

## INTRODUCTION

The Museum is committed to creating an environment for staff that assures a productive and pleasant working environment, safety, recognition, equal opportunity, and reasonable compensation.

This employee manual is meant to serve as a guide to employment at the Morse. It is not an employment contract. All employment relationships with The Charles Hosmer Morse Museum of American Art (to be referred to as the Museum in this manual) are “at will” and may be terminated by either the employee or the Museum with or without cause.

Because the Museum is a growing and ever-changing organization, it reserves full discretion to add, modify, or delete provisions of this manual and the policies and procedures on which they may be based at any time without advance notice.

## MUSEUM MISSION STATEMENT

### Statement

**The Charles Hosmer Morse Museum of American Art was founded by Jeannette Genius McKean and developed by her and her husband, Hugh F. McKean, to enrich the life of their community by fostering knowledge and appreciation of American Art through the preservation, presentation, and scholarly study of the Museum's collections in a spirit of adventure and experiment.**

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### Enriching the Life of the Community

Museums, like the people who create them, come in different kinds and sizes. Some beat the drums for one way of art (New York's Museum of Modern Art, for example). Others feature what the collector wanted to own regardless of school or period (Sarasota's Ringling and the Gardner in Boston). Some, including the Metropolitan and The Louvre, are created to serve as national treasure houses and set few limitations on themselves.

The Morse has a mission of its own. Its purpose is to enrich the life of this community. All exhibitions are organized from the Museum's own collection which is focused on American art. They are planned to illustrate important developments in the arts of this country, and they recognize art pottery, art glass, paintings, prints, sculpture, photography, leaded windows, jewelry, enamels, and the printed page as equally valid art forms.

The Museum's activities include films, demonstrations, discussions, concerts, lectures, and symposiums. (The Pavilion in the new Park Avenue complex makes an exciting extension of this program possible.)

The Morse Mobile Museum, a van converted into an air-conditioned, well-lighted gallery, visits Central Florida schools, clubs, and retirement homes. It has reached over 40,000 young people and thousands of adults during the past two years. (Current exhibits include "The Drummer" by Thomas Hart Benton, a Rookwood vase with a portrait of "Chief Rain in the Face" by Sturgis Laurence, a Tiffany window, a Norman Rockwell drawing, "Night of the Fox" by Darrel Austin, a James McNeill Whistler etching, and a landscape by Lois Tracy.)

## MUSEUM MISSION STATEMENT

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How successful is the Museum's program? It does lead to a better understanding of our own culture and how American cities, buildings, paintings, and other art forms reflect the thinking of their time. It underscores the power of this country's creative drive. But, it serves in other ways not easily put in words. Pressure in our society with its dream of "progress" without end is costly in terms of human happiness. Many tire of a split-second rush and push-button culture.

Visitors are frequently refreshed by the Museum's quiet atmosphere charged with beauty and respect for values that have served us all so well.

The Museum is here because the founder wanted to do something special for the community that was her home for half a century, and it is fair to say she has enriched its life considerably.

— Hugh F. McKean  
*Morsels*  
Vol. XI, No. 1

July/August/September 1994

Approved by the Board of Trustees  
4 May, 1998

# **I. EMPLOYMENT PROCEDURES AND POLICIES**

## **VERIFICATION OF ELIGIBILITY AND QUALIFICATIONS**

It is the policy of the Museum to employ qualified individuals for all positions.

The Museum abides by federal statutes regarding the verification of employment eligibility for all employees. This requires every individual employed to provide evidence of identity and authorization to work in the United States. The Museum is required to attest, in writing, that employees are authorized to work in the United States; therefore, all employees are required to produce documents that establish eligibility for employment. We reserve the right to retain photocopies of documents provided by any employee as proof of employment eligibility. This policy is in compliance with the United States Department of Homeland Security's requirements.

The Museum reserves the right to verify all information, including references, supplied by applicants on the employment application. Falsification or omission of any requested information may result in immediate termination of employment.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Museum is committed to equal employment opportunity. Employment decisions including—without limitation—those involving compensation, training, work assignments, promotions, or termination will be made without regard to race, color, gender, religion, national origin, age, disability, marital status, genetic makeup or any other characteristic protected by law. The Museum will provide equal opportunity to all disabled persons, veterans, and other groups protected by law. It is the policy of the Museum to abide by the principles of the Pregnancy Discrimination Act, an amendment to Title VII of the Civil Rights Act of 1964. Pregnant women will be treated the same as any other applicants and employees on the basis of ability or inability to work.

Reasonable accommodation is available to all disabled employees, on an as needed basis. Employees seeking a reasonable accommodation should contact the Museum's Director.

## **PROBATIONARY PERIOD/ EMPLOYEE CLASSIFICATION**

**Probationary Period:** All newly-hired employees will be considered probationary for the first six months of employment. Probationary employees are not eligible for benefits outlined in this manual except for floating holidays and personal time. Refer to those specific policies for requirements and conditions. Employees terminated within their first 90 days of employment shall not be eligible for unemployment benefits chargeable to the Museum's account. Nothing in this policy is intended to confer any right to continued employment. Employees successfully completing the probationary period remain "at-will" employees who may resign or be terminated with or without cause.

**Employee Classifications:** Throughout this manual, employees are classified in various ways, as follows:

**Full-time Employees:** Full-time employees are those who are regularly scheduled to work at least 30 hours per week.

**Part-time Employees:** Part-time employees are those who are regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for benefits provided to regular, full-time employees.

**Temporary Employees:** Temporary employees are all those hired to work for the Museum on special assignment with the specific understanding that such work will be completed within a limited period of time.

**Regular Employees:** Regular employees are those who have satisfactorily completed their probationary period.

## **ATTENDANCE**

Punctual and regular attendance is required. Absenteeism and tardiness have a considerable effect on a smooth and efficient operation and place an unfair burden on co-workers. Employees with unexcused or excessive absences or tardiness will be subject to disciplinary action.

### **ABSENCE**

Employees not present and working during regular hours will be considered absent. Staff should call their supervisor by 9:00 a.m. (or appropriate earlier starting time) if ill and unable to work.

### **TARDINESS**

All employees should arrive at work promptly at the beginning of their work day and should notify their supervisor if they will be late.

## **DRESS CODE**

Employee dress should be professional, tasteful, and neat in appearance, keeping in mind the impression made on visitors and other employees during normal working hours.

### **MUSEUM “OUTFITS”**

The dress code is more difficult for those whose work does not permit wearing business clothes and for whom there are some additional safety concerns. Therefore, the Buildings and Grounds Department staff and Exhibition Preparation staff receive Morse Museum “outfits.” These include a selection of polo shirts, khaki shorts and slacks. The Museum will provide employees a reasonable supply of outfits. Employees are responsible for maintaining the outfits so they remain clean and neat when worn.

These outfits must be worn whenever these employees represent the Museum and will contribute to a positive and coherent public image for the Museum. Outfits may not be worn on days that an employee is not scheduled to work.

## **COMPENSATION INCREASES**

Salary adjustments are given at the Museum's discretion and are commensurate with each employee's responsibilities and performance.

## **OVERTIME AUTHORIZATION**

Non-exempt (generally paid on an hourly basis) staff members must receive prior written approval from their supervisor before working overtime. Employees are not eligible for overtime until they have worked at least forty hours per week. Holiday, vacation and sick time do not count in calculating the number of hours worked for the purpose of overtime. Exempt (generally paid on a salary basis) employees are not eligible for overtime pay.

### **Pay Exceptions for Salaried, Exempt Employees**

1. Salaried, exempt employees will receive no salary for workweeks in which they perform no work. (Such workweeks may be covered by vacation or other paid time off policies.)
2. Deductions from salaries may be made when a salaried, exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
3. Deductions from salaries may be made for absences of one or more full days due to sickness or disability (including work-related accidents) if the deductions are made in accordance with the Museum's plan, policy, or practice of providing compensation for loss of salary due to sickness or disability. Note that such deductions may be made before the employee qualifies for such sick or disability pay, and also may be made after the employee exhausts all sick or disability pay benefits.
4. Deductions from salaries may be imposed in good faith for violations of safety rules of major significance, such as rules designed to prevent serious danger in the workplace or to other employees.
5. Deductions from salaries may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct rules.

6. Full salaries are not due for the week in which an employee starts work or in which his or her employment is terminated if he or she does not work a full week during such weeks. The employee will receive a proportionate amount of his or her full salary, however, to cover time actually worked.

**Complaint Procedure.** Employees who believe their salaries have been improperly reduced or that there is otherwise an error in his or her pay should notify the Museum's Director as soon as possible. If an investigation reveals that an error was made, the Museum will reimburse the employee for any improper deductions and will take such measures as may be reasonable and prudent to prevent improper deductions in the future.

### **WORKING ON WEEKENDS**

Staff may not work outside normal scheduled hours without the permission of the Director. Access to the offices or to the Railroad Avenue warehouse on Saturday and Sunday is prohibited without the Director's permission.

### **COMPUTERS, ELECTRONIC MAIL, AND VOICE MAIL USAGE POLICY**

All computers, computer equipment, software, e-mail, internet and voice mail systems are Museum property, and are subject to monitoring. **These electronic systems are for business use only.**

The E-mail system has been provided for use in conducting Museum business. All communications and information transmitted by, received from, or stored in this system are company records and property of the Museum. Use of the E-mail system for personal purposes is prohibited. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Museum E-mail system.

The Museum's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including dismissal. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, genetics, marital status or any other characteristic protected by law.



The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Museum management. If uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, employees should resolve all doubts in favor of not transferring the information.

## **PERSONNEL RECORDS**

Personnel records, as required by law and deemed essential for efficient operations, are maintained by the business office. These files must contain accurate and up-to-date information. Employees are required to promptly report any changes in address, home and emergency telephone numbers, and any changes that affect any benefits provided by the Museum. Employees must also report any limitations that might prevent performance of required duties. Employees responsible for driving or delivery must immediately report any traffic citations received, accidents in which they are involved, and any change in the status of or loss of driving privileges in order to ensure proper notification to the insurance carrier.

## **DISCIPLINARY ACTION**

Museum discipline policies are created to establish safe working conditions, equal treatment, and opportunity for all employees.

Any disciplinary action will be dependent upon the nature and circumstances of each incident. The Museum will make every effort to ensure that disciplinary action bears a fair relationship to each violation. Disciplinary actions may include oral reprimand, written reprimand, termination, or such other action as the Museum deems appropriate.

Commission of any of the following offenses may be grounds for discipline, including termination:

- Excessive absence or tardiness.
- Possession of firearms or other weapons on Museum property.
- Violation of safety rules or practices, or carelessness endangering the life or safety of oneself or others.

- Threatening, intimidating, coercing, or interfering with any person on Museum property at any time.
- Theft of Museum equipment or property.
- Dishonesty, including falsification of any employment or Museum document.
- Conviction of a felony or conviction of a crime involving dishonesty or fraud.
- Claiming or obtaining either non-occupational sickness benefits or Worker's Compensation benefits through fraud.
- Unauthorized presence on Museum properties during non-working hours.
- Harassing or unfairly treating any fellow employee because of age, color, race, religion, gender, national origin, disability, genetic make-up, marital status or any other characteristic protected by law.
- Unsatisfactory job performance.
- Careless or negligent use or operation of Museum tools or equipment.
- Failure to immediately report a work-related injury or accident to one's supervisor.
- Any violation of the Museum's Drug and Alcohol Free Workplace Policy.
- Unauthorized personal use of Museum computers, telephones, or other equipment or property.

All employees are responsible for maintaining the confidentiality of information to which they have access. This includes information regarding employees, the Museum's collection, budget, or financial information.

These rules and regulations are not all inclusive and are not intended to limit the Museum's right to take other disciplinary action when appropriate. While adherence to these rules and regulations is critical to avoid discipline or termination, such adherence does not alter the Museum's at-will relationship with its employees.

## **TERMINATION/RESIGNATION**

Upon resignation or termination, employees must return to the Museum any supplies, equipment, keys, and other Museum property in their possession. Employees leaving the Museum voluntarily should give reasonable notice (at least two weeks) in writing. Failure to do so will result in the employee being ineligible for future reemployment.

## **II. BENEFITS**

### **SICK LEAVE AND LEAVE OF ABSENCE**

**Sick Leave:** The Museum has established paid sick leave in order to prevent loss of earnings caused by accident or periodic illness.

**Eligibility:** All regular full-time employees are eligible for ten days sick leave per calendar year. Regular part-time and temporary employees are ineligible to earn or receive sick leave benefits.

**Use:**

1. Sick leave may be taken or granted for an employee's (or his/her immediate family's) personal illness, emergency, doctor appointments, or disability. "Immediate family" is defined as the employee's spouse, dependent children, and parents.
2. Sick time earned in one year and not used may be carried over into the next year. Sick leave earned in one calendar year and used in future years must be utilized for major illness or emergency only (minimum five days) and only with the Museum's approval and a written medical excuse.
3. The Museum retains the right to reject any medical excuse or diagnosis/recommendation offered and to request verification from a licensed medical practitioner designated by the Museum for any absence due to illness or disability. Sick pay will be withheld if satisfactory verification is not received.
4. Sick time is accrued at the beginning of each year and may be used at any time during the calendar year.
5. Sick time may be used in one hour increments.
6. Employees absent during their six-month probationary period will not receive sick leave.
7. All employees are required to report their absences to their supervisors by 9:00 a.m. (or appropriate earlier starting time).

## **SICK LEAVE AND LEAVE OF ABSENCE, continued**

8. The Museum, while recognizing the right of employees to the legitimate use of sick and injury leave benefits, has the right to expect regular attendance of employees, and may take corrective action for excessive absenteeism.
9. Employees will not be paid for accrued but unused sick leave upon resignation or termination of employment.

**Military Leave:** Employees required to serve temporary military duty are eligible for reinstatement pursuant to the terms of federal law. Employees must notify the Museum upon receipt of any orders for military duty. Requests for military leave must be in writing and accompanied by a copy of the military orders for active military duty and the expected date of return to work. The Museum will pay the difference between an employee's regular salary and military pay earned during military leave.

**Bereavement Policy:** Absences under this policy will be as follows. (Additional paid or unpaid absences must be approved by one's supervisor.)

- In the event of the death of a spouse, child, parents, siblings, grandchild, grandparents, or parents-in-law, staff will be excused from work for up to five working days.
- In the event of the death of any other relative or close friend, staff will be excused from work for one day with the authorization of the Director.
- Any additional time taken for bereavement must either be approved by the Director or taken from vacation or personal time.
- This benefit will be extended to staff members after they have completed their probationary period.

**Jury Duty:** The Museum will grant jury duty leave for employees summoned to serve on any grand or petit jury. The Museum will not dismiss an employee due to the nature or length of jury service. When an employee is on jury leave, he or she will continue to receive his or her regular rate of pay in addition to any per diem received from the state or the court for jury service for up to two weeks. Employees are expected to return to work immediately after being released from jury duty or if given a partial or full day off during jury service.

**SICK LEAVE AND LEAVE OF ABSENCE, continued**

**Personal Leave:** The Museum, at its sole discretion, may grant a leave of absence for compelling personal reasons or an emergency. Personal leave must be requested and granted in advance and will be unpaid. Please note: requests for personal leave will not be routinely granted.

**Family and Medical Leave** Employees who have been employed for at least twelve months and have worked at least 1,250 hours during the preceding twelve-month period may be granted unpaid family or medical leave. If requested for an employee's own serious health condition, the employee must first use all of his or her vacation, floating holidays, personal time, sick leave, and long-term disability leave. If requested for reasons other than the employee's own serious health condition, the employee must first use all available vacation and personal time. Whether the leave is granted is at the sole discretion of the Museum. The length of leave time permitted will be determined on a case-by-case basis.

**VACATION**

Full-time employees are entitled to paid vacation days pursuant to the terms described below. The following vacation schedule became effective July 1, 2007:

<b><u>Years of Service</u></b>	<b><u>Vacation Per Year</u></b>
1 to 3 beginning <b>after</b> 1 <sup>st</sup> anniversary of full-time employment	<b>2 weeks</b>
3 to 7 beginning <b>after</b> 3 <sup>rd</sup> anniversary of full-time employment	<b>3 weeks</b>
8 to 14 beginning <b>after</b> 8 <sup>th</sup> anniversary of full-time employment	<b>4 weeks</b>
15+ beginning <b>after</b> 15 <sup>th</sup> anniversary of full-time employment	<b>5 weeks</b>

Employees are not entitled to paid vacation until the first anniversary of the date on which they become employed full-time. Vacation is accrued at the beginning of the calendar year and may be used at any time during the calendar year, with prior approval. With the condition listed below, cash payment for unused vacation will be made to employees at the time of their retirement, in the event their employment is terminated and they are eligible for reemployment, or upon voluntary resignation from employment if two weeks notice is provided. Payment for unused vacation is contingent on the employee executing a release agreement to be provided by the Museum. If no release is signed, vacation pay is forfeited.

Vacation not used by December 31<sup>st</sup> may be carried over to the following year, with the approval of the Director. Carryover vacation is not to exceed 20 days and must be taken the following year.

Vacation time must be requested in advance and approved by each employee's supervisor and the Director.

The Museum reserves the right to determine vacation schedules, to rearrange vacation schedules if necessary, and to select any period within the year, as circumstances may prescribe. Further, the Museum may alter its vacation policy at any time.

### **HOLIDAYS**

The Museum observes six holidays throughout the year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Employees may be requested to work special holidays (example: Independence Day). Hourly employees will receive double their rate of pay and salaried employees will receive two days paid leave.

### **FLOATING HOLIDAYS**

Full-time employees are immediately eligible for five (5) floating holidays in a calendar year. Floating holidays may be taken at the employee's discretion with approval of the supervisor and Director and may be taken in increments of one-half day or a full day.

Floating holidays will not carry over from one calendar year to the next, and payment will not be made for floating holidays earned but not used when an employee terminates or retires.

### **PERSONAL TIME**

Full-time employees are immediately eligible for sixteen (16) personal time hours per calendar year. Personal time may not be credited against vacation or sick leave. Personal time may be used in one-hour increments for any purpose not covered by sick or vacation leave (examples: automobile repairs, school visitation, etc.).

Personal time will not carry over from one calendar year to the next, and payment will not be made for personal time earned but not used when an employee is terminated, terminates or retires.

## **MEDICAL AND LIFE INSURANCE BENEFITS**

Full-time employees eligible for medical, dental, and life insurance benefits will receive details regarding coverage, eligibility periods, and benefits from the business office.

Long-term disability benefits are available to eligible employees. The Museum complies with laws requiring certain employers sponsoring group health plans to offer employees and their families the opportunity for temporary extension of health insurance coverage (COBRA) at group rates (for 18 months) when coverage under the plan has or will terminate.

## **WORKER'S COMPENSATION/ SAFETY**

The Museum maintains worker's compensation insurance required by law. Employees should contact their supervisor for any information regarding claims coverage or processing claims. Employees should promptly report to their supervisor all injuries suffered as a result of employment activity on behalf of the Museum. Failure to promptly report an injury may result in a loss of benefits. Except in cases of emergency, the Museum's insurance carrier may direct the employee to the appropriate healthcare provider and so employees should first check with Museum management before seeing their own physician.

## **TUITION REIMBURSEMENT**

The Museum will consider reimbursement up to 50% of the full tuition amount for courses taken which are approved in advance by the Director, provided the employee receives a final grade of C or better. Approval is not automatic. The maximum amount per calendar year is \$1,500.

## **GIFT SHOP DISCOUNT**

Museum employees receive a discount on all regular-price items purchased from the gift shop.

### **III. GENERAL POLICIES**

#### **DRUG AND ALCOHOL FREE WORKPLACE POLICY**

The purpose of these policies is: 1) to establish and maintain a safe, healthy working environment for all employees; 2) to reduce the incidence of injury to person or property; and 3) to reduce absenteeism, tardiness, and indifferent job performance. The Museum requests the cooperation of all employees in implementing these policies.

#### **MUSEUM CONSENT FOR USE OF LEGAL MEDICATIONS**

**Use of Legal Medications:** The Museum recognizes that it may be necessary for employees to use legal medications on occasion. The Museum also recognizes that an employee who is using legal drugs might become impaired by the drug and his ability to perform or to perform safely would be compromised. In order to accommodate employees who might be required to use legal drugs and to ensure that no adverse consequences in the workplace result from such drug use, employees are required to obtain the Museum's consent under the circumstances listed below.

**When Consent is Required:** If any employee knows that use of legal medications may endanger him or someone else, pose a risk of significant damage to the Museum's property, or substantially interfere with job performance, such drug use must be reported to the Director. The Museum reserves the right to have a physician determine whether it is advisable for the employee to continue working while taking such drugs.



## **DRUG AND ALCOHOL FREE WORKPLACE POLICY, continued**

### **PROHIBITIONS**

A violation of the following prohibitions may lead to discipline, up to and including termination:

1. Unauthorized storage, use, possession, distribution, or sale of illegal drugs, drug paraphernalia, or controlled substances on Museum premises, in Museum vehicles, or during working hours.
2. Unauthorized use, manufacture, distribution, dispensation, possession, or any sale of alcohol on Museum premises, in Museum vehicles, or during working hours.
3. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on Museum property or Museum business, or during working hours.
4. Use of alcohol off Museum premises that adversely affects an employee's work performance, his own or others' safety at work, or the Museum's regard or reputation in the community.
5. Possession, use, distribution, or sale of illegal drugs off Museum premises that adversely affects the employee's work performance, his own or others' safety at work.
6. Arrest and conviction under any criminal drug statute.
7. Failure to notify the Museum of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction.
8. Failure to report to one's supervisor the use of a prescribed drug that may alter the employee's behavior or physical or mental ability.
9. Refusal to complete any forms or statements required by the Museum. The Museum reserves the right to implement such drug testing programs as allowed by law.

## **POLICY FOR ADMISSION TO ADMINISTRATIVE OFFICES**

Any visitor wishing to see a staff member in the administrative offices should generally have an appointment.

But whether an appointment was made or not, staff at the Visitor Services Desk or Security Desk in the lobby should always call the staff member the visitor wants to see to announce his or her arrival and to determine how the staff member wants to manage this visitor:

- If he or she should be admitted through the security gate.
- If the staff member prefers to see the visitor downstairs.
- If the staff member or staff member's representative wishes to come downstairs and personally escort the visitor upstairs.
- If the visitor should be given a message or anything else.

This policy about notifying staff members applies to all individuals visiting the Museum who are not currently on staff at the Museum, including staff family members, volunteers, staff of the Charles Hosmer Morse or Elizabeth Morse Genius foundations, trustees, nonemergency police and firemen, etc.

If the staff member wishes to have the visitor come upstairs, a Security Officer must see that he or she signs the visitor's book before entering and upon exiting the area beyond the gate. Only current staff and members of the Charles Hosmer Morse Foundation and Elizabeth Morse Genius Foundation boards may be admitted to administrative offices without signing in and out at the Security Desk.

## **ACCESS TO RAILROAD AVENUE WAREHOUSE**

No staff or guests are permitted in the Railroad Avenue warehouse on the weekends without the Director's written authorization, and no guests are permitted in the warehouse or any other storage facility, exit halls, or closets of the Museum without the Director's specific authorization. Tradesmen and maintenance people are permitted but should be specifically escorted by warehouse security at all times. There are no exceptions to this policy.

## **MUSEUM POLICY ON MEDIA RELATIONSHIPS**

In order to carry out its mission in the community, it is essential that the Museum carefully and consistently manage its “public face” as it develops through the media. This includes all print, electronic, and digital media. It encompasses so-called “hard news,” feature stories, calendar information, announcements, and all forms of advertising for all aspects of the Museum, its activities, and its history.

Supporting this effort requires all media contacts be managed and coordinated by the Museum's Public Affairs/Publications staff. All media contacts, inquiries, and opportunities must be reported to the Museum's Director of Public Affairs and Publications who will be the Museum's official contact person. No staff member or volunteer may engage in any media contact regarding the Museum without approval of the Director of Public Affairs and Publications.

The Director of Public Affairs and Publications—or the Museum Director if the Director of Public Affairs is unavailable—should be informed whenever a member of the media is in the Museum, regardless of whether the visit is on a weekday or weekend.

The Director of Public Affairs and Publications implements the Museum's media policy at the direction of the Museum Director with the concurrence of the President of the Board of Trustees and within the general policies and directions established by the board.

Exceptions to any of the above policies may be made only by the Museum's Director or the President of the Charles Hosmer Morse Foundation.

## CONFIDENTIAL MATTERS

No employee of the Museum should ever divulge the confidential contents of a Museum written document or any other confidential information without express authorization of one's supervisor.

To preserve the security of Museum information, the following rules must be followed:

1. **Disclosing Information:** Museum information which is not generally known or available to the public should not be disclosed except upon express authorization of the Director.
2. **Shipping and Travel of Works of Art:** No staff member shall divulge any art work's shipping or travel information without authorization of the Director.
3. **Delivery of Documents:** Museum documents not prepared for public disclosure are to be turned over only to persons who are properly identified or vouched for and then only in return of a signed receipt.
4. **Use of Offices:** Visitors are not permitted in an office unless a staff member is present.
5. **Disclosure of Security Information:** Security codes, keys, and security procedures are not to be shared with anyone unless authorized by the Director. Upon termination of employment, all codes, keys, and procedural information must be returned.
6. **Storage Locations:** No staff member shall divulge the location of Museum assets without the authorization of the Director.
7. **Ownership:** The Museum claims complete ownership of all research, letters, e-mail, press releases, and any other information or goods produced by an employee of the Museum.

## **EMPLOYMENT OF RELATIVES/ NON-FRATERNIZATION**

The Museum will consider the employment of relatives on a case-by-case basis. Relatives will not be hired to work directly with another relative or in a supervisor/subordinate capacity.

It is a violation of the Museum's policy for supervisors to date or become intimately involved with subordinates. This is not intended to violate anyone's privacy or freedom. Rather, this is to avoid claims for sexual harassment, favoritism, unfair treatment, etc. It is an employee's duty to notify one's supervisor or the Director's assistant in the event that a relationship begins. The Museum will attempt to coordinate or make arrangements to accommodate the relationship.

## **OUTSIDE EMPLOYMENT**

Any outside employment requires written permission from the Director. No employee of the Museum shall accept employment, including part-time employment, or paid remuneration for services or consultation which will impair the employee's independence of judgment in the exercise of duties for the Museum. In evaluating whether to permit outside employment, the appearance of a conflict of interest, as well as the reality of such conflict, will be considered.

## **EMPLOYEE PURCHASES AND/OR SALE OF ARTWORKS RELATED TO THE COLLECTION**

Employees or family members of a Museum employee shall not purchase any artwork related to the collection of the Museum without prior written authorization of the Director.

Employees are strictly prohibited from trading in artworks related to the collection and/or profiting from their advising others in such practices.

Employees recommending purchases to be made by others must obtain prior written approval of the Director. Employees recommending purchases must disclose to all parties any relationship between the employee and the buyer or seller.

## **POLICY AGAINST HARASSMENT AND DISCRIMINATION**

The Museum is committed to a work environment free of inappropriate, disrespectful conduct, and communication of a sexual nature. Further, the Museum strives for a work environment free of harassment because of age, race, color, religion, national origin, genetic make-up, marital status, or gender. While this policy specifically defines and addresses sexual harassment, employees are reminded that the Museum will not tolerate any other form of harassment or discrimination based on any of the characteristics listed above.

The following are examples of sexually inappropriate behavior:

1. Sexual advances, flirtations or propositions;
2. Demands or requests for sexual relations or interaction;
3. Verbal abuse, teasing or joking of a sexual nature;
4. Comments about an individual's sexual interests or sexual activities;
5. Displays of sexually suggestive objects, pictures, posters, or reading materials;
6. Leering, whistling or gestures of a sexual nature;
7. Physical contact such as pinching, grabbing, patting, rubbing or brushing unnecessarily against another person's body;
8. Physical aggression, intimidation, hostility or threats, even if not sexual in nature or content, made because an individual is male or female.

Sexually inappropriate conduct constitutes sexual harassment when: 1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or 3) such conduct is so severe or pervasive that it has the purpose or effect of unreasonably interfering with the individual's work performance.

## **POLICY AGAINST HARASSMENT AND DISCRIMINATION, continued**

Employees should immediately report any instance of discrimination, inappropriate behavior, or harassment to their supervisor or, if the employee is not comfortable reporting to their supervisor, to the Director. Allegations made against the Director may be reported to any member of the Museum's Board. The Museum will then promptly investigate the allegations. If the allegation is determined to be valid, appropriate action will be taken to resolve and rectify the matter including, as appropriate, discharge of responsible employees.

All employees are strongly encouraged to use this complaint procedure if they believe they have been subjected to discrimination or harassment or have knowledge of any discrimination or harassment in the workplace.

The initiation of a complaint, in good faith, shall not constitute grounds for discipline. It is a violation of the Museum's policy and applicable law for an individual to be disciplined or otherwise disadvantaged as a result of the good faith resort to this complaint procedure.

## **DOCUMENT RETENTION, STORAGE AND DESTRUCTION**

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by the Museum in connection with the transaction of its business. This policy covers all records and documents, regardless of physical form, including paper, electronic and voicemail records. The policy is designed to ensure compliance with federal and state laws and regulations.

### **I. Document Retention**

The Museum shall retain records for the period of their immediate or necessary use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.

### **II. Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

### **III. Document Storage**

The Museum’s records will be stored in a safe, secure and accessible manner. Computerized records will be backed up at least once per week with hard copies of the backed up records retained in case of emergency.

### **IV. Document Destruction**

The Museum’s Director is responsible for the ongoing process of identifying its records, which have met any required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.



## **DOCUMENT RETENTION, STORAGE AND DESTRUCTION, continued**

Document destruction will be suspended immediately, upon any indication of any pending or ongoing governmental or other investigation or when a lawsuit is filed or appears imminent. The Museum shall never knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or the State of Florida or in relation to or contemplation of such matter or case.

### **V. Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Museum and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

## WHISTLEBLOWER PROTECTION

The Museum will investigate all reports of fraudulent, dishonest or improper use of the Museum's resources or property by staff, board members, volunteers or others. A person's concerns about the possible misuse of Museum resources should be reported to the Director or a member of the Museum's Board of Trustees. Reports may be made anonymously; however, it may benefit an investigation to be able to follow up with a reporting party. Misconduct that should be reported includes:

- Forgery or alteration of Museum documents or computer files;
- Intentionally false or fraudulent financial reporting;
- Violation of the Museum's Conflict of Interest Policy;
- Misappropriation or misuse of the Museum's resources such as funds, supplies or other assets;
- Authorizing or receiving compensation for goods not received or services not performed.

The Museum reserves the right to utilize an independent, third-person to conduct investigations. Upon completion of an investigation of a report of improper conduct, the Museum will take appropriate remedial action.

A person who, in good faith, reports such behavior or mistreatment will be protected from retaliation. Any employee who believes he or she is being retaliated against for making a report should immediately contact one of the individuals listed above.

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

I hereby acknowledge that I have been provided a copy of the Museum's Employee Manual, and I have read and understand its contents.

I understand that this Employee Manual is not a contract of employment and its policies are subject to change at any time. For the duration of my employment, I will remain an “at-will” employee and may resign or be terminated at any time with or without cause.

I understand that, if my employment is terminated within the first 90 days, I will not be entitled to unemployment benefits chargeable to the Museum’s account.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_