

ARMADA AGRICULTURAL SOCIETY  
EMPLOYEE HANDBOOK

# ARMADA FAIR



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ARMADA AGRICULTURAL SOCIETY  
EMPLOYEE HANDBOOK

WELCOME TO THE  
ARMADA AGRICULTURAL SOCIETY  
(ARMADA FAIR)

WE ARE PLEASED AND HONORED  
THAT YOU HAVE CHOSEN  
TO BECOME PART OF OUR FAMILY



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

# IMPORTANT NOTICE ABOUT THIS HANDBOOK

The purpose of this handbook is to communicate the current general personnel policies and guidelines of the Armada Agricultural Society that apply to all full-time (FT), part-time (PT), seasonal (S), non-paid volunteers (V) and the Board of Directors of the Armada Agricultural Society. Employees, for the purpose of this publication, are considered full-time, part-time, seasonal, non-paid volunteers and the Board of Directors. This handbook sets forth the AAS's current policies, and the AAS reserves the right to alter, amend or modify its personnel policies at any time as it deems necessary. These policies will be interpreted in accord with applicable state and federal laws and regulations.

Please be aware that this handbook is not intended to be, and does not constitute, an express or implied contract of employment; rather, it is a general statement of AAS policy. All employment at Armada Agricultural Society is "at will" and may be terminated by either the colleague or the AAS at any time with or without cause or advance notice. None of the provisions of this handbook alter, modify, or amend the "at will" nature of the employment. Armada Agricultural Society reserves the right to alter, amend or modify its personnel policies at any time as it deems necessary. However, the at-will policy may only be amended or altered in writing signed by the President of AAS specifically stating that it is amending the at-will nature of employment. This handbook supersedes and replaces any previous policy statements, whether written or oral.



# ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

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# ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

## VISION STATEMENT

To be consistently recognized as an elite fair organization statewide.

## MISSION STATEMENT

Our Mission is to create an environment for a yearly community reunion whereby an opportunity is provided to celebrate achievement; to promote and provide education about agriculture, to build our youth into productive citizens, and to offer entertainment celebrating the traditional values of the community. We will accomplish this thru prudent and fiscally responsible management practices.

## BUSINESS STRATEGIES

1. To promote and provide education about agriculture.
2. Provide superior guest and partner experiences - one interaction at a time.
3. Build our youth into productive citizens.
4. Celebrate the traditional values of the community.
5. Expand level of community engagement.

## CORE VALUES

Community  
Guest & Client Focused  
Commitment to Excellence  
“Can-Do” Attitude  
Fiscally Responsible  
Responsible Citizenship



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

# EMPLOYMENT POLICY STANDARDS

## EMPLOYEES

Employees, for the purpose of this publication, are considered full-time, part-time, seasonal, non-paid volunteers and the Board of Directors.

## EMPLOYMENT AT-WILL

This handbook does not constitute a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Employment with the Armada Agricultural Society (AAS) is a voluntary employment at-will relationship, for no definite period of time. Nothing in this handbook constitutes an express or implied contract of employment or warranty of any benefits. While we hope to have a long and mutually beneficial working relationship together, regardless of anything which may appear in this handbook or any other AAS publication, policy, statement or practice, you have the right to terminate your employment relationship at any time for any reason with or without cause at any time. AAS reserves the right to do the same. Although, the AAS would prefer a minimum two (2) week written notice of your intent.

Again, this handbook is designed to acquaint you with AAS, your job and our personnel policies and practices. Should you have questions regarding this handbook, please feel free to discuss your questions with the AAS Superintendent or the Office or Executive Committee.

## EQUAL EMPLOYMENT OPPORTUNITY

The Armada Agricultural Society is an Equal Opportunity Employer. In any employment decision, we look for the best-qualified applicant and make employment decisions on the basis of that merit. The employment policies and practices of AAS are to treat all employees and applicants for employment without discrimination as to race, creed, color, religion, national origin, sex, age, marital status, citizenship, veteran status or the presence of a non-job related medical condition or disability, or any other consideration made unlawful by federal, state or local laws.

## SEXUAL HARASSMENT

The Armada Agricultural Society will not tolerate harassment of any kind, including sexual harassment of employees by supervisors, other employees (paid or unpaid), customers or the general public. Harassment demeans individuals, creates unacceptable stress for the entire organization and adversely affects morale and decreases work effectiveness.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### SEXUAL HARASSMENT - CONTINUED

Sexual harassment is defined as:

- Unwelcome or unwanted sexual advances or any physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors which include subtle or blatant expectations, pressures or requests accompanied by an implied or stated promise of preferential treatment or consequences concerning one's employment status.
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments that are clearly unwanted, considered offensive, tasteless or sexually orientated innuendoes or actions that offend others.
- Creating a work environment that is intimidating, hostile or offensive because of unwanted or unwelcome sexual-oriented conversations, suggestions, requests, demands, physical contacts or attentions, jokes, cartoons, photos or any other actions deemed inappropriate.

Normal, courteous and mutually respectful, pleasant, non-coercive interactions between men and/or women that are acceptable to both parties are not considered to be sexual harassment.

If you experience or witness harassment, report it immediately to your AAS Superintendent or the Executive Committee. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

It is expressly prohibited for any person to retaliate against another who brings sexual harassment charges or assists in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No person will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment in good faith.





## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### SAFETY RULES

It is every individuals' responsibility to observe all safety rules, adhere to all safety instructions provided by their AAS Superintendent and use safety equipment where required, to learn the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the AAS Emergency Procedures is available in the onsite office.

All personnel are expected to immediately report any unsafe conditions or acts to an AAS Board Member(s), who will complete the required paperwork and inform the appropriate personnel.

Employees may report safety violations or injuries anonymously to a Board Member or their AAS Superintendent if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. However, AAS will deal with any deliberate or ongoing safety violations or creation of hazard by an employee through disciplinary action, up to and including termination.

### EMPLOYEE RIGHTS

Employees have a right to refuse to work in conditions they deem to be unsafe and cannot be discharged if their concerns are objectively reasonable and they have sought correction of the dangerous condition.

If any employee is asked to work in an unsafe situation, that employee is required to contact either their AAS Committee Superintendent or an Executive Board Member to express their concern.

### EMPLOYEE RESPONSIBILITIES

The AAS expects all employees to comply with and enforce all safety requirements.

Each employee is responsible for his/her work area. If there is a safety hazard in that work area(s) it is to be corrected immediately. If the employee cannot correct the hazard it shall be reported immediately to their AAS Committee Superintendent or any Board of Director. The superintendent or member of the board contacted will then be responsible for the immediate correction of the hazard.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### FORBIDDEN ACTIVITIES

No list of rules or of forbidden activities can cover every situation, which may arise in the workplace. We expect all employees (paid or unpaid) to conduct themselves in a professional businesslike manner at all times. Below, we have examples of the types of behavior, which are improper and therefore prohibited. Any individual, who violates these rules or engages in other similar behavior, is subject to disciplinary action up to and including discharge from employment. The exact discipline imposed will be based on the circumstances of each case and may range from a warning to suspension or discharge. Forbidden activities include, but are not limited to:

- The drinking of alcoholic beverages and/or the use of substances causing physical or mental impairment on the job.
- Reporting to work under the influence of alcohol or substances causing physical or mental impairment.
- Smoking in areas posted as “No Smoking” or in defiance of the laws of the State of Michigan.
- Engaging in activity in areas other than those designated by the workers’ employer.
- Fighting on the job.
- Not having or not using essential personal protection equipment, when applicable, per OSHA and MIOSHA regulations.
- Failing to report a work injury.
- Illegal possession, selling or use of narcotics or controlled substances.
- Possession of weapons on AAS property, per the laws of the State of Michigan or in violation of the rules or regulations of AAS.
- The use of open fire.
- Defecating or urinating in places other than the designated sanitary facilities.
- Willfully altering or tampering with safety devices such as guards, fences, barricades, fire safety equipment or other safety devices.
- Failure to follow safe work practices.
- Engaging in any other activity that creates an imminent danger of life or health.

### SAFETY VIOLATIONS

The AAS Board of Directors is responsible for job site safety and to see that all personnel adhere to safe working procedures.

Worker’s Compensation insurance pursuant to the laws of the State of Michigan covers all work-related accidents.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### CONFIDENTIALITY

Written communications containing sensitive information should be shredded prior to being disposed of. Sensitive information includes material containing information about AAS personnel, finances, legal matters or other information that would be detrimental if disclosed to unauthorized individuals.

As a result of your association with the AAS, you may have access to information about AAS, employees, exhibitors and volunteers, which is not generally known. All such information, which you obtain or have access to, as a result of your association with the AAS is the property of the AAS. You may not use any such information for any purpose unrelated to your job, nor may you disclose it to anyone inside or outside of AAS who is not authorized to have this information.

Failure to comply may result in disciplinary action, up to and including termination.

### SECURITY AND LOCKUP

Because individuals frequently work late in the evening there is often traffic in and out of the buildings or on the property at all hours. Exterior building doors and/or the office are to be locked by the last person leaving the grounds. A tour of the property should be conducted to determine if there are other individuals on the grounds and to ensure that all buildings are secured.

At the end of the day, each AAS Superintendent and/or the Office Staff is responsible for turning off all lights, locking exterior access doors and securing all property entrance gates.

Access to buildings can only be provided to those individuals with proper keys. Keys ARE NOT to be given to unauthorized persons or individuals renting the property. Individuals renting property will be given only those keys required for the specified period of time and must be returned according to the contract.

### DATE OF HIRE AND ORIENTATION

The employee's first paid day of work with AAS, is considered to be the employee's date of hire. Returning seasonal employees will retain their original date of hire.



# ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

## ABOUT YOUR JOB

### WORK HOURS AND REPORTING WORKDAY

The AAS Main Office will be open Monday through Friday and weekends as needed, per the direction of the AAS Board of Directors and/or the Office Committee. Work and lunch hours will also be determined by the AAS Superintendents, the AAS Board of Directors and/or the Office Committee. The AAS Superintendents, the AAS Board of Directors and/or the Office Committee will determine if employees will receive paid or unpaid lunches and will notify the employee before date of hire. Adequate notice of days and hours to be worked will be provided to all employees.

Full-time hourly employees will receive time and one-half pay for time worked exceeding 40 hours in any given work week. Overtime hours are only to be worked when necessary and approved in advance by the appropriate AAS Superintendent, the Office Committee or the Board of Directors.

Full-time, part-time and temporary seasonal hourly employees will be paid one and one-half times for hours worked on an AAS holiday. Overtime work is only performed when necessary and approved in advance by the AAS Department Superintendent. You are expected to work necessary overtime when requested to do so.

Work week is defined as Thursday through Wednesday.

### PAYROLL

AAS employees are paid every Thursday. The payroll for each week covers the seven-day period ending the previous week on Wednesday.

### PAYMENT METHOD

Upon hire it is imperative that you complete the appropriate forms to designate the manner in which you would like to be paid. All prospective employees must also provide proof of citizenship. If a payday falls on a holiday, such as Thanksgiving, a check will be issued on Wednesday for the previous week's compensation. All payment is made by the AAS Treasurer.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### EMPLOYEE CLASSIFICATIONS

Hourly employees are those whose compensation is based on an hourly rate and who are subject to wages and hours provisions of the Fair Labor Standards Act. These employees are considered “Non-Exempt.”

Each position at AAS belongs to at least one of the following classifications:

- **REGULAR FULL-TIME** is used to describe positions that carry out the regular, everyday business of the organization. Employees in this classification are regularly scheduled to work at least 32 hours per week. Healthcare may be included at the expense of the AAS but must be approved by the Board of Directors. Vacation and other benefits will be at the discretion of the Board of Directors.
- **REGULAR PART-TIME** is used to describe positions that carry out the regular, everyday business of the organization. Employees in this classification are regularly scheduled to work an average of 24 hours per week on an annual basis. Benefits are not included at the expense of the AAS.
- **TEMPORARY SEASONAL** employees may be full-time or part-time. Employees are hired into these positions to temporarily supplement the workforce or to assist in the completion of a specific project. While in temporary employment status, employees receive all benefits mandated by law, but are ineligible for any other AAS benefit programs such as holiday pay.

### PAYMENT OF WAGES

All timesheets require two (2) signatures. Time clocks and/or time cards are to be used to keep track of hours worked.

Because your time sheet/card records will be used to calculate your wages, it is very important that you complete it properly. Any vacation or other absence must be recorded on the time sheet. At the end of each pay period, submit the time sheet to the appropriate AAS Superintendent for approval; they will then forward it to the AAS Treasurer. Under no circumstances may an employee complete another individual's timesheet. Such an act will result in immediate disciplinary action.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### PAY DEDUCTIONS

The following items are routinely deducted from your pay:

- Federal Social Security: This is a pay for old age benefits, survivor's benefits and Medicare. You and AAS share the cost.
- Federal Withholding Tax: The amount withheld depends on your salary and number of exemptions you claimed on the W-4 or W-4A form. The form is filled out when you first report to work and may be changed at any time.
- State Withholding Tax: The amount depends on your salary. The tax is paid to the state in which the job was performed.
- Court Ordered: Garnishments, child support/alimony, tax levies, etc.

### TRAVEL AND ENTERTAINMENT EXPENSES

It is customary for the AAS to pay for any seminar or convention registration an employee may be asked to attend. In addition, the Michigan Association of Fairs and Exhibition registration may be paid for an employee and one guest, along with the hotel room and a per diem decided upon and approved by the AAS Board of Directors.

### MEALS AND MILEAGE

Meals, of a reasonable cost, will be reimbursed for an employee's out-of-town business travel, if pre-approved by the AAS Board of Directors. Mileage for out-of-town business will be paid per the laws of the State of Michigan and by pre-approval of the AAS Board of Directors.

### SALARY ADJUSTMENTS

It is the policy of AAS to compensate all personnel on a fair, equitable basis and to recognize demonstrated performance and contribution to the successful operation of AAS.

Monetary compensation will be made at competitive wage levels. The ranges are based on industry studies and management evaluation and apply to permanent full-time and part-time employees. All seasonal employees will be compensated equally, as determined by the AAS Board of Directors. No employee shall be informed of a salary change until the Board has approved it.



## ETHICS AND CONFLICT OF INTEREST

It is the policy of the AAS to prohibit its employees from engaging in any activity or practice in conflict with the interests of the AAS, its clients, customers or any other business entity with whom the AAS may have a business relationship.

It is therefore the objective of this policy to define appropriate standards and to state the position of the Society on the matter of employee relationships with suppliers, distributors, contractors, clients and other outside individuals or organizations in order to protect employees and the AAS from possible conflicts of interest. Conflict of interest, as used herein, shall mean a situation where interests other than those of the AAS are being pursued.

To avoid conflict of interests, each employee who is in a position to influence or control decisions concerning the choice of and terms of dealing with individuals or business concerns with whom the AAS may have business relationships must maintain constant awareness of the importance of ethical conduct. The employee should disqualify himself or herself from taking part in, or exerting any influence in, any transaction where personal interests may conflict with those of the AAS. Representative clear-cut (non-exhaustive) examples of activities that are considered to be detrimental to the AAS are:

- Performing outside work or activities for a competitor.
- Performing outside work or services for a vendor that helps that entity gain preferential treatment over others.
- Performing outside technical services or other services, which are competitive with AAS activities.
- Transmitting technical “know-how” or data to any outside interest, which the AAS has developed for its use.
- Transmitting information on AAS business matters, which have not been publicly disclosed to any outside individual or interest.
- Transacting personal business with outsiders under circumstances, which might lead the outsider to believe that he or she is dealing with the AAS rather than the individual, for example, transacting personal business using AAS letterhead stationery.
- Using AAS business relationships with outside individuals or concerns for personal profit or advantage.
- Competing with the AAS, directly or indirectly, in the development of a business opportunity, or in the purchase or sale of property, property rights or interest.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### ETHICS AND CONFLICT OF INTEREST – CONTINUED

Each employee must report any financial interest which he or she or a member of his or her immediate family has in an individual or business concern with which the AAS may have a business relationship; any connection he or she or a member of his or her immediate family has with any such individual or business concern as a result of which he or she or immediate relatives may receive remuneration.

Each employee must comply with all provision of AAS's competitive bidding purchasing policy.

Neither an employee nor any member of his or her immediate family may accept gifts of more than token value, loans (other than loans from established financial institutions), excessive entertainment or other substantial favors from any outside individual or concern which does or is seeking to do business with, or is a competitor of, the AAS.

Neither an employee nor any member of his or her immediate family may solicit or knowingly accept, directly or indirectly, money of any amount from a vendor, contractor, client or any other person or entity who has or is seeking to obtain or influence a business relationship with the AAS.

It is the responsibility of each employee to avoid potential conflicts of interest, to make such disclosures as the AAS may require from time to time and to review with his or her supervisor any questionable activities that might be construed to be a conflict of interest.

It is the responsibility of each employee's immediate supervisor to review and evaluate potential conflict of interest situations brought to their attention and, when necessary, to refer such situations to the Executive Board, as required obtaining decisions, which protect employee and AAS interests.

Violation of this policy shall make the employee liable to immediate disciplinary action, including possible dismissal.





## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### PERSONAL PHONE

We recognize that there may be occasions when an individual may have to make and receive personal calls/texts/e-mails during work hours. Because we depend on our phones for doing business, we request that employees limit these personal calls/texts/e-mails and that, when possible, they respond to such requests at a suitable break. Disciplinary action may include discharge for excessive personal phone usage during the regular work hours.

AAS employees should avoid using AAS phones and computers for their own personal business. It is requested that employees limit making or receiving calls/texts/e-mails on their personal cell phone during working hours, except in the case of an emergency.

### PUBLIC AND SOCIAL IMAGE

The AAS has no intention of regulating or monitoring the employee's choice of non-work-related activities; however, any employee's actions; positive or negative, may reflect on the public image of AAS. AAS promotes professionalism and sensibility. These same qualities are expected of our employees.

### TV/RADIO/MISCELLANEOUS USAGE

AAS allows the use of background noise to complete office work. However, said noise must be agreed upon by all individuals working in proximity of noise. Noise or visual usage must not interrupt workplace deadlines or productivity. TV viewing is prohibited during business hours except in an emergency situation.

### THERAPY/SERVICE ANIMALS

In the event that any patron attempts to bring an animal onto the fairgrounds during the annual Armada Fair, we ask that you contact a Gate Committee Board Member. Please hold the patron at the gate and let them know an "Armada Fair Representative" must approve the admittance of said animal.

Service animals will be reviewed on an individual basis.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### PERSONNEL RECORDS

The AAS believes in the importance of having an accurate personnel record of each employee or volunteer. We ask that all employees promptly notify the Office Committee of any change in name, home address, telephone number, marital status, number of dependents or any other pertinent information.

The AAS recognizes our employee's right to privacy. Personnel records are considered confidential and AAS adheres to the following guidelines:

- The collection of employee information will be limited to what is needed by AAS for business or legal purposes.
- We will protect the confidentiality of all information in the personnel files.
- All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary actions.
- Internal access to employee records will be limited to employees who demonstrate an undeniable, business-related need to know. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
- AAS will not release personal information unless a timely written approval is received by the employee. Such information may also be released upon subpoena by a court of law.
- Material in your personnel file is AAS property and may not be removed. However, copies of any items within the official employee file may be requested by the employee.
- All outdated personal information will be shredded and disposed of in an appropriate manner.

### AAS LOGO

Persons wearing clothing that have been embroidered with the AAS logo are representing the AAS organization therefore their actions, positive or negative, may reflect on the public image of AAS.

Former Board Members are encouraged to represent the AAS positively in the public's eye by proudly wearing the AAS logo. However, former/unofficial Board Members are subject to dismissal from the Annual Armada Fair if said member is wearing an official Board Member shirt. This policy is enacted for the safety of all patrons, vendors, exhibitors, authorities, and any other agency involved with the Annual Armada Fair.

Active board members shall wear AAS shirts during fair week and at other functions. Former board members shall not mis-represent themselves as active members by wearing AAS shirts during fair week.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### SAFETY

The AAS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, improper material and weapons and any other items or actions deemed harmful and/or improper. To this end, AAS prohibits the control, possession, transfer, sale or use of such material on its premises. It is the duty of every employee to assist AAS in administering this policy.

The AAS is proud of the fact that we have had very few security problems. Nevertheless, we encourage all employees to keep all personal valuables out of sight and preferable, under lock and key. Employees should also lock their automobiles. The AAS is not and cannot be responsible for damage to, loss or theft of personal property.

### WEAPONS FREE WORKPLACE POLICY

All persons are prohibited from carrying firearms or other weapons on the grounds or in the facilities of the AAS. Please note that a concealed weapons permit does not authorize any person to carry a firearm within our grounds or our facilities. The exceptions to this policy are those security personnel that AAS has we have specifically authorized to carry firearms in their official duties.

The possession, use and/or distribution of guns, knives, clubs, or other weapons, including those used in the martial arts, on AAS property, on AAS projects, in AAS vehicles, or during working hours (including meals and breaks) is strictly prohibited unless the possession, use or distribution is authorized by AAS as part of their employment.

### ZERO TOLERANCE

The AAS has a policy of zero tolerance for violence or threatening violence. If an employee engages in any violence in the workplace or threatens violence in the workplace, their employment will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this business, including employees and customers, never feels threatened by any employee’s actions or conduct.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### INSPECTIONS

We reserve the right to monitor, enter or inspect anything on AAS property including, but not limited to, telephones, desks and computers with, or without notice.

The fax, copier and mail systems, including e-mail, are intended for business use; personal use should be limited. Under conditions approved by management, telephone conversations may be monitored, and voice mail and e-mail messages may be retrieved. Any inappropriate private conversations overheard during such monitoring or private messages retrieved, such as those constituting threats against other individuals or indicating other violations of AAS Policy can be used as the basis for termination for cause.

### DRESS CODE

It is the AAS's desire to convey to clients, employees and the public it's professional image. Our Society image is set, in part, by the actions and appearance of our employees/volunteers. We ask that everyone use good judgment in dress and hairstyles. Extremes should be avoided. What may be acceptable at an after-hours outing or at home may be inappropriate for the workplace. Any questions regarding specific situations should be directed to the Office Committee or appropriate AAS Superintendent.

Personal Appearance: Casual attire is defined as, but not limited to, comfortable, leisurewear to include casual slacks, skirts and dresses of appropriate length (no mini-skirts) for females. Blouses are acceptable provided the outfit is of a business nature. While appropriate attire is the norm, all employees conducting business with outside clientele should dress appropriately for any meeting. Casual wear excludes short-shorts, tank tops and miniskirts.

The dress and grooming of workers shall be governed by the requirements of safety, comfort and appropriate appearance.

If an employee reports for work improperly dressed or groomed, they may be instructed to return home to change clothes or take other appropriate corrective action. The employee will not be compensated during such time away from work.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### REPORTING VIOLENCE

Employees are expected to report any incident that may involve a violation of any of the AAS's Policies that are designed to provide a comfortable workplace environment. Concerns may be presented to your AAS Superintendent. All reports will be investigated, and information will be kept confidential.

### AAS PROPERTY

Employees are expected to treat AAS property, property of vendors, property of a colleague or guest with the utmost respect. Deliberate destruction or defacing of AAS property, property of vendors, property of a colleague or guest is forbidden. Disciplinary action may include discharge for excessive damage or for the following:

- Unauthorized use of AAS's premises or equipment.
- Failure to report suspension of a license required to operate equipment or vehicles on behalf of AAS or driving a AAS vehicle or on AAS business without a license or with a suspended license.
- Cost of repair.

This may include said property:

- Barns, Building Offices, Radios, Golf Carts, Tents, Heavy Equipment, Rental Equipment, Electronic Equipment, TV's, Etc.

### MATERIALS, INFORMATION AND EQUIPMENT

Training materials and other confidential information distributed to employees during their term of employment with AAS must be kept confidential and returned to their supervisor upon separation of employment. AAS issued badges, keys, radios, cell phones, pagers and all other equipment must also be returned when your employment ends.

Badges are property of the Armada Agricultural Society and must be surrendered upon termination of employment. Badges must be worn at all times while representing the AAS during the Annual Armada Fair and are to be used only by the person to whom it is issued. Loss of a card must be reported immediately. To tamper or misuse a badge will result in discharge. A replacement fee of \$5.00 will be charged for issuing a new badge.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### DISCIPLINARY ACTION

To help maintain orderly operations and provide the best possible work environment, AAS expects employees, directors and volunteers to follow rules of conduct that will protect the interests and safety of all employees and the AAS.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. However, the following are examples of infractions that may result in disciplinary action, ranging from a warning letter, to suspension or termination of employment. Nothing in this section modifies the Armada Agricultural Society's policy of employment-at-will.

- Theft, attempted theft or inappropriate removal or possession of AAS property.
- Falsification of timekeeping records or AAS documents.
- Working with illegal drugs or alcohol in one's system or possession of illegal drugs or alcohol on AAS property.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating equipment.
- Fighting or threatening violence in the workplace.
- Horseplay, abusive language or other boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of AAS owned or customer owned property.
- Insubordination or other disrespectful conduct toward other employees and/or the public.
- Violation of safety or health rules.
- Sexual or other unlawful harassment including the posting of sexually explicit materials on AAS property.
- Possession of dangerous or unauthorized materials, such as firearms or explosives, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of telephones, mail system, e-mail or other AAS owned equipment.
- Unauthorized discourse of business "secrets" or confidential or proprietary information.
- Unsatisfactory performance or conduct.

Individuals who are terminated may request a review of the discharge by the AAS President or their appointed representative.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### COMPUTER AND INTERNET USAGE

An employee who willfully violates any of the following policies may be subject to disciplinary action up to and including termination from employment and may be subject to legal actions under Federal and State laws.

It is the policy of the AAS to comply with all laws and regulations pertaining to the purchase and use of computer software. This applies in all areas, including licensing agreements. All software use will comply with the terms and conditions of the appropriate licensing agreement. No other use will in any way be permitted or condoned.

Users may not duplicate any licensed software or related documentation for use either on the AAS premises or elsewhere, unless the AAS is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Society to both civil and criminal penalties under the United States Copyright Act.

Users may not give software to any non-AAS employee. Staff may use software on local area networks or on multiple machines only in accordance with application license agreements.

All software acquired by the AAS staff must be approved and purchased with the approval of the Office Committee and/or the Board of Directors. Software acquisition channels are restricted to ensure that the AAS has a complete record of all software that has been purchased and can register, support and upgrade software accordingly.

Software must be registered to the AAS and job title or department in which it will be used.

The AAS computers are AAS property and must be kept both software legal and virus free. Users are not permitted to bring software from home and load it onto AAS computers. The use of personal software on the AAS computers is restricted because it invites the introduction of viruses and may also be a licensing infraction. Employees must check with the Office Committee or Executive Board and receive authorization prior to such use.

As is the case with all equipment and services, employees must use the Internet in a professional manner in the furtherance of AAS related work only. Employees shall not access, via networking resources, websites whose topics are commonly considered illegal, unethical, unprofessional, obscene or in poor taste in nature or content.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### COMPUTER AND INTERNET USAGE – CONTINUED

Employees should practice network etiquette when accessing the Internet and its resources. This includes keeping electronic correspondence concise and meaningful and minimizing the time spent connected to FTP hosts. These hosts are generally made available at the cost of their owners/operators as a courtesy.

Network Support Staff will make a “best effort” attempt to provide support for Internet programs. The nature, size and complexity of the Internet, however, significantly limit the degree of support which can be offered. Support for Internet resources is best found within the resource itself and with co-workers who are familiar with specific Internet resources.

Due to the extensive graphics used on many of the pages on the Internet, the AAS requests that each employee/volunteer who wishes to print off the Internet do so in a way that will reduce interference with the printing of documents.

Requests for assistance in using the computer system should be directed to the Network Administrator. Routine questions should be sent via e-mail.

### REMOTE ACCESS TO DESKTOP SYSTEMS

Desktop systems (PC's) are not to be set up in such a way as to share, publish or in any way provide access to that system's disk(s) or files without the express approval of the Computer and/or Office Committee. This includes, but is not limited to, setting a computer up to act as; an FTP (File Transfer Protocol) host, a Web Server, an NFS (Network File System) volume or a Microsoft Network Share. All file sharing is to be done through the M drive.

### ELECTRONIC CORRESPONDENCE

The goal of this Electronic Correspondence Usage Policy is to clarify the intended uses of the Electronic Correspondence (E-mail) systems provided by the AAS. The Society recognizes that E-Mail has become an important communication tool within and outside this Society. This policy will continue to evolve in order to address the changes in technology, legislation and the AAS's need to ensure an informed staff. The AAS reserves the right to monitor and review all e-mails sent and received on AAS's computer system.





## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### ELECTRONIC CORRESPONDENCE – CONTINUED

Unacceptable Uses ~ Paid Staff/Volunteers shall not:

- Use electronic correspondence for an on-going commercial enterprise.
- Misrepresent your identity or affiliation in electronic correspondence.
- Send harassing, intimidating, abusive or offensive material to or about others.
- Intercept, forward, disrupt or alter electronic communications.
- Transmit a “chain letter,” broadcast inappropriate messages to mail groups or individuals.
- Use electronic correspondence to defame, defraud or cause embarrassment to any employee or to any other person.
- Transmit information (AAS or otherwise), which is in any way confidential or otherwise not available to the general public without the express approval of the Office Committee or Superintendent responsible for that information.

### DEPARTING EMPLOYEES/VOLUNTEERS

When an individual departs service with the Society, the Network Administrator will be immediately notified so that access to the AAS computer system may be terminated. Computer staff will disable the departing employee’s accounts and access privileges (including file/print and all forms of electronic correspondence) effective on the date of departure.

### SMOKING

The AAS is committed to providing a safe, healthy and sanitary workplace and to promoting the health, comfort and well-being of employees in its workplace environment. The AAS has considered current information available on the impact of tobacco on the health of all involved in areas where tobacco is used, as well as the laws of the State of Michigan. The AAS has concluded that the appropriate policy is for all of its workplaces to be tobacco-free unless otherwise designated.

It shall be the responsibility of the Board of Directors to ensure that all employees/volunteers follow this policy. The AAS does not intend to dictate tobacco use or non-use to an employee; that is a personal choice. The intent is to provide and maintain a safe, healthy and sanitary work environment for all employees by restricting tobacco use in workplaces and on the Armada Fairgrounds.

The Society will clearly distinguish areas which smoking is allowed.



## BENEFITS - FULL-TIME EMPLOYEES ONLY

### EARNED TIME OFF/VACATION

We believe that the Society benefits by providing opportunities for employees to take scheduled time off for family, rest and leisure activities. For this reason, vacation time with pay is provided for permanent full-time employees. This does not include seasonal full-time workers. Two weeks' (10days/80hours) vacation per year will be given after completion of one year of service based on date of hire. Vacation hours may not be carried over to the following year. Vacation hours are accrued by pay period in even increments throughout the year.

1.54 Hours Per Week @ 40 Hours Worked

0.0384 Hours of Vacation Per Hour Worked

13 Weeks of 40 Hours Each = 20 Hours of Vacation or 2.5 Days

If vacation hours are used during a paid holiday those hours will not be considered part of vacation time.

Vacation hours are paid at the normal straight time rate of pay for that employee.

In the event that employment is terminated, and the employee has not used their allotted vacation hours for that year, they will be compensated in their last paycheck.

Vacation hours must be approved by the Office Committee and/or Executive Committee, with notice being given to the full Board of Directors. If there are conflicting requests for vacation hours, the employee first requesting vacation hour is awarded the time off. In the event a conflict still exists, length of service will be used for resolution. For three weeks prior to the fair, no vacations will be approved. Exceptions may be reviewed under special circumstances.

### HEALTH INSURANCE AND SICK DAYS

AAS is to provide health insurance for all full-time employees of the Armada Agricultural Society with a cap of \$4,000.00 per employee per fiscal year with the check written out to the insurance company.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### MATERNITY LEAVE

AAS employees are allowed up to six (6) weeks of leave after they have given birth to or following an adoption of a child. Such leave time shall be unpaid. Time without pay may be taken prior to the birth and will be discussed on a case by case basis. With the approval of the Office Committee and the AAS Board of Directors, under certain circumstances, additional time may be allowed.

### FUNERAL AND BEREAVEMENT TIME OFF

If there is a death in the immediate family, the AAS entitles its full-time employees up to three (3) paid days of time off to handle family affairs and attend the funeral. In the event of a death in the family we ask employees to notify the Office Committee as soon as possible.

Immediate family is defined as:

- Parents/Step-Parents
- Spouse
- Children/Stepchildren
- Siblings/Step-Siblings
- Grandparents
- Grandchildren
- Mother/Father-in-law
- Brother/Sister-in-law
- Son/Daughter-in-law

With the approval of the Office Committee and the Board of Directors you may request additional time off. If vacation time is available, this benefit may be used for these additional days. Otherwise, the additional time off will be unpaid.

Vacation time must be used for all funeral time off other than for the immediate family listed above.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### JURY DUTY

The AAS recognizes the civic obligation of its employees to serve jury duty when called upon to do so. When called upon by the court, employees must provide the Office Committee and/or the Executive Committee a copy of the summons. Time away from the office will be unpaid. Should extraordinary circumstances exist at the time of your summons, which would make the time off detrimental to your schedule or the needs of the Society, the AAS reserves the right to request your service be delayed.

Upon presentation of jury summons paperwork, full-time employees will be reimbursed for the difference between monies paid by the court and their normal daily wages.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### FAMILY AND MEDICAL LEAVE

Eligible employees who have worked for the AAS for at least twelve (12) months and at least 1,250 hours during the prior twelve months may take up to twelve (12) weeks of unpaid leave (FMLA leave) during a rolling year\* for the following reasons:

- Care of the employee's immediate family member (spouse, son, daughter or parent) with a serious health condition.
- Inability of the employee to perform the functions of the employee's position due to a serious health condition (including injuries/illnesses resulting from a work-related incident which qualify as a serious health condition). Note: A "serious health condition" is one which requires in-patient care or continuing treatment by a healthcare provider. It does not include most short-term conditions for which treatment and recovery are very brief.

Employees will be required to use any accrued vacation time at the start of any FMLA leave. FMLA leave may be taken intermittently or on a reduced hour's basis only if such leave is due to a serious health condition.

When the necessity of the FMLA leave is foreseeable the employee must provide the AAS with at least two (2) weeks written notice of the employee's intention to take leave. The employee must also make a reasonable effort to schedule the treatment of a serious illness so as not to unduly disrupt the operation of the AAS, subject to the approval of the health care provider.

Where the need for FMLA leave is unforeseeable the employee must give written notice as soon as practical, but no later than two (2) business days after the leave begins. Any leave request based on a family member's or employee's own serious health condition must be supported by certification from a healthcare provider. The employee must provide a copy of the certification to the AAS in a timely manner. Fifteen (15) calendar days from the date of notice will be allowed to provide the certification of an unforeseeable situation. Certification from the health care provider must contain the following:

- The date the serious health condition began.
- The probable duration of the condition, including the probable duration of the patient's present incapacity.
- The appropriate medical facts regarding the condition.
- If the leave is based on the care of a spouse, son, daughter or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue.



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### FAMILY AND MEDICAL LEAVE - CONTINUED

\*rolling year is defined as 12 consecutive months (example: July through June) (Permanent Full-Time Employees Only)

- In the case of intermittent leave or leave on a reduced hour's basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.

If the AAS has reason to doubt the validity of the medical certification it may require the employee to obtain a second opinion at the expense of the AAS.

The AAS may require an employee on FMLA to report periodically on his/her status and the intention of the employee to return to work and also periodic re-certification of the medical condition. An employee taking FMLA leave due to the employee's serious health condition is required to obtain medical certification that the employee is able to resume work prior to the return from the leave.

Employees who return to work from FMLA leave within or on the business day following the expiration of their leave periods (assuming it is no longer than twelve (12) weeks) are entitled to return to their jobs or an equivalent position without loss of benefits or pay.

### MILITARY LEAVE

The AAS will follow all laws of the United States of America and/or the State of Michigan in regard to military service of its employees.



# ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

## HOLIDAYS

The AAS observes the following holidays each year. Full-time employees will receive eight (8) hours pay for each of the following holidays.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

Optional unpaid days will include:

- Good Friday
- Post Fair Tuesday
- Halloween
- Thanksgiving Eve
- Post-Thanksgiving Day (Black Friday)
- Christmas Eve
- New Year's Eve

The week between Christmas and New Years Day, the AAS office will be closed. This is not optional. These are unpaid days except as noted above.

Full-time employees will receive eight (8) hours pay for each of the above holidays. The AAS recognizes employees may wish to observe certain days that are not included in the above holiday schedule. Accordingly, an employee who desires to take an optional day, listed above, will do so without pay but must give adequate notice to the Office Committee and the Board of Directors.

## OFFICE HOURS

- September 1 - May 31: Monday - Friday, except holidays, 9AM - 4PM
  - Beginning September 1 - two employees with a 4-day/3-day split maximum.
- June 1 - August 31: Monday - Friday, except holidays, 8AM - 5 PM
  - Two employees at 5-days each. Other employees at Office Committee discretion.
- Additional Hours:

Last Saturday of June	9AM - 3PM
Mid-July Saturday	9AM - 3 PM



## ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

### WORKER'S COMPENSATION

Employees who are injured on the job at the AAS are covered by Workers' Compensation Insurance Plan and will receive all benefits per the insurance plan. Employees must report all work-related injuries or illnesses to the Office or Executive Committee within 24 hours of the injury or illness.

The AAS encourages injured employees to seek immediate medical attention. After a specified waiting period, the employee may also be eligible for disability payments set forth by state law, specified to the injury and waiting period of two weeks.

Information of the Workers' Compensation Insurance Plan may be obtained from the AAS office during normal business hours.

### TERMINATION OF EMPLOYMENT

While it is our hope that all employees will look upon their job at the AAS as a long-term opportunity and make their career with the Society, we realize that AAS is not for everyone. Employees leaving the AAS, whether voluntarily or involuntarily, will be expected to turn in all AAS-owned equipment, tools, keys, credit cards, badges and/or stamps as well as any other AAS-owned possessions. Failure to return such AAS-owned items will result in the replacement cost of said items by the employee. Failure to comply may also result in legal action to the fullest extent of the law.

Employees terminate their employment for one of the following reasons:

- Resignation ~ A resignation occurs when an employee leaves the AAS by his/her own decision. The employee is requested to give the Office Committee two weeks written notice of their resignation.
- Discharge ~ It is expressly understood that all AAS employees are employed At-Will and may be terminated at any time for any reason without notice. Discharge is a permanent dismissal initiated by the AAS. AAS reserves the right to dismiss any employee at will. An employee's employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the Society.

No employee or agent of the Society has any authority to enter into any agreement for employment for any specified period of time, or to waive or otherwise make any agreement contrary to the foregoing.





## CODE OF CONDUCT

- Our Code applies to every employee, volunteer and to our Board of Directors.
- All of your work must comply with our code, our policies, and the law.
- You must act with integrity and inspire trust.
- It is your responsibility to ask questions and raise concerns when issues arise.
- Each of us must respect the diversity, talents and abilities of others.
- Always be alert to violations.
- You should never discriminate or deny equal opportunity.
- You must not harass others in our workplace.
- If you or someone else is the subject of discrimination or harassment, speak up and report it.
- You are expected to put safety first.
- You should not work under the influence of alcohol or drugs.
- You must never threaten anyone or display violent behavior in our workplace.
- You should never compromise quality.
- Always market our products and services responsibly.
- We must treat our customers fairly.
- Interactions with our exhibitors, sponsors, vendors, or other partners must meet our ethical standards.
- You should avoid a conflict, or an appearance of a conflict, between your personal interests and our company's interests.
- Your decisions should never be influenced by corruption.
- You must comply with all anti-bribery laws.
- If you suspect your customer or supplier is engaged in an illegal activity, report it.
- You are prohibited from using company resources for personal political activities.
- Business gifts must be lawful, authorized and appropriate.
- Your business records must be accurate and complete.
- You have an obligation to protect Armada Agricultural Society resources.
- You should never compromise honesty and integrity by committing fraud.
- You must protect the confidential information of our company and our business partners.
- Always use our trademarks and other intellectual property properly.
- You must use company email and internet accounts responsibly and protect the security of our information systems.



# ARMADA AGRICULTURAL SOCIETY EMPLOYEE HANDBOOK

## EMPLOYEE AGREEMENT

I acknowledge that I have received a copy of AAS Employee Handbook. I agree to read it thoroughly and abide by the policies. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification.

I understand that AAS may change, revise, eliminate or amend the policies contained within this Handbook at any time. I understand that this Handbook is not a contract; either expressed or implied and does not create a promise of specific treatment in a specific situation. I also understand that my employment with AAS is at-will and is not for a fixed term or definite period and may be terminated by me or by AAS at any time, with or without notice, and with or without reason or cause.

Furthermore, no officer, colleague, or representative of AAS, other than the President of the Board, has any authority to make any agreement for employment for any specified period of time, or to make any agreement contrary to employment "at will," either orally or in writing. Any exceptions to this "at will" policy must be in writing and signed by the President of the Society to be binding, valid and enforceable.

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EMPLOYEE NAME (PLEASE PRINT)

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EMPLOYEE SIGNATURE

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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WITNESS NAME (PLEASE PRINT)

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WITNESS SIGNATURE

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: The original signed agreement will remain in AAS files. Employees, volunteers, and directors will receive a copy of the signed agreement.

Armada Agricultural Society  
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