



**ADDISON COUNTY**  
Economic Development Corporation  
*Great starts here.*

## **Employee Handbook and Personnel Policies**

### **Effective January 1, 2024**

#### **1. Introduction**

This Employee Handbook is designed to serve as a general guide in the daily administration of personnel issues at the Addison County Economic Development Corporation (ACEDC). The Handbook is based on and refers to policies approved by the Board of Directors, but the ultimate authority on all personnel issues rests with the Executive Committee. If an employee has questions about the policies or wonders whether a particular policy provision applies, the employee should refer to this Handbook and the appropriate policy and then speak with the Executive Director. Provisions are contained in ACEDC personnel policies which ensure access to the Executive Committee in matters of significance. However, the value of personnel policies rests in the ability and willingness of all persons affected by them to comment and make suggestions if any issue needs clarification. The underlying goal of this Handbook is to promote the highest level of productivity and employee morale and to allow ACEDC's operation to be as effective and efficient as possible.

#### **2. Waiting Period**

New employees shall work in an introductory status for the first ninety (90) calendar days after the effective date of hire. The Executive Director shall conduct at least one performance review during this period. During the waiting period, no notice is necessary for resignation or termination. PTO shall be banked as of the effective date of hire but may not be used until the waiting period concludes, except for emergency uses as approved by the Executive Director. Upon satisfactory completion of the waiting period, an employee is placed into regular employment status.

#### **3. At-will Employment**

Your employment is a mutual relationship between you and ACEDC, which either party may end during or after your Waiting Period without cause or advance notice. Employment at ACEDC is for no specified time, regardless of length of service. Just as you are free to leave at any time, for any reason, we reserve the same right to end our employment relationship with you at any time, with or without notice, for any reason not prohibited by law. Your employment is fully at-will.

*No policy contained in this handbook should be interpreted as in any way as changing your at-will status.*

#### 4. Equal Opportunity ; Prohibiting Discrimination and Harassment

In matters of employment, seeking employment, and all programs, services and activities offered, the Addison County Economic Development Corporation (ACEDC) shall provide equal opportunity, shall not discriminate, and prohibits harassment or discrimination against any person by its Board, employees, or agents. Further, ACEDC is committed to compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable laws prohibiting disability discrimination. For the complete policy and procedures, please see the ***ACEDC Equal Opportunity and Prohibition of Discrimination and Harassment Policy and Procedures for Reporting Harassment and For Reasonable Accommodation.***

#### 5. Drug Free Workplace

ACEDC is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. ACEDC is responsible for maintaining safe working conditions. Providing a drug-free workplace is one way of meeting this responsibility. Therefore, employees shall not engage in the unlawful manufacture, distribution, possession, or use of controlled substances (drugs) on the job or on any work site.

Employees shall be required, as a condition of their employment, to abide by the terms and conditions of this Drug-Free Workplace Policy. The use, sale, purchase, transfer or possession of an illegal drug by an employee while in an ACEDC facility, while performing ACEDC business, or while on the job is prohibited. Presenting oneself for work under the influence of any illegal drug or being under the influence of any illegal drug while conducting ACEDC business, while on ACEDC property or in an ACEDC facility, or while operating any ACEDC equipment is prohibited. Misuse of prescribed drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

Employees must notify management, as a condition of employment, in writing within five calendar days, if they are convicted of violating a criminal drug statute. ACEDC will take appropriate action, up to and including termination, within 30 days of notification. Federal contracting agencies will be notified when appropriate.

#### 6. Smoking and Tobacco Use

ACEDC prohibits smoking of any form, any form of vaping, and the use of smokeless tobacco products while on the job or when in or around any ACEDC work site or activity.

#### 7. Workplace Safety

ACEDC carries workers' compensation insurance as required by law to protect employees who are injured on the job. If an employee is injured at work, the employee must report this injury to the Executive Director within 24 hours, regardless of how minor the injury may seem. Questions concerning ACEDC's workers' compensation coverage should be directed to the Executive Director.

## 8. Types of Employee Appointments

**Regular Full-Time:** Regular full-time employees are employees who usually work at least thirty (30) hours per week. The regular full-time employees are subject to all of ACEDC's policies and rules and are entitled to receive all benefits as provided from time to time by ACEDC, subject to the eligibility requirements and other terms of conditions of the various benefit plans. Compensation and benefits of the Executive Director are subject to negotiation with the Executive Committee.

**Part-Time:** Part-time employees are employees who usually work less than a thirty-hour week, under the direct daily supervision of the Executive Director or surrogate supervisor, on a schedule set by the supervisor, and primarily work in the ACEDC workspace. Part-time employees shall be subject to all ACEDC's policies and rules and are eligible for Paid Time Off (PTO), paid holidays, and participation in ACEDC's SIMPLE IRA plan.

**Flextime:** Flextime employees are employees who usually work less than a thirty-hour week, with direction from the Executive Director but without direct daily supervision, on a mutually agreed to flexible schedule, and may work remotely. Flextime employees shall be subject to all ACEDC policies and rules and are eligible for Paid Time Off (PTO) and participation in ACEDC's SIMPLE IRA plan. Flextime employees are not eligible for paid holidays.

**Limited Term Appointments:** Limited term appointments are made when a special project requires the addition of employees, on either a part-time or full-time basis, for a specified period of time or to fill the position of an employee on leave of absence. Such employees shall be subject to all of ACEDC's policies and rules pertaining to conduct and performance. Employees hired under a limited term appointment shall not be eligible for benefits except those provided by law.

## 9. Performance Evaluations and Feedback

Supervisor feedback—the exchange of information about the status and quality of work products—can be used to motivate, support, direct, correct, and regulate work efforts and outcomes and ensures that managers and employees are in sync and agree on the standards and expectations of the work to be performed. When managers regularly provide feedback about the quality and quantity of their employees' work, they're more likely to fully understand what is needed to continue good performance, correct poor performance, or improve on mediocre performance. The best way to find solutions to common problems is to collaborate, and this collaboration requires conversation.

The Executive Director will conduct, at a minimum, one performance evaluation during the employee's Waiting Period and then an annual employee performance evaluation for each full-time, part-time, and flextime employee. See the ACEDC ***Employee Performance Evaluation Policy*** for details on the purpose, objectives, cycle, and procedure for employee performance evaluations.

The Executive Committee will conduct an annual performance evaluation of the Executive Director.

## 10. Salary and Wage Adjustments

Annual salary and wage adjustments for employees are not guaranteed. The determination of whether adjustments may be made will depend on a number of factors, including but not limited to, staff position and responsibilities, budget factors, staffing levels, individual performance, and length of service. Salary adjustments, if any, will only be made to the salaries of full-time, part-time and flextime staff. Salary adjustments will be considered by the Executive Committee and Board of Directors during the annual budget process and become effective after completion of the performance evaluation following budget approval. A performance evaluation with a rating better than “satisfactory” is required for any salary or wage adjustment to become effective.

## 11. Benefits

**a. Paid Time Off (PTO):** All full-time, part-time and flextime employees are eligible for PTO. The ACEDC PTO Policy allows the use of all PTO for the same purposes and with the same rights as an employee would be able to use earned sick time. See the ACEDC **PTO Policy** for details. PTO for the Executive Director will be negotiated with the Executive Committee.

**b. Paid Holidays:** ACEDC offers full-time and Part-time employees the following fourteen (14) paid holidays:

President’s Day	Labor Day
Memorial Day	Thanksgiving Day and Friday After
Juneteenth	Six Days Including Christmas Day and New Year’s Day
Independence Day	(Christmas Office Closure Dates as determined by ED)

One Floater Holiday on One of the Following, with Advance Notification to ED:

MLK Day

Town Meeting Day	Election Day
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Indigenous People’s Day	Veteran’s Day
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Jury Duty: Full-time and Part-time employees shall be paid for days attending jury duty to include jury selection day and one additional day. Employees must notify the ED when a jury summons is received.

Any legal holiday which falls on a Saturday will be observed on the preceding Friday. Any legal holiday which falls on a Sunday will be observed on the following Monday. If an employee finds it necessary to work on a holiday, the employee may take a compensatory leave day on a date mutually agreed to by the employee and Executive Director. The date must be so indicated on the employee’s timesheet.

All full-time staff and part-time staff are eligible for paid holidays. Flextime employees are not eligible for paid holidays.

Employees shall indicate paid holidays on their timesheet by entering the average daily hours worked during a normal work week on the Paid Holiday line.

**c. Retirement Plan:** All full-time, part-time, and flex-time employees are eligible for ACEDC's SIMPLE IRA plan. ACEDC will match up to 3% of an employee's salary for contributions made to a SIMPLE IRA. Employees may make additional contributions up to the Federally allowed maximum. In addition to the open season for election changes during the 60-day period leading up to January 1, employees may make election changes one other time during the calendar year.

**d. Health Insurance:** Health insurance premium coverage or coverage assistance may be provided to full-time employees and their families at the discretion of the Executive Committee. Health insurance premium coverage will be provided to the Executive Director. The Executive Committee will negotiate premium costs with the Executive Director. All health insurance benefits are subject to the eligibility requirements set forth by the provider.

**e. Professional Conferences, Improvement or Training:** Staff shall avail themselves of conferences, courses, or institutes for professional improvement at ACEDC expense, within budgetary limits and with prior approval of the Executive Director.

**f. Unemployment Compensation:** As provided by law, all employees are covered.

**g. Workers' Compensation Insurance:** As provided by law, all employees are covered.

## **12. Personnel Files**

The Executive Director shall maintain a file on each employee. All matters relating to the employee's employment shall be housed in it. Current employees shall be able to access their file at reasonable times by request to the Executive Director. Personnel records are the property of ACEDC and may not leave the facility without authorization.

An employee's personnel records are generally not considered public records and will only be shared with board members when necessary for business or legal reasons and with audit firm for audit purposes only. Employees shall be notified by the Executive Director when a request to view personnel records is received.

No reference information other than a verification of dates of employment, wages, and job titles will be given out to a third party without prior written authorization by the employee.

## **13. Use of Technology; Social Media; Privacy**

Desks, telephones, computers, email accounts, and other ACEDC property should be used only for business purposes and limited personal use without rights of privacy. We understand life happens during business hours, too. If you have a personal call to attend to, please step to a private area to do so.

As a small organization with business relationships and customers all around the state, we rely heavily on the use of technology and social media. Being mindful of technology policy is extremely important whether you are working in the office or communicating remotely.

**a. Email**

Do:

- Use ACEDC equipment (computers, phones, etc.) for company purposes
- Keep in mind that communication over ACEDC email is owned by ACEDC and may be monitored from time-to-time.
- Remain mindful of phishing attempts. Use the email protection resources made available.

Don't:

- Download new software on your computer without asking first
- Send confidential or copyrighted information without permission
- Read other people's email
- Send email that is offensive or discriminatory
- Assume that a communication will not be shared or forwarded to another party

If an employee uses personally owned technology to connect to ACEDC e-mail, or to store ACEDC information from time to time, it is important that such communications and information are kept confidential and secure. Remember that such communications and information remain ACEDC property and cannot be used in violation of ACEDC policy. Do not use ACEDC email accounts for personal communications.

**b. Social Media**

ACEDC maintains, updates and promotes a variety of social media. All content created for this purpose should engage customers and clients positively and educate customers and clients about ACEDC products and services and provide information relevant to our mission.

Individual employees are not required to maintain a personal social media presence, but we understand that many employees do so. We support employee engagement with our social media channels to help ACEDC spread the word about events, news and new activities, and to do so without violating the trust of those whom you engage.

Please remember that even in an employee's personal social media presence, you still represent ACEDC and may be considered by others to be communicating on ACEDC's behalf. Please maintain any personal social media presence responsibly.

**14. Expenses**

Expenses incurred by employees on behalf of ACEDC are reimbursable. Personal automobile mileage beyond the distance required to commute to and from the ACEDC office shall be reimbursed at the rate established by the IRS. Mileage reimbursement requests must include the starting location, destination, purpose and mileage. Requests for the reimbursement of purchases must be supported by a dated receipt. Expense reimbursement requests must be logged onto the Expense Reimbursement form

within 48 hours of incurring the expense. Expenses will be reimbursed in the next paycheck issued following the date the expense was incurred.

## 15. Grievance Procedures

Any discontent felt by employees in their employment relationship is of concern to ACEDC and should be addressed immediately. It is the Board's intent to provide an effective and acceptable system to quickly review and resolve employee grievances or complaints.

Within 10 days of the occurrence giving rise to the grievance, the employee (or ex-employee in the case of an immediate termination action) shall present the grievance in writing to the Executive Director and specify the relief the employee requests. The Executive Director shall meet with the employee within five (5) business days of receiving the grievance, to discuss the problem and respond to the relief requested. The Executive Director may keep a written record of the meeting. If the matter is not resolved by the meeting with the Executive Director, the employee may present the grievance to the Executive Committee or to the Board President. The Executive Committee or Board President shall convene a meeting of the Executive Committee to hear the grievance within 30 days of receipt of the written request. The employee and Executive Director shall be expected to attend that meeting, and each has the right to present witnesses or evidence to the Committee. This is intended to be an informal proceeding, and the Chairperson of the Executive Committee will establish the rules for the meeting. After hearing the grievance, the decision of the Executive Committee shall be final.

## 16. Termination of Employment

**Voluntary Separation/Resignation:** We recognize that you may elect to voluntarily terminate your employment relationship with ACEDC. If you do, we request that you provide the Executive Director a minimum of two weeks' notice, longer if possible. Notice of resignation should be in written form and include the last date of employment.

**Involuntary Termination:** This is termination initiated by ACEDC.

**Lack of Funds to Continue Program or Curtailment of Staff** – ACEDC's programs are funded in large part by state funds and through grants and contracts. Although small variations in funding are manageable, larger cutbacks may force a change in staff levels. ACEDC will give employees as much notice as possible prior to their termination.

**Authority** - The Executive Director has the authority to discipline employees, up to and including termination. The power to terminate the Executive Director rests with the Executive Committee.

17. These policies replace and supersede any prior manual, handbook, or policy documents. ACEDC reserves the right to update or make changes to the Policies, or any portion of the Policies, at any time, without prior notice.

**Approved by ACEDC Board:** August 18, 2022

**Amendments approved by ACEDC Board:** February 15, 2024



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**Acknowledgment**

I acknowledge that I have received a copy of ACEDC’s Employee Handbook and Personnel Policies with the effective date of \_\_\_\_\_.

I understand that:

1. Everything contained in the Policies is for informational purposes only and merely serves as general guidelines. The Policies are not an employment contract or a guarantee of employment.
2. I have reviewed the ACEDC Personnel Policies and I agree to abide by them.
3. I understand that I am an at-will employee, which means that either I or ACEDC can end the employment relationship at any time, with or without cause, with or without notice.
4. The Policies replace and supersede any prior manual, handbook, or policy documents.
5. ACEDC may update or make changes to the Policies, or any portion of the Policies, without prior notice.
6. A signed copy of this acknowledgement will be placed in my personnel file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name