

PERSONNEL POLICY

I: Definitions.

1. *Museum*: The Windham Textile and History Museum (“the Museum”) is a 501(c)(3) non-profit, tax exempt, educational institution organized under the laws of the State of Connecticut and the United States of America.
2. *Employee*: Unless stated otherwise, paid staff, unpaid staff (volunteers acting as staff), and interns are considered “employees” for the purposes of this policy.
3. *Contractor*: Independent contractors are not considered employees under this policy.

II: Equal Employment Opportunity and Affirmative Action.

1. The Museum is an equal employment opportunity and affirmative action employer, dedicated to nondiscrimination in employment on any basis prohibited by law. The Museum is committed to providing equal employment and advancement opportunities without consideration of race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, veteran status, mental retardation, genetic information, disability, or other legally protected status, unless there is a bona fide occupational qualification under applicable Connecticut and/or federal statute excluding persons in one of the foregoing groups. Additionally, the Museum will take affirmative action to ensure workplace equality, avoid all forms of discrimination, and develop a workforce that is representative of all segments of the population.
2. *Affirmative Action in Hiring*. The Museum will utilize affirmative measures at all stages of the employment process. With regard to recruitment and hiring, the Museum will notify recruiters, consultants, prospective candidates, and employees that “The Windham Textile and History Museum is an Affirmative Action / Equal Opportunity Employer” and will broadly disseminate this policy by posting it on its web site and other locations accessible to employees and potential candidates for employment. The Museum will attempt through recruitment efforts to increase the number of highly qualified female and minority applicants who apply for each vacancy, with the ultimate goal that the Museum’s workforce will mirror the diversity of the labor pool. Additionally, the Museum will attempt to reach a greater number of Hispanic, African American, Asian / Pacific Islander, and Native American potential applicants by contacting organizations and educational institutions that promote the interests of such individuals. The Museum also recognizes the hiring difficulties which are sometimes encountered by the physically disabled and older persons and will undertake measures to achieve the full and fair utilization of such persons in its work force.
3. *Equal Opportunities*. The Museum is also committed to equal opportunities for all its employees with regard to all employment practices, including but not limited to compensation, benefits, training, promotions, and discipline. All personnel decisions will be based strictly upon the needs of the Museum and an employee’s job-related skills and

abilities. Consistent with its commitment to equal opportunity, the Museum expects that all employees will adhere to its policy of nondiscrimination. The Museum is equally committed to ensuring nondiscrimination in all of its programs and initiatives.

4. Employees should bring any complaints regarding discrimination or any other violation of this policy to the immediate attention of the designated Equal Employment Opportunity (EEO) / Affirmative Action Officer, who is appointed by the Board of Directors. Alternatively, employees may submit discrimination complaints to their supervisors. Complaints brought under this policy will be promptly investigated. Any employee who violates this policy, or knowingly retaliates against an employee reporting or complaining of a violation of this policy, shall be subject to immediate disciplinary action, up to and including discharge.
5. The Museum is committed to ensuring that all contractors who do business with it also provide equal opportunities in employment. The participation of minority business enterprises meeting the qualifications established by applicable regulation will be solicited and encouraged. All bidders, contractors, and suppliers will be notified regarding this policy, and all contracts for services must include a statement in which the contractor agrees to abide by affirmative action and nondiscrimination principles.
6. *Compliance and Reporting.* The EEO / Affirmative Action Officer monitors compliance with this policy, including but not limited to maintaining data with regard to the hiring and promotion of women and minorities, and regularly reports on these matters to the Executive Director and the Board of Directors. In accordance with Connecticut General Statutes 1-123, the Board of Directors' annual report to the Governor and Auditors of Public Accounts will, if required, include this affirmative action policy statement, a description of the Museum's work force by race, sex, and occupation, and a description of its affirmative action efforts.

II: Administration.

1. The Board of Directors is responsible for recruiting, interviewing, hiring, supervising, evaluating, and terminating the Executive Director. The Board may appoint committees to facilitate any or all of these responsibilities, but the final decisions remain with the Board.
2. The Executive Director is responsible for recruiting, interviewing, hiring, supervising, evaluating, and terminating all other employees and contractors. The Executive Director may elect to delegate any or all of these responsibilities, in whole or in part, to other Museum personnel, but the final responsibility rests with the Executive Director.
3. Each employee position will be established by the Board of Directors as funding allows.
4. There will be a job description for each employee position. One copy of this job description will be given to the employee, one copy placed in the employee's personnel file, and one copy placed in a general file which contains job descriptions for all employees.
5. The Museum will keep and maintain a personnel file on each employee. Personnel files will be updated as needed with performance reviews, and the employee will be informed of any updates.
6. The Museum reserves the right to conduct background checks on all prospective

employees.

III: Conditions of Employment.

1. The standards of conduct normally required of a member of a professional team, such as courtesy, honesty, willingness to serve, and respect for confidentiality are the expected standard for every Museum employee. Violation of any of these is grounds for immediate termination.
2. The Museum encourages staff development for employees as funding permits.
3. Each employee will meet with her or his supervisor at least once each year to review the employee's job performance, goals, and expectations, with the opportunity for mutual feedback. At that time, the employee's supervisor will provide the employee with a written job performance evaluation. If the employee's performance is rated as unsatisfactory, the employee will be placed on probation for a stated period of time, after which the employee's job performance will be reevaluated. If, after the completion of the probationary period, the employee's job performance remains unsatisfactory, the employee may be discharged. This section of the Personnel Policy does not apply to situations where grounds exist for immediate termination.
4. The Museum is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at the Museum's workplace. All interior areas of the Museum are smoke-free. Violation of this policy by an employee is grounds for immediate termination.
5. It is the Museum's policy to maintain a work environment that is free from harassment. Sexual harassment or harassment on the basis of race, color, age, ethnicity, gender, creed, religion, disability, marital status, veteran status, or sexual orientation is unacceptable and is grounds for immediate termination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
 6. submission to the conduct is made (explicitly or implicitly) a term or condition of employment, submission to or rejection of the conduct is used as the basis for employment decisions, or the conduct unreasonably interferes with the employee's work performance or creates an intimidating, hostile, or offensive working environment.
7. The Museum's electronic communications systems exist to facilitate and support Museum business, and belong to the Museum. The Museum reserves the right to access their content at any time. Employees are responsible to exercise good judgment and legal and ethical behavior when using electronic communications systems. Electronic communications systems include computers, e-mail, the internet, telephone, facsimile machines, modems, all forms of electronic media storage, and networks provided or made available by the Museum. Employees who violate this policy are subject to discipline, including immediate termination.
8. Criminal activity, whether or not it takes place on Museum property, is grounds for immediate termination.
9. Unauthorized removal or damage of the Museum's property is grounds for immediate termination.
10. Excessive absences or tardiness is grounds for immediate termination.

11. Insubordination is grounds for immediate termination.

IV: Appeals.

Employees may appeal their supervisors' employment decisions. If the employee's supervisor is someone other than the Executive Director, the employee should first appeal to the Volunteer Coordinator (if the employee is a volunteer); then to the Executive Director (or directly to the Executive Director, if the employee is not a volunteer); and then to the Board of Directors. If the supervisor is the Executive Director, the employee shall appeal directly to the Board of Directors. The Board will hear any such appeals in executive session.

IV: Work Schedules and Compensation.

1. Salaries, wages, benefits, hours, and working conditions are set by the Board of Directors for each position.
2. Employees will be paid twice monthly. Hourly employees are expected to submit signed timesheets.