

Personnel Policy

- I. GENERAL STATEMENT - This policy is designed to provide clear and consistent guidelines for the employment relationship of all employees with Lodge Name & Number. This policy statement is not intended to be a contract of employment. It is the responsibility of all employees to thoroughly familiarize themselves with this policy and comply with its provisions. A failure to comply with this policy could result in disciplinary action up to and including termination of employment.
- II. CLASSIFICATION - All employment with Lodge Name & Number is considered to be part time, at will, employment. As an employee, it should be clearly understood that an employee serves at the pleasure of the House Committee and as such, subject to dismissal at any time without cause.
- III. WAGES AND HOURS - The starting wage will be determined by the House Committee. The minimum starting wage will be in accordance with the State Name Minimum Wage Law for any employee. Employees may be reviewed every six months for a pay increase, not to exceed \$.25 (cents) per hour, however, this is considered a merit increase based upon job performance and is solely at the discretion of the House Committee. Employees who must work in excess of 40 regularly scheduled hours per week will be paid time and one half for any hours over 40 hours. With permission of the House Committee, employees may, from time to time, switch hours, for their mutual benefit, however, hours cannot be switched at the expense of the Lodge.

The work week begins on Monday and ends at the conclusion of the business day on Sunday night. Employees will be paid weekly by the Lodge Treasurer. All work hours will be determined by the House Committee or its agent. Employees shall not be compensated for start-up or close-up time.

Employees are expected to be on the job at the designated start time of their shift. Tardiness or excessive absenteeism can subject an employee to disciplinary action, up to and including dismissal. An employee who is unable to work must make every attempt to have someone work for them. A member of the House Committee or it's agent, must be notified when an employee is unable to work or when employees switch hours and such notification must be made at least one hour before the scheduled start time of the employee's shift. Employees shall not close early, unless specifically approved by a member of the House Committee or its agent.

Because all employment is considered part-time, employees shall not receive any vacation time, sick time, holiday pay, funeral leave or jury duty pay.

- IV. LEAVE OF ABSENCE - The House Committee may, at its discretion, grant an employee an unpaid leave of absence for a period not to exceed 30 days. An employee seeking an unpaid leave of absence must submit such request in writing to the House Committee.
- V. AFFIRMATIVE ACTION POLICY - It is the policy of Lodge Name & Number to implement affirmative equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, national origin, disability unrelated to the ability to perform the job, or status as a disabled or Vietnam-era veteran. Positive action shall be taken to ensure the fulfillment of this policy.

This obligation includes:

Recruiting, hiring, and promotion without regard to race, color, religion, sex, age, national origin, disability unrelated to the ability to perform the job, or status as a disabled or Vietnam-era veteran. We will base employment decisions solely upon an individual's qualifications for the position being filled so as to further the principle of equal employment opportunity. We will ensure that promotional decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities. We will ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, terminations, lodge sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, sex, age, national origin, disability unrelated to the ability to perform the job or status is a disabled or Vietnam-era veteran.

- VI. SEXUAL HARASSMENT POLICY - Lodge Name & Number is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the Lodge maintains a strict policy prohibiting all unlawful harassment including, but not limited to sexual harassment of any employee either in the workplace or in any work-related setting. This Policy prohibits sexual harassment in any form, including verbal and physical harassment.

The Lodge will not tolerate any employee conduct or activity, or display of graphic material, that has the purpose or effect of violating this Policy. In addition, within the limits of the Lodge's power and control, the Lodge will attempt to prevent any non-employee (including, but not limited to anyone working for another contractor or a supplier) from any conduct or activity, or display of graphic material that has the purpose or effect of causing harassment either in our workplace or in any work-related setting.

- a. Definition of Sexual Harassment:

Under guidelines published by the Equal Employment Opportunity Commission, "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" constitute unlawful harassment in the following instances:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. When submission to or rejection of such conduct by an individual is used as a basis for any employment decision (e.g. promotion, wage increase, termination) affecting such individual; or
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Stated simply, it is sexual harassment for any officer, committeeman or member to promise a raise, a promotion or any other job benefit to another employee, or to threaten another employee with some kind of adverse action, such as denial of a raise, a demotion or termination, in an effort to obtain sexual favors from that employee.

Sexual harassment may involve such matters as crude sexual jokes or sexual names; sexually suggestive, profane language; offensive sexual flirtations and innuendoes; a display of obscene or pornographic material; sexual advances; grabbing or touching another individual; or other, similar demeaning and insulting behavior based on sex. The above types of conduct or actions violate this Policy if they have the purpose or effect of unreasonably interfering with another employee's work performance, or they create an intimidating, hostile or offensive work environment.

b. Rights and Duties of Employees

The Lodge strongly encourages any employee who believes she or he is being harassed to tell the harasser promptly to stop. The Lodge recognizes, however, that individual employee may find it difficult to take that step and/or that such action may be ineffective. As a result, the Lodge strongly urges any employee who believes she or he has been subjected to sexual harassment to notify immediately his or her immediate supervisor (house committee) or an officer of the Lodge.

The Lodge would ask that all employees report incidents of harassment promptly, so that the Lodge can respond in a timely fashion. Given the often sensitive nature of sexual harassment, the Lodge has set no deadline for an employee to make such a report. The House Committee, may, however, take into account a significant delay on the employee's part in reporting an incident in evaluating the merits of a specific claim.

c. Investigation of Complaints

A prompt and thorough investigation in the allegations or complaint(s) of sexual harassment will be conducted and appropriate corrective action, (up to and including termination, if called for, based upon all the facts), shall be taken within a reasonable period of time. The scope and other details of each investigation will depend on the nature of the report and the related circumstances. In each instance, the Lodge will, however, handle the matter with as much discretion as the circumstances permit, in any effort to protect the privacy of the individuals involved. Due to the sensitive nature of these matters, the Lodge also encourages all employees to help keep all report, investigations, and related matters confidential.

d. Sanctions

Any employee who is found to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination.

e. Retaliation

The Lodge will ensure that anyone who reports an incident of sexual harassment in good faith or who participates in an investigation will be protected from any employment-related reprisal. The Lodge will treat retaliation by the alleged harassed or any other employee, as a separate and independent violation of this Policy. If the Lodge finds that an employee is guilty of retaliation, the Lodge will take appropriate disciplinary action against that employee, up to and including termination.

f. False Accusations

The Lodge recognizes that false accusations of sexual harassment can have serious effects on innocent persons. If an investigation leads the Lodge to conclude that an employee has knowingly made false accusations of harassment, the Lodge may also take disciplinary action against that employee, up to and including termination.

g. Compliance

All employees are responsible for insuring compliance with this policy.

VII. DRUG FREE WORK PLACE POLICY

a. Policy Statement

Lodge Name & Number prohibits throughout its business, the use, possession, concealment, sale, distribution or manufacture of any chemical substance that may affect an individual's senses, motor functions or alter the individual's perceptions

while working. The term "chemical substance" includes but is not limited to, illegal or unauthorized drugs and alcohol. Employees are further prohibited from reporting for duty or remaining on duty after having used ingested illegal or unauthorized drugs or alcohol, or while under the influence of such drugs or alcohol. A violation of this policy's spirit or intent while working or on Lodge property is grounds for discipline, up to and including dismissal.

The policy does not prohibit the legitimate use or possession of medication or a controlled chemical substance which is prescribed or authorized by a medical practitioner, provided that the use is consistent with the safe performance of the employee's duties and the substance is used at the prescribed or authorized dosage. Employees should report prescribed drug use to the House Committee and/or obtain prior approval for such use while on the job.

VIII. WORK RULES

The following work rules are in effect immediately and a failure to comply with these rules could result in immediate termination:

1. The Lodge telephones are for the business of the Lodge and the convenience of the membership. Bartenders are NOT to use the phones for personal business unless it is an extreme emergency and then the conversation should be kept to a minimum. Personal calls for bartenders, both incoming and outgoing, will not be tolerated, unless there is an extreme emergency.
2. Your job is to provide cheerful, friendly service while behind the bar. You should avoid extended conversations with your customers which prevent you from doing your duties. Everyone should be treated with equal courtesy.
3. Your appearance when on duty and representing the Lodge is important. Sloppiness will not be tolerated. Employees must maintain a presentable, clean and neat appearance at all times. Employees must wear the designated dress, as specified by the House Committee. A waiver to dress other than in the prescribed manner for special occasions, must be obtained from a member of the House Committee. Shoes must be black or white in color. Shirts should be tucked in at all times.
4. Chairs or stools are not allowed behind the bar. If you have no customers, you may take periodic breaks, but you must sit at a table or the bar. When not waiting on customers, the bulk of your time should be devoted to performing your cleaning duties, re-stocking, etc.
5. Bartenders should never leave the bar unattended. If you must briefly leave the bar for any reason, designate a member to keep an eye on the bar during your brief absence. This does not mean that the member is supposed to work behind the bar, but merely keep an eye on things while you are gone.

6. Beside the bartenders, only the Lodge Secretary, Treasurer, or a member of the House Committee are allowed behind the bar. Anyone else must have the authorization of the House Committee.
7. Our lounge is designed for the use of our members and their families. It is not a "saloon" or "tavern". The lounge should be a bright, friendly place, not a dark, dingy tavern. Every light in the lounge has a purpose and should be turned on. They should not be turned all the way down but rather should be turned up enough to make the lounge bright and friendly. The window blinds should be opened slightly to allow light in.
8. We are a family orientated Lodge and as such we encourage our members to bring their families into our facility. However, parents are responsible for their children. If you see a child misbehaving, it is your responsibility to bring this to the attention of the parent. We do not want children running rampant without any parental supervision. Children are not allowed to use the pool table, unless they are at least 16 years of age or unless they are playing pool with their parent(s). If you see anyone abusing any of our amusement devices, it is your responsibility to take appropriate action.
9. If you are assigned to work the downstairs bar during a lodge function, it is your responsibility to see that the bar is stocked. You will be allowed to come in 30 minutes ahead of time to see that the bar is properly stocked. It is permissible to enlist the help of members, if they are willing to help you. After the downstairs function has ended, it is your responsibility to see that all necessary items are returned upstairs and that all alcoholic beverages are secured. You will be allowed 30 minutes after the bar has been closed to check out and put away all items. **THIS EXTRA TIME APPLIES TO THE DOWNSTAIRS BAR ONLY.**
10. You must announce "last call" at 15 minutes before closing time. After serving last call you immediately begin checking out. All customers and bartenders must be out of the lounge by the appointed closing time.
11. Employees are not allowed to consume alcoholic beverages while on duty. Employees cannot gamble while on duty. Employees cannot dance while on duty.
12. Any complaints or any questions regarding policy or procedure will be directed to a member of the House Committee only.
13. All incidents, no matter how minor, require a written report to the House Committee by the concerned employee. A failure to properly report an incident could result in disciplinary action.
14. Theft of any nature, whether individually or in collaboration with others, is a terminable offense.

15. Keys are issued to employees, however, employees must not duplicate or loan out their keys to anyone without permission of the House Committee. Only the House Committee is responsible for issuing keys to the social quarter.
16. No one, except the Secretary, Treasurer, or House Committee members are allowed in the lounge area before opening time or after closing time without the express permission of the House Committee.
17. All employees must be bondable.
18. Employees will comply with all record keeping provisions as required by the House Committee.
19. Employees are not allowed to socialize in the social quarter facilities during their off hours, unless they are specifically a guest of a member and they must leave the premises when that member leaves. Under no circumstances will an employee who is a guest be allowed to socialize in the facility while in any designated uniform as may be required by the House Committee.
20. All employees are required to keep their home address and telephone number current with the Lodge.
21. Employees who seek or have other employment may be required to declare a primary employer if the House Committee determines that this outside employment is in conflict with the Lodge employment.
22. Employees may smoke on the job, however, smoking is prohibited while preparing food or beverages or while serving same.
23. Employees will work in a safe and healthful manner and report any safety related problems to the House Committee or Lodge Safety Officer.
24. Employees must ensure that the privacy status of the Lodge is maintained. A member seeking admission without an identification card must satisfy the employee that they are indeed a member in good standing, before they can be admitted. Visiting Elks without an identification card will not be admitted.
25. Possession or use, on Lodge property, of firearms, explosives, large bladed knives, or other devices which could cause serious injury or damage, is prohibited.
26. All injuries must be reported immediately to a member of the House Committee.

In addition to the provisions of this policy, the House Committee may from time to time issue special instructions, procedures, or amendments to this policy, which must be

complied with by all employees. All employees must be thoroughly familiar with all House Rules.

House Committee

Lodge Name & Number

Certification

I have read and fully understand the contents of this policy and agree to abide by said terms.

Employee Signature

Witness

Cc: 1 copy to Employee
1 copy to Lodge Secretary
1 copy to House Committee

First Adopted: June 17, 1993
Revised May 1, 2000
Revised August 15, 2010