

Revised
September 2023



Children's Museum

OF RICHMOND

EMPLOYEE HANDBOOK



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Welcome to the Children's Museum of Richmond!

You have just joined a dedicated team of employees working hard to improve our community. We wish you great success in your employment here at the Children's Museum!

Please take the time now to read this employee handbook carefully. Signing the acknowledgment at the end shows you have read, understood and agree to the contents of this handbook, which outlines the basic guidelines and policies concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Museum reserves the right to interpret, modify or supplement the provisions of this handbook at any time.


Please understand that no employee handbook can address every situation in the work place. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact Human Resources.

HISTORY

Community volunteers founded the Children's Museum of Richmond in 1981 with the goal of creating a place specifically designed to inspire young children with hands-on learning where they could develop their imaginations, problem-solving abilities and social skills. Originally located in a converted elementary school cafeteria in Richmond's Navy Hill neighborhood, the Children's Museum spent its first two decades establishing a broad base of community support involving a wide spectrum of local elementary schools, early childhood organizations, social service agencies and business partners.

The Children's Museum moved to its current location in midtown Richmond in 2000. In 2004, the Museum's leadership assumed a new strategic direction, which has resulted in increased attendance, annual donations and service to economically disadvantaged communities. Specifically, the museum focused on serving younger children (0-8 yrs), entered into partnerships that extended the museum's reach, and made a strong commitment to making the museum accessible to children from low-income communities.

In June 2010, the Children's Museum opened a satellite west of Richmond in Short Pump and became the first children's museum in the country to open a second location. The move to open a second location was a creative initiative to support future growth and financial stability for the organization.



The satellite strategy has allowed the museum to generate additional revenue to support educational programming for more children throughout Central Virginia, especially those from communities with limited resources. The Museum opened a second satellite in Chesterfield County in the summer of 2012, a third satellite in Fredericksburg in 2014, and most recently relocated the Short Pump location in 2015. Due to the COVID-19 Pandemic, the Fredericksburg and Short Pump Museum locations were closed in 2020.

In addition to expanding its locations, the Children's Museum expanded its other programming as well. In 2012, the Children's Museum of Richmond took ownership of the Central Virginia Children's Book Bank and has since given away over 200,000 books to children in low-income neighborhoods. In 2013, the museum merged with Commonwealth Parenting, allowing the Museum to better support caregivers through classes and play groups.

MISSION

We inspire growth in all children by engaging families in learning through play.

VISION

To foster a community that recognizes and appreciates that all children grow and learn through play.

LEARNING PURPOSE

To show the value of learning through play by providing meaningful programs that engage and enhance interactions for both children (0 to 8 years old) and their caregivers.

VALUES

We value learning.

Children: We have respect for all children and their amazing abilities. We are passionate about the process of learning and the importance of play. We want to inspire their creativity, curiosity and exploration.

Staff: We surround ourselves with trustworthy people who thrive on a team and share our energy, passion, creativity, and optimism. We learn by listening to children, families, teachers and others who support them.

Community: We seek partnerships and collaborations that benefit young children. We celebrate our community's diversity and offer a safe place for all children to interact, play and learn.



GUIDING PRINCIPLES

We develop our exhibits, education programs and events with an unwavering commitment to the following beliefs:

1. Children are capable of creating their own unique answers;
2. Children learn through play and hand-on experiences;
3. Children thrive from informal learning that honors their individual learning styles;
4. Children are at the center of everything we do;
5. Inspired children grow up to change the world.

OUTCOMES

1. Children who are excited about learning and are ready for school
2. Parents/Caregivers that understand their role in early learning
3. Teachers who recognize the role of the museum in early learning
4. A Community that understands and supports the importance of early learning and the role of the museum in learning and school success

TEAM CORE VALUES

Teamwork:

- ♦ We find and support ways for us to work as one organization
- ♦ We support the decisions we make as a team
- ♦ We value and trust every team member
- ♦ We create a motivating environment for all to thrive

Positive Mindset:

- ♦ We communicate openly, share information, make our thinking visible
- ♦ We come prepared and talk about organizational issues and opportunities
- ♦ We provide solutions, not just problems
- ♦ We challenge the status quo
- ♦ We use facts to make decisions, and we communicate through the process

Commitment:

- ♦ We provide ongoing feedback
- ♦ We communicate; no surprises
- ♦ We work hard, keep priorities in line, maintain work/life balance
- ♦ We are passionate for the CMoR mission and work to inspire this passion in others
- ♦ We value and seek diverse perspectives; our work is inclusive
- ♦ We put ethical standards first
- ♦ We embody a fun, productive, and supportive environment



VOLUNTEERS

The Museum recognizes the value volunteers bring to the team. Volunteers are critical to meeting our mission, and we aspire to continue current programs, recruit and retain new volunteers for specific mission driven opportunities, and maintain an organizational culture that recognizes the irreplaceable value of volunteers. Employees should collaborate with and support volunteers in carrying out the Museum's mission. The volunteer handbook and guide to volunteer engagement are tools each employee and volunteer should use to understand the roles volunteers play in the museum. Employees should familiarize themselves with volunteer policies to support to volunteer program.

Our Museum

PURPOSE OF THIS HANDBOOK

This Employee Handbook contains information about the employment policies and practices of Children's Museum of Richmond ("the Museum"). The handbook is designed to ensure employees know what is expected of them, what they can expect from the Museum, and to ensure policies are communicated and implemented uniformly. The information outlined herein should be regarded as a guideline only and is not all-inclusive. Management retains the right to make decisions involving these policies as needed, including the right to establish, change, interpret, or revoke any policy, without prior notice. This handbook replaces any prior handbook(s) and verbal or written policy statements.

No oral statements or representations can change the provisions of this handbook. Additionally, the provisions of this handbook do not create contractual obligations with respect to any matter.

EMPLOYMENT-AT-WILL

The Museum is an at-will employer. This means that regardless of any provision in this handbook, the employee or the Museum may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Nothing in this handbook or in any document or statement shall limit the right to terminate employment at-will unless the employee has a written contract of employment signed by the employee and the Executive Director of the Museum. No one is authorized to modify this policy or enter into any employment agreement, oral or written, with any employee that is contrary to this policy unless there is a signed agreement in writing between the employee and the Executive Director of the Museum.

EQUAL EMPLOYMENT OPPORTUNITY & DISCRIMINATION

The Museum is committed to equal employment opportunity. The Museum does not discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, transgender status, national origin, age, physical or mental disability, veteran status, uniform service member status, genetic information, or any other status protected by federal and/or state law. This commitment applies to all aspects of employment including: hiring, promotion, compensation, benefits, training, termination, and all other conditions of employment.

Employees with any questions or concerns about any type of discrimination, who are aware of possible discrimination, or feel they may have been subject to discrimination should immediately contact Human Resources, the Executive Director, or any other member of management. This applies whether the party involved is an employee, manager, vendor, guest, or other member of the public with whom employees come in contact with as part of their employment. Anyone witnessing or receiving a report about possible discrimination must report the situation to Human Resources immediately. Discrimination may also be reported using the [CMoR Internal Incident Reporting Form](#).

The Museum will investigate all reports promptly and thoroughly. Adverse action will not be taken against an employee because they, in good faith, report or participate in an investigation under this policy. Similarly, the Museum prohibits any form of retaliation against any employee who files a discrimination complaint or participates in an investigation. As with discrimination itself, retaliation is illegal and will result in disciplinary action, up to and including termination.

IMMIGRATION REFORM AND CONTROL ACT

As required by the federal Immigration Reform and Control Act of 1986 (IRCA), the Museum only employs individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a specified period of time, proof of renewed employment eligibility must be provided prior to the expiration of the current authorization period in order to remain employed. It is the employee's responsibility to ensure they take appropriate and timely steps to retain their authorization to work in the United States.



AMERICANS WITH DISABILITIES ACT

The Museum is committed to ensuring equal opportunity in employment for qualified persons of varying abilities who can perform the essential functions of their job, with or without reasonable accommodation, provided that such accommodations impose no undue hardship on the Museum. Unless informed otherwise by employees, the Museum assumes employees can perform their essential job functions without any accommodation. Qualified individuals with disabilities who require a reasonable accommodation in order to perform the essential functions of their job should notify Human Resources.

Whether accommodation is required, whether it is feasible, and the type of accommodation that is provided is dependent upon many factors. To facilitate this process, employees may be asked about the type of accommodation they believe is necessary, the functional limitations caused by the disability, and/or be asked to provide information from their health care provider that supports their need for an accommodation.

RELIGIOUS ACCOMMODATION

The Museum is dedicated to treating the religious diversity of all employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from the Museum's dress code, schedule, basic job duties, or other aspects of employment. The Museum will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Museum will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

Religious accommodations may be requested from Human Resources.

HARASSMENT AND SEXUAL HARASSMENT

The Museum prohibits harassment of any employee for any reason, including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, transgender status, national origin, age, physical or mental disability, veteran status, uniform service member status, genetic information, or any other status protected by law.

The conduct prohibited by this policy includes, but is not limited to, e-mail, voice mail, internet activity, text messages, pictures, images, objects, writings, words, gestures, or physical contact.

Harassment can include:

slurs; threats; derogatory names, comments, objects or visual depictions; unwelcome jokes or teasing; and other similar verbal, written or physical contact that is based on an employee's protected status.

Sexual harassment can include:

unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related images, jokes, teasing, uninvited touching or other sexually-related conduct where such conduct: (1) requires submission to the conduct as a term or condition of employment or is used as a basis for employment decisions; (2) substantially interferes with an individual's work performance; or, (3) creates an intimidating, hostile, or offensive working environment. Additionally, direct or implied requests by a person in a supervising capacity for sexual favors in exchange for job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitute sexual harassment.

A victim of harassment does not have to be the intended recipient of the harassing behavior. It can be anyone who finds the behavior offensive and feels affected by such behavior. Any employee who believes he/she has been harassed or has become aware of possible harassment should report the situation immediately to Human Resources, The Executive Director, or any other member of management. This applies whether the party involved is an employee, someone in management, vendor, guest, or other member of the public with whom employees come in contact with as part of their duties. Anyone witnessing or receiving a report about possible harassment must report the situation to Human Resources immediately. Harassment may also be reported using the [CMoR Internal Incident Reporting Form](#).

The Museum will investigate all reports promptly, thoroughly, and as confidentially as possible. Adverse action will not be taken against an employee because they, in good faith, report or participate in an investigation of a violation of this policy. Similarly, the Museum prohibits any form of retaliation against any employee who files a harassment complaint or participates in an investigation under this policy. As with harassment itself, retaliation is illegal and may result in disciplinary action, up to and including termination.




CODE OF ETHICS

It is the policy of the Museum that its officers and employees uphold the highest standards of ethical, professional behavior. To that end, officers and employees of the Museum will dedicate themselves to carrying out the mission of this organization and will:

1. Demonstrate the highest standards of personal integrity, truthfulness, honesty, transparency, and fortitude in all activities in order to inspire confidence and trust in such activities.
2. Hold paramount the safety, health and welfare of the public and employees in the performance of professional duties.
3. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the reputation of the organization.
4. Treat all employees, volunteers, guests and partner organizations with respect.
5. Engage in carrying out the Museum's mission in a professional manner.
6. Collaborate with and support other professionals in carrying out the Museum's mission.
7. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
8. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication and compassion.
9. Serve with respect, concern, courtesy and responsiveness in carrying out the organization's mission.
10. Avoid any interest or activity that is in conflict with the conduct of their official duties.
11. Respect and protect privileged information to which they have access in the course of their official duties.
12. Strive for personal and professional excellence and encourage the professional development of others.
13. Comply with all applicable laws, regulations and the Museum's policies.
14. Safeguard the Museum's assets.

If an employee reasonably believes that a policy, practice, or activity of the Museum is in violation of a law, they should report it to the Executive Director or Human Resources. The Museum does not retaliate against employees who, in good faith, raise a concern about the Museum on the basis of a reasonable belief that a practice is in violation of law or public policy.






BACKGROUND CHECKS

The Museum conducts background checks on all of its employees, volunteers, and board members. If an employee is convicted of a crime during the course of their employment, it is the responsibility of the employee to report the conviction to Human Resources.

CONFLICTS OF INTEREST

Employees must never use their position with the Museum for personal, financial, professional or political gain; to advance personal interests; or to obtain favors or benefits for themselves, members of their families or any other individuals or business entities.

Employees should not engage, directly or indirectly, either on or off the job, in any activity or conduct that conflicts with, or even appears to conflict with the interests of the Museum. The definition of conflict of interest may vary depending on an employee's role in the Museum or the outside activity in question. Therefore, employees are encouraged to speak to the Executive Director or Human Resources about any outside activity that could be perceived as a conflict of interest before engaging in the activity. Employees who are found to be engaged in an undisclosed conflict of interest may be terminated.



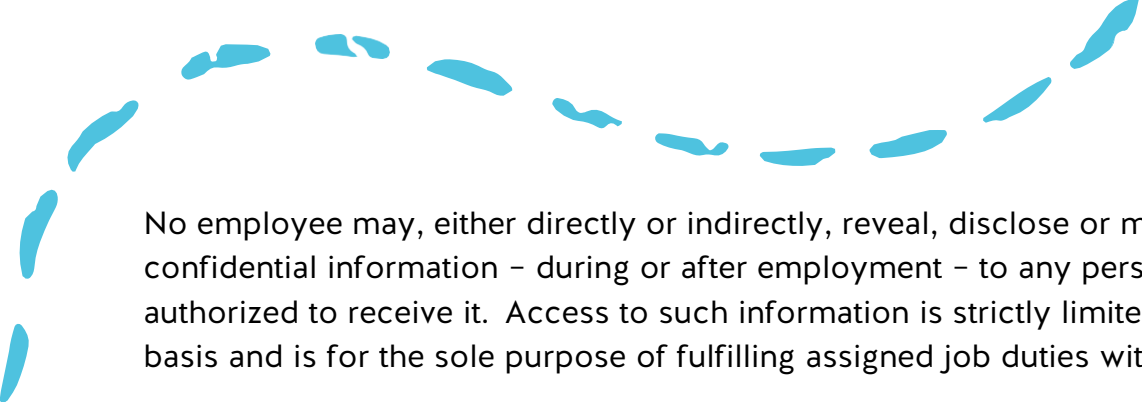
No employee or member of an employee's immediate family may give or accept any gift, service, special accommodation or other favor from any guest, vendor/supplier, or other party with which the Museum does business without prior approval from the Executive Director. This can be anything tangible or intangible that goes beyond the normal exchange of courtesies among business acquaintances. Employees with questions or concerns about the value or nature of accepting anything under this policy should direct them to the Executive Director.

Employees must not give, offer, or promise, directly or indirectly, anything of value to a guest or vendor/supplier in connection with any transaction or business that the Museum may have with such guest or vendor/supplier.

CONFIDENTIALITY

The integrity of the Museum requires that each employee maintain the highest degree of confidentiality when handling internal or guest matters.

Confidential Information includes, but is not limited to: corporate planning data; marketing strategies; business operations, financial data and conditions; computer software systems, specifications, and related data; guest and donor information; fundraising data; and other similar information.



No employee may, either directly or indirectly, reveal, disclose or make available any such confidential information – during or after employment – to any person who is not authorized to receive it. Access to such information is strictly limited to a need-to-know basis and is for the sole purpose of fulfilling assigned job duties within the Museum.

Anyone who improperly uses or discloses such information will be subject to disciplinary action, up to and including termination, even if they do not actually benefit from the disclosed information. The Museum also reserves the right to pursue any legal measures it deems appropriate to address any actual or potential harm to the Museum resulting from violations of this policy, and the employee who improperly discloses or uses the information may be subject to legal action by other parties.

OPEN COMMUNICATION

Questions, suggestions, comments and complaints are important to the success of the Museum, and employees are strongly encouraged to bring them to management's attention in a professional and respectful manner.

WHISTLEBLOWER POLICY

General

The Children's Museum of Richmond ("Museum") requires Board Members, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Museum must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

Each Board Member, officer, volunteer and employee of the Museum has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) instances where one suspects that employees and representatives of the Museum did not practice honesty and integrity or comply with all applicable laws and regulations.

No Retaliation

No Board Member, officer, volunteer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Museum prior to seeking resolution outside the Museum.



Reporting Violations

The Museum has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee or representative of the Museum is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, they are encouraged to speak with Human Resources or anyone in management whom they are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Museum's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an employee is not satisfied or is uncomfortable with following the Museum's open door policy, individuals should contact the Museum's Compliance Officer directly.

Compliance Officer

The Museum's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at their discretion, shall advise the Executive Director and/or the Finance Committee. The Compliance Officer has direct access to the Finance Committee of the Board of Trustees and is required to report to the Finance Committee at least annually on compliance activity. The Museum's Compliance Officer will be selected by the Finance Committee. Contact information can be found [here](#).

Accounting and Auditing Matters

The Finance Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance Committee and/or Governance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected

violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will acknowledge receipt of the reported violation or suspected violation promptly. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

EMPLOYMENT OF RELATIVES

The employment of relatives or individuals involved in a close personal relationship in the same area of the Museum may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For this reason, the Museum reserves the right to take any action it deems appropriate concerning the employment of relatives or those in a close personal relationship, including refusal to hire, reassignment or termination of employment in order to protect the Museum's interests and the integrity of working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A close personal relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship or other close relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The Museum reserves the right to take action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship exists or is established between employees who are in a reporting situation described above, it is the responsibility of the employees involved in the relationship to disclose the relationship to Human Resources.



OUTSIDE EMPLOYMENT

Employment outside of the Museum must not conflict in any way with employee's responsibilities, performance, or attendance at the Museum. Employees may not conduct outside work on working time or use Museum property, equipment or facilities in connection with outside work, whether on or off working time. As a reminder, employees may not engage, directly or indirectly, either on or off the job, in any activity or conduct that conflicts with, or even appears to conflict with the interests of the Museum.

Employees must not use, or permit use of, Museum property or resources for anything other than approved Museum business or activities. Examples of unauthorized use would include using Museum computers or photocopiers for outside work that is not in support of the Museum's services or business.

At Work

GENERAL STANDARDS OF CONDUCT

Every employee is expected to observe certain standards of conduct. This is critical for the safety, well-being and productivity of employees, guests and the Museum as a whole.

The Children's Museum is a family-serving, community-based organization dedicated to providing innovative learning experiences for all children and those that support them. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. The activities outlined below are strictly prohibited. Any participant or staff member who violates this code is subject to discipline, up to and including removal from the employment.

- Abusive language towards a staff member, volunteer, guest or another participant.
- Unauthorized possession or use of alcoholic beverages on the Museum property, in Museum vehicles or reporting to work or working while under the influence of alcohol.
- Possession of controlled substances or drugs on Museum Property, in Museum vehicles or reporting to work or working while under the influence of drugs.
- Bringing onto Museum property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member, guest or volunteer.
- Verbal, physical or visual harassment of another participant, staff member, guest or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.

- Failure to follow any museum policy or procedure.
- Failure to safeguard museum assets.
- Bullying or taking unfair advantage of any participant.

These examples are not all inclusive. Decisions to discipline or terminate employment will be based on an assessment of all relevant factors in a particular situation. Nothing in this policy modifies the employment-at-will policy.

CONDUCT AROUND GUESTS

Employees are expected to conduct themselves and represent the Museum with the highest level of professionalism at all times. Required conduct when working around guests to the Museum includes:

- Conversations with guests should be limited to matters that are within the realm of the employee's job responsibilities.
- Conversations about guests should only occur with management and while no other guest is present.
- Conversations in exhibits and other public areas should not be inappropriate for a guest to overhear.
- Borrowing, asking for, or accepting money from a guest is strictly forbidden.
- Guests should not be solicited for charitable donations or participation in any non-Museum fundraising activity.



CONDUCT AROUND CHILDREN

- To protect the Children's Museum of Richmond's staff, volunteers, and program participants, at no time should a staff person or volunteer be alone with a single child where the staff person or volunteer cannot be observed by others.
- Staff conducting restroom cleanliness checks should never remain in the bathroom with a single child. If staff encounter a single child in a restroom, they should immediately exit the restroom and locate the caregiver.
- Staff shall never leave a child unsupervised.
- Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
- Staff and volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected.
- Staff and volunteers should never touch a child unless rendering emergency aid or assistance. Staff may use appropriate touch while teaching including pats on the back or shoulder, handshakes, and high fives.
- Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
- Staff and volunteers will not have private interactions through social media, computer or handheld devices with any children from the Museum.
- Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
- Staff and volunteers will refrain from intimate displays of affection toward others.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
- Staff may not date Museum guests under the age of 18 years of age.
- Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
- Staff and volunteers are encouraged to report any suspicion of child abuse to the proper authorities by contacting the Virginia Department of Child Protective Services 24/7 Hotline at 1-800-552-7096.

CORE BUSINESS HOURS

Museum hours may vary by location, season and position; the Museum's core business hours for administrative employees are generally 9-5 M-F. Employees who are not able to work their core business hours on a consistent basis may be required to use PTO. During working hours, employees are expected to devote their full time and attention to the business and affairs of the Museum.

ATTENDANCE & PUNCTUALITY

The success of the Museum and all employees depends in part on employees being at work in a timely manner for all scheduled working hours. Employees who are unable to consistently be at work during their scheduled times (on time and for the entire duration of their shift) face disciplinary action, up to and including termination.

Personal issues requiring time away from work should be scheduled during non-working hours whenever possible. Employees who are unexpectedly going to be late for work or absent should notify their manager as soon as possible. Employees must provide a reason for the absence, as well as the expected duration, and must call for each day of absence.

Due to the unique scheduling needs on the Museum floor, Play Guides are not permitted to "swap" shifts with other Play Guides without prior approval from their manager.

JOB ABANDONMENT

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, they will be considered to have abandoned their job and voluntarily resigned from the Museum.





DISCIPLINARY PROCESS

Violation of Museum policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Museum encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Museum is not required to engage in progressive discipline and may discipline or terminate an employee where they violate the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Any attempt at progressive discipline does not imply that employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Management will make every effort possible to allow employees to respond to any disciplinary action taken. The Museum is concerned with consistent enforcement of all policies, but the Museum is not obligated to follow any disciplinary or grievance procedure and, in certain circumstances, employees may be disciplined or terminated without any prior warning or procedure.

TELECOMMUTING POLICY

Telecommuting is defined as an employee regularly working a full or partial workday from home or some other alternate work site.

The Museum may make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, in his or her discretion, which positions within the department are suitable for telecommuting.

Those granted a telecommuting arrangement will be subject to the same performance standards as if they were prior to telecommuting. Employees should remember telecommuting is a privilege that may be revoked at any time with or without notice.



BREAKS

Except as required by law, non-exempt employees are encouraged to take a 30-minute “lunch” break during any shift that will exceed six and one-half (6.5) hours.

During unpaid breaks, employees are not permitted to perform any work for or on behalf of the Museum.

While no additional break periods are given as part of Museum policy, managers may provide additional breaks for employees who work extended hours or have extenuating circumstances.

LACTATION BREAKS

In accordance with federal law, the Museum will provide reasonable break time for an employee to express breast milk for a nursing child for the greater of one year after the child’s birth or the period of time prescribed in applicable state or federal laws. Employees should check with their manager for specific information, including the location where the break may occur and how to account for the break time for timekeeping purposes.

BUSINESS CLOSINGS

Severe weather and other emergencies occasionally occur. Except in extreme cases, employees are expected to work their scheduled hours. The Museum recognizes that personal circumstances will vary, and employees should use their judgment in determining whether and when they can safely travel to and from work. In these cases, employees are required to adhere to normal call-in procedures (see Attendance and Punctuality).

If it is necessary to close, every effort will be made to notify employees as soon as possible via email and phone. Time taken off due to inclement weather or other emergency, regardless of whether or not the Museum is closed, can be taken as PTO or is unpaid, unless federal or state wage laws dictate otherwise.

PERSONAL APPEARANCE

All employees should use discretion in wearing attire that is appropriate for the workplace, their position, and any professional contacts they may have. This includes appropriate grooming and hygiene habits.

Employees working in exhibit areas will be provided with specific dress requirements. Guest Services employees should wear Museum logo shirts or aprons, nametags, closed toed shoes and dark jeans.

Employees working in Administration should dress according to their job duties and schedule. Employees should ask their manager for clarification of appropriate attire.

Employees should ensure their Museum name tag is visible at all times during working hours.

Employees' abilities to use personal taste and judgment are supported; however, certain things are specifically prohibited for all employees, including: strapless or spaghetti-strapped shirts and dresses; tank tops, tube tops and halter tops; flip flops; excessively short skirts or shorts; sweat suits or other athletic wear; ripped or torn clothing; items considered revealing; items with discriminatory or offensive language or pictures; and any other item considered inappropriate by management.

Exceptions to accepted attire may be made on a case by case basis due to, for example, a medical condition or religious observance. Employees requesting an exception should speak to Human Resources.





E-MAIL

The Museum provides the necessary software and systems to support electronic communication both within the Museum and with others outside the Museum. The use of the email system is solely for the purpose of conducting business. All email communications within the system and through the Internet are the property of the Museum, and are monitored.

Proper email etiquette should be used at all times. Standard business codes of conduct should be used. Email may not be used for knowingly transmitting, retrieving or storing communications

- of a discriminatory or harassing nature
- that are obscene or “x-rated”
- of a defamatory or threatening nature
- in the form of “chain letters”
- that divulge trade secrets or other confidential information of the Museum or its clients
- that are illegal or against Museum policy or contrary to the Museum’s interest

Inbound email containing programs, pictures or other non-business related material will in most cases be blocked by the Museum’s firewall. Any items passed through the firewall should be deleted upon receipt if non-business related.

Because of potential liability to the employee and to the Museum, the content of email is subject to control and monitoring by the Museum. The Museum reserves the right, in its discretion, to review any employee’s electronic messages and usage to the extent necessary to ensure that email is being used in compliance with the law and with this and other Museum policies. Since all emails are the property of the Museum, employees must realize that they should have no expectation of privacy in their email communications. All messages are subject to review by management and all communications are subject to scrutiny, even if the messages are consensual or personal in nature.

The Museum deploys industry-standard anti-virus software and spam protection throughout the Enterprise Network and at end-user computers. However, computer viruses and spam are easily developed and spread via email systems and counter-measures can sometimes lag by a few hours or a day in their remediation. Therefore, it is extremely important that computer users be vigilant against attempted attacks by not opening suspicious email and not clicking on links from sources that are unknown or otherwise unusual. Many spam attempts try to appear ordinary, such as a message from UPS during the holiday season. Any employee who believes they may have opened a virus must notify IT immediately.

Employees are prohibited from attempting to disable, defeat or circumvent any Museum security or monitoring mechanism.

INTERNET

A small number of site categories are restricted at the Museum. When a site is not restricted but otherwise suspicious, the end-user will be warned to avoid going to the site. This requires that the Internet be used appropriately and for member-related and business activities.

Internet access should not be used to conduct business or for activities not related to the business of the Museum. This includes but is not limited to: electronic stock trading, electronic auctions, games, on-line gambling, bulletin boards, listservs and posting of messages not related to client activities.

Employees must presuppose that all materials on the Internet are copyrighted and/or patented unless specific notices state otherwise. Downloading and storing copyright material on Museum equipment is prohibited.

Employees shall not use unauthorized codes or passwords to gain access to others' files or accounts, nor may employees share their passwords with others.

Consistent with applicable law, time spent on the Internet and site history, while using Museum-issued devices, may be tracked. Management reserves the right to search and/or monitor any employee's Internet usage and/or files/transmissions without notice. Employees should expect that communications they send and receive by the Internet, the websites they visit, and any files, documents, etc., they view or upload/download may be disclosed to management. Employees should not assume that such communications and information are private or confidential.

Any employee found to be violating the Museum's policies on the proper use of electronic media will be subject to disciplinary action, up to and including termination.

COMPUTER SOFTWARE

The Museum purchases or licenses the use of various computer software programs. No one within the Museum has the right to duplicate this computer software or its related documentation. To do so is a federal crime, punishable by up to \$250,000 fine and up to five years in jail. Software must be used in accordance with the license agreement. Employees are not permitted to acquire, reproduce or use unauthorized copies of computer software.

Only approved software or programs may be downloaded or installed.

Employees are prohibited from attempting to disable, defeat or circumvent any Museum security or monitoring mechanism.

TECHNOLOGICAL DEVICES

Employees are responsible for the physical security of the devices issued to them and should store them in a secure location when not in the immediate possession of the authorized user. Employees must notify their manager immediately if a device is lost, stolen or damaged.

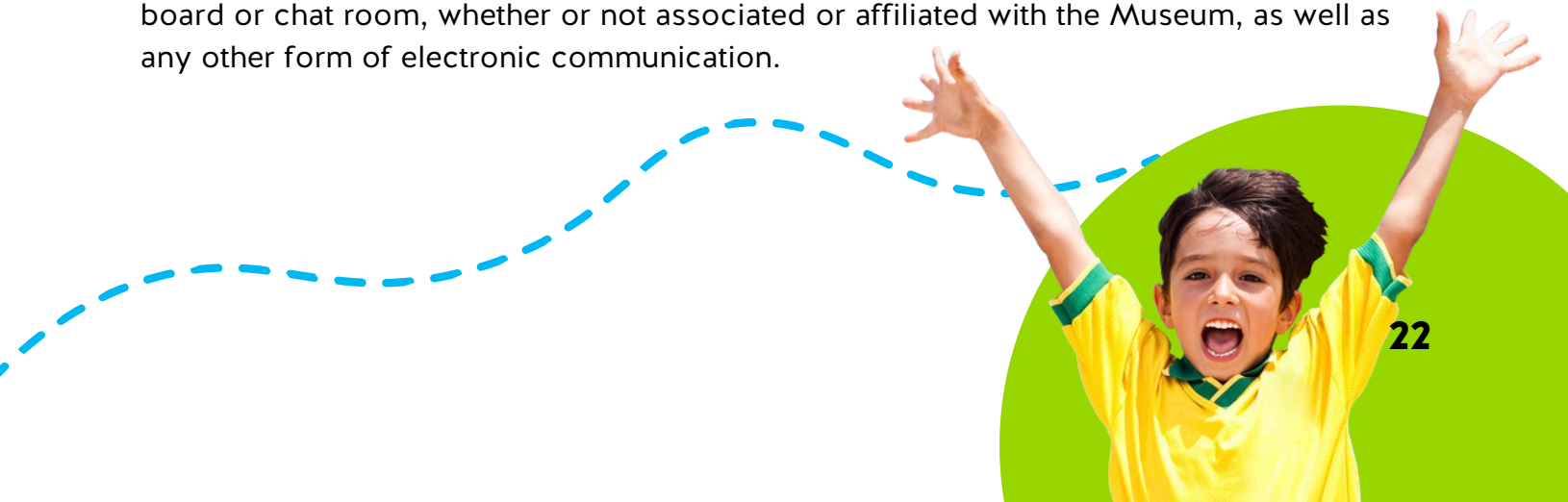
All technological devices should be password protected and other security measures taken as appropriate to prevent unauthorized disclosure of Museum information. Pins and passwords must be made available to the Museum management at any time on demand.

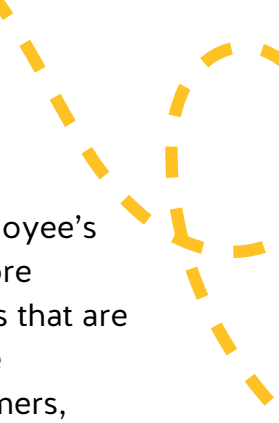
All Museum-issued devices are for business use, and all work created or performed on a Museum-issued device is the property of the Museum. Personal files, documents, and downloads are not permitted. These devices are subject to inspection by the Museum at any time without notice. All Museum policies apply fully to Museum-issued devices and their use.

SOCIAL MEDIA

The Museum understands social media can be a fun and rewarding way for employees to share their life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. The following guidelines can assist employees in making responsible decisions about the use of social media.

For purposes of this policy, “Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to web logs or blogs, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the Museum, as well as any other form of electronic communication.





The same principles and guidelines found in the Museum's policies apply to employee's activities online. Employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Any conduct that adversely affects the employee's job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Museum or the Museum's legitimate business interests may result in disciplinary action up to and including termination.

Employees should ensure their postings are consistent with the Code of Ethics, EEO, and the Sexual Harassment and Harassment Policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

Employees should always be fair and courteous to fellow associates, guests, members, suppliers or people who work on behalf of the Museum. Employees should keep in mind that work-related complaints are more likely to be resolved by speaking directly with co-workers or management than by posting complaints to a social media outlet. Nevertheless, if employees decide to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage guests, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Employees should be honest and accurate when posting information or news about the Museum, and mistakes should be corrected quickly. The Internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Museum, fellow associates, members, guests, suppliers, people working on behalf of the Museum or competitors.

Employees should maintain the confidentiality of the Museum's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.

Employees should not create a link from a blog, website or other social networking site to the Museum's website without identifying themselves as a Museum associate.

Employees should never represent themselves as a spokesperson for the Museum. If the Museum is a subject of employee content, employees should be clear and open about their employment relationship and include a disclaimer that their views do not represent those of the Museum, fellow associates, members, guests, suppliers or people working on behalf of the Museum.

Employees should refrain from using social media while on work time unless it is work-related as authorized by management. Employees should not use Museum email addresses to register on social networks, blogs or other online tools utilized for personal use.

The Museum prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

DRIVING FOR THE MUSEUM

Employees who drive on behalf of the Museum, whether in a Museum vehicle or their own vehicle, must maintain a valid Virginia driver's license and may be required to consent to a Motor Vehicle Records Check. Employees are required to report any restrictions to their licenses within 24 hours of the restriction if the restriction prohibits the employee from performing their job requirements.

Employees traveling on Museum business should use a Museum vehicle whenever possible. If a Museum vehicle is not available, employees should request pre-approval to drive a personal vehicle from their manager. The Museum may reimburse employees for mileage according to the travel reimbursement policy while driving a personal vehicle for Museum business.





OUTSIDE INQUIRIES

All inquiries concerning the Museum, its guests, its donors, or its operations should be directed to the Executive Director. No employee is authorized to make statements or release information concerning the Museum, its guests, its donors, or its operations unless it is part of the employee's assigned job duties or express permission has been granted by the Executive Director.

Employment verifications and requests for employment references concerning past, present or potential employees should be directed to Human Resources.

SOLICITATION AND DISTRIBUTION

To minimize work disruptions, employees should use discretion when advertising for non-Museum fundraising events or charitable donations to other employees. These activities are prohibited at all times to guests. Trespassing, soliciting or distribution of literature by non-employees is prohibited at all times, unless approved by the Executive Director in advance.

PERSONAL PROPERTY

The Museum is not responsible for loss or damage to personal property, including vehicles. Personal items, including purses and other valuables should be secured and not left in areas where theft might occur.

CARE OF MUSEUM PROPERTY AND EQUIPMENT

The use of Museum property and equipment is limited to authorized and trained personnel. Employees are expected to demonstrate proper care when using the Museum's property and equipment. No property may be removed from the premises without the proper authorization of management. Museum property and equipment may not be used in connection with outside work. Any lost, broken, or damaged property should be reported to a manager at once.

The general appearance of the facilities is a direct reflection on the Museum. Everything should be in its place when not in use. It is each employee's responsibility to keep the offices, equipment, and work areas neat and clean. This includes kitchen and common areas. Employees are not allowed to consume food and drinks in exhibit or other public areas.

MUSEUM EVENTS

The Museum occasionally sponsors public events and fundraisers. The following guidelines apply to these “ticketed” events:

- ♦ Employees may not attend Museum “ticketed” events as guests, unless they purchase tickets and have received approval from their manager to not work at the event.
- ♦ Employees working ticketed events are not permitted to consume food provided for the guests of the event. Unless otherwise notified, food will be provided to employees, but such refreshments must stay in private employee areas and may not be consumed in public areas during the event. Employees over 21 may consume alcohol at the event as long as it does not impair their ability to perform their assigned duties for the event.
- ♦ If an employee is working at an event, partners or other guests may attend, provided they have paid for a ticket. In these cases, employees must remember that they are on duty, and the presence of a partner or other personal guest must not interfere with the employee’s duties at the event in any way.
- ♦ An employee’s partner may attend as an un-ticketed volunteer with an assigned duty and may consume alcohol as long as it does not impair their ability to perform their assigned duties for the event.
- ♦ All Museum employment policies apply fully to ticketed events.

For any non-ticketed Museum event, employees may only bring guests or family members with their supervisor’s approval. If an employee’s guest is volunteering at the event, the volunteer manager must approve and the guest must be trained as a volunteer.



PURCHASES AND EXPENSES

No one is permitted to purchase goods or services on behalf of the Museum or using Museum funds unless it is part of their assigned job duties and prior approval has been granted by management. Additionally, no one may use the Museum's accounts with vendors to make personal purchases.

Employees who may need to incur business or travel expenses to be reimbursed will be advised of acceptable expenses and limits. Amounts that exceed these limits without prior approval from management as well as personal, unapproved, or other non-reimbursable expenses will not be reimbursed. Approved expenses will only be reimbursed upon receipt of a completed expense report and original receipts.

To be reimbursed for authorized expenses, employees should follow the reimbursement procedure to submit an approved expense report.

Receipts for Museum credit cards should be submitted to Accounting immediately in accordance with internal accounting procedures.

Museum credit cards are for business purchases only. Employees will be personally responsible for unauthorized purchases, late fees and any other fees resulting from personal or unauthorized purchases. Additionally, such misuse of the card will result in disciplinary action, up to and including termination.

The employee assigned a Museum credit card is responsible for the security and usage of the card and agrees to take all reasonable steps to protect the card and the information on it. Employees must immediately report to the finance department any loss, damage, suspicious activity or potential breach of the card or card number.



GENERAL SAFETY

Safety is an important factor in the well-being of our employees. A safe working environment requires each employee to remain aware of potential safety issues and report unsafe conditions immediately.

Please adhere to the following basic safety requirements:

- ♦ Notify a manager of any emergency situation, including accidents, medical situations, threats of violence, etc.
- ♦ Notify a manager immediately in case of injury or illness at work.
- ♦ Use, adjust and repair equipment only if trained and authorized to do so.
- ♦ Follow instructions; employees who are unsure of the safe procedure should ask a manager.
- ♦ Employees should request help when lifting or pushing heavy or awkward objects.
- ♦ Employees should know the locations, contents and use of first aid and fire-fighting equipment.
- ♦ Personal protection equipment should be worn at all times when necessary.
- ♦ All materials and equipment should be placed in their proper location when not in use.

Any safety violation, no matter how small, may lead to disciplinary action, up to and including termination.


ON THE JOB ACCIDENTS

On-the-job injuries are covered by Workers' Compensation insurance. Any injury on the job, no matter how slight, should be reported immediately to Human Resources. If employees need to seek medical care, they should do so immediately. Employees may receive medical care at any provider.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize worker's compensation claims. Employees should alert management to any condition which could contribute to an accident.

SECURITY BADGES AND KEYS

Employees may be issued security badges or keys to access their work location. Security badges must be used each time when entering or exiting the facility or when accessing an area that requires badge access.



Badges and keys are the property of the Museum and management must be informed immediately if they are lost. Badges and keys must be returned upon separation of employment or at any time at the request of management. Badges may not be loaned to other employees or given to outside visitors.

SMOKING

Smoking is not permitted anywhere inside the Museum and is limited to designated areas outside of the Museum. Smoking is not permitted in Museum vehicles. Smoking should only occur during unpaid breaks.

Smoking during breaks is a privilege, and employees are expected to keep the property clean and dispose of cigarette butts and other tobacco-related products in the proper trash receptacles.

This policy applies to all tobacco and tobacco-related products, including smokeless tobacco and devices and vapor cigarettes (e-cigarettes).

SEARCHES

To the extent permitted by law, the Museum reserves the right to inspect packages, purses, brief cases, or any other possessions or articles carried to and from Museum property. As all offices, desks, files, equipment, etc., are the property of Museum and are provided solely for use during one's employment, the Museum reserves the right to search any employee's office, desk, files, equipment or any other area or article on our premises.

Employees who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property or illegal or unauthorized substances or have otherwise violated any Museum policy, will be subject to disciplinary action, up to and including termination.

WEAPONS

Possession, use or sale of weapons, firearms or explosives on Museum premises, while operating Museum equipment or vehicles, or while engaged in Museum business off premises is forbidden except where expressly authorized by the Museum and permitted by state and local laws. This policy applies to all employees, including but not limited to those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to Human Resources immediately.



WORKPLACE VIOLENCE

Violence of any sort by anyone will not be tolerated. Violence includes, but is not limited to, intimidation, bullying, threats, physical attacks, property damage, or other direct or indirect conduct that threatens personal safety or property or could be interpreted as an intent to cause harm to person(s) or property.

Any employee who receives or overhears any threatening communications from another employee, guest or other third party should report it to any member of management at once. Employees should not engage in either physical or verbal confrontation with a potentially violent individual. If employees encounter an individual who is threatening immediate harm, they should contact 911 immediately.

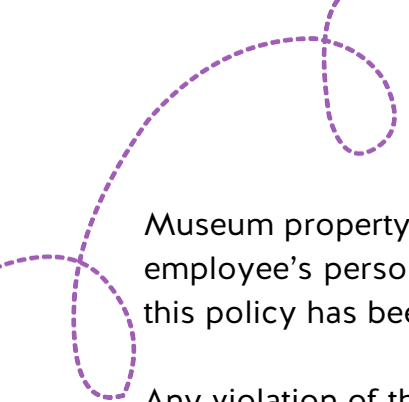
Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence. Violations of this policy, including failure to report or fully cooperate in the Museum's investigation, may result in disciplinary action, up to and including termination.

SUBSTANCE ABUSE

Employees are prohibited from reporting to work or working while under the influence of illegal or unauthorized substances. The legal use of prescribed or over-the-counter drugs is permitted on-the-job only if it does not impair an employee's ability to perform their job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees are prohibited from reporting for duty or remaining on duty with any alcohol, illegal or unauthorized substances in their systems. Employees are also prohibited from consuming alcohol, illegal or unauthorized substances during working hours, including break periods.

In addition, employees are prohibited from engaging in the illicit use, possession, sale, purchase, transfer, conveyance, distribution, or manufacture of illegal drugs or controlled substances in any amount or in any manner in the workplace, including: during working hours, on Museum premises, in Museum vehicles, while driving on Museum business or while engaged in any Museum activities. This does not include the authorized use of alcohol at Museum-sponsored events.

The Museum reserves the right to take any and all lawful actions necessary to enforce this policy including, but not limited to: (1) requiring applicants and/or employees to be screened for illicit drug use and/or inappropriate alcohol use at any time, including pre-employment, post-accident, for cause/suspicion, and follow-up testing, and (2) searching



Museum property, including desks or other suspected areas of concealment, as well as an employee's personal property when the Museum has reasonable suspicion to believe that this policy has been violated.

Any violation of this policy, including refusal to take a required screen, will result in disciplinary action, up to and including termination. Employees who test positive on a drug/alcohol screen face disciplinary action, up to and including termination of employment. The disciplinary action taken will be determined solely by the Museum based on a variety of factors. Additionally, the Museum reserves the right to re-test the employee without notice and as frequently as deemed necessary. A second positive screen will result in immediate termination of employment.

LEAVING THE MUSEUM

Employees who choose to leave the Museum are asked to submit a written letter of resignation to their manager and Human Resources. To ensure a smooth transition, employees are requested to provide at least two weeks' notice. Generally, an employee's documented termination date from the Museum is the last date on which the employee actually worked. The Museum reserves the right to end employment on the day resignation is given.

Employees will be provided information on how to continue applicable insurance plans in accordance with COBRA. PTO or any other paid leave will not be paid once an employee has provided notice of their intent to leave the Museum, and unused leave is not paid out upon separation of employment.

All Museum property must be returned upon termination. Otherwise, action may be taken to recoup any replacement costs and/or seek the return of the property through appropriate legal recourse.

The Museum does not provide letters of reference. In certain situations, Human Resources will confirm employment of former employees.

Former employees should notify Human Resources of any address changes during the calendar year in which termination occurs so tax information will be sent to the correct address.





Compensation

CLASSIFICATION OF EMPLOYEES

Employees are classified as full-time, thirty-hour, part-time, or temporary/seasonal.

Full-time employees regularly work at least 37.5 hours per week and are entitled to all Museum benefits. Thirty-hour employees regularly work 30 hours per week and are entitled to all Museum benefits. Part-time employees regularly work 29 hours or less per week and are eligible for certain benefits, including those required by law. Temporary or seasonal employees are hired for a certain project or length of time and are not eligible for any benefits, except those required by law, regardless of the number of hours worked.

Additionally, employees are classified as either exempt or non-exempt in accordance with applicable law.

PAY SCHEDULE

Employees are paid every other Friday for the two-week period that ends the Saturday before the pay date. When the pay date is a banking holiday, employees normally will be paid the day before the holiday.

Employees are encouraged to participate in the direct deposit program. Employees are responsible for confirming their paycheck funds are in their bank account(s) each payday before using them.

Employees should review their paystubs carefully and should report any mistakes to Human Resources immediately.

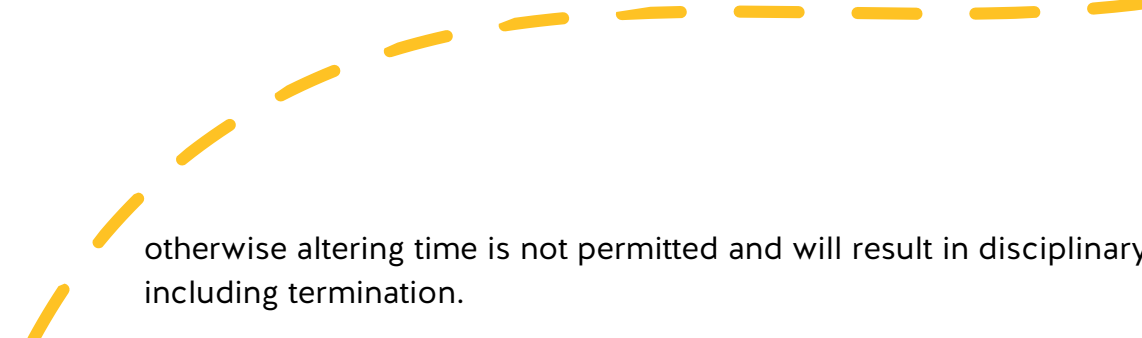
PAY ADVANCES

The Museum does not give pay advances or provide payroll loans to employees.

TIME RECORDING

Non-exempt employees must clock in and out at the beginning and end of each shift, unpaid break periods, and any other time away from work for personal reasons. Failure to do so may result in payroll errors and delays as well as disciplinary action, up to and including termination.

Time records must accurately record time worked. Falsification of time records, working “off the clock,” under or over reporting time, clocking in or out for another employee or



otherwise altering time is not permitted and will result in disciplinary action up to and including termination.

All full-time employees, whether exempt or non-exempt, must submit approved Time Off Requests to their supervisor as soon as possible for approval.

OVERTIME

Employees may be requested to work additional hours so Museum needs can be met. Advance notice is not always possible, and cooperation is appreciated.

Non-exempt employees must have all overtime approved in advance by their manager. Unauthorized overtime, defined as working unapproved hours or hours exceeding 40 hours in a workweek, may be grounds for disciplinary action, up to and including termination.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 in a workweek. Only hours worked count toward determining if overtime pay is due; paid time off benefits do not count towards hours worked. Pursuant to federal wage laws, non-exempt employees must be paid for all hours worked and may not “bank” time off in lieu of receiving overtime pay.

For purposes of calculating overtime, a workweek begins on Sunday at 12:00 a.m. and ends on the following Saturday at 11:59 p.m.

PAYROLL DEDUCTIONS

The Museum is required by law to withhold federal and state income taxes, social security taxes and amounts stated in support and garnishment orders. Deductions may also be made for benefit plans the employee has elected. Other deductions may be made from time to time with the employee’s voluntary written consent.

DEDUCTIONS IN PAY FOR EXEMPT EMPLOYEES

Exempt employees are paid on a salary basis and are generally paid their full salary for any day in which they perform work. However, their pay may be reduced in certain circumstances in accordance with the Fair Labor Standards Act.

PERFORMANCE REVIEWS

In regard to performance expectations, employees are generally expected to achieve their job objectives, including meeting performance, attendance, and conduct requirements, as well as follow the policies provided in this handbook.

Employees and managers are encouraged to meet regularly to review expectations and provide one another with feedback. A formal review is held annually on or around the employee's anniversary of date of hire.

PERSONNEL FILES

The Museum maintains a personnel file of each employee. These files are the property of the Museum, and may be accessed in accordance with applicable law.

Benefits

EMPLOYEE BENEFITS

The Museum offers eligible employees a variety of benefits, including insurance and paid time off. These benefits represent an investment by the Museum and increases each employee's total compensation.

Information on the Museum's current benefits offerings is outlined below. Please refer to the actual summary plan descriptions and plan documents for detailed information, as those documents are controlling. Should there be a conflict between the information contained in this Handbook and the plan documents, the plan documents will govern. Plan documents can be obtained from Human Resources at any time.

To the extent allowed by law, the Museum reserves the right to change its benefits offerings at any time, including eligibility requirements and how much employees contribute to premiums.



MEDICAL, DENTAL AND VISION INSURANCE

Eligible employees may enroll themselves, their dependents, and domestic partners in the company's medical, dental, or vision insurance plan, with coverage effective the first of the month following 30 days of continuous employment.

Employees who do not enroll upon hire may only enroll during the annual open enrollment period or if the employee experiences a qualified life status event (marriage, birth/adoption, loss of other coverage, etc.). Employees who experience a qualified life status event must notify Human Resources within 31 days of the event in order to enroll outside of the annual open enrollment period.

Additional information, including details of the plans, eligibility requirements, and enrollment forms may be obtained from Human Resources. The plan documents and summary plan descriptions are controlling.

LIFE AND DISABILITY INSURANCE

Eligible employees will be enrolled in company paid life, AD&D, and long-term disability benefits. Additional life and other disability coverage is available on a voluntary (employee paid) basis. Additional information and beneficiary forms may be obtained from Human Resources. The plan documents are controlling.

401(K) RETIREMENT PLAN

Employees may participate in the Museum's 401(k) retirement plan, provided they meet the plan's eligibility requirements. Please contact Human Resources to obtain additional details. Refer to the actual plan documents, as those documents are controlling.

COBRA

Eligible employees and covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 36 months, wholly at their expense, under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical or dental coverage would otherwise end because:

- employment terminates, for a reason other than gross misconduct; or
- the employee passes away; or
- employment status changes due to a reduction in hours; or
- a child ceases to be a "dependent child" under the terms of the medical plan; or
- employees become divorced or legally separated; or
- employees become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, employees or a family member must notify Human Resources within 60 days of the occurrence of the event.

For more information regarding COBRA, please contact Human Resources.

HOLIDAYS

The Museum is closed on the following holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Full-time, thirty-hour, and administrative part-time employees are eligible for paid holidays. **Guest Services part time employees are eligible for paid holidays after one year of service.** Due to varying schedules and the possibility that an employee may not have normally been scheduled on the observed holiday, the actual day that an employee observes their paid holiday may vary.

If an employee normally works the day that the holiday falls, that is the paid holiday. If the holiday falls on a day the employee is not normally scheduled to work, they may choose an alternative day within the same pay period as the paid holiday.

Full time and thirty hour employees receive one eight hour floating holiday per year.





PAID TIME OFF (PTO)

The Museum is pleased to offer a total of five weeks per year of paid time off for many different types of employees. Paid time off is awarded and accrued as described below:

- Full-time employees receive 200 hours per year or 7.69 hours per pay period
- Thirty-hour employees receive 150 hours per year or 5.76 hours per pay period
- Salaried part time employees receive 100 hours per year or 3.84 hours per pay period

Accruals begin on the first pay period for new employees. Directors do not accrue PTO.

PTO should be used for any time away from work, including but not limited to: vacation, sick time, holidays when the Museum is open, when the Museum closes due to inclement weather or other emergency, and to handle personal matters. PTO may be used in half-day or full-day increments (4 hours or 8 hours) for exempt employees and in quarter hour (.25) increments for non-exempt employees.

When the need for PTO is foreseeable, requests must be submitted in writing or via the payroll system to managers at least two weeks in advance. While every effort will be made to grant all requests, proper staffing levels must be maintained and work priorities may result in requests being denied or delayed. When all requests cannot be granted, first-come-first-served or length of employment may determine priority in approval of requests.

The equivalent of ten days of PTO may be carried over from one year to the next; any hours that exceed this will be lost on June 30, so employees are encouraged to plan their time off accordingly.

In addition, each full-time and thirty hour employee may take their birthday as a paid-day off. If the employee's birthday does not fall on a day that is normally worked, the employee may take another day off in the same pay period with approval from their supervisor.

PTO will not be paid once an employee has provided notice of their intent to leave their employment with the Museum. PTO has no cash value and is not paid out upon separation from the Museum. Abuse of the PTO policy will result in non payment.



PAID PARENTAL LEAVE

The Museum will provide up to six weeks or 240 hours of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Full time, regular employees are eligible to participate the first of the month after one month of employment.

In addition, employees must meet one of the following criteria:

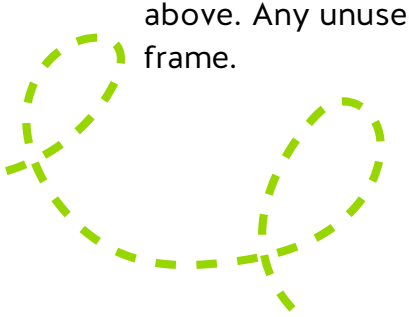
- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Eligible employees will receive a maximum of six weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid according to the regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six-month time frame.

Employees must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.



Upon termination of the individual's employment at the company, they will not be paid for any unused paid parental leave for which they were eligible.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

The employee will provide their supervisor and the Human Resources department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

BEREAVEMENT LEAVE

Any benefit eligible employee who wishes to take time off due to the death of an immediate family member should notify their manager or Human Resources as soon as possible.

In addition to bereavement leave, an employee may, with their manager's approval and subject to Museum needs, use any available PTO for additional approved time off as necessary. The Museum reserves the right to request employees to provide documentation with regard to their bereavement leave.

Paid bereavement leave will be granted as outlined below:

Employees are allowed up to five consecutive days off from regularly scheduled work with regular pay in the event of the death of an immediate family member, generally defined as: the employee's spouse, partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.


Employees are allowed up to three consecutive days off from regular scheduled work with regular pay in the event of death of a non-immediate family member, generally defined as: the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent, grandchild.

EMERGENCY LEAVE

A full time or thirty hour employee may take Emergency Leave if they are unable to work in person or remotely due to an urgent domestic crisis such as a fire, burglary, damage to one's residence, or natural disaster. This policy does not include health emergencies. Employees are allowed up to three consecutive days of Emergency Leave on an annual basis. The Museum reserves the right to request proof of the qualifying emergency. Emergency Leave should be requested directly through Human Resources and is not payable upon termination.

JURY DUTY AND WITNESS LEAVE

Employees summoned for jury duty or attendance in a court proceeding as a witness (not a defendant) will be granted time off in order to fulfill their civic duties. Full-time and thirty-hour employees will receive regular pay for up to five days of jury duty every two years. Additional time and witness leave can be used as PTO or is unpaid, unless wage and hour laws dictate otherwise.



Employees must provide a copy of their jury duty summons to Human Resources as soon as it is received.

VICTIMS OF CRIME LEAVE

In accordance with state law, the Museum will grant reasonable and necessary leave from work to any employee who is a victim of a crime in order to attend or participate in legal proceedings pertaining to the crime. Earned PTO should be used and any remaining time off needed will be unpaid. Affected employees must give their manager reasonable notice that leave under this policy is required. The Museum reserves the right to require proof of attendance at the proceeding.

MILITARY LEAVE

Any employee who is required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off is unpaid, or the employee may choose to use earned PTO.

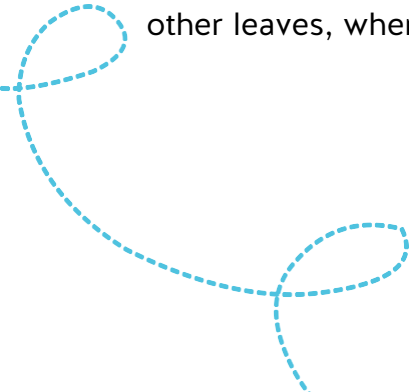
Military orders should be presented to Human Resources and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the Museum unless military necessity makes this impossible. Employees must notify Human Resources of their intent to return to employment based on requirements of the law. Benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from Human Resources.

LEAVES OF ABSENCES (NON-FMLA)

Full-time employees who have completed 90 days of continuous service may request up to 30 days of leave for medical, family, or personal reasons. This time will be paid using the employee's PTO to the extent it is available. Time beyond that is unpaid. If the leave is for a medically related reason, the leave will be considered in accordance with any legal requirements in addition to this policy.

The need for more than one type of leave may be combined, but the total leave period generally cannot exceed 30 days per calendar year, and leave runs concurrently with any other leaves, where permitted by law.



Medical leave is for illnesses or injuries, including pregnancy and childbirth that are non-occupational and not covered by worker's compensation.

Family leave includes caring for a newborn or newly adopted child or caring for an immediate family member with a serious illness or injury. For purposes of this policy, immediate family members are defined as the employee's spouse, child, or parent.

Personal leave is for all other requests not included under medical or family leave and is granted under very limited circumstances at the sole discretion of the Executive Director, based on various factors, including the general performance record of the employee and the operating needs of the Museum.

When the need for leave is foreseeable, employees must provide their supervisor and Human Resources notice as far in advance as is practical. When the need for leave is not foreseeable, such notice must be provided as soon as the need for leave is learned. Requests must include the date leave is to begin and the expected date of return. The Museum reserves the right to request documentation, medical or otherwise, as proof of the need for leave.

When leave is due to the employee's own illness or injury, the Museum reserves the right to have the employee examined by a physician of the Museum's choosing and at the Museum's expense to support the need for leave.

The Museum may continue to pay for its portion of the employee's insurance premium for a portion of leave. The employee is required to make payment arrangements with the Museum for their portion. Failure to pay may result in termination of the insurance. PTO and any other Museum sponsored benefits do not accrue during unpaid leave, and employees will not be paid for holidays during any leave.

The Museum recognizes that circumstances may occasionally prevent an employee from returning to work after 30 days. These situations will be assessed on a case-by-case basis, in accordance with applicable law, to determine if approval of additional leave time can be granted.

The Museum will attempt to reinstate employees returning from a leave to their same or similar position; however, there is no guarantee that the Museum will be able to return an employee to any position upon completion of their leave.

Employees who fail to return to work the day after an approved leave ends, without prior authorization from Human Resources for an extended period of leave, will be deemed to have voluntarily resigned from their employment.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (“FMLA”) provides eligible employees the opportunity

to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period, depending on the reasons for the leave.

To be eligible for family/medical leave, employees must satisfy both of the following conditions:

1. Worked for the Museum for at least 12 months and for at least 1,250 hours in the past 12 months;
2. At the time leave is requested, worked at a worksite where there are at least 50 employees within 75 miles of the worksite.

Eligible employees may take FMLA leave for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
5. to care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details);
6. OR to handle certain qualifying exigencies arising out of the fact that the employee’s spouse, child, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.



Definition

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A “covered servicemember” is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

Identifying the 12-Month Period

The 12-month period in which 12 weeks of leave may be taken is a rolling backward 12-month period from the date an employee uses any FMLA. For leave to care for a covered servicemember, the Museum calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.



Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Museum's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, to the extent you have any accrued paid time off (PTO), you will be required to use it concurrently with your FMLA leave.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Museum will maintain coverage during your FMLA leave on the same terms as if you had continued to work. You must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Museum may recover premiums it paid to maintain health coverage or other benefits for you and your family.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

- 1) sufficient information and documentation for us to determine if the requested leave qualifies for FMLA protection and the anticipated timing and duration of the leave. You must also inform the Museum if the requested leave is for a reason for which FMLA leave was previously taken or certified;
- 2) if the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Museum's normal call-in procedures, absent unusual circumstances;
- 3) medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Museum's request to provide the certification. If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case

your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;

4) periodic reports as deemed appropriate by the Museum during the leave regarding your status and intent to return to work; and

5) medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Museum will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the Museum will inform employees whether they are eligible under FMLA. Should an employee be eligible for FMLA, the Museum will provide them with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Museum will provide a reason for the ineligibility. The Museum will also inform employees if leave will be designated as FMLA and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Museum determines that the leave is not FMLA-protected, the Museum will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Exemption For Key Employees

Certain key employees may not be returned to their former or equivalent position following a leave if doing so would cause substantial economic injury to the Museum. Key employees are salaried and among the highest paid 10 percent of all employees at a worksite or within 75 miles of that worksite. The Museum will notify you if you qualify as a key employee and if the Museum intends to deny reinstatement and your rights in such instances.



Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Museum's standard leave of absence and attendance policies. This may result in termination if you have no other Museum-provided or legally mandated leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Museum's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including termination.

MILITARY-RELATED FEDERAL FMLA LEAVE

FMLA leave may also be available to eligible employees in connection with certain service-related medical and nonmedical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "covered servicemember," which means: (1) a current member or veteran of the Armed Forces, National Guard, or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves within five years prior to the treatment for which an eligible employee requests leave; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render a current member medically unfit to perform the duties of the member's office, grade, rank, or rating. Military Caregiver Leave is not available to care for servicemembers on the permanent disability retired list.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. "Next of kin" means the nearest blood relative of the servicemember, other than the servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the

servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within this FMLA policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days.

Military Caregiver Leave is subject to the other provisions in this FMLA policy (requirements regarding employee eligibility, appropriate notice, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “covered military member” (i.e., the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within this FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within this FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve. A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- 1) Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
- 2) Military events and related activities. To attend any official military ceremony, program; or event related to active duty; or a call to active duty status; or to attend certain family support; or assistance programs and informational briefings.
- 3) Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- 4) Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.



5) Counseling. To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

6) Temporary rest and recuperation. To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.

7) Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following the termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

8) Mutually agreed leave. Other events that arise from the close family member's duty under a call or order to active duty, provided that the Museum and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

