No one other than the Board of Directors of the Chamber (after reviewing recommendations from the personnel committee) may alter or modify any of the policies in this Employee Handbook.
- As is authorized by the Chambers Board of Directors, no statement or promise by the Executive Director, board member or any employee of the Chamber may be interpreted as a change in these policies nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces any and all other or previous Chamber Employee Handbooks or other Chamber policies whether written or oral.

Table of Contents

An Overview of the Chamber	1
Employment	1-7
Open Communication Policy	1
Outside Employmentt	1
Suggestions.....	1
At-Will Employment	2
Confidential Information.....	2
Customer Relations	2
Equal Employment Opportunity	2
Anti-Harassment Policy	3
Pre-employment Screenings	4
Disciplinary Action	5
Introductory Period	5
Business Hours	5
Attendance and Punctuality	5
Meal and Break Periods	6
Severe Weather and Emergency Conditions.....	6
Employment Classifications.....	6
Personnel Files.....	6
Nepotism	7
Compensation	7-9
Compensation	8
Pay Cycle	8
Mandatory Deductions from Paycheck	8
Error in Pay.....	8
Overtime Pay.....	8
Compensatory Time Off	9
Time Records	9
Performance Reviews	9
Expense Reimbursement	9
Benefits	9-12
Eligibility for Benefits	9
Insurance Coverage	10
Retirement Plan.....	10
Holidays.....	10
Paid Time Off.....	10
Funeral Leave.....	11
Minnesota School Leave Law.....	11
Jury Duty	11
Leaves of Absence	12

Safety Policies	12-13
Workers' Compensation	12
Parking Lot	12
Housekeeping.....	13
Office Safety	13
Security	13
Smoking	13
Separation of Employment	14
Resignation Policy	14
Exit Interviews	14
Return of Company Property	14
Post –Employee Inquiries	14
Receipt and Acknowledgement.....	15

An Overview of the Alexandria Lakes Area Chamber of Commerce

About The Chamber

In 1907, the Alexandria Commercial Club was formed and first incorporated to support the needs of a growing business community. The Articles of Incorporation were revised in 1937 to change the name to “Alexandria Chamber of Commerce”. The annual meeting that year was held at the Alexandria Hotel. Amendments to the Articles and By-Laws to better reflect the needs of our members have taken place in 1957, 1974, 1985, 1989 and 1994, with the name changing to “Alexandria Lakes Area Chamber of Commerce” in 1994.

Our mission statement is:

“To promote the Alexandria Lakes Area as the ultimate destination to live, work, play and prosper through public promotion and member and information services.”

Background

For many years people have thought of the Alexandria Lakes Area as a vacation destination in the summer months. Our tourism industry has grown immensley. In addition, our community has become a leader in this part of Minnesota in retail development, manufacturing and health care. As a Chamber of Commerce, it is our goal to best promote all facets of life in Alexandria and the surrounding area.

The ability to promote our area’s natural and man-made resources is unique to the Alexandria Chamber’s services.

Employment

Open Communication Policy

The Chamber encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with the Executive Director to discuss the situation. If you are not satisfied with the outcome of that meeting, or if you are not comfortable discussing the issue with the Executive Director, please call it to the attention of a member of the Chamber’s Personnel Committee. Retaliation against any employee for appropriately using this Open Communication policy is strictly prohibited. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or office gossip. It is more constructive for an employee to engage in open communication.

Outside Employment

If you wish to hold other jobs, part-time or full-time, or if you intend to engage in a business enterprise of your own, we need to know about it to make sure that the other employment does not conflict with your employment at the Chamber.

Suggestions

We encourage all employees to bring forward their suggestions about how our organization can be made a better place to work, our products improved, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with the Executive Director.

At-Will Employment

Your employment with the Chamber is at-will. This means that neither you nor the Chamber has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Chamber at any time, with or without reason. Likewise, the Chamber has the right to terminate your employment, or otherwise discipline, transfer, or reassign you at any time, with or without cause or notice.

Confidential Information

As a condition of your employment with the Chamber, you must maintain the confidentiality of the Chamber's confidential information. Information shall remain confidential even if you are no longer employed with the Chamber. Your commitment to this obligation is spelled out on your acknowledgement of receiving this handbook.

Additionally, our customers and suppliers entrust the Alexandria Lakes Area Chamber of Commerce with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the Chamber earns the respect and further trust of our customers and suppliers.

If you are questioned by someone outside the organization and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to the Executive Director. No one is permitted to remove or make copies of any Chamber records, reports or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Customer Relations

The success of the Alexandria Lakes Area Chamber of Commerce depends upon the quality of the relationships between the Chamber, our employees, members, customers, suppliers and the general public. Our customers' impression of the Chamber and their interest and willingness to use our services is greatly formed by the people who serve them. Regardless of your position, you are the Chamber's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you and the Chamber's services.

Below are several things you can do to help give customers a good impression of the Chamber of Commerce. These are the building blocks for our continued success.

- Act competently and deal with customers in a prompt, courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

Equal Employment Opportunity

The Chamber is committed to administering all employment-related matters in accordance with the principle of equal opportunity. Employees and applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, disability, veteran status, marital status, status with regard to

public assistance, familial status, membership on a local human rights commission or any other category protected by law.

This will include any employment-related decision, including recruitment, hiring, compensation, training, promotion, demotion, transfer, layoff, termination and all other terms and conditions of employment. In this regard, the Chamber will abide by all applicable laws and regulations, and expects each employee to abide by these principles.

Employees who believe they are being unlawfully harassed or treated unfairly are encouraged to follow the procedures described in the handbook for reporting and dealing with discriminatory employment practices.

Anti-Harassment Policy

It is the Chamber's policy that harassment on the basis of protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission and sexual orientation), including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the Chamber and tarnishes the image of the Chamber and everybody associated with it.

No employee of the Chamber may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates, if the conduct:

- has the purpose or effect of unreasonably interfering with the person's work performance; or
- otherwise adversely affects that person's employment opportunities.

Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with the Chamber's executive director, a member of the Personnel Committee, or the Chamber's Board of Directors.

One form of prohibited harassment is sexual harassment. Sexual harassment is defined as:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment; or
- Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or
- Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or
- Retaliating against an employee for complaining about such conduct.

Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with the Chamber's executive director or a member of the Personnel Committee.

Complaints Relating to Prohibited Harassment:

An employee who believes he or she has been subject to harassment prohibited by the law should report the incident immediately to the Chamber's Executive Director. The employee should also let the person who is offending them know that their conduct is offensive, and they should ask the offending employee to stop the offensive conduct. In the event that an employee is uncomfortable reporting the issue to the Executive Director, the employee may instead report the problem to a member of the Personnel Committee. The complaining employee may be asked to put the facts surrounding the offensive conduct or communication in writing.

Thereafter, the Chamber will investigate the complaint. Depending on the circumstances, this investigation may be conducted by the Executive Director, the full board, a committee of the board or others designated by the board or Executive Director. This investigation may include reviewing relevant documentation and interviewing the employee making the charges, the accused employee and appropriate witnesses. Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.

Because of the Chamber's legal obligation to conduct a thorough investigation of harassment complaints, the Commission cannot guarantee that such complaints will remain confidential. However, the Chamber will make every effort to keep the investigation and resolution of such complaints as discreet as possible.

Penalties for Prohibited Harassment:

A violation of this policy will be grounds for immediate discipline, up to and including discharge. Discipline, if any, will be determined on a case-by-case basis after the investigation is completed.

Pre-employment Screenings

Prior to the employee's first day, a drug test and criminal background check must be completed.

Prior to becoming an employee of the Alexandria Lakes Area Chamber of Commerce, a job-related reference check of previous employers is conducted. This can consist of prior employment verification, professional reference checks, and education confirmation.

A job offer is contingent upon successful completion of a drug test and criminal background check.

The Chamber hires individuals who are qualified or trainable for a position according to the Chamber's standards of education, training, experience and personal attributes. Decisions

regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria.

Disciplinary Action

Disciplinary action may be taken by management in the event an employee violates the policies contained in the handbook, or for any instance of conduct or behavior deemed inappropriate by management.

Depending upon the circumstances, disciplinary action may take any or all of the following forms, even on a first infraction:

- Documented verbal or written reprimand
- Suspension with or without pay
- Demotion
- Termination of employment

Introductory Period

The Executive Director will work closely with you to help you understand the needs and processes of your job. This Introductory Period is a "getting acquainted" time for both you, as an employee, and the Chamber, as an employer. During this Introductory Period, the Chamber will evaluate your suitability for employment, and you can evaluate the Chamber as well. Please understand, however, that there is no guarantee of employment for the entire Introductory Period, as your employment, even during the Introductory Period, is always at-will.

During and at the end of the Introductory Period, the Executive Director will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis.

Business Hours

Actual work hours will be set so as to best serve the needs of the Chamber and our customers. For this reason, hours, schedules and work week may vary from one position to another as provided in the job descriptions. Business office hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday, with additional hours of operation during seasonal times of year. Visitor Center hours fluctuate based on visitor levels. All staff members are expected to comply when asked to vary their shift to accommodate the needs of the Chamber.

Attendance and Punctuality

You need to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours.

From time to time, it may be necessary for you to be absent from work. The Chamber of Commerce is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Employees will be required to use their paid time off (PTO) in these instances. Prior approval from the Executive Director is required for all scheduled absences.

If you are unable to report to work, or if you will arrive late, please contact the Executive Director immediately. If you know in advance that you will need to be absent, please request this time off as soon as possible.

When you call in to inform us of an unexpected absence or late arrival, simply ask for the Executive Director. If the Executive Director is not available to take your call, leave a message as to the reason(s) for your absence or lateness, information as to how you can be reached, and your anticipated return to work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for on your behalf.

Absence from work for three (3) consecutive days without notifying the Executive Director will be considered a voluntary resignation.

If you are absent because of an illness or injury, the Chamber may request that you submit medical verification for your illness or injury and verification from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A record of unexcused absences and tardiness is maintained and may lead to disciplinary action, including possible termination.

Meal and Break Periods

If you are scheduled to work 8 or more consecutive hours, you are entitled to one half hour unpaid meal break. Employees who are unable to take a break due to the workload should consult with the Executive Director. These breaks should be scheduled to coordinate with your co-workers to maintain adequate coverage at all times. If you are scheduled to work 4 or more consecutive hours, you may take one fifteen (15) minute paid break during each 4 hour period, if time allows.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Executive Director may decide to close the Chamber Office for the day or remainder of the day. If that happens, you will be notified as soon as possible by your supervisor. If you were scheduled to work during the closure, you may use PTO time or unpaid time to compensate for the time you would have worked if not for the closure.

Employment Classifications

Our goal is to provide a framework through which to equitably compensate employees, promote employee productivity and enhance Chamber performance.

Employees covered by the provisions of the Federal "Fair Labor Standard Act" shall be paid for all hours worked as defined by the Act. The Chamber will also abide by applicable laws and local labor rules and regulations.

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

Full-time Employees: Employees hired to work at least 30 hours per week on a regular basis.

Part-time Employees: An employee who is regularly scheduled to work less than 30 hours per week, but is not temporary, is considered a part-time employee. If you are a part-time employee, unless otherwise stated, you are not eligible for benefits described in the Employee Handbook.

Temporary Employees: Seasonal employees, interns and employees hired for special projects are considered temporary employees. Temporary employees are not eligible for benefits described in this Employee Handbook.

Personnel Files

Employees have a responsibility to make sure their personnel records are up-to-date and should notify the Executive Director in writing of any changes in the following: name, address, telephone number, marital status, number of dependents, addresses and telephone numbers, beneficiary designations and persons to be notified in case of emergency. If a current or terminated employee wishes to view their employment file at any time, the Chamber will abide by all federal, state, and local laws.

Nepotism (Hiring of Relatives)

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the Chamber will hire or consider other employment actions concerning relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

“Relative” is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

No exception to this policy will be made without the written consent of the Board of Directors and approved by the Personnel Committee.

Compensation

The goal of the Chamber’s compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and organization needs.

Compensation

Chamber staff salaries are determined, set and reviewed by the Executive Director based on budget allocations provided by the Board of Directors. Increases in salaries are similarly determined. If applicable, annual salary increases may be presented at your annual review. Compensation may vary with individual and organizational performance. The Chamber considers the nature and scope of your job, local salary data, internal equity, budget and performance in determining your pay. It is the Chamber's goal to have a current job description on hand which broadly defines your job responsibilities.

Pay Cycle

Payday is every other Friday, unless the payday falls on a holiday, in which case payday will be the preceding Thursday. The standard work week is defined as 7 consecutive calendar days beginning at 12:01 am Sunday morning and ending at 12:00 pm on Saturday.

Changes will be made and announced in advance whenever scheduled holidays or closings interfere with the normal pay schedule.

Paychecks will be distributed by the Executive Director on the pay dates specified above.

Mandatory Deductions From Paycheck

The Chamber is required by law to make certain deductions from your paycheck . Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim.

If you wish to modify this number, please request a new W-4 form from your supervisor immediately. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the Executive Director or bookkeeper immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you are eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for hours worked over forty (40) hours in one (1) work week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, bereavement day, or paid time off,, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay. When overtime is foreseeable, advanced approval is recommended.

Although unauthorized overtime will be paid, it may result in disciplinary action, including dismissal.

Compensatory Time Off

The Chamber of Commerce does not offer compensatory time off, ("comp time"), to any Chamber employee in lieu of overtime pay for overtime hours worked.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time sheets. You are responsible for accurately recording your time. Your payroll check is calculated based on this information; please be certain to accurately record your hours while at work. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees.

Performance Reviews

Because we want you to grow and succeed in your job, the Chamber conducts a formal review one (1) time per year for each employee. New employees will be reviewed at the end of their Introductory Period.

Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. The performance review gives the Chamber an opportunity to suggest ways for you to advance and make your job at the Chamber more fulfilling.

Expense Reimbursement

To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts, and it must be approved by the Executive Director. Please submit your expense report each month, as you incur authorized reimbursable expenses. If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the current Internal Revenue Service rate per mile. Please submit this expense on your expense report or voucher.

Benefits

Eligibility for Benefits

Full-time employees, as defined in the handbook, are eligible for all of the benefits described in this Employee Handbook as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s). Temporary employees are not eligible for benefits.

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

More details are available from the Executive Director.

Insurance Coverage

The Chamber provides a monthly stipend to be used towards the purchase of health insurance for you and your family.

Retirement Plan

The Alexandria Lakes Area Chamber of Commerce has a Simple IRA retirement plan, which allows you to save up to 3% of your annual gross income, up to allowable IRS maximums. If you participate in the Simple IRA plan, the Chamber matches your contributions at a rate of up to 3%.

Holidays

Only regular full-time employees are eligible for holiday pay.

The following holidays are recognized by the Alexandria Lakes Area Chamber of Commerce as paid holidays, and regular full time employees will be paid for a full day at these times. If any of the six full holidays listed above fall on a Saturday, they will be observed on the preceding Friday; if the holiday falls on a Sunday, they will be observed on the following Monday.

New Year's Day
Memorial Day *
Independence Day *

Labor Day
Thanksgiving Day
Christmas Day

*** Due to the nature of our business, if an employee works on one or both of these holidays, they may substitute a "floating holiday" at a later date, with approval of the Director.**

In addition to the above scheduled paid holidays, we will close our offices at 12:30 pm on Christmas Eve and New Year's Eve, when these holidays fall on a regularly scheduled work day and you will be paid for four hours holiday pay for this partial closing.

Paid Time Off

All full-time employees start accruing PTO on their first day of work or change into an eligible status. After 90 days of continuous employment, hourly employees will be eligible to start using the accrued hours. There is no waiting period for exempt employees.

Guidelines:

- PTO is accrued per pay period, based on hours worked
- Holidays are not included in PTO
- Accrual rates are based on years of service (see chart below)
- Max accrual is 200 hours
- Employees may not use more PTO than is available
- Whenever possible, PTO must be scheduled in advance for vacations, personal leave, appointments or other reasons. It is subject to supervisory approval, department staffing needs and established departmental procedures.
- Generally, PTO will be granted first come, first served, but in the event of a scheduling conflict, priority will be given to the senior employee.
- PTO is not part of any overtime calculation

- Due to high demand for PTO around holidays, PTO will be granted on a rotating priority after considering staffing needs with discretion of the Executive Director.
- PTO will not be approved after an employee has given notice of voluntary termination and cannot be used in lieu of a proper resignation notice
- PTO does not accrue on unpaid leaves
- PTO will be paid out at 100% upon termination or change to an ineligible status

Years of Service	Days Annually	Per Pay Period Accrual
Upon hire- 4 years	15 days	4.62 hours
5 – 9 years	20 days	6.15 hours
10 years	25 days	7.69 hours

Funeral (Bereavement) Leave

The Chamber will grant up to three days for a leave of absence with pay to any regular full-time employee in the event of death in the employee's immediate family. This can be used to make funeral arrangements, travel to a funeral, etc. Immediate family is defined as an employee's spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, step-child, step-mother, step-father, or an individual who stood in loco parentis to an employee. The Executive Director may approve leave in excess of three days if such additional leave is required by the employee. For leaves in excess of three days, PTO needs to be taken, if available. Funeral leave with pay shall not be granted to hourly paid, full-time employees until they have completed three months of continuous employment with the Chamber.

Regular full-time employees will be granted up to a two-day leave of absence with pay in the event of a death of an extended family relative. Extended relative is defined as an employee's or spouse's grandparents, a spouse's sister or brother, grandchildren, aunts, and uncles, nieces and nephews. The Executive Director may approve leave in excess of two days if such additional leave is required by the employee. For leaves in excess of two days, PTO needs to be taken, if available. Funeral leave with pay shall not be granted to hourly paid, full-time employees until they have completed three months of continuous employment with the Chamber.

Minnesota School Leave Law

Employees may take up to 16 hours of leave during any 12 month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. This leave will be unpaid, unless the employee chooses to substitute accrued paid time off during any part of the leave.

Jury Duty

The Chamber will permit you to take the necessary time off for jury duty. The Chamber will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

Leave of Absence

Occasionally, for medical, personal, or other reasons, you may need to be away from work temporarily released from the duties of your job with the Chamber. It is our policy to allow its eligible employees to apply for and be considered for certain specific leaves of absence. All requests and decisions regarding leave for special circumstances rest with the Board of Directors.

Accrued PTO must be used for leaves. After PTO has been exhausted, remaining approved time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the Executive Director. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Employees who request a medical leave may need to provide a physician's statement about time needed off work, treatment, or restrictions and precautions. A physician's statement is required upon return from a disability leave to provide information on restrictions or a full release to work.

Safety Policies

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This insurance is paid for by the Alexandria Lakes Area Chamber of Commerce.

All injuries or illnesses during the course and the scope of your employment must be reported to the Executive Director immediately. If it is an emergency, seek medical attention immediately. Promptly report every work related injury or illness, no matter how slight.

Employees returning to work after being absent due to a work-related injury must report to the Executive Director prior to beginning work and must bring a doctor's clearance for returning to work.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or closest to our building(s) are for customers and visitors only. Remember to lock your car every day and park within the specified areas.

The Chamber cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep our work areas neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a cupboard or file cabinet at a time, and close it before walking away.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Security

Maintaining the security of the Chamber office building is every employee's responsibility.

For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the premises make sure that all entrances are properly locked and secured.
- Know the location of security cameras.

Smoking

Minnesota law does not allow smoking inside our offices or building. If you go outside to smoke, please do not do so at the front of the building, since that could interfere with our visitors entering or exiting our offices. All employees are expected to abide by this policy while at work.

Separation of Employment

Resignation Policy

Employees are considered to have voluntarily terminated their employment with the Chamber in the event they:

- Elect to resign from the Chamber.
- Fail to return from an approved leave of absence agreed to between the Chamber and the employee.
- Fail to report to work without notice to the Chamber for three (3) consecutive days.

Employees who resign are expected to provide two (2) weeks notice in writing.

Exit Interviews

In a voluntary resignation situation, the Personnel Committee would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the Chamber. During the exit interview, you can provide insights into areas for improvement that we can make. Every attempt will be made to keep all information confidential.

Return of Company Property

Any Chamber property issued to you, such as computer equipment, keys, or name badges must be returned to the Chamber at the time of your departure. You will be responsible for any lost or damaged items, and you may be required to sign a wage deduction authorization form for this purpose.

Post-Employment Inquiries

The Chamber will respond to written requests for references. In the event your employment with the Chamber is terminated, either voluntarily or involuntarily, the Executive Director will provide a reference to potential employers only if you have completed and signed a release form. Without such an authorization, the Chamber will only disclose your dates of employment and position(s) held.

As an employee of the Chamber, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Executive Director.

Receipt and Acknowledgment of Alexandria Lakes Area Chamber of Commerce Employee Handbook and Confidentiality Agreement

Please read the following statements, sign below and return to the Executive Director.

Understanding and Acknowledging Receipt of Alexandria Chamber of Commerce Employee Handbook

I have received a copy of the Chamber Employee Handbook and I agree to read it. I understand that the policies and benefits described in it do not constitute a contract and they are subject to change at the sole discretion of the Chamber at any time. I acknowledge that I know where to locate and will read and understand the policies regarding Equal Employment Opportunity/Affirmative Action, harassment, bullying and violence, which includes procedures for reporting complaints. I agree to follow the reporting procedures if I have a complaint, receive a report of a complaint, or if I observe conduct that I believe is prohibited. I understand that if I have questions or concerns about this handbook, I will discuss them with the Executive Director.

At-Will Employment

I further understand that my employment is at will, and neither myself nor the Chamber has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the Chamber at any time, with or without reason. Likewise, the Chamber has the right to terminate my employment with or without notice or cause. No employee of the Chamber can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Board of Directors.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me. Confidential information includes the Chamber's information that: a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its use; and b) is the subject of the Chamber's reasonable efforts to maintain its secrecy. The Chamber's confidential information includes, for example, its marketing strategies, customer payments and lists, personnel data, pricing policies and other related information. I understand that this information is proprietary and critical to the success of our Chamber of Commerce and must not be given out or used outside of the Chamber premises or with non-Chamber members, either during or after my employment at the Chamber. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to disclose, utilize or exploit this information with any other individual or company.

Employee's Printed Name

Position

Employee's Signature

Date