

RULES AND REGULATIONS – PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

GENERAL PROVISIONS

1. **Administration.** The General Manager is the personnel officer of the Club.
2. **Revision and Amendment.** Circumstances may arise in which the Board determines that changes in this document are in the Club's best interests. For this reason, the Club reserves the right to modify, rescind or supplement any of the provisions of this document. Normally, the General Manager will make an annual recommendation for revisions in the provisions of this document based on study and observation of their effectiveness. The Board may amend this document.
3. **Physical Condition.** Before employment, an applicant may be requested to pass a physical examination conducted by a state licensed physician and paid at the Club's expense. If the General Manager has reason to believe an employee has a physical or mental condition which substantially interferes with the employee's ability to perform his or her job duties, then the General Manager, with written approval of the Board, may in writing require the employee to submit to a doctor's examination concerning the condition. The employee may select the doctor, provided the doctor is duly licensed in the state and specializes in the condition. Alternatively, the employee may request the Club to select the doctor meeting those requirements. If the Club selects the doctor, the Club shall pay for the examination, but not otherwise. If the doctor's evaluation shows the employee's condition substantially interferes with the employee's ability to perform the job duties in a safe and proficient manner, then the Club may terminate the employee, subject to law. Either way, the Club or its representative may review the employee's medical report.
4. **Driver's License.** All employees whose job descriptions require a valid driver's license of a certain class, with or without endorsements, shall obtain and maintain such driver's license as a condition of employment.
 - a. An employee whose operating privilege is suspended, revoked, or canceled, who loses the privilege to operate a commercial motor vehicle in the State for any period, or who is disqualified from operating a commercial vehicle, shall not operate any Club vehicle during the period of suspension, revocation, cancellation, loss or disqualification. The employee shall notify the General Manager of that fact at the beginning of the business day following the day the employee received notice of suspension, revocation, cancellation, or disqualification.
 - b. Violation of this section constitutes cause for termination of employment for employees whose job description requires a valid license, unless limited privileges are granted so employee does not lack a valid license.
5. **Immigration and Naturalization.** Cape George Colony Club complies with immigration and naturalization laws and regulations. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.
6. **Personnel Records.** The General Manager shall provide for the establishment and maintenance of personnel records that reflect an individual's status during the period of his or her employment. These records include but are not limited to employment applications, report of medical condition, prior employment, work performance, disciplinary actions other than oral reprimands, personnel action forms, tax withholding and benefits information.
 - a. It is essential to maintain accurate and current personnel records. Employees must notify

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the General Manager of any change in residence address and phone number, changes in marital status, number and names of dependents, or other personal information which may directly affect benefits.

- b. An employee shall have access to his or her personnel file during normal office hours. A personnel file may be inspected by any Board member, the General Manager and any other person authorized by the General Manager without the consent of or notice to the employee. Except as otherwise provided in this section, a personnel file shall be inspected by others only following presentation of written consent by the employee to whom the file pertains. No document shall be removed from a personnel file without prior written approval from the General Manager and notice to the employee.
7. **Minimum Age.** The minimum age for Club employment shall be in accordance with minimum ages prescribed by state law.
8. **Notices/Messages/Bulletin Boards.** Cape George will maintain bulletin boards (if needed) for keeping employees informed on changes in federal and state labor laws, payroll deduction information, messages, and other information pertinent to Club employees.
9. **Veterans.** Preference rights shall be granted to a veteran, as provided in Federal and State laws that apply to employment preferences to veterans.
10. **Equal Employment Opportunity.** Cape George Colony Club assures equal employment opportunities in all policies and procedures regarding recruitment, hiring, transfers, promotions, compensation, benefits, training, and layoff and recall practices. These policies and procedures will be administered without regard to race, color, creed, religion, ancestry, national origin and citizen status, age, sex, sexual orientation, handicap, disability, marital status, political preference, or union affiliation. The Club will give full consideration to the employment of any individual if he/she is qualified to perform the work applied for. It is the responsibility of the Club to support this non-discrimination policy in word and deed.
11. **Harassment.** Cape George expects that all employees will treat each other and members with fairness and respect. Harassment on the basis of race, religion, color, gender, age, national origin or disability or as otherwise provided under state law, will not be tolerated and is strictly prohibited. Harassment of this type is illegal and contrary to the policy of Cape George. The organization strives to foster a work environment free of harassment, discrimination, intimidation and insult. Harassment is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination.
 - a. Any employee, who believes that he/she is the victim of any type of harassing or discriminatory conduct, should bring that conduct to the immediate attention of the General Manager or Board President. A prompt and thorough investigation of all the circumstances surrounding the alleged incident will take place in a confidential manner. If the investigation discloses that an individual has committed an act of harassment or discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action.
12. **Sexual Harassment.** The Club prohibits sexual harassment of any employee. Any employee, who believes that he/she is the victim of any type of sexual harassment, should bring that conduct to the immediate attention of the General Manager or Board President. The organization will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential nature. If the investigation discloses that an individual has committed an

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act of sexual harassment, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of harassment is strictly prohibited and will result in appropriate disciplinary action.

13. **Conflict of Interest.** It is the responsibility of each Club employee to remain free from indebtedness or favors which could create a conflict of interest between personal and Club interests, or might reasonably be interpreted as affecting the impartiality of the individual employee. If an employee is offered a gift or gratuity which could reasonably be construed, in the eyes of the members or Club officials, to be an attempt to bribe, influence or to encourage special considerations with respect to the Club, such offer shall be reported without delay to the General Manager, who in turn will inform the Board. If there should be any doubt as to whether the gift or gratuity is of such significance as to influence the employee, the matter shall be reported to the General Manager.
 - a. If an employee knowingly accepts a gift or gratuity that may be reasonably construed by the General Manager to have influence, or result in special consideration for the donor or any entitled beneficiary thereof, then, after a hearing by the Board, that employee shall be dismissed from Club employment.
14. **Nepotism.** The employment of two full-time employees in the same family is not permitted.
15. **Performance of Duties.** Employees will be held responsible for understanding how to properly perform assigned duties. If an employee is not able to perform a part of a job assigned for any reason, it is his/her responsibility to make the fact known to the General Manager.
16. **Dress and Grooming.** In an informal work environment employees are expected to wear neat and clean clothing which meets the requirement of their particular job function.
17. **Confidentiality.** The unauthorized disclosure of confidential information by an employee is a violation of policy and will result in disciplinary action as provided in Section VI. All information received by an employee during the course of their employment shall be considered confidential unless otherwise authorized. Members requesting information are required to complete and submit Form MIS06 – “Member Information Request Form”. All requests for information will be directed to the General Manager for his/her approval. Care should be taken to prevent confidential discussions from being overheard by other members who are not involved.
18. **Public Relations/Courtesy.** If an employee has a complaint, it is his/her responsibility to communicate this in a clear and timely manner to the General Manager. Similarly, information which is important to the operation of the Club must be communicated to the proper person. Good communication can involve use of the telephone, be written or occur face to face.
 - a. When you telephone any place of business, you expect courtesy. This affects your beliefs about the company as a whole. Similarly, the public, whether they are members, members’ families or friends, vendors, or the general public, judge us based on personal contact or telephone conversations. Often the telephone is the only contact with us. Discuss all matters with the same courtesy that you would appreciate, and treat every call or contact as extremely important - because it is!
 - b. When you answer the phone, state the Club’s full name and your name.
19. **Theft.** If at any time an unauthorized person is observed tampering with or removing property belonging to either the Club, a property owner, or an employee, the matter should immediately be reported to the General Manager. The complete support and cooperation of all employees is imperative if theft is to be prevented.

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20. **Incident Reports.** In the event of an incident (an occurrence out of the ordinary such as a theft, disturbance, injury, property damage, or conflicts with members) the employee shall notify and review it with the General Manager.
21. **Open Door Policy.** No situation involving employees is free from the potential for problems to develop. In a working environment, however, it is essential that problems be dealt with quickly and effectively. The objective of an open-door policy is to promptly review any questions or complaints brought to the attention of the General Manager.
22. **Business Equipment and Electronic Privacy.** All of Cape George Colony Club's business equipment, such as copiers, facsimile machines, computer systems (including E-mail, internet systems and electronic storage), and telephone equipment (including voicemail) are the organization's property and are to be used solely for business related purposes. There is a cost associated with the use of all of the business equipment, and the equipment must therefore be used only for business reasons. Cape George Colony Club reserves the right to access and monitor all technology resource activity on its systems.
23. **Telephone Use.** Cape George Colony Club's telephones are intended for the use of serving our customers and in conducting the Company's business. Personal use during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.
24. **Internet and Email Use.** Cape George Colony Club's employees are allowed use of the Internet and e-mail when necessary to serve our members and conduct the organization's business. Employees may use the Internet when appropriate to access information needed to conduct business. Employees may use e-mail when appropriate for business correspondence. Use of the Internet must not disrupt operation of the computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical.
25. **Solicitation/Distribution.** Solicitation, such as selling products or services, is prohibited in the work place during working time. Distribution of literature by employees is prohibited at any time in the working areas. Working time includes break time and lunch time, but does not include time before and after work. Working areas are those areas in which an employee works, but does not include break areas.

Approved at Board of Trustees Meeting dated: July 12, 2018

Katie Habegger, President

Joel Janetski, Secretary