

Personnel Guidelines

Creative Washtenaw

arts+creative industries=impact

Creative Washtenaw contracts [Artrain](#), a nonprofit arts management service organization, to provide its personnel, administrative, financial and project management services. This affords Creative Washtenaw to have highly qualified personnel manage its operations, programs and development and reduce its overhead costs by as much as 50% allowing it to focus precious resources on mission delivery. To guide human resource policies, practices and training, Creative Washtenaw's board adopted the [Personnel Guidelines](#) of its contracting agency, Artrain, the employer of record for the professional team.



Personnel Guidelines – Partially Updated 2022

For employees, contractors, consultants, board members, volunteers and interns

Artrain, Inc.
Founded in 1971
National Medal for Museum and Library Services
www.artrain.org
734-747-8300

Legal and mailing address
1100 North Main Street, #A
Ann Arbor, MI 48104

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Artrain's Personnel Guidelines
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Receipt & Acknowledgment of *Artrain's Personnel Guidelines* and "At Will" Policy

Please read the following statements and sign below to indicate your receipt and acknowledgment of *Artrain's Personnel Guidelines*.

- I have received and read a copy of the *Artrain Personnel Guidelines*. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Artrain at any time. I understand that this guidelines replaces (supersedes) all other previous guidelines for Artrain.
- I further understand that my engagement as personnel, whether as an employee or volunteer, is terminable at will, either by me or Artrain regardless of the length of my engagement or the granting of benefits of any kind. "Terminable at will" means that Artrain or I may terminate my engagement as personnel, whether as an employee or volunteer, at any time, for a good reason, bad reason or no reason at all, with or without notice.
- I understand that Artrain's may at its option and discretion, change, delete, suspend or discontinue any of the policies and procedures in *Artrain's Personnel Guidelines* at any time without prior notice. Any such action shall apply to existing as well as future personnel. Furthermore, I accept that I have access to and may reference the most up to date edition *Artrain's Personnel Guidelines* on the shared Artrain server, it is my responsibility to remain knowledgeable and current on all policies and procedures.
- I understand that no contract of any kind, including employment, other than "at will" has been expressed or implied, and that no circumstances arising out of my engagement will alter my "at will" relationship unless expressed in writing, with the understanding specifically set forth and signed by me and the president/CEO of Artrain. None of the policies included in this guidelines shall change the "at will" nature of the relationship between the intended recipient and Artrain.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the *Artrain's Personnel Guidelines*.

Position _____ Engagement Date _____

Recipient's Printed Name _____

Recipient's s Signature _____ Date _____

Supervisor's Signature _____ Date _____

Please return the signed original copy of this agreement to your supervisor-- it will be filed in your personnel file.

Personnel Guidelines - Updated 2020

For Employees, Contractors, Consultants, Board Members, Volunteers and Interns

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Welcome!

Welcome to Artrain! We believe that Artrain's 50 years of success is due to entrusting its compelling mission to highly motivated people. To ensure our continued success, it is important that all personnel understand Artrain's policies and procedures. This handbook is a valuable resource for understanding our organization and its culture. Rather than constituting a contract, this handbook is to be used as a guide to provide structure and to inform you about policies pertaining to personnel. It is not comprehensive as it does not cover every policy or procedure of Artrain's covered in other documents.

For five decades, Artrain has evolved as humanity, the field of arts and creativity, business, employment practices, legislation and economic conditions have changed. Artrain approaches policies and procedures as guidelines that are firm when adopted but adaptable. Therefore, you should expect these Guidelines to change from time to time. When, and if appropriate, the president/CEO will make every effort to solicit input from personnel on any proposed policy changes.

Personnel is given access and may reference the most up to date edition *Artrain's Personnel Guidelines* on the shared Artrain server and is responsible for remaining knowledgeable and current on all policies and procedures.

That being said, legally, Artrain does need to state that at its option, it may change, delete, suspend or discontinue any of the policies in these guidelines at any time without prior notice. Any such action shall apply to existing as well as future personnel. Only the president/CEO of Artrain and its board of directors may alter or modify any of the policies in this guidelines. No statement or promise by a supervisor, manager or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee or other personnel. If and when provisions are changed, personnel will be notified.

As you review the Artrain Personnel Guidelines, please do not hesitate to ask your supervisor or me about any questions you may have or any inconsistencies or errors you may find.

With that, Artrain's board of directors join me in expressing thanking you for taking this first step in getting to know Artrain and wishing you success as you join us onboard Artrain.

Sincerely,



Deb Polich
President/CEO

About Artrain, Inc. Founded Feb. 12, 1971

Producing & Delivering Discovery for Five Decades

Artrain's mission is to deliver discovery and, through the power of arts and culture, transform lives, organizations and communities.

Artrain was conceptualized by a group of arts activists who believed that the arts should be available to everyone, everywhere. The newly formed state arts agency, Michigan Council for the Arts (MCA and now, MCACA) started Artrain as its flagship program in 1971. Led by MCA's first executive director, Mr. E. Ray Scott and chair, former Michigan first lady Mrs. Helen Milliken, MCA had three goals in mind: 1) to foster the development of local arts organizations throughout the Michigan, 2) to provide people in villages, towns and cities access to outstanding art exhibitions and 3) to promote MCA. The founders decided that putting museum quality art on a train and using the rail system to deliver it to towns across Michigan would accomplish its goals. They set out to create Artrain as a short-term – perhaps two-year – project.

In its first year, 191,000 visitors in 28 Michigan communities climbed onboard Artrain's museum-on-a-train. The National Endowment for the Arts (NEA) took notice and asked Artrain to share its programs across the country. In 1973 sponsored by the NEA, Artrain headed out on its first national tour to eight-states in the Rocky Mountains. By 1975 Artrain had become an independent nonprofit. It has helped start or strengthen hundreds of cultural organizations as it shared award winning programs and many of the world's greatest artists with millions of people during more than 900 program stops across the United States and Canada. Millions of individuals – from schoolchildren to grandparents – have experienced Artrain programs. Many have become art and creative practitioners, consumers, supporters, advocates and/or volunteers.

In tribute to its legacy 2006 Artrain received the [National Medal for Museum Service](#) – the nation's highest award for institutions that make significant and exceptional contributions to their communities using that extraordinary and innovative approaches to community engagement and development.

In 2008, as the rail industry restricted access to its railways, Artrain retired and sold its museum-on-a-train. Though the train was gone, Artrain's mission, experience, commitment to and success of strengthening the field of arts and creativity was not. Artrain's board adapted. It kept its award winning community building program at its core and continued to define community broadly: geographically or as people connected by common interests as it transformed Artrain into a project management, administrative and fiscal sponsorship service business. Today, Artrain's clients include artists and/or arts and cultural institutions intent on producing and delivering art-infused outreach programs of all types – art, culture, history, science, environment and more – to people in villages, towns and cities and continue to expand personal horizons and strengthen local cultural infrastructure.

Vision, Goals & Core Programs

Vision

Artrain's vision is that every person, every classroom and every community should have access to quality arts and cultural programs regardless of where they are located or their economic status.

Goals

1. Artrain strives to provide excellent arts and creative experiences through its projects, education and community building programs.

2. Artrain strives to provide excellent service to its constituents: partners, collaborators, clients, audiences, donors, volunteers, board and staff.
3. Artrain strives to model best practices in its administration, programs, project management and development practices.

Core Programs

- Programs & Exhibitions - Artrain must present art and culture through professionally executed exhibitions using interpretative methods that stimulate audiences.
- Education -- Artrain must adapt each art and/or cultural education program to new education strategies, techniques and technical resources to remain relevant and current.
- Tour Operations - Artrain must review tour operations annually to respond to constituent evaluations and to assess efficiency and effectiveness.
- Community Relations - Artrain must assist community building efforts among and between communities by promoting collaborative cultural arts activities locally, regionally and nationally.
- Facility- Artrain must meet museum standards and manage its facilities to ensure efficiency and comply with safety regulations while serving its mission and constituents.
- Human Resources -- Artrain must attract and, through training and motivation, retain talented, well-trained and committed personnel (volunteers, board and staff).
- Fund Development -- Artrain must secure adequate funding to finance its programs and meet its objectives.
- Special Events - Always keep art and culture central to any special event.
- Financial Management -- Artrain must prudently manage its financial resources to assure organizational longevity.
- Public Relations and Marketing -- Artrain must build awareness of its programs to establish its reputation as a national arts resource and cultivate continued interest, support and opportunities.
- Long Range Planning - Artrain must annually review its strategic plan to evaluate its achievements and disappointments and to adjust its course based on the current reality.

Artrain's Project Management Services

Program & Project Administration

- Project planning - collaboratively set objectives & goals
- Personnel recruitment & management
- Budgeting, bookkeeping & reporting
- Timeline development & monitoring
- Paperwork: letters of agreement, contracts, rights & reproductions, etc.
- Fiscal sponsorship

Projects, Public Art, Community Development and Exhibitions

- Development, design, fabrication and/or installation management
- Public art & community development plans
- Registrar, loan agreements & condition reports
- Visitor experience & flow design
- Education programs & materials

- Catalogue content, design & printing
- Technology integration & content

Public Relations & Marketing

- Marketing & PR plans, development & implementation
- Graphic design from logos to collateral materials
- Website design & content
- Social media
- Public relations events
- Tour promotion

Financial and Fundraising Services

- Develop and monitor budget revenue and expense plans
- Develop earned revenue plan
- Program fees, merchandising, licensing, etc.
- Contributed revenue plan
- Devise foundation, corporate, individual & government campaign
- Case statements
- Grant writing
- Sponsorship programs

Program &/or Tour Delivery

- Collaboratively set tour objectives & goals
- Variety of delivery methods: mobile museum units, pop-up, trunk, virtual tour, etc.
- Design, fabrication & implementation
- Prepare tour and/or program delivery plan
- Promote & book tour and/or program
- Provide community building programs for tour sites
- Manage project and/or tour operations & logistics

Artrain Personnel Guidelines

General Information

Following Federal and State Personnel Laws

Artrain's personnel policies adhere to applicable federal laws and State of Michigan law. It follows the Fair Labor Standards Act (FLSA) guidelines though, as a nonprofit charitable organization it is not a covered enterprise under the FLSA (unless it engages in ordinary commercial activities that result in sales made or business done, such as operating a gift shop or providing veterinary services for a fee.)

Going Virtual

In 2017 at the urging of personnel who wanted more flexibility and because office rent was escalating, Artrain made the decision to go "**Virtual.**" It retained an Affiliate lease and legal mailing address at NEW Center, where its office had been located since 1993 because it still owns a railroad siding at the location.

Artrain set up a small office accommodating four staff members in its president's home creating a central location and allowing any personnel wanting to, a place to work. Other personnel were given the option of working remotely.

Artrain's personnel policies apply to its being a virtual company even if the reference may allude to a bricks and mortar office.

Diversity, Equity and Inclusion

Artrain is committed to forever evolving and learning about diversity, equity and inclusion. It is committed to, forever evolving and learning about diversity, equity and inclusion. That includes leaning in to listen to how its community defines the intrinsic and aesthetic qualities of art and creativity be it by the cultural expert, the credentialed scholar, the journeyed or self-taught master and/or the astute consumer of the form.

Confidential Information

Artrain personnel have access to sensitive information about our business, our clients and other employees. This information must be kept strictly confidential. If you are uncertain about whether information is confidential, check with your supervisor or the president/CEO of Artrain before discussing it with anyone. Some employees, depending on their position, may be asked to sign a confidentiality agreement.

At Will Engagement and employment

Personnel engage with Artrain "at will." As defined by Michigan Law, in general, an employer can discharge an employee for a good reason, bad reason or no reason at all. All employment and compensation with Artrain is "at will" regardless of the length of your employment or the granting of benefits of any kind, which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Artrain or yourself. No contract of employment, other than at-will, exists, and no circumstances arising out of your employment will alter your at-will employment relationship unless expressed in writing, with the understanding specifically set forth and signed by you and the president/CEO of Artrain.

Definitions and Classifications

Personnel - includes all employees, board, contractors, consultants, volunteers and interns.

- Local personnel - includes all personnel assigned to positions and working from and assigned from the home office.
- Tour staff – may include full time permanent and seasonal employees.

- Facility staff includes the facility and assistant facility managers.
- Tour staff includes the tour manager.

Classifications

The classifications based on job descriptions consistent with the Fair Labor Standards Act (FLSA) and applicable state law.

- **Exempt Employee (sometimes referred to as a “salaried” employees)** – performs executive, supervisory, administrative or professional functions in accordance with the FLSA’s [Defining and Delimiting the Exemptions for Executive, Administrative, Professional...Employees](#).
- **Nonexempt Employee (sometimes referred to as an “hourly” employees)** – subject to the minimum wage and overtime pay [provisions of the FLSA](#). Employees in this classification are usually paid by the hour and typically include those who perform clerical and secretarial functions.
- **Regular Full-Time Employee** – assigned a regular work schedule of 40 hours per workweek and whose employment has no specified end date. Full-time employees are eligible for all employee benefits.
- **Regular part-time employee** – assigned a regular work schedule of a minimum of 15 hours but less than 40 hours per workweek and whose employment has no specified end date. Unless noted otherwise, regular part-time employees are not eligible for the benefits described in the Guidelines, except to the extent required by state and federal laws. Part-time employees working less than 15 hours per week are not eligible for any benefits.
- **Seasonal and/or Temporary Employee**-- An employee who is assigned to the tour staff and is only on duty while Artrain is touring. Seasonal employees will usually have an extended time off period between the end of the annual tour and the beginning of the next tour. Seasonal employees are eligible for limited benefits in the Employee Benefits Section.
- **Temporary Employee** - An employee who is assigned to fill a specific role for a defined period of time. Temporary employees are not eligible for benefits.
- **Consultants, Independent Contractors and Volunteers** - Artrain employs consultants and independent contractors and enlists volunteers from time to time. These individuals are not employees and are ineligible for benefits, regardless of the length of the consulting, contracting or volunteer relationship. While on assignment they are expected to follow Artrain policies and procedures, as appropriate.

Working Culture and Conduct

The following information is intended to present the expectations that Artrain has for all personnel. Please know that nothing in this document creates an employee contract.

Artrain strives to develop and maintain a pleasant, efficient, and fair work environment that fosters cooperation and understanding. Personnel is expected to exercise personal and professional integrity in all activities and be proficient and conduct themselves in a professional manner. Any conduct which interferes with or adversely affects Artrain's ability to provide excellent service to its constituents is prohibited. No one should ever be rude.

All personnel are expected to be:

- Careful and conscientious in the performance of their work.
- Respectful and considerate of others.
- Courteous and helpful when dealing with other staff and board members, clients, volunteers and the general public.

In addition, use of physical violence is strictly prohibited. This applies while on the job, on premises or on Artrain business. If a disagreement arises between an employee and a constituent, the employee should excuse him/herself and notify their manager immediately. Under no circumstance is arguing or fighting with a customer appropriate, even if the employee is correct. Likewise, arguing or fighting among employees is also prohibited.

Teamwork

Teamwork is essential to achieving our goals of maintaining Artrain and providing constituents with a quality Artrain experience. Following a supervisor's instructions is a necessity. No task is trivial. It is important to do each task to the best of your ability -- your fellow workers count on your excellence. If one person is not doing his/her share, the burden affects everyone else. Therefore, if an employee starts shirking responsibilities, we request that the problem be corrected. If it is not corrected, the employee will be asked to leave.

You must always follow the instructions of a supervisor. If you disagree with a supervisor's instructions, first follow the instructions. Then, at the first opportunity (e.g., at the end of the shift or during a break) you should talk to the supervisor about the instruction with which you disagreed. If you and the supervisor cannot come to an understanding take the problem to the next higher level of management.

Visitor and Constituent Services

Artrain strives for exemplary service for all of our constituents including community hosts, visitors, volunteers, donors, board members and other personnel. We believe that all visitors must be treated as "honored guests"; we make decisions based on what is best for our guests and hire employees who will work to achieve this goal. With that, we offer personnel the charge to manage and solve customer complaints to their best ability when they receive a complaint. If the employee is not able to resolve the complaint to the customer's satisfaction, they should notify their supervisor immediately.

Valuing Volunteers

Volunteers are an important to Artrain and should be treated with great respect and great care. Volunteer efforts amplify the work of paid staff and volunteers are wonderful ambassadors for Artrain in the community. Volunteers work as community hosts, steering committee members; tour guides, demonstrating artists organize and work at fundraising events do office work and perform many other useful tasks. The members of the board of directors are all volunteers.

Volunteers are expected to follow Artrain policies and procedures while on assignment. If you observe a volunteer performing badly or find certain volunteers difficult to work with please inform your supervisor.

“Open Door” Lines of Communication

Artrain believes in maintaining open lines of communication with all personnel. We maintain an “Open Door Policy” and encourage all employees to ask any manager any question they may have about the history, governance, management or operating methods of Artrain. It is the supervisor’s responsibility to respond quickly and clearly to questions in order to ensure clarity and understanding throughout our organization. Employees must be similarly open to questions posed by supervisors.

Equipment, tools and supplies

Artrain’s goal is to provide personnel have the equipment, tools and supplies necessary to accomplish their assignments. The following list is what is currently configured or available. **Please make arrangements with your supervisor to meet your needs.**

- Internet technology & connectivity: Artrain is Google-based. Email, server access and remote applications are provided. Most specialty software is cloud-based.
- Communication – If elected, personnel may choose to use Artrain’s phone lines and voicemail. Artrain has found that most personnel prefer to use their personal mobile phones.
- Internet access – internet service is available at the central office. Artrain has found that personnel electing to work at other sites, use public or private services available.
- Computers - If elected, personnel may choose to use an Artrain laptop. Artrain has found that most personnel prefer to use their personal laptops.
- Printing – is available at the central office
- Office supplies are available for pick up at the central office. If specific supplies are needed for a project or program, a special order request should be made in advance. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee’s manager.

Use of Office Equipment, Systems and Time

Artrain employees are provided use of office equipment and systems to be used for Artrain business.

Assignment of computer, internet, email, telephone accounts and associated passwords are not meant to imply these accounts are for the private use of the employee.

Employees are not to change their passwords without permission and notification of the president/CEO or person appointed by the president/CEO.

With approval of their supervisor and on their own time, employees may use Artrain computers, email, telephones and internet for personal but NOT PRIVATE use. **Artrain management may look at your correspondence without notification.** All personnel are responsible for paying any costs associated with personal use of Artrain’s equipment.

All property of Artrain should remain at Artrain except when needed off-site in the normal course of accomplishing expected or assigned work.

Appearance and Dress – Dress for Your Day

These guidelines apply to personnel whose roles specify a standard of dress for customer interaction, safety or other business reasons. It also applies to all business activity, whether you are on-site, off-site or using remote technology or video conferencing.

While this dress code is intended to be relaxed when personnel do have meetings with clients, vendors, company executives or the like, the expectation is that personnel will wear clothing appropriate for the nature of our business and the type of work to be performed.

Clothing must be neat, clean, in good taste and not create a safety hazard. Personnel must be well groomed and avoid wardrobe, fragrance, hair or other choices that distract or interfere with the ability of others to work or are inconsistent with our working environment.

Remember, your sound judgment is the best initial measure of proper attire. Also note that while ***Dress for your Day*** is permissible, traditional business attire is always acceptable. If you have any doubt about a particular item of clothing, please check with your supervisor in advance. Supervisors may take corrective action to address attire that is inappropriate for a business environment, including sending employees home to change.

The following examples are intended to set a minimum standard and eliminate ambiguity; it is not an exhaustive list.

Inappropriate Attire

- Jeans are not appropriate when meeting with members, donors, clients, government officials/staff or vendors.
- Tights and leggings are not pants. If in doubt, do not wear these items without a tunic, skirt or dress that minimally reaches mid thigh.
- Exercise attire including yoga pants, jogging suits, sweatshirts other sports attire.
- Tank tops, halters, midriff-revealing or other styles, designs or materials that reveal excessive skin.
- Unprofessional, offensive, inflammatory, political or provocative slogans, depictions, symbols, pictures or images of any sort (fashion brand logos are acceptable, as well as Artrain or The Arts Alliance branded logo attire.)
- Sweatpants and other exercise or sports attire, short shorts.
- Any styles, designs or materials that are excessively close fitting or reveal excessive skin
- Jeans with holes, damages or frayed
- Pajamas
- Sneakers, beach sandals, Texas, flip flops, slippers or moon boots
- Bathing suits

Tour Staff Appearance

It is important for the tour staff to be easily recognized as Artrain staff members when working at our community stops. Uniforms are provided for on board staff to fulfill this need. Tour staff members are expected to report to work in neat, clean and pressed uniforms.

Tour Staff Uniforms

1. Artrain will provide a number of uniform shirts. Staff can purchase, at their expense, as many uniform shirts as they would like.
2. Artrain staff must wear black pants or shorts. Artrain will provide an allowance to each tour staff member to use toward the purchase of their own pants and shorts. Shorts must be of appropriate length.
3. Shirts must be tucked in. Pants must not fall below the waist or sag/drag on the floor. No bare midriffs are allowed.

4. Shoes and socks are provided by the employee. Please note: Open-toed or opened-heeled shoes are not allowed for safety reasons.
5. Tour staff members are expected to dress appropriately whenever appearing before the public or at constituent or donor events unless otherwise specified. Most often business dress is appropriate. During such occasions, the only piercings allowed are earrings for women, appropriate for the clothing.

Workplace Safety, Security and Privacy

Safety First!

It is imperative that Artrain comply, if not exceed, in meeting all safety regulations and standards mandated by state and federal laws. Employees willfully ignoring these regulations and standards will face disciplinary actions and/or immediate dismissal.

Workplace Injuries and Workers' Compensation

Federal law -Occupational Safety and Health Administration (OSHA) and Michigan law ("MIOSHA") require that we keep records of all illnesses and accidents that occur during the workday. The Worker's Disability Compensation Act also requires that you report any illness or injury on the job, no matter how slight. Our staff members are protected by workers' compensation insurance for all illness or injury arising out of and occurring within the scope of their employment.

If you are injured on the job, please notify your supervisor immediately, no matter how minor the injury may seem. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments.

OSHA also established your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

It is critical, especially in a virtual environment that Artrain's personnel keep the physical, digital and intellectual property of Artrain and all its clients secure and private. This pertains to client data, records, intellectual and physical property, equipment, records and possessions.

Use the security procedures are in place to protect these items. It is as imperative that our security procedures not be disclosed to anyone that is not an Artrain employee. It is our policy neither to comment on security procedures nor the value of Artrain's possessions (especially the artwork), period. If anyone request information, please respond by saying that it is our policy not to comment or disclose our security procedures.

Possessions belonging to or stored at Artrain should not be removed without the express permission of a supervisor.

Reporting and Investigating Security Concerns

Security problems may arise from time to time. When security problems occur they will be investigated to obtain the facts. We expect all employees to cooperate with any investigation. Artrain reserves the right to use any lawful method of investigation which it deems necessary to determine whether an employee engaged in conduct warranting discipline or discharge.

Ownership, Security and Care of Artrain and Client property

In the course of its activities, Artrain has purchased, created, developed and/or compiled reports, articles, databases of information, lists of data, software and other valuable intellectual property for Artrain and its clients. These items are used by personnel in the course of their work at Artrain.

Ownership of all of these items remains with Artrain and not the person or people(s) that creates them. Any duplication or unauthorized use of these properties is not allowed.

Intellectual Property, Copyrights and the Visual Artists Rights Act of 1990

In the course of its activities, Artrain personnel purchase, create, develop and/or compile reports, articles, databases of information, lists of data other valuable intellectual property including original creative items such as artwork, photography and design. Both copyright and the Visual Artists Rights Act of 1990 provide that ownership of such items are and remain with the employer. Artrain is open to discussion about authorized preapproved use of created work however any duplication or unauthorized use of these properties is not allowed. According to the U.S. Copyright Law, illegal reproduction of

intellectual property can be subject to civil damages and criminal penalties, including fines and imprisonment.

Intentional Misuse, Destruction of or Damage to Artrain Property or Equipment

Negligence or willful destructive acts to Artrain's equipment, records or property will not be tolerated and may result in disciplinary action or dismissal.

Personnel Files

At Artrain, we maintain a personnel file for each employee that includes the job application and related hiring documents, training records, performance documentation, salary history and other employment records. These records are used to assist Artrain in evaluating qualification for employment, promotion, transfer, additional compensation or disciplinary action; and in the case of former employees, for the purpose of answering reference requests. Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the president/CEO & finance manager as soon as possible:

- Legal name
- Home address, or mailing address if different from your home address
- Telephone number and other important telephone contact numbers
- Person to call in case of emergency
- Number of dependents
- Exemptions on your federal and state W-4 tax form
- Voluntary deductions

Coverage or benefits that you and your family may receive under Artrain's benefits package could be negatively affected if the information in your personnel file is incorrect. In addition, you are required to notify Artrain within 30 days in the event of legal separation, birth or adoption of a child (or legal guardianship), marriage, death of any covered dependents, or ineligibility of any dependents under health benefit contracts.

Personnel files are the property of Artrain. We respect your privacy and because this information is highly confidential only persons with a legitimate business reason will be allowed access to your personnel records. The availability of information from personnel files and the handling of personnel records will be governed by Act No. 397, Michigan Public Acts of 1978.

If you wish to see your personnel file, contact the president/CEO or Artrain. With reasonable advance notice, you may review your own personnel file in our offices in the presence of a person designated by Artrain. Your personnel file may not be removed from the office. All outside requests for information regarding employees and former employees must be forwarded to the president/CEO for handling.

Falsifications of Employment, Time, Financial or any other Company Records

Willfully misreporting or tampering with documents is prohibited and are cause for immediate dismissal. This includes but is not limited to: gift sales reports, other sales reports, inventory reports, invoices, bills, purchase orders and computerized accounting records.

Workweek, schedules, paid time off

Job Descriptions

Job descriptions – never static - are maintained for each position at Artrain. When your duties and responsibilities are significantly changed, recommend an update to your job description. Job descriptions should be reviewed annually.

Workweek

Due to the nature of Artrain’s business, there is no “regular” workweek defined as Monday-Friday; 8:30 a.m. to 5 p.m. Personnel assist with programs, projects, attend fundraising functions, board and committee meetings, conferences and community events that take place on weekends and in the evening. Whenever it is possible advance notice will be given to home office staff when weekend or evening hours are required. Advanced notice is not guaranteed.

Your schedule of daily work hours is set by your supervisor. You will be notified as soon as possible whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervisor.

Posted office hours are Monday through Friday, 8:30 a.m. to 5 p.m.

Flexible Schedules - As a virtual business, Artrain offers flexible scheduling as long as:

- All of the employee’s job requirements are met and accomplished on time.
- Other employees are not overburdened to accommodate a flexible schedule
- Overtime will not be incurred because of the flexible work schedule. (This applies to nonexempt personnel.)
- It is the case that set hours for some personnel is advantageous. Discuss this option with your supervisor.
- **Part-time Personnel:** Your schedules will be determined by your assignments and negotiated with your immediate supervisor.
- **Tour Staff Hours-** When on tour, personnel is scheduled, respectively, by the tour and facility managers for guide training, facility set up and strike, receptions and open hours. The tour and facility managers will endeavor to schedule staff members for five days per week. Employees must understand that this is not always possible. Lunch periods for tour staff will be scheduled by the tour and/or facility managers.

Breaks and lunches:

- [What does Michigan law say?](#) - There are no requirements for breaks, meal or rest periods for employees 18 years of age or older. For questions about breaks for employees under the age of 18 visit the [Michigan Department of Education Youth Employment website](#) or call 517-335-6041.
- [What does Federal law say?](#) - Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the workweek and considered in determining if overtime was worked.
- **Bona fide meal periods (typically lasting at least 30 minutes),** serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

- [What does the Fair Labor Standards Act say?](#) – It follows Michigan and Federal law.
- **What does Artrain say?**

We want to trust you to manage your working time and, in the case of paid personnel, compensate them fairly. Following state, federal and the FLSA, you are not paid for meal breaks or personal business on or off premises.

It is preferred that on-site personnel arrange their work hours and unpaid breaks in advance. It allows for better coordination with co-workers to insure adequate coverage for all functions.

Lunch periods are not part of your eight hour workday. For example if an employee is scheduled to work an eight hour day and takes a 30 minutes for lunch, they would report to work at 8:30 a.m. and leave at 5 p.m. = eight hours of work plus 30 minutes for lunch.

Absence or Lateness

From time to time, it may be necessary for you to be absent from or late to work. Artrain is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise.

If you are unable to report to work, or if you will arrive late, as soon as possible, contact your supervisor by PHONE and leave a message on the central telephone. The sooner you provide notice, the sooner an arrangement can be made to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. (See Leave Request Form.)

Absence from work for three (3) consecutive days without notifying your supervisor will be considered a voluntary resignation.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Wages and salary

Wage and salary changes are based on merit and the financial status of the organization rather than length-of-service or the cost-of-living. Having your compensation and/or performance reviewed does not mean that you will be automatically given an increase.

Pay periods

Pay checks are issued biweekly on Fridays for the pay period ending the previous Sunday. It is possible for you to arrange for the direct deposit of your check to your financial institution. Please consult with the finance manager to set up direct deposit.

Time Sheets/Records for Employees and Volunteers

By law, we are obligated to keep accurate records of the time worked by "nonexempt" personnel. This is done by written documentation on organization time sheets. (See finance manager for instructions). Please record your time in and timeout when taking lunches. You are not paid during your lunch break.

Your time sheet is the only way the organization knows how many hours you worked and how much to pay you. All employees are required to keep the office advised of their departures from and returns to the premises during the workday.

If you forget to write in or make an error on your sheet, your supervisor must make the correction and you and your supervisor must initial the correction.

No one may record hours worked on another's time sheet. Tampering with another employee's time sheet is prohibited. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Overtime Pay

Nonexempt employees are paid at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of 40 hours in a workweek. Overtime hours must be approved in advance by your supervisor. Only hours actually worked are used to compute overtime earnings. Paid time off is not used to compute overtime. Exempt staff members are not eligible for overtime pay.

Mandatory Deductions from Pay

Artrain is required by law to make certain deductions from your paycheck or direct bank deposit each time you are paid. Among these are your federal, state and local income taxes and your contribution to Social Security and Medicare. These deductions will be itemized on your pay period earnings statement. The amount of the deductions is based on your earnings and the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates how much of your earnings were deducted for these purposes.

Garnishment of Wages – Artrain will comply with any legally mandated garnishment of wages.

Voluntary Deductions from Pay

Artrain also provides employees the opportunity to make voluntary deductions from pay. These would include items such as medical insurance benefits program, contributions or employee expenses. These deductions require employee authorization and will be itemized on your pay period earnings statement.

Employee Benefits

Artrain may elect to offer a variety of benefits, including medical insurance plan, retirement plan, flexible spending account, paid holidays and paid vacation and personal time. **Artrain reserves the right to change or eliminate benefits, change employee eligibility requirements or the conditions in which group insurance coverage is provided at any time.**

Eligibility for benefits varies depending on your job classification and whether you are a permanent, full or part-time employee.

If you are eligible for benefits, your “date of eligibility” is calculated in the following manner: after working at Artrain for 30 days, your date of eligibility is the first day of the following month after you have worked 30 days. For example, let's say you are hired May 15. You work at Artrain for 30 days, and your 30 days are completed June 13. Your date of eligibility will therefore be July 1, the first day of the following month after you have completed your 30 days of work.

Promotion to full-time employment - When a part-time or temporary employee is promoted to full time status, eligibility for medical coverage is determined by the “date of eligibility” of full time employment. This is the first day of the following month after the employee has worked 30 days of full time employment.

~~Insurance Coverage – Not currently in place~~

~~Group Insurance~~

~~A comprehensive medical insurance program is available for permanent full-time employees once they have met their eligibility requirements. If you are eligible and choose medical insurance coverage, the insurance carriers provide documents describing your available benefits, eligibility and your responsibilities. A copy of these documents will be given to you when you join the program. If you~~

~~decline coverage please consult with your supervisor to understand requirements for requesting coverage at a later date. Employees declining medical insurance coverage are asked to sign a written statement indicating their decision.~~

~~The following benefits are available for eligible employees, as defined and limited in the literature provided by our insurance carriers.~~

- ~~▪ Health Insurance~~
- ~~▪ Dental Insurance~~
- ~~▪ Vision Insurance~~
- ~~▪ Long Term Disability~~
- ~~▪ Life Insurance~~

~~**Insurance Premiums** – Artrain periodically sets the rate for employee contributions through payroll deduction toward the premiums for your coverage of Dental, Vision, Long Term Disability and Life Insurance. Please request the current schedule. (Artrain complies with all state and federal laws regarding employee medical benefits payroll deductions).~~

~~**Family coverage** – Eligible employees may elect to purchase additional coverage for their spouse or family members through a payroll deduction. Artrain reserves the right to eliminate group benefits, change employee eligibility requirements or the conditions in which group insurance coverage is provided.~~

~~**Termination of Insurance – Insurance is terminated**~~

- ~~▪ The insurance policy terminates or Artrain elects to terminate coverage.~~
- ~~▪ When you fail to make a premium payment as agreed or when due.~~
- ~~▪ When you cease to be eligible for coverage under the terms of our group insurance program.~~
- ~~▪ When you cease to be employed as a regular full time employee eligible for the insurance.~~

~~**Retirement Plan** – Artrain has suspended its 403(b) retirement plan.~~

~~**Flexible Spending Account**~~

~~The Flexible Spending Account is a plan offered by Artrain that allows the Employee to have a fixed dollar amount deducted pretax from each paycheck and set aside to be used for qualifying medical or dependent care expenses. All new employees will receive a document, which summarizes how the Flexible Spending Account works. In addition, Artrain maintains a more detailed document called the “Flexible Benefits Plan,” which gives complete details of the Flexible Spending Account, and how it works. All Employees may obtain a copy of the Flexible Benefits Plan to read.~~

- ~~▪ **Eligibility** - To participate in the Flexible Spending Account governed by the Flexible Benefits Plan, you must work an average of 30 hours per week. Once you have reached your date of eligibility, and in November of each year, you will be provided with an election form. After you have carefully reviewed your estimated medical expenses for the types of medical expenses which are eligible for reimbursement under the Flexible Benefits Plan for the coming Plan Year, you should complete the election form and return it to the Administrator by the due date established by the administrator. The total amount you elect to receive as benefits under this plan will be deducted from each of your paychecks. The deduction you elect cannot be amended during the plan year unless you have a “change in status,” such as marriage, divorce, birth of a child, a change in your spouse’s benefit plan or a change in child custody. Election changes must be made within 30 days of the change in status.~~

For details of how the Flexible Benefits Plan works, and which medical expenses are reimbursable under the plan, you are encouraged to speak with Artrain’s plan administrator.

Current laws governing these accounts provide that any funds remaining in the account at the end of the plan year are forfeited. Therefore, you should take care not to overfund your account.

- **Conversion Privileges** - At your exit interview or upon dismissal, please contact your provider to learn if you can continue your insurance coverage and any other benefits you currently enjoy, if eligible.

Holidays and Paid Time off

Recognized Holidays

Artrain recognizes 11 paid holidays each year. A list of the dates the holidays to be observed are posted at the beginning of each calendar:

- New year's day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Dec. 24
- Dec. 25
- Two (2) personal holidays – intended for use for recognized religious or government holidays.

When a recognized holiday falls on a day that staff is required to work, eligible staff may select an alternate day off. The employee must arrange with their supervisor to schedule and use the paid holiday within 60 days of the actual holiday.

All national holidays falling Monday through Friday are scheduled on the day designated. If a holiday falls Saturday or Sunday, the president of Artrain will reschedule it to a weekday based on common business practice and considering input from staff.

Holiday Pay Eligibility - All qualifying employees are eligible to receive pay for the official paid holidays listed above *after* they have reached their date of eligibility.

- **Full-time employees** are eligible for holiday pay and are paid eight (8) hours wages for each holiday
- **Regular part-time employees** are paid for holidays only if the holiday falls on their regularly scheduled workday. Part-time employees are paid on a prorated basis, determined by comparing their weekly work hours to a 40-hour week, and calculating the average number of hours the employee works each day from the date of eligibility and from each subsequent anniversary of the date of hire.
- **Temporary employees** are not eligible to receive holiday pay.

Paid time off

Artrain offers paid time off to eligible employees that includes vacation, sick and personal time. Paid time off may be taken for either personal illness, or illness of an immediate family member. (Immediate family members include spouses, domestic partners, children and the employee’s or their spouse’s parents and grandparents or siblings).

Eligible Employees begin to accrue paid time off beginning with their date of eligibility. After one full year of employment, paid vacation time will continue to accrue after Dec. 31 of each year.

Accrued paid time off will be banked until you use it, at which time the hours you use are subtracted from your total banked hours, as appropriate, in half day hourly or full day increments. Once you have used your total banked hours any additional time off will be taken without pay. Your supervisor must

approve paid time off in advance. All employees are required to submit a written request for paid time off with as much advance notice as possible, preferably one week, unless you wish reimbursement for a sick day, in which case you should submit a written request to your supervisor as soon as possible after returning to duty.

Although attempts are made to accommodate an employee's paid time off requests, supervisors must take into consideration Artrain's schedule. It may be necessary for the president/CEO to establish a limit to the number of employees that can take paid time off due to special projects or during peak vacation times (i.e.,: summer and the holidays.) It is generally preferred that no more than three home office employees are on paid leave at any given time. Employees will be notified if a limit is put on vacation time.

Paid Time off Eligibility

Eligible employees begin to accrue paid time off beginning with their date of eligibility. After one full year of employment, paid vacation time will continue to accrue after Dec. 31 of each year. The paid time off that you accumulate is based on your length of employment, as follows:

Employment Status	Length of employment	Paid Time Off Accrued
Full Time	From date of eligibility through end of 12 th month of employment	Eight days of paid time off per year (accrue 0.67 day per month up to eight days)
	First through end of ninth year	15 days of paid time off per year (<u>accrue 1.25 days per month</u>)
	10 th year through end of 14 th year	20 days of paid time off per year (<u>accrue 1.67 days per month</u>)
	15 years or more	24 days of paid time off per year (<u>accrue 2 days per month</u>)
Part Time	30 days through 12 months	You accrue the equivalent of one week of the average number of hours of your regular workweek. For example, if you average 16 hours per week, you are eligible for 16 hours paid time off.
	12 months +	You accrue the equivalent of two weeks of the average number of hours of your regular workweek.

Paid Time Off Accrual Rights - Paid employees are encouraged to use their paid time off. Unless otherwise requested (see carry over and emergency paid time off clause below) all paid time accrued (including carryovers) and not used before the anniversary of your date of eligibility, or before Dec. 31 if you have been at Artrain longer than a year, will be forfeited. For example, say that you were hired June 15, 2020. Your date of eligibility would be Aug. 1, 2020. You must use all of your accrued paid time by your date of eligibility, Aug. 1 of the following year (Aug. 1, 2021), or the remaining accrued paid time will be forfeited. After Aug. 1, 2021, you must use paid time that you accumulated through Dec. 31, or your remaining paid time will be forfeited. After Dec. 31, 2021, you must use or lose your accrued paid time by Dec. 31 of each of the following years.

- **Paid leave carry over option** - Five days of an eligible full time employee's paid time off may be carried over and accumulated into an employee's subsequent anniversary year. You must present a written request for paid leave carry over to your supervisor before your anniversary date.
- ***Part-time and temporary employees may not carry paid leave over.***
- **Borrowing against future time off** - An employee may request to have paid time off even though sufficient time has not yet been accrued. The supervisor may, at their discretion, approve the request with the understanding that if the employee leaves Artrain before the "borrowed" time off has been earned; the time spent will be deducted from their last paycheck.
- **Paid time off - emergency bank** - Full time employees may bank up to 45 business days of unused paid time off by the employee to be used in the case of an extended personal or family member illness, birth or adoption of a child, family leave act, bereavement leave or other approved reason. All employees are required to submit a written request to their supervisor for time to be banked. Their supervisor and the president/CEO of Artrain must approve this request.

Part-time employees are not eligible for paid leave emergency banks. If a regular full-time employee elects to change to or accept a part-time position, all emergency leave is forfeited.
- **Accrual of Paid Time Off Benefits During Paid Leave** - All employees who are actively at work or on paid leave—such as vacation or personal days—will continue to accrue paid leave benefits provided by Artrain. An employee that fail to return from a paid leave at the agreed-upon time will assumed to have chosen to voluntarily terminate their employment. Accumulated annual leave or emergency leave time off will not be paid upon termination.
- **Accrual of Paid Time Off Benefits During Unpaid Leave** - Employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation.

Payment in Lieu of Paid Time off

The purpose of paid time off is to provide you with a time to rest and relax; therefore, no additional wages or salary will be paid to you in lieu of paid time off. Accumulated annual leave or emergency leave time off will not be paid upon termination.

Time Off to Vote

All personnel are encouraged to exercise their right to vote and may take reasonable time off to vote in city, state or federal elections. Since polling places are generally open before and after work, we ask that you make every effort to vote outside of your normal working hours. Staff members who are unable to vote before or after work must make advance arrangements with their supervisor to request reasonable time off to vote at the beginning or end of their normal work hours.

Funeral (Bereavement) Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. Immediate family members include spouses, domestic partners, children, stepchildren, parents, grandparents, grandchildren and siblings of the employee, their spouse or domestic partner.

- One (1) day of paid funeral leave will be granted in the case of the death of any member of your extended family or significant person in your life. Only regular full-time employees are eligible for paid funeral leave.
- Employees may use accumulated paid time-off, emergency bank paid time or take a leave of absence without pay to extend bereavement leave.

Jury Duty

Each of us has a responsibility as a citizen to accept jury duty when called. You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons. When an employee is called to serve jury duty they must notify their supervisor immediately. Artrain will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days.

- On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive your regular wage, you must present a statement of jury service and pay to your supervisor. The court issues this document.
- Artrain reserves the right to ask an employee to seek a postponement if circumstances so warrant.

Paid and Unpaid Leave of Absences

Employees may be granted a leave of absence if a written request for leave is approved by the president/CEO. The request must be made 90) days in advance of the beginning of the leave and must include the length of the leave (not to exceed 12 months) and the reason for the leave. Approval for a leave of absence is at the sole discretion of the president/CEO, President and Executive Committee. The ninety- (90) day advance notice necessary may be waived if the request for a leave of absence is due to a long or short-term disability.

Employees returning from a leave of absence will be returned to the same or similar position whenever possible; however Artrain cannot guarantee reemployment. Due to organizational necessities the position may have ceased to exist during the leave.

Artrain will do its best but does not guarantee that an employee will return their previous position upon return from a leave of absence for leaves of 12 weeks or less. For leaves of 12 weeks or more, Artrain will, at its sole discretion, determine whether a position is open and available for the employee.

- **Leave of Absence - Short/Long Term Disability** - Employees may use accumulated paid time off and their emergency paid time off bank in the event of a short or long term disability. When sick and/or vacation time is exhausted then a leave of absence (see above) request may be made by the employee. Employees should contact the Long-term disability insurance provider immediately in the case of a long-term disability.
- **Leave of Absence – Medical** - Regular full-time and part-time employees of Artrain are eligible for unpaid medical leave of absences. Medical leaves are granted when an employee is temporarily unable to perform their job due to illness, injury, pregnancy, childbirth or adoption. Medical leaves are granted for the duration of the disability, up to a maximum of six (6) months.

If requesting medical leave written certification from your physician or other licensed health practitioner must be provided to your supervisor. It should state the nature of your disability, the date your disability began and the expected date of your return to work.

Employees returning from medical leave will be returned to the same or similar position whenever possible; however Artrain cannot guarantee reemployment. Due to organizational necessities the position may have ceased to exist during the leave.

- **Leave of Absence - Personal** - Artrain will consider granting an unpaid personal leave of absence in exceptional cases when time away from work will allow an employee to deal with an unexpected or serious personal situation. A personal leave may be granted for up to a maximum of 60 days. If you feel you need a personal leave, you should discuss your circumstances with your supervisor.

Employees returning from personal leave will be returned to the same or similar position whenever possible; however Artrain cannot guarantee reemployment. Due to organizational necessities the position may have ceased to exist during the leave.

- **Leave of Absence - Military** – Thank you for your service. Artrain seeks to comply with all state and federal laws regarding leaves of absence for military duty. If you need to schedule such a leave, please speak with your supervisor and the president/CEO of Artrain.

Miscellaneous

Personal Expenses

Artrain purchases should always be made through approved Artrain suppliers and on account. A purchase order with the name of the supplier and the purchase amount should be made to the finance manager in advance of the purchase when an approved supplier is not available.

When it is necessary for a team member to make a purchase with personal funds, reimbursement will be paid on the next payroll check providing a request for reimbursement has been submitted. Reimbursement requests should be made within 30 days of the purchase date otherwise the reimbursement may be denied.

Personal vehicle use and mileage reimbursement Employees working remotely.

Employees will be reimbursed for mileage when their personal vehicles are used for Artrain related errands from location designated as home base.

Current home base – location of official office records
2585 Hollywood Drive
Ann Arbor, MI 48103

Therefore, travel to and from a locations starts at the home base location. For example: If an employee lives at 208 Oakwood in Ypsilanti and is required to travel to the Purple Rose Theatre in Chelsea, mileage would be calculated from the home base to and from the Purple Rose Theater.

Employees living and working at home base will not be compensated for 10 miles per round trip when required to travel in Washtenaw County.

Mileage rate: The remuneration for mileage is based on the amount allowable by the IRS (please check with the finance manager for current rate.) Reimbursement for mileage will be paid by Artrain on the employee's next payroll check. Requests for reimbursements must be made within 30 days of the mileage date otherwise the reimbursement may be denied.

Events and Meetings

Special events – When Artrain hosts a special or fundraising event, those staff members required to attend are not charged for the event. Before the event, staff will be notified whether or not meals are to be provided to the staff.

Special circumstances – Occasionally, during board meeting sessions at Artrain host communities, Artrain staff is invited but not required to join the board or home office staff for casual meals where all are paying their own costs. Home office staff on travel will include those costs in their expense reimbursement request. If tour staff chooses to attend on their own they will not be reimbursed for those costs but will receive their usual per diem. If tour staff is required to attend such an event Artrain will reimburse the staff member for reasonable expense over \$20 and still receive per diem.

Education/Training (Attending Seminars/Training Sessions)

From time to time, Artrain may arrange to have both formal and informal training programs to enable personnel to progress in their knowledge of our business and the skills required to fulfill their position. Personnel may be selected to attend workshops or training programs. All or a portion of the expenses for off-premises training will be paid for by Artrain depending on the nature of the course. Check with your supervisor for details.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other personnel), please bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify your supervisor as far in advance as possible. This way, they can attempt to schedule workloads to accommodate your desire to attend the seminar.

Outside Employment/Nonprofit Activities

If you are thinking of taking on a second job, you must notify your supervisor immediately to avoid the possibility of a conflict of interest. A conflict of interest occurs when the interests of the employee or another outside party actually or potentially affect Artrain in a negative way. A perceived or actual conflict of interest must be avoided and should be remedied by employees as soon as it is known. Employees may not earn profit from outside employment or business interests that directly result from affiliation with Artrain. Similarly, if you are associated with any nonprofit organizations, and especially if you are involved in fundraising activities for the organizations, discuss this with your supervisor. While Artrain encourages its employees to be active in nonprofit organizations, it is important to avoid any possible conflicts of interest between Artrain and other nonprofit organizations you may be involved in.

Hiring of Relatives

Artrain has no prohibition against hiring relatives or co-habitants of our staff members. However, one general restriction has been established to help assure fair treatment of all staff members. While we will accept and consider applications for employment from relatives and co-habitants, family members and co-habitants will not be hired, promoted or transferred into positions in which they directly or indirectly supervise or are supervised by another family member or co-habitant.

Fees and Honoraria

Personnel is encouraged to be active in the community and as a result may be asked to lecture/present to outside groups on behalf of Artrain. Please inform your supervisor of any outside activities in which you are engaged. With your supervisor's prior approval and providing that any engagement does not create a conflict of interest, any fee, donation or honorarium earned may be retained by the employee.

Personal Property

We encourage you to be prudent about bringing personal items to work, especially sums of money or other valuable items. It should be understood that Artrain will not be responsible for losses resulting from theft of personal property while you are away from your desk or work area. Please report any loss of property to your supervisor immediately.

None of the policies included in this guidelines shall change the "at will" nature of the relationship between the employee and Artrain.

Disciplinary Procedures

Nothing in this section should be construed to alter the at-will relationship between Artrain and its personnel.

The primary objective of any disciplinary action is to improve job performance. Actions by personnel inappropriate for the work environment, hinder effective job performance, or violate agency policy are examples of improper conduct that may result in disciplinary action.

Disciplinary action may include but do not have to include any or all of the following steps: verbal warning, written warning, suspension or dismissal. The various forms of discipline described above may be taken in whatever order management deems appropriate in each instance, and management reserves the sole discretion in determining what discipline is appropriate in each instance. When necessary, disciplinary action will be initiated by your supervisor with approval by the president of Artrain. Any written warnings must be placed in personnel files, and you will have an opportunity to write a response which will also be placed in the employee's personnel file.

Personnel Complaints

Occasionally misunderstandings, disagreements or questions may arise requiring investigation and clarification. If you have a complaint related to work, follow the procedure below:

1. If you have a complaint pertaining to any procedure, situation, or policy at work first discuss it with your supervisor. The supervisor will investigate the situation and respond promptly.
2. If you feel that the supervisor's answer is inadequate and further action or consideration is necessary you can request your supervisor to:
 - Schedule a meeting with the president/CEO so you may lodge an oral complaint, or deliver a written copy of your complaint to the president/CEO.

Note: Be sure that your presentation is factual and that you present your position in an effective, reasonable manner. Where possible suggest alternative solutions or improvements. Bring up your concerns as soon as possible so they do not lose their immediacy.

The president/CEO will study your complaint and the action or lack of action taken by your supervisor. He/she will try to work out a satisfactory solution to your complaint. The president/CEO will respond, if possible, to your complaint within one week. If the president/CEO, for whatever reason, believes that he/she cannot respond within one week she/he will discuss this with you to determine a mutually acceptable response period.

3. If Step 2 does not adequately resolve your complaint, or if your complaint is against the president/CEO, you should request in writing a meeting with the chair of the board of directors or their designee. All written requests shall be sent to Artrain's address to the attention of the chair of the governance committee. The governance committee will investigate the situation within a reasonable time period and attempt to resolve all difficulties promptly and fairly.
4. If you feel the governance committee's resolution is not satisfactory you may request that your complaint be presented to the executive committee of the board of directors. The governance committee chair will present your complaint to the executive committee for a final ruling. You will have the right to attend and speak at the executive committee meeting at which your complaint is being presented.

Separation

Artrain requests that you give at least 30 days' notice in the event you intend to terminate your position, but the organization recognizes that as an "at will" person, you may terminate the relationship at any time.

References

Unless you make a request in writing, Artrain is authorized to provide only a standard reference. The standard reference includes confirmation of dates of employment, title and salary range.

Exit Interviews

Artrain management would like to discuss your reasons for leaving and any other impressions that you may have about Artrain. If you decide to leave, you will be asked to grant us the privilege of an exit interview. We hope that this exit interview will provide insights into possible improvements that we can make. All information will be kept strictly confidential and will not affect any information Artrain shares when giving references about you.

Policies

Follows is a sampling of policies pertaining to personnel. Additional policies are available on the server.

Anti-discrimination, Environment free of Harassment and Equal Opportunities Policy

Artrain is committed to maintaining a workplace and environment free of discrimination, any form of harassment, and confirms that no person shall be excluded from participating in, nor denied the benefits of, any program, activity or service offered by or in connection with Artrain on of basis of race, religion, color, national origin, citizenship, age, sex, height, weight, marital status, parental status, disability, sexual orientation, person's physical or mental disability, membership in any labor organization, political affiliation or record of arrest.

These policies apply to all areas of employment and personnel including employees, board, contractors, consultants, volunteers and intern recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Americans with Disabilities Act Policy

It is the policy of Artrain to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA), the Michigan Persons with Disabilities Civil Rights Act, and other applicable state and or local laws. Artrain will not discriminate against any qualified applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Artrain will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job unless doing so would result in an undue hardship. In accordance with Michigan law, personnel are required to notify Artrain in writing of their need for accommodation as soon as possible, but not more than 182 days after knowing or should have known the accommodation was needed.

Anti-Harassment Policy

Artrain is committed to maintaining a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere that is free of bias, promotes equal employment opportunities and prohibits discriminatory practices, including, but not limited to, various forms of prohibited harassment.

In keeping with this policy, Artrain will not condone or tolerate harassment, including sexual harassment, or harassment based on sexual orientation, or harassment based on any characteristic protected by federal, state or local law, by or against any of its employees, applicants, visitors or members of the general public. Artrain provides ongoing training to ensure employees the opportunity to work in an environment free of such harassment.

Unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct or communications of a sexual nature constitute sexual harassment when:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment;
2. Submission to or rejection of the conduct or communication is used as a factor in decisions affecting the harassed individual's employment; or
3. The conduct or communication has the purpose or effect of substantially interfering with the harassed individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Rather, it refers to behavior that is not welcome, that is personally offensive that fails to respect the

rights of others that lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may be overt or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the workplace. Sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Sexual harassment may take different forms:

- Specific: Demand for sexual favors.
- Verbal: Sexual jokes and innuendo, suggestive comments, catcalls, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, sexual propositions and/or threats.
- Nonverbal: Sexually suggestive objects or pictures, suggestive or insulting sounds, leering, whistling, insulting or obscene gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through email or other electronic means).
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, Impeding or blocking movements, coerced sexual intercourse, assault.

Harassment based on sexual orientation or other protected characteristic is also strictly prohibited, such as conduct that denigrates or shows hostility or aversion toward an individual because of their sexual orientation. Also included in this definition is harassment based on race, color, religion, sex, age, national origin, disability or other characteristic protected by federal, state or local law. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

If an individual feels that any conduct or communication is inappropriate, the best policy is to immediately inform the person involved and request that he/she cease such behavior. In addition, the employee should immediately report the matter to his/her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the president/CEO of Artrain. Also, any supervisor or manager who becomes aware of possible sexual or other harassment should promptly advise the president/CEO. If a complaint is to be brought against the president/CEO, the incident(s) shall be reported to the board of directors. Artrain guarantees that an employee reporting incident(s) of harassment will not suffer any form of reprisal or retaliation. All complaints will be handled in a timely and, to the extent possible, confidential manner. The investigation will involve examining the totality of the circumstances, the nature of the harassment and the context in which the incident(s) occurred. Upon completion of the investigation, the results and any action taken will be reported to the complaining employee, applicant or other party.

Conflict of Interest Policy

No personnel, board, committee or staff member shall use their position, or knowledge gained therein, in such a manner that a conflict between the interest of the organization or any of its affiliates and their personal interests arises. Likewise, no board, committee or staff member shall maintain or engage in any outside business, financial or employment activity that conflicts with the interests of Artrain or which interferes with the board, committee or staff member's ability to discharge his/her Artrain duties fully. Following counseling, such continuing conflict of interest may be grounds for termination from the organization.

All personnel has a duty to place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

If any personnel has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or any organization involved in the transaction, or holds a position as trustee, director or officer in any such organization, they must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any board, committee or staff member who is aware of a potential conflict of interest with respect to any matter coming before the board, committee or staff meeting shall not vote in connection with the matter.

Confidentiality Policy

Respecting the privacy of Artrain's clients, donors, members, staff, volunteers and personnel is a basic value. Personnel may be given access to or be exposed to information which is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after service. Staff and volunteers, Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the president/CEO. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Any and all materials containing privileged or confidential information is expected to be returned immediately at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal and perhaps, prosecution.

Whistleblower Policy

If any employee, volunteer or Board member, or anyone involved with Artrain becomes aware that, or suspects that, someone at Artrain is engaging in illegal activity, or engaging in activities that violate Artrain's policies and procedures or code of ethics and conduct, or is misusing Artrain's property, facilities, finances, name or records, and reports the activity to Artrain's staff, Board or local, state or federal officials, Artrain will not punish the employee or volunteer in any way for the report. Punishments that are not allowed include firing, demotion, suspension, harassment, failure to consider an employee for promotion, or any other kind of discrimination.

1. Artrain maintains an open door policy. If you have any questions or concerns, and you want to talk with someone about your concerns, you may speak in confidence (and anonymity, if you wish) to your direct supervisor, or if that is not comfortable, to the business manager, the president/CEO, or a member of the board (preferably, the chair of the board's audit or executive committee). If you suspect that Artrain is engaging in any *illegal or financially inappropriate activities*, you may likewise discuss the issue in confidentiality with your direct supervisor, the president/CEO, or with the Board, or you may submit a report to local, state or federal governments. Artrain will not punish you in any way for reporting illegal or financially inappropriate activities that Artrain may be engaging in.
2. Even if the claims are unfounded, Artrain will not retaliate against you in any way. The law does not *force* you to prove your suspicions or concerns. A reasonable belief that illegal activity exists is enough to protect you from punishment or retribution. However, any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
3. Artrain takes all complaints seriously. It will investigate all reports of illegal or improper activities submitted by employees, volunteers, or members of the Board and, if necessary, will fix the problems. Artrain will protect your confidentiality to the extent possible, consistent with the need to conduct an adequate investigation.

Smoke Free Workspace

Artrain promotes a smoke free environment. Artrain complies with Washtenaw County law and prohibits its employees and guests to smoke inside or within 100 feet of Artrain's tour vehicles, offices or NEW Center. Smoking is allowed in areas designated by NEW Center.

Controlled Substances

Artrain complies with all state and federal laws regarding alcohol and controlled substance use.

▪ **Alcohol**

Artrain expects personnel to follow all local, state and federal laws regarding alcohol consumption. Personnel, whether or not they are on duty should be conservative in their consumption of alcohol at any Artrain or client social event. It is not appropriate for an employee to be publicly intoxicated at Artrain or its functions. Such behavior may result in disciplinary action or termination.

▪ **Drug Free Workspace**

The following policy regarding the use of controlled substances is adopted by Artrain pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations.

Artrain hereby notifies all personnel as follows:

- The unlawful possession or use, or manufacture, distribution or dispensing of a controlled substance is prohibited in the workplace. Employees who engage in any such prohibited conduct will be subject to disciplinary action, up to and including immediate discharge.
- Artrain has established an awareness program to inform employees about (1) the dangers of controlled drug misuse in the workplace, (2) the company's policy of maintaining a drug-free workplace, (3) any available drug counseling, rehabilitation and employee assistance programs, and (4) the penalties that may be imposed upon employees for controlled substance violations in the workplace.
- An employee will notify the president/CEO in writing of their conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. If the employee is engaged in the performance of a federal grant, Artrain will notify the federal agency that administers the grant within 10 calendar days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
- Within 30 calendar days after receiving notice of such a conviction, Artrain will take one of the following actions: (1) take appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or (2) require such employee to participate satisfactorily in an assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.